



**BYLAWS**

**OF THE**

**RURAL**

**MUNICIPAL**

**ADMINISTRATORS'**

**ASSOCIATION**

**OF**

**SASKATCHEWAN**



**RECORD OF AMENDMENTS**

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DATE AMENDMENT PASSED:	BYLAW AMENDED:
<b>May 1995</b>	Consolidation
<b>May 1996</b>	Bylaw 4 (9); Bylaw 6 (7), (10)
	Bylaw 7 (4); Bylaw 8 (5), (6)
	Bylaw 13 (9), (10), (11), (12)
<b>May 2002</b>	Bylaw 4 (6)
<b>May 2004</b>	Code of Conduct
<b>May 2011</b>	Bylaw 1 (8) Added – Mandatory Group Life
<b>May 2013</b>	Bylaw 6 (2) – Active or Associate Member
<b>May 2015</b>	Bylaw 4 – Past President
<b>May 2017</b>	Bylaw 4 – Term of Office
<b>May 2023</b>	Bylaw 9- Removal of non-existent RMs
<b>May 2023</b>	Bylaw 11- Removal of Clause 5

## **INTERPRETATION**

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That the following sections of the "Act Respecting the Interpretation of Statutes" being Chapter "I" - 11 R.S.S. 1978 shall mutatis-mutandis apply to the Association Bylaws:

Section 7 - (7)  
Words importing masculine gender shall include feminine gender.

Section 8 - (8)  
Words in the singular include plural and words in the plural include singular.

### **Classes of Membership:**

The following shall be the classes of membership in the Association:

**ACTIVE MEMBERSHIP:** Shall mean all practicing Rural Municipal Administrators, Secretary-Treasurers or Assistant Administrators or Assistant Secretary-Treasurers, and as more fully contained in Subsection 1 of Bylaw No. 1. Active members shall have all voting and all other privileges as contained in the bylaws of the Association and shall be the only class eligible to be elective officers.

**ASSOCIATE MEMBERSHIP:** Shall mean Non-practicing Rural Municipal Administrators or Secretary-Treasurers may enroll as associate members of the Association by paying annually associate membership fees as set by the association. Associate members shall not have voting privileges nor be eligible as elective officers.

**HONORARY MEMBERS:** Shall mean recipients of the Lou Jacobs Award and shall be granted Honorary Life Membership in the Association. Honorary Life membership may be bestowed on other persons by the annual convention of the Association. Honorary Members pay no membership fees to the Association. An Honorary member, unless an active member, shall not be eligible for voting privileges or to be an officer of the Association.

May 1995 - Consolidation

## **BYLAW No. 1**

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### **A BYLAW OF THE RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN PROVIDING FOR MEMBERSHIP IN THE ASSOCIATION:**

1. Any person 18 years of age or over and of good moral character who holds a valid certificate of qualification issued by the Board of Examiners, appointed by the Department of Municipal Government, and who is currently employed as the Administrator or Assistant Administrator of a Rural Municipality may apply for active membership in the Association. No person shall be admitted as an active member who does not hold such a certificate.
2. An application for active membership shall be on a form prescribed by the Association and shall be accompanied by the annual membership fee. An application for Associate Membership shall be on a form prescribed by the Association and shall be accompanied by the annual Associate Membership Fee.
3. The Immediate Past President of the Association and, subject to the approval of The Saskatchewan Association of Rural Municipalities, the President of that Association, shall be ex-officio members of the Association. The Association in annual convention may admit, as honorary members, such persons as the convention shall approve. Non-practicing Administrators who are otherwise qualified may be admitted as Associate Members upon payment of a special annual fee to be set by the Executive Board, provided that such Associate Members shall not have voting privileges at the Annual Convention of the Association. Each recipient of the Lou Jacobs Award, shall be granted Life Membership in the Association.
4. If the applicant holds the necessary certificate and complies with the requirements as to payment of the membership fee he/she shall be admitted to membership in the Association and the Association shall issue to the applicant a Certificate of Membership in the Association.
5. Certificates of membership shall expire on the 31st day of January each year and on expiration thereof, all rights of membership in the Association shall cease and determine unless prior to the said date the holder of a certificate of membership shall have paid to the Executive-Director of the Association the annual membership fee for the then current year as well as any other fee payable under the bylaws of the Association.
6. The name of the Association shall not be used by any member or group of members without permission in writing from the Executive Board.
7. All active Association Members shall participate in S.A.R.M.'s Long Term Disability Plan unless specifically exempted by the R.M.A.A. Executive Board.
8. All active Association Members shall participate in S.A.R.M.'s Mandatory Group Life Insurance Plan unless specifically exempted by the R.M.A.A. Executive Board.

May 1995 – Consolidation  
May 2011 – Section 1(8) Added

## **BYLAW No. 2**

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### **A BYLAW OF THE RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN TO PROVIDE FOR A REGISTER OF MEMBERS.**

1. There shall be kept at the head office of the Association a separate register of active, associate, and honorary members of the Association, in which shall be entered, in alphabetical order, the names and addresses of Active, Associate and Honorary Members in good standing.
2. The register shall be open to inspection by any person at all reasonable times.
3. Upon production of evidence satisfactory to the Executive-Director of the Association that some error exists in the register, the Executive-Director shall correct such error and initial such correction and make a note indicating the date of such correction and reference to the evidence upon which such correction was made.
4. If a person whose name is inscribed in the register ceases to hold the qualification for membership in the Association, his/her name shall be struck from the register of membership and except as provided in subsection 5 of Bylaw No. 3, shall not be restored without a direction in writing to the Executive-Director by the Executive Board.

May 1995 - Consolidation

**BYLAW No. 3**

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**A BYLAW OF THE RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN TO PROVIDE FOR THE LEVYING OF FEES FOR THE MAINTENANCE OF THE ASSOCIATION:**

1. Every applicant for admission as active or associate member, shall pay to the Executive-Director, a membership fee to be set annually by the Executive Board; provided however that where the application for active membership is received after January 1st in any year that the individual applying for membership be required to pay the percentage of the annual levy as hereinafter written:
  - January 1, to and including March 31.....payment of 100% of fee.
  - April 1, to and including June 30.....payment of 75% of fee.
  - July 1, to and including September 30.....payment of 50% of fee.
  - October 1, to and including December 31.....payment of 25% of fee.There shall be no abatement of associate membership fees.
2. There shall be paid to the Executive-Director by every active member in the Association on or before January 31st of every year an annual membership fee to be set by the Executive Board.
3. Failure to pay the annual active membership or any other fee payable to the Association shall render such member liable to have his/her name struck from the register of active membership.
4. A member whose name has been struck from the register for non-payment of the annual membership fee or any other fee payable to the Association may have his/her name restored to the register by applying in writing to the Executive-Director for that purpose and paying a fee of \$25.00 to cover the cost of striking off and restoring the name. Upon receipt of such application and fee the Executive-Director, on being satisfied that the annual membership fee and all other fees payable to the Association by the applicant have been paid, shall restore the name of the applicant to the register and issue to him/her an annual active membership certificate.
5. No fees shall be payable to the Association by Ex-Officio Members or Honorary Members who are not practicing Rural Municipal Administrators.

**BYLAW No. 4**

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**A BYLAW OF THE RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN TO PROVIDE FOR THE ELECTION AND APPOINTMENT OF OFFICERS:**

1. The officers of the Association shall consist of a President, a Vice-President, an Executive-Director and six Directors who, together with the ex-officio members hereinafter referred to, shall constitute the Executive Board of the Association.

The Ex-Officio members of the Board shall be:

- i The Immediate Past President of the Association.
  - ii The incumbent for the time being of the Office of President of the Saskatchewan Association of Rural Municipalities.
2. a) The President and Vice-President shall be elected at large by the annual convention and the term of office shall be two years beginning with the 2018 annual convention.
- b) The two-year term for the President and Vice-President is from the date of the election at the annual convention in an even year until the completion of the election for these positions at the annual convention two years henceforth.
- c) Voting at all elections for President and Vice-President shall be by ballot.
- d) Nominations at all elections for President and Vice-President shall be made on written nomination papers, signed by two members in good standing, and the candidates' acceptance.
- e) The nomination papers for President to be handed to the Secretary of the Convention prior to the time and day shown on the convention program. If no nominations are received the returning officer shall declare and announce another nomination period.
- f) Nomination papers for Vice-President shall be handed to the Secretary of the Convention during a designated period of 5 minutes as shown on the convention program and the election shall forthwith take place. If no nominations are received the returning officer shall declare and announce another nomination period.
3. For the purpose of electing six directors, the Province shall be divided into six divisions as contained in Bylaw No. 09, and the active members present at the convention from each division shall elect a director for the Division and each Director shall, save as provided in paragraphs 4, 5, 6 and 10 hereof, hold office for two years.
4. Upon the adoption of these bylaws at the 1984 convention, Directors for the odd numbered divisions shall be elected in 1984 for a two-year term. Current directors for the even numbered Divisions shall remain in office until the 1985 convention and shall be elected for a two-year term at that time. Thereafter three Directors shall be elected every year.
5. In every case where a Director of the Association ceases to be a member in good standing in the Association before his/her term of office has expired, his/her office as Director shall automatically become vacant and if the said vacancy should occur on or before December 1st in any year, the Executive shall within 45 days hold a nomination and election for a Director to fill the unexpired portion of the term of office which has become vacant.

6. In every case where a Director ceases to be an Administrator for a Rural Municipality in the Division for which he/she was elected, his/her office as Director shall automatically become vacant and if the said vacancy should occur on or before December 1st in any year, the Executive shall within 45 days of the date the office becomes vacant hold a nomination and election for Director to fill the unexpired portion of the term of office which has thus become vacant.
- 6.1 In every case where the Vice-President of the Association ceases to be an Administrator for a Rural Municipality or resigns his/her office for any reason or ceases to be a member in good standing in the Association, his/her office shall automatically become vacant. In this event, the office of Vice-President will remain vacant until the election to be held at the next annual convention.
- 6.2 In every case where the President of the Association ceases to be an Administrator for a Rural Municipality or resigns his/her office for any reason or ceases to be a member in good standing in the Association, his/her office shall automatically become vacant. In this event, the office of President will remain vacant until the election to be held at the next annual convention. In the interim, the Vice-President shall assume the roles and responsibilities of President of the Association.
- 6.3 In the event that the Immediate Past President of the Association ceases to be an Administrator for a Rural Municipality, whether due to retirement or resignation, but continues to be a member in good standing and pays either an annual Active Membership or an annual Associate Membership to the Association, his/her office shall not be deemed vacant. In this event, the Immediate Past President may remain in the ex-officio position of the Executive Board until such time as the incumbent ceases to be President by elective process. This section shall not apply when a vacancy of the ex-officio position (Immediate Past President) has been caused by circumstances described in Section 12 herein
- 6.4 In the event that the Immediate Past President of the Association declines to sit or is unable to sit as ex-officio on the RMAA Executive for any reason, the Executive Board may invite a Past President of the RMAA to fill the ex-officio position and that person may serve in the ex-officio position of the Executive Board until such time as the incumbent ceases to be President by elective process. That person selected must be a member in good standing and pay either an annual Active Membership or an annual Associate Membership to the Association.
7. All elections of officers to the Executive Board of the Association shall be by ballot. A majority of votes shall decide all elections.
8. One scrutineer may be appointed by each candidate at any election and any member in good standing who is not a candidate may be appointed a scrutineer. The Returning Officer shall report the names of the successful candidates and the number of votes for each candidate.
9. The Executive Board shall appoint an auditor who, is a person or partnership certified by the Board of Examiners appointed pursuant to The Department of Rural Development Act, or a person who is a member, or a partnership whose partners are members of any society or association of accountants approved by the Board and constituted by an Act.
10. If a Director of this Association is elected as a member of the Legislature or Parliament, his/her position as a Director of the Association shall automatically become vacant and if the vacancy should occur on or before December 1st in any year, the Executive Board shall within 45 days hold a nomination and election for a Director to fill the unexpired portion of the term of office which has thus become vacant.
11. If the President or Vice-President is elected as a member of the Legislature or Parliament or ceases to be a member in good standing his/her position as President or Vice-President shall automatically become vacant and the vacant position shall be filled at the next ensuing annual convention.



12. If the Immediate Past President of the Association is elected as a Member of the Legislature or Parliament or ceases to be a member in good standing his/her position as Immediate Past President of the Association shall cease. In this event, the Executive Board may invite a Past President of the RMAA to fill the ex-officio position and that person may serve in the ex-officio position of the Executive Board until such time as the incumbent ceases to be President by elective process. That person selected must be a member in good standing and pay either an annual Active Membership or an annual Associate Membership to the Association
13. This Bylaw shall come into force June 1, 1995.

May 1995 - Consolidation

May 1996 - Amended

May 2002 – Amended

May 2015 – Amended

May 2017 – Amended

## **BYLAW No. 5**

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### **A BYLAW OF THE RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN TO PROVIDE FOR THE CONDUCT OF THE ANNUAL CONVENTION OF THE ASSOCIATION:**

1. A convention of the Association shall be held once in every calendar year on the dates to be determined by the Executive. The first convention of the Association shall be held in the City of Regina and the second convention of the Association shall be held in the City of Saskatoon. Thereafter, the convention shall alternate between the said Cities, provided however, that the venue may be changed by the vote of two thirds of the members present and entitled to vote at the previous annual convention.
2. Three weeks notice of the time and place of the annual convention shall be sent by ordinary mail to every active, associate and honorary member of the Association at his/her postal address as shown by the records of the Association.
3. All active members of the Association in good standing on the date of the opening of the convention, and no other shall be entitled to vote.
4. Except with the unanimous consent of the Convention, no amendments to the Association's bylaws shall be proposed unless notice of such proposed amendment is received by the Executive-Director of the Association at least six weeks prior to the start of the Convention, and unless at least three weeks prior notice of such proposed amendment is given to every member by ordinary mail. The vote of at least two-thirds of the members in good standing and voting shall be required to carry a resolution amending the Association's bylaws.
5. Associate and honorary members shall be eligible to attend and participate in all ordinary and special meetings and conventions of the Association but shall have no vote.
6. All associate and honorary members shall be eligible to attend and participate in all educational programs and institutes sponsored by the Association.
7. Associate and honorary members shall receive such mailouts as determined from time to time by the Executive Board of the Association.
8. Resolutions presented to the convention shall be submitted in writing by active members in good standing and shall bear thereon the name or names of sponsors thereof. Every resolution shall be moved from the floor, or by the Resolutions Committee, and seconded from the floor.
9. Voting at the convention on all matters other than voting at elections of elective officer, shall be by show of hands. Except where otherwise provided by bylaw, questions shall be decided by the majority of votes cast.
10. The order of business at the annual convention shall be in accordance with the program prepared by the Executive Board.
11. Except by permission of the presiding officer, no member shall be permitted to speak or to introduce a motion, provided, that a member shall not require permission of the presiding officer where his/her purpose is to ask a question and in every such case, the question shall be framed in as concise and succinct form as the nature of the case permits. Provided further that the right to ask questions without permission of the presiding officer shall not be used for the purpose of circumventing the power of the presiding officer relating to the conduct of the convention.

12. Except by permission granted by a vote of the convention, no member shall speak more than once and for longer than five minutes on any resolution, except the mover of a resolution who may speak in rebuttal at the end of debate on the resolution moved by him/her.
13. When a question is under debate no motion shall be in order except a motion to adjourn, postpone consideration, or amend. These motions as between themselves shall take precedence in the order mentioned, and the first two shall be decided on the question being put without debate.
14. All motions or amendments shall be put to the convention by the presiding officer who shall first ask, "Are you ready for the question?"

May 1995 - Consolidation

**BYLAW No. 6**

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**A BYLAW OF THE RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN TO REGULATE THE POWERS AND DUTIES OF THE EXECUTIVE BOARD:**

1. The executive Board shall conduct and administer the affairs of the Association on behalf of the Association.
2. The Executive Board shall meet at the close of each convention to transact and consider the business of the Association. There shall be appointed at this meeting the Executive-Director of the Association who shall be either an Active or Associate member of the Association and who pays an annual membership. The Executive-Director shall be paid such remuneration for his/her services as the Executive Board from time to time decides.
3. The Executive Board shall also meet before the opening of each annual convention and at such other times as the President or the Executive-Director may direct.
4. A meeting of the Executive Board may be called at any time by the President, or the Vice-President acting in place and stead of the President, or by a majority of the Executive Board, by sending to each member of the Executive Board at his/her last address by ordinary mail, a notice calling such a meeting, not less than seven days before the date of such meeting. Such notice shall state the place, date and time of the meeting and the substance of business to be brought before it.
5. Meetings of the Executive shall be held as often as the business of the Association requires same to be held.
6. Six members of the Executive shall constitute a quorum at a meeting of the Executive Board. All members of the Executive Board present shall vote on all questions at such meetings. All questions shall be decided by a majority of votes. In the event of an equality of votes the question shall be decided in the negative. No seconders shall be required for any motion.
7. If a member of the Executive Board ceases to be a member of the Association in good standing, or if their name for any reason is struck from the Register, or if they cease to become a member of the Association, their office shall forthwith be declared vacant.
8. Members of the Executive Board shall be paid their reasonable expenses in going to, remaining at, and returning from meetings of the Executive Board and in addition a per diem allowance in such amount as the Executive Board shall consider reasonable in the circumstances.
9. No member of the Executive Board shall publish or cause to be published any matter concerning the Association which is still under consideration of the Association.
10. No document or agreement in writing affecting the Association shall be valid or binding upon the Association unless executed under the seal of the Association attested by the signature of its proper officer authorized in that behalf, save and except that all promissory notes given by the Association to its financial institutions may be executed under the signature of the President or Vice-President and Executive-Director, and may be renewed from time to time as the circumstances shall require, and that all cheques issued on the Associations' financial institution shall be signed by the Executive-Director and countersigned by the President or Vice-President.

May 1995 – Consolidation  
May 2013 – Amended

**BYLAW No. 7**

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**A BYLAW OF THE RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN TO SET OUT THE DUTIES OF THE OFFICERS OF THE ASSOCIATION:**

1. The President shall be an ex-officio member of all special or standing committees of the Association. He/She shall, when present, preside at all meetings of the Executive Board. In the absence of the President, the Vice-President shall act in his place and stead, and in the absence of both, the Executive Board shall elect a chairperson from amongst their members to preside at the meeting at which a quorum is present. In the event that the office of President shall become vacant, the Vice-President shall act in his place and stead until the next annual convention of the Association.
2. The President shall cause to be submitted to the annual convention a report on the affairs of the Association.
3. It shall be the duty of the Executive-Director to call and attend all meetings of the Association and of the Executive Board, and to keep a full record of the proceedings in the minute book of the association.
4. The Executive-Director shall receive all monies paid to the Association and shall be responsible for the deposit of the same to the credit of the association in such financial institutions as the Executive Board may from time to time designate.
5. The Executive-Director shall fully and properly account for the funds of the Association and shall present to the Executive Board a statement duly audited by the auditor of the Association in time for transmission to the annual convention.
6. The fiscal year of the Association shall be from the 1st day of January to the 31st day of December in every year. The Executive-Director shall furnish to the Association at its expense a guarantee and fidelity bond acceptable to the Executive Board for the due and faithful discharge of his/her duties.
7. The Executive-Director shall have custody of all correspondence, all documents and records of the Association, and shall perform all such duties as the Executive Board may from time to time require of him/her to perform.

May 1995 - Consolidation

May 1996 - Amended

**BYLAW No. 8**

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**A BYLAW OF THE RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN PROVIDING FOR THE EXERCISE OF THE DISCIPLINARY POWERS OF THE EXECUTIVE BOARD BY A COMMITTEE OF THE EXECUTIVE BOARD:**

1. There shall be and there is hereby created a committee of the Executive Board to be known as the "Disciplinary Committee".
2. The Disciplinary Committee shall consist of any three members of the Executive Board of the Association who shall be appointed by the President, or in the absence of the President or his/her inability to act, by the Vice-President.
3. The Disciplinary Committee shall have and exercise all the disciplinary powers of the Executive Board under the provisions of "The Rural Municipal Administrators' Act".
4. For the better understanding of these bylaws the Code of Conduct appearing in Schedule "A" hereof is approved as constituting regulations regarding professional practice; the breach of which may render the offending member liable to such disciplinary measures as the Executive Board of the Association may consider appropriate, either by way of suspension, expulsion or discipline, provided that the said Code of Conduct is in no way intended to limit the power of the Executive Board to deal with any case of alleged misconduct which may arise, whether or not specifically stated therein.
5. In the event that a practicing member wishes to appeal any decision made upon him/her by the Disciplinary Committee, the appeal procedures outlined in Sections 19 through and including Section 24 of The Rural Municipal Administrators Act, 1983 shall apply.
6. The Disciplinary Committee shall as soon as is practical, inform the member by registered letter or personal delivery of the decision made by the Disciplinary Committee. A copy of the decision shall also be circulated to the Executive Board of the Association.

May 1995 - Consolidation

## BYLAW No. 9

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### A BYLAW OF THE RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN TO PROVIDE FOR DIVIDING THE PROVINCE OF SASKATCHEWAN INTO SIX (6) DIVISIONS FOR THE PURPOSE OF ELECTING THE DIRECTORS OF THE ASSOCIATION:

#### DIVISION 1 - SOUTH EASTERN:

1, 2, 3, 4, 5, 6, 7, 31, 32, 33, 34, 35, 36, 37, 61, 63, 64, 65, 66, 67, 91, 92, 93, 94, 95, 96, 97, 121, 122, 123, 124, 125, 126, 127, 151, 152, 153, 154, 155, 156, 157, 181, 183, 184, 185, 186, 187, 211, 213, 214, 215, 216, 217.

#### DIVISION 2 - SOUTH CENTRAL:

8, 9, 10, 11, 12, 38, 39, 40, 42, 43, 44, 68, 69, 70, 71, 72, 73, 74, 98, 99, 100, 101, 102, 103, 104, 128, 129, 130, 131, 132, 133, 134, 158, 159, 160, 161, 162, 163, 164, 189, 190, 191, 193, 194, 218, 219, 220, 221, 222, 223, 224.

#### DIVISION 3 - SOUTH WESTERN:

17, 18, 19, 45, 46, 49, 51, 75, 76, 77, 78, 79, 105, 106, 107, 108, 109, 110, 111, 135, 136, 137, 138, 139, 141, 142, 165, 166, 167, 168, 169, 171, 225, 226, 228, 229, 230, 231, 232, 255, 256, 257, 259, 260, 261.

#### DIVISION 4 - NORTH EASTERN:

241, 243, 244, 245, 246, 247, 248, 271, 273, 274, 275, 276, 277, 301, 303, 304, 305, 307, 308, 331, 333, 334, 335, 336, 337, 338, 366, 367, 368, 394, 395, 397, 398, 426, 427, 428, 456, 457, 458, 486, 487, 488.

#### DIVISION 5 - NORTH CENTRAL:

250, 251, 252, 253, 254, 279, 280, 281, 282, 283, 284, 285, 286, 309, 310, 312, 313, 314, 315, 316, 339, 340, 341, 342, 343, 344, 345, 346, 369, 370, 371, 372, 373, 376, 399, 400, 401, 402, 403, 404, 429, 430, 431, 434, 435, 459, 460, 461, 463, 464, 490, 491, 493, 494, 520, 521, 555.

#### DIVISION 6 - NORTH WESTERN:

287, 288, 290, 292, 317, 318, 319, 320, 321, 322, 347, 349, 350, 351, 352, 377, 378, 379, 380, 381, 382, 405, 406, 409, 410, 411, 436, 437, 438, 439, 440, 442, 466, 467, 468, 469, 470, 471, 472, 496, 497, 498, 499, 501, 502, 561, 588, 622.

May 1995 - Consolidation

May 2023- Removal of non-existent Municipalities

**BYLAW No. 10**

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**A BYLAW OF THE RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN TO REPEAL PREVIOUS BYLAWS:**

1. All bylaws of this Association adopted prior to May 15th, 1984, are hereby repealed, effective immediately.

May 1995 - Consolidation



## **BYLAW No. 13**

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### **A BYLAW OF THE RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN TO PROVIDE FOR THE CONTINUING PROFESSIONAL DEVELOPMENT OF THE ASSOCIATION.**

The Rural Municipal Administrators' Association, in the Province of Saskatchewan, hereby enacts as follows:

1. Subject to Section 6 of this Bylaw, in order to promote the continuing professional development of the Association, all practicing members of the Association, who are actively employed as Administrator of a Rural Municipality, shall participate in a minimum of sixteen (16) credit hours of professional development each calendar year.
2. Any person obtaining membership in the Association after March 1 of any year, who is actively employed as Administrator of a Rural Municipality, shall be exempt from the continuing professional development requirements specified in Section 1, until January 1 of the year following the member's admission into the Association.
3. For the purpose of this section, participation in the following functions/courses will qualify, to the extent hereinafter stated, for the continuing professional development requirements specified in Section 1;

R.M.A.A. Convention	9 Credit Hours
R.M.A.A. Fall District Meeting	4 Credit Hours
R.M.A.A. Sponsored Workshop	4 Credit Hours/day
S.A.R.M. Spring Convention	4 Credit Hours
S.A.R.M. Mid-Term Convention	3 Credit Hours
S.A.R.M. New Elected Officers/Administrators Seminar	3 Credit Hours
S.A.R.M. District Meeting	3 Credit Hours
S.A.R.M. Sponsored Workshop	3 Credit Hours
Sask. Municipal Government Sponsored Workshop	3 Credit Hours/day
U.M.A.A.S. Convention	2 Credit Hours
U.M.A.A.S. Sponsored Workshop Approved by R.M.A.A. Executive	2 Credit Hours/day
S.U.M.A. Sponsored Workshop Approved by R.M.A.A. Executive	2 Credit Hours/day
S.A.M.A. Sponsored Workshop	4 Credit Hours/day
U. of R. Sponsored Workshop Approved by R.M.A.A. Executive	3 Credit Hours/day
U. of S. Sponsored Workshop Approved by R.M.A.A. Executive	3 Credit Hours/day
Other Workshops Approved by R.M.A.A. Executive	3 Credit Hours/day

4. For the purpose of this section, participation in the following R.M.A.A. Executive approved courses will qualify, to the extent hereinafter stated, for a maximum of 25% of the continuing professional development requirements specified in Section 1;
  - U. of R. Degree/Certificate Classes
    - Credit hours equal to University Course Credit Units.
  - U. of S. Degree/Certificate Classes
    - Credit hours equal to University Course Credit Units.
  - Any other Educational Institution Classes which have R.M.A.A. Executive Approval
    - Credit hours equal to Institution's Credit Units.
  - S.I.A.S.T. Courses
    - 3 Credit Hours per course.
  - Personal Development Courses
    - 3 Credit Hours per course.
5. Removed
6. Any member who serves as an instructor, for a minimum of eight hours, in any of the functions/courses specified in Section 3 or 4 shall be exempt from the professional development requirements specified in Section 1 for the year in which the instruction occurred.
7. A 'banking' of credit hours for use in compliance with Section 1 in the following year shall be permitted, to a maximum of 16 credit hours.
8. Any breach of this Bylaw may render the offending member liable to such disciplinary measures as the Executive Board of the Association may consider appropriate, either by way of suspension, expulsion or discipline, after taking into consideration any extenuating circumstances such as maternity leave, medical leave, or leave of absence.
9. In the event that a practicing member wishes to appeal any decision made upon him by the Disciplinary Committee, the appeal procedures outlined in Sections 19 through 24 of The Rural Municipal Administrators Act, 1983 shall apply.
10. The Disciplinary Committee shall as soon as is practical, inform the member by registered letter or personal delivery of the decision made by the Disciplinary Committee. A copy of the decision shall also be circulated to the Executive Board of the Association.
11. The professional development requirements specified in Section 1 shall become effective January 1 of the year following adoption of this bylaw.
12. Bylaw Number 11 and Number 12 are hereby repealed.

May 1995 - Consolidation

May 1996 – Amended

May 2023 – Removal of clause 5 and references to it

## **SCHEDULE A**

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### **CODE OF CONDUCT**

1. Members of the Rural Municipal Administrators' Association of Saskatchewan (the Association), in the spirit of co-operation and fidelity to their employer, shall:
  - a Perform all duties of their profession to the best of their ability.
  - b Avail themselves, whenever possible, to all information and material which will improve their professional services.
2. Members shall, in fairness to all members of the Association, refrain from any attempt to supplant a fellow member.
3. Members of the Association shall conduct themselves at all times in a manner that will enhance the integrity, dignity and honor of the Association.
4. Practicing members of the Association shall, at all times abide by all legislation setting forth or governing the duties and responsibilities of an Administrator of a Rural Municipality.
5. Practicing members of the Association shall not acquire any interest, property or benefit through the improper use of the confidential knowledge of the affairs of a rural municipality which is obtained in the course of their duties.
6. Practicing members of the Association shall not disclose or use any confidential information concerning the affairs of any Rural Municipality, except when properly acting in the course of their duties or when such information is required to be disclosed by order of lawful authority or by the Executive Board or the Disciplinary Committee in proper exercise of their duties.
7. All members of the Association shall attend to and assist the Association, the Executive Board and the Disciplinary Committee, when required, and shall produce any books, papers and records in their possession, custody or control which may be required.
8. Practicing members of the Association shall, at all times manage the affairs and books of their employing rural municipality for which they are responsible, and shall promptly perform all required duties, in a business-like and competent manner.
9. A member shall bring to the attention of the Executive Board any apparent breach of the Code of Conduct, or any instance involving or appearing to involve doubt as to the competence, reputation or integrity of a fellow member of the Association.

May 1995 - Consolidation  
May 2004