

November 2012

The Saskatchewan Association of Architects Practice Bulletin – Application for SAA Member Seal

Summary

In accordance with the Saskatchewan Association of Architects Bylaw 2.02, every member of the SAA is to have a seal, supplied by the Association. A seal is granted to an architect only after they have become a member and have then applied to the Executive Director for their seal, as per Bylaw 9.03.1.

Background

The Architects Act, 1996 governs the Saskatchewan Association of Architects and provides authority to administer the practice of architecture in Saskatchewan. The Bylaws of the SAA also provide an outline of how architecture is to be carried out within the province. Policy relating to areas of practice covered by *The Act* and/ or the Bylaws is occasionally necessary to proficiently and consistently carry out the intent of established legislation and regulation.

There are a number of Bylaws that helped to inform this Practice Bulletin. Those of specific application include SAA Bylaw 2.02.2 which states that the seal is the property of the Association. Bylaw 9.03.1 prescribes that each member is required to make application for their seal to the Executive Director of the SAA and that payment is to be made to cover the cost of the seal as well as postage. The personal seal of an individual member, as indicated by Bylaw 12.01.2, must be used to stamp required drawings.

In addition to being familiar with these specific Bylaws, please note that it is the responsibility of all SAA members to have read *The Act* and Bylaws of The Saskatchewan Association of Architects. All members are governed and bound by *The Act* and Bylaws, as they currently exist and all as amended.

Operational Instruction

When submitting an 'Application for Seal,' members are to ensure that the following have been completed:

1. Form
 - a. Complete, sign and date the application form. The application should be typed or printed clearly using dark ink. All sections must be complete in order for the form to be processed. Emailing or faxing of application forms is not an option. **The seal will not be ordered until the original application is received by the Executive Director.**
 - b. The name of the member must be spelled correctly, as it appears on the membership application and certificate.
 - c. Provide the full address to which the seal should be shipped.

2. Fees
 - a. Enclose the appropriate fee for the seal and postage.
3. Declaration
 - a. The last portion of the application form is a declaration which is required to be signed by all SAA members stating that when an architect ceases to be an SAA member it is their responsibility to promptly return their seal to the Association.

The SAA seal will be ordered once the complete application form and applicable fees have been submitted to and processed by the SAA.

Policy

Each member of the SAA shall have a member seal. SAA Members are required to apply to the Association for their seal. The seal must only be used on documents prepared by an SAA member who is employed by a firm that holds a current SAA License to Practice. Use of an SAA seal on documents prepared and/or credited to any other firm as well as the use of an SAA seal on documents prepared by an architect not employed by an SAA firm with a current License to Practice may be considered practicing without a license and could be subject to review by the Professional Conduct Committee. The seal, according to Bylaw 2.02.1, is to bear the member's signature and the date when affixed to drawings.

When an architect receives confirmation of their membership from the SAA, they are to complete the 'Application for Seal' form (see next page) and send it via post into the SAA office. **Only complete, original applications will be processed.**

Misplaced or lost seals are of concern to the SAA and likewise to the architects who are without them, as a stamp is needed to seal all official documents. In the case that a member architect loses their seal, they will be required to write a formal letter to Council stating why a new stamp is required and pay a \$100 replacement fee. In the event that the originally misplaced seal does surface, the SAA member is obliged to return it to the SAA.

Please note the SAA currently has in development a number of Practice Bulletins regarding seals and sealing. Look for future bulletins that will clarify the use of seal, use of electronic seal, reclamation of seal, as well as other seal-related issues.

Practice Bulletins are issued by the Council of the Saskatchewan Association of Architects as a practice resource or as general interpretations of the requirements in the Architects Act, and the Bylaws. Bulletins should be read in conjunction with the Act and Bylaws, and in no way supersede these documents. Bulletins are not intended to be and are not legal advice to the Members of the Association. Members should consult their own legal, income tax or financial advisors as to the application of the Architects Act and Bylaws in specific circumstances



SASKATCHEWAN ASSOCIATION OF ARCHITECTS

APPLICATION FOR SEAL



Name of Architect: (CLEARLY print name as it appears on the SAA membership application and as it will appear on the Seal)

Legal Name of Practice:

SAA Member #:

Place of Business: (City, Province)

Address: (For Shipping) _____

(Street)

(City)

(Province)

(Postal Code)

Declaration:

By signing below, I hereby declare that I have read and have a firm understanding of *The Architect's Act, 1996* and the Bylaws of the Saskatchewan Association of Architects. I have reviewed Bylaw 2.02.2 in specific and am in agreement with the following statement: "The seal is the property of the Association. If a person ceases to be a member of the Association, their seal shall be promptly delivered to the office of the Association."

SAA Member Signature

Date

For Office Use Only:

Payment Processed Method of Payment: _____

Date: _____ Initial: _____



Fee: \$52.50 (\$50.00 + \$2.50 GST)

Please note this is a **non-refundable rental fee**. In the event you discontinue your membership with the SAA, you will be required to return the rented member seal to the Association.

Payment will be accepted via cheque (made payable to the Saskatchewan Association of Architects) or credit card (VISA or MasterCard).

Credit card type: _____

Name of cardholder: _____

Card number: _____ CVV: _____

Expiry date: (mm/yyyy) _____

Address associated with card: _____

City, Province: _____ Postal Code: _____