

**BY-LAWS**  
**OF**  
**NOVA SCOTIA FOREST TECHNICIANS ASSOCIATION**

1.1 The Directors for this Association shall be:

President  
1<sup>st</sup> Vice President  
2<sup>nd</sup> Vice President  
Secretary  
Treasurer (Amended 1999)

1.1(A) The Officers on the Executive for this Association shall be.

Eight (8) Regional Executive Members (Regional Representatives')  
Committee Chairs (Amended 2011)

1.1(B) Duties of Executive Council Members are to be found in "Section 26"  
(Amended 2011)

1.2(a) Directors shall hold office at the pleasure of the Association but for a period of not less than two years. At the end of each two-year term, nominations for each available position (with the exception of President and 1<sup>st</sup> Vice President) may be accepted from the floor at the next AGM, provided the nominee is present at the meeting. Following nominations from the floor, the chair of the Nominating Committee may also submit the names of nominees of whose acceptance have been verified by letter. (Amended 2009)

1.2(b) Should the President wish to step down before the two year term ends, the position of the outgoing President shall be filled by the sitting 1<sup>st</sup> Vice President. In turn, the position of the outgoing 1<sup>st</sup> Vice President shall be filled by the sitting 2<sup>nd</sup> Vice President. (Amended 2009)

1.2(c) Officers on the Executive shall retain positions on the Executive Council of the Nova Scotia Forest Technicians Association as long as they are still a Regional Representative/Committee Chair. {See section 2.4 for more information}  
(Amended 2011)

2.1(a) The Following shall comprise the Executive Council:

President (as Chairperson) (Amended 2010)  
Immediate Past President  
1<sup>st</sup> Vice President  
2<sup>nd</sup> Vice President  
Secretary  
Treasurer  
Eight (8) Regional Executive Members (Amend. 1999)  
Committee Chairs (Amended 2010)

- 2.1(b) Executive shall meet no less than twice a year. These meetings shall be on the Second Friday of June and September. (Amended 2007)
- 2.2 Regional Executive members will be elected, one for each provincial forest region. (Amended 2010)
- 2.3 This executive Council shall have the power to deal with matters pertaining to finance, special meetings, grievances, and such other matters which may come up from time to time and which are not considered serious enough to be taken before an emergency meeting.
- 2.4 In the event a Director/Officer { With the exception of that noted in Section 1.2(b) } resigns his/her office or ceases to be a member in the Association, his/her office as director/officer shall be vacated and the vacancy thereby created may be filled for the unexpired portion of the term by the Executive Council of the NSFTA from among the members in good standing of the Association. (Amended 2011)
- 2.5 The Association may, by special resolution, remove any director before the expiration of the period of office and appoint another person in his/her stead. The person so appointed shall hold office during such time only as the director in whose place he/she is appointed would have held office if he/she had not been removed. (Amended 1999)
- 2.6 (Repealed 2007)
- 3.1 Membership in the organization shall fall into three categories:  
Honorary Members: Full members may submit names for Honorary membership. These names will be voted upon at an annual meeting. Candidates for Honorary membership will be accepted only on a two-thirds majority vote and will not have voting privileges. The Executive of NBFTA will be considered Honorary Members. (Amended 2007)  
Members: Graduates of a school/college of Forest Technology, recognized by the NSFTA. (Amended 2007)  
Any member of the NBFTA who wishes to become a member of the NSFTA will automatically be qualified to do so. (Amended 2007)  
Certified Member: A Member who has satisfied The NSFTA Certification Requirements. (Amended 1998)
- 3.2 Any member, who has attained the full retirement age of 65 years and has been a fully paid-up member of the association for a minimum of 10 successive years preceding the application of this section, shall be granted life membership in this association and shall receive all the privileges and benefits of full membership without payment of dues. (Amend. 1978)  
This excludes payment of CFT dues. (Amended March 2005)

- 4.1 The amount of dues, for members and certified members are fixed yearly at the annual meeting and will depend on the financial demands of the organization.
- 4.2 All dues are payable on a calendar year basis and must be paid as of March 31<sup>st</sup> of each year. (Amend. 1999)
- 5.1 An AGM committee shall decide the time and place of the next annual meeting. (Amended 2007)
- 5.2(a) The terms “mailed to”, “sent to”, and “in writing”, also refers to electronic means of communication. (Amended 2007)
- 5.2(b) Notice of the annual meeting will be mailed to the membership not less than 4 weeks prior to the date of the meeting.
- 6.1 The order of Business for meetings shall be:
1. Opening and Roll-Call
  2. Reading and confirming of Minutes
  3. Reports of Committees
  4. Reading of Correspondence
  5. Unfinished Business
  6. Installation of Offices
  7. New Business
  8. (Repealed 2007)
  9. Closing
- 7.1(a) Amendments/Changes to the Memorandum/Bylaws may be made, altered and or rescinded via Special Resolution at the Annual General Meeting or at a Special General Meeting {see 7.1(b)} called to discuss and vote on a Special Resolution Notice. Notice of motion of such amendments/changes must be given, in writing(letter) or emailed to the Executive Council (President or Secretary) before the Winter Executive Meeting held on Friday the First week of January. A copy of this notice must be mailed, emailed, faxed or phone call placed to the membership one month in advance of the Annual General Meeting. Amendments to the Memorandum may be made by a three-fourths majority vote of the members In Good Standing present at the Annual General Meeting and in attendance at time of said vote. (Amended 2010)
- 7.1(b) A Special General Meeting maybe called if a Major/Emergency decision (Amendment /Change to Memorandum/Bylaws or other topics) must be made. The membership in this case will be given two weeks notice via express post, email or phone call. (Amended 2010)
- 7.2 The society has power to repeal or amend any of the Memorandum of Association and By-laws by a special resolution passed in the manner prescribed by law.

- 7.3 All Members will be notified of Annual General Meeting or of a Special General Meeting. {The means of notification are explained in 7.1(a) and 7.1(b) above}. Passage of items voted on at A Special General Meeting require a three-fourths majority vote of members present at time of vote. Only Members in Good Standing will have voting rights (Dues Current). (Amended 2010)
- 7.4 There will be no other meetings of the Association Membership other than those mentioned in Section 7.3. (Amended 2011)
- 8.0 Auditors (2) will be appointed or elected at each Annual General Meeting. (Amended 2011)
- 8.1 If an Auditor is unable to finish his or her term the Executive of the Association will appointed a replacement auditor. (Amended 2011)
- 8.2 Auditors will meet with the Treasure before February 28<sup>th</sup> each year so that an Audit of the NSFTA's Accounts maybe done. (Amended 2011)
- 8.3 Auditors will submit a signed report to the Executive before the Annual General Meeting. Report will be in Duplicate and singed by both Auditors. {Duplicates of Balance Sheets will also be signed and attached to Auditors Report} (Amended 2011)
- 8.4 A) One Copy of signed Auditors Report and Balance Sheet will be sent to the Registry of Joint Stocks Companies. (as required by Law)
- B) Second Copy of signed Auditors Report and Balance Sheet will be retained by the Treasurer of the NSFTA as part of Associations Records. (Amended 2011)
- 8.5.1 Members in Attendance at Associations Annual General Meeting or Special General Meetings may view Financial Books and Records. (Amended 2011)  
Other Association Records may also be viewed at this time as long as a request to do so has been made at least three (3) weeks in advance so that information to be viewed may be gathered by the Association's Secretary, from various sources within the Nova Scotia Forest Technicians Association.  
{Association's Secretary must receive request via email or letter with a complete description of what person making request wishes to view.} (Amended 2012)
- 9.1 30% of paid up members of the association shall constitute a quorum for the purpose of carrying on the business of the Association at the AGM. (Amended 2010)
- 9.2 30% of Paid up members of the Association shall constitute a quorum for the purpose of carrying on business of the Association at a Special General meeting. (Amended 2010)
- 10.1 For new members, proper application forms will be made available and must be properly filled in by applicant and submitted to the treasurer. (Amended 2007)

- 10.2 For new members, dues will not be charged for the first year, provided they have graduated from a recognized technical forestry school, during the past year. (Amended 2007)
- 10.3 Payment of the current year's dues will constitute the joining fee. (Amended 2007)
- 10.4 Members planning to attend the annual meeting must have dues paid and be in possession of a current year's membership card. (Amended 2007)
- 10.5 Only paid up members will have voting privileges. (Amended 2007)
- 10.6 Any member who failed to pay dues for two consecutive years will have their name removed from the mailing list. (Amended 2007)
- 10.7 Reinstatement (for regular members) can be obtained by paying the current years dues. (Amended 2007)
- 10.8 (a) To remain certified, a member will have their dues paid by March 31<sup>st</sup> of each year and if required, their CFE hours submitted to the CFE Committee before the required deadline. (Amended 2007)
- 10.8(b) If CFT dues are not paid by March 31<sup>st</sup>; the 1<sup>st</sup> Vice President shall send a first notice to the delinquent member within two weeks. If required, a second notice will be sent within the first two weeks of May and if by June 1<sup>st</sup> the dues are not paid in full, certification will be revoked. (Amended 2007)
- 13.1 Committee chairmen will hold committee meetings as required in order to compile reports on the progress of the committee. (Amended 2007)
- 13.2 Committee reports will be submitted, in writing, before or at each executive meeting and also before or at the AGM. (Amended 2007)
- 14.1 Regional executive members will hold regional meetings as required in order to compile reports on matters pertaining to their respective regions. (Amended 2007)
- 14.2 Regional reports will be submitted, in writing, to the executive before or at the semi-annual executive meeting and also before or at the regular general meeting. (Amend. 1995)
- 15.1 (Repealed 2007)
- 15.2 Notice of executive meetings will be sent to committee chairmen and executive members at least two weeks before the meeting to allow time for reports, etc, to be submitted.

- 15.3 A full report on the Executive meetings will be posted on the NSFTA website and sent to those members of the association who requests a hard copy of the report to be mailed to them as soon as possible, after such a meeting. (Amended 2007)
- 16.1 When it is necessary for regional executive and committee chairmen to incur legitimate expenses in the carrying out of their duties concerning the association, a bill for such expenses will be submitted to the executive for consideration at the executive meeting.
- 16.2 The Directors, officers and Members will only be reimbursed for expenses incurred while carrying out the duties of the Association. No member, director or officer will benefit financially from the association.
- 17.1 The nominating committee shall be the eight regional executive members. The regional executive member for the North Central region will automatically become chairman of the nominating committee. (Amend. 1978)
- 20.1 The seal of the association shall be in the custody of the secretary and may be affixed to any document upon resolution of the board of directors. (Amend. 1995)
- 21.1(a) Preparation of minutes, custody of the books and records, and custody of minutes of all the association and of the board of directors shall be the responsibility of the secretary. (Amend. 1995)
- 21.2 The Recognized Agent of the NSFTA will send to The Registry of Joint Stocks Companies a list of the Directors and Officers ( Addresses & Occupations) forming the Executive Council of The Nova Scotia Forest Technicians Association along with Auditors Report and Balance Sheets within Fourteen (14) days after The Annual General Meeting.
- 23.1 Members may be suspended from this Association for the following reason
- 1) Non-payment of Dues as noted in 4.2
  - 2) Reasons contrary to the principles of the Association. In this case a motion calling for such suspension must be made by a member of the Executive and must be supported by at least 75% majority vote before such suspension can be carried out. Members in danger of suspension under the section are entitled to a hearing before not less than three member of the Executive Council.
- 23.2 Any member of the NSFTA wishing to resign from the Association must do so in writing. Signed letter to be sent to the President of the NSFTA, (Amended 2011)
- 24.1 Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Society by the President or the Vice-President, Treasurer and the Secretary, or otherwise as prescribed by resolution of the Board of Directors. (Amended 2007)

25.1 The borrowing powers of the Association may be exercised by special resolution of the members.

26.0 Duties of the Executive Council Members of The Nova Scotia Forest Technicians Association

26.1 Duties of President of The Nova Scotia Forest Technicians Association

- a) Prepare agenda for meetings
- b) Notify Executive of Executive Council Meetings(Section 15.2)
- c) Direct the meetings keeping to agenda
- d) Sets priorities, delegates tasks, and tracks progress
- e) Official spokesperson for NSFTA
- f) Communicates and affiliates with groups and associations with common interests
- g) Casts the deciding vote in case of a tie vote
- h) Sends out invitation to attend Annual General Meeting when notice of AGM and agenda are being sent to general membership of the NSFTA

26.2 Duties of Past President of the NSFTA

- a) Assist President
- b) Chair meetings if called upon by President
- c) Assume Chair if President wishes to have his opinion and vote on specific topics
- d) Other duties as requested by President

26.3 Duties of 1<sup>st</sup> Vice President of the NSFTA

- a) Assume the position of President of the NSFTA if current President unable to complete his/her elected term
- b) Chairperson of the Certified Forest Technician Committee
- c) Works with the Continuing Education Committee to ensure Certified Members retain Certification
- d) Works with Treasurer to ensure CFT dues are paid by March 31<sup>st</sup> each year. If dues not paid he/she will notify members in arrears. { Section 10.8(b)}
- e) Other duties as requested by the President

26.4 Duties of 2<sup>nd</sup> Vice President of the NSFTA

- a) Assume the position of 1<sup>st</sup> Vice President if position becomes vacant (1<sup>st</sup> Vice President unable to complete his /her elected term or has moved up to Position of President)
- b) Assume the position of President if position becomes vacant {President and 1<sup>st</sup> Vice President unable to complete elected terms}
- c) Chairperson of the Disciplinary Committee
- d) Other duties as requested by the President

#### 26.5 Duties of Secretary of the NSFTA

- a) Guardian of past meeting records
- b) Works closely with President and Treasurer when sending out notices of meetings and agendas to the general membership of the NSFTA.
- c) Takes meeting minutes of all meetings be it Executive/Annual or Special and submits same to Executive within three (3) weeks for corrections and approval. Minutes are then sent to Web Master to be put on The Nova Scotia Forest Technicians Associations web site.
- d) Sends out Correspondence as directed by President
- e) Conducts research related to past minutes and correspondence as needed or requested.

#### 26.6 Duties of Treasurer of the NSFTA

- a) Handle the income and expenditures of the Nova Scotia Forest Technicians Association
- c) Maintain the NSFTA Bank/Credit Union account
- d) Ensure that bills are paid as soon as they have been approved
- e) Keep accurate financial records
- f) Obtain receipts for all funds dispersed
- g) Issue receipts for monies received
- h) Present an itemised account of all funds at each Executive/Annual or Special Meeting
- i) Meet with appointed/elected auditors before February 28<sup>th</sup> each year to have financial records audited
- j) Prepare and present audited financial statement to the associations Annual/Special General Meetings
- k) Maintain a current up to date membership list
- l) Works closely with Secretary and President when notices of meetings and agendas are being sent out to the general membership of the NSFTA

#### 26.7 Duties of Regional Executive Members {Regional Area Representatives'}

- a) Attend Executive/Annual and Special Meetings of the NSFTA
- b) Participate in Association Events and business
- c) Keep members in their Regional Area informed about Association business
- d) Help enrol new members to the association
- e) Assist with Annual/Special Meetings
- f) Verify Big Tree Contest sightings for there area
- g) Attend any function that may promote the image of a Forest Technician/Technologist ( if able to do so)
- h) Support good Forestry practices
- i) Initiates projects to promote the image of Forest Technicians/Technologists and the NSFTA
- j) Attend job permitting Career Day at local schools



## 26.8 Duties of Committee Chairs

- c) Keep Executive Council Members and General Membership apprised of pertinent information as it applies to the various committees
- d) Committee Chairs to hold meetings as required to deal with the workings of the Various committees ( as most committees are one person most committee chairs will not hold meetings)
- e) Committee Chairs whose committee interacts with committees from other Organizations will meet with other committees as needed.  
(Example: Hall of Fame Committee)
- f) Attend Executive/General and Special meetings of the NSFTA and be prepared to report on committee activities or news
- g) Forward to the association Secretary by mail or email a copy of report presented at any or all meetings.
- h) Committee Chairs must complete Expense Claim form and attach all invoices/receipts and present form to the Treasurer so that approved expenses on behalf of the NSFTA maybe paid in an appropriate time frame

(Section 26 Amended 2011)