

NBAREA – BYLAWS

EFFECTIVE August 13, 2020
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DEFINITIONS

1. In these Bylaws;

“Act” means an Act to incorporate the New Brunswick Association of Real Estate Appraisers/ Association des évaluateurs immobiliers du Nouveau-Brunswick.

“Board” means the Board of Directors established under Section (9) of the Act.

“Executive Director” means the person employed by the Association to carry out such functions as directed by the Board.

“Billing Cycle” means the period that runs from July 1st to June 30th annually.

2. All other words or expressions have the same meaning as in the Act.

I. HEAD OFFICE

The head office of the Association shall be in the City of Fredericton.

II. CORPORATE SEAL AND SIGNING OF DOCUMENTS

1. The Corporate Seal of the Association shall be in the form embossed on Appendix “A”.
2. The Corporate Seal shall be kept at all times in the custody of the Executive Director at the head office of the Association.
3. Subject to Section (4), contracts or documents in writing requiring the signature of the Association shall be signed by one of either, the President, Vice-President, Secretary or Treasurer, and by the Executive Director, and all contracts or documents signed under seal shall be binding upon the Association without any further authorization or formality.
4. All expenditures in excess of \$800.00, except for payroll purposes, shall be approved in writing by the Treasurer before any cheque or other document authorizing payment is issued.

III. MEMBERSHIP

Regional Membership

1. Subject to Section (2), every member shall also be a member of a region of the Association in the region defined in Part V of these Bylaws in which the member resides or maintains an office.
2. Members who do not reside or maintain an office in the Province are not required to be a member of a region.



Honorary Members

3. The Association may confer the title of *"Honorary Member"* on any person who shows exceptional interest in the Association and has cooperated in its affairs as a non-member.

Resignation of Membership

4. A member may resign from the Association by notice in writing to the Registrar giving the effective date of resignation which shall not become effective until accepted in writing by the Registrar.
5. The Registrar shall not accept the resignation of a member who is under investigation for disciplinary reasons or is subject to disciplinary proceedings.

Classes of Membership Fees

6. For the purpose of fees payable under Subsection 19(1) of the Act, members shall be divided into five classes;

(a) Regular Member, being a person who is required to register under the Act to engage in the practice of real estate appraisal. Such person shall pay the annual fees and registration fees and shall have the right to exercise full privileges in the Association.

(b) Associate Member, being a person who is qualified to engage in the practice of real estate appraisal but who is not required to register under the Act to engage in such practice or does not intend to engage in practice. Such person shall pay only the annual fees and shall have the right to exercise full voting privileges, the right to hold office, and to engage in the affairs of the Association.

(c) Temporary Member, being a person who is qualified to engage in the practice of real estate appraisal pursuant to the Act, is a registered real estate appraiser in good standing in another province or country, may be granted temporary membership for up to 3 months to work on a specific project in New Brunswick. This period may be renewed or extended for an additional 3 months upon the approval of the Committee of Examiners. Such person shall pay a temporary registration fee and membership fee as set by the Board and be considered a temporary member in good standing for the period of their temporary period, however they will not have voting rights.

(d) Candidate Member, being a person who is not qualified to engage in the practice of real estate appraisal pursuant to the Act, but who is actively pursuing the requirements to obtain a professional designation. Such person shall pay a candidate registration fee and membership fee as set by the Board and be considered a member in good standing and will have voting rights.

(e) Affiliated Member, being a person who is not active as a real estate appraiser or who is not qualified as a real estate appraiser but has an interest in the field of real estate appraisal in New Brunswick can be granted affiliated membership. Such a person may be a retired appraiser, colleagues of real estate appraisers, or potential students. A person granted Affiliated Membership shall pay an Affiliated Member membership fee as set by the Board and shall not have voting rights. Any person who has a real estate appraiser professional designation and has been granted Affiliated Membership status, shall provide a written undertaking that they shall not engage in the practise of real estate appraisal.



IV. MEETINGS OF THE ASSOCIATION

Annual Meetings

1. The annual meeting of the Association shall be held at such place and date, not later than the thirtieth day of May of each year, as the Board may by resolution determine.

Special Meetings

2. Special meetings of the Association may be convened by order of the President or Vice-President, by petition signed by one-third of the members of the Board, or by petition of not less than twenty-five members.

Notice

3. (a) A written notice stating the day, time and place of an annual or special meeting shall be delivered personally, by fax, mail or by email to each member at the member's last address known to the Executive Director twenty-one days before the date of the meeting. In addition, notice may be included in the official magazine or newsletter published by the Association, or in any publication the Executive Committee may direct.

(b) Notice of an annual meeting shall include an agenda of the items to be considered at the meeting.

(c) Notice of a special meeting shall contain a specific statement of the business to be decided at the meeting, including the wording of any proposed motion to be voted on at the meeting.

Irregularities

4. The accidental omission to give notice to a member or failure to receive notice by a member shall not invalidate any resolution passed or any proceedings taken at an annual or special meeting.

Chairperson

5. The President shall preside as chairperson at all meetings of the Association, and in the absence of the President, the Vice-President shall take the place of the President and act as the chairperson. In the absence of the President or Vice-President, a chairperson shall be elected as provided for in Section (6).

6. (a) In the absence of the President or Vice President, those members of the Association present and entitled to vote shall choose another member of the Board as chairperson, but if no member of the Board is present, or if all members of the Board decline to act as chairperson, then the members of the Association present shall choose another member to act as chairperson.

(b) If at a meeting a vote by ballot is demanded on the election of a chairperson, or on the question of adjournment, such vote shall be taken forthwith, without adjournment.

Adjournment

7. The chairperson may, with the consent of the members voting at any meeting of the Association, adjourn the meeting from time to time, and no notice of such adjournment need to be given to the members of



the Association. Any business may be dealt with at an adjourned meeting which could have been brought before the original meeting in accordance with the notice calling the meeting.

Quorum

8. Twenty members shall constitute a quorum for the transaction of business at all meetings of the Association.

Voting

9. (a) Every question submitted to a meeting of the Association shall be decided in the first instance by a show of hands, and in the case of an equality of votes the chairperson shall, whether on a show of hands or by ballot, have the casting vote in addition to the vote the chairperson may have as proxy for any other members.

(b) At any meeting, unless a ballot is demanded, a declaration by the chairperson that a resolution has been carried or defeated unanimously or by any majority shall be conclusive evidence of the fact.

(c) All matters to be voted on by the membership shall require a majority vote to pass, except the following which shall require a two-thirds majority vote.

(i) approval of Bylaws, or the amendment or repeal of Bylaws; and

(ii) borrowing by the Association in excess of \$10,000.00.

10. If at any meeting a vote by ballot is demanded on any question, the vote shall be taken in such manner, either at once or after adjournment as the chairperson directs, and the result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded.

11. A demand for a vote by ballot may be withdrawn.

Proxies

12. (a) A member may vote in person or by proxy at any annual or special meeting.

(b) A member present in person shall have one vote on a show of hands and, in addition, may have one vote for every proxy held by the member.

(c) On a vote by ballot, every member present in person shall have one vote and in addition may have one vote for every proxy held by the member.

(d) A member may appoint as proxy any other member of the Association.

(e) Each form appointing a proxy shall be filed with the Secretary not less than twenty-four hours prior to the annual or special meeting and shall be verified by the Secretary prior to such meeting being opened.

(f) A form appointing a proxy shall be in writing and signed by the appointor or the appointor's attorney and shall be in the form provided in Appendix "B".

13. All meetings of the members of the Association shall be conducted in accordance with *Robert's Rules of Order, Revised*.



14. Only members of the Institute in good standing have the right to vote on Institute issues in accordance with its Bylaws.

V. BOARD OF DIRECTORS

Appointment By Regions

1. For the purpose of Paragraph 9(1) (c) of the Act, a chapter is one of the following regions:
 - North Shore Region which includes the counties of Restigouche, Gloucester and Northumberland;
 - Southeast Region which includes the counties of Kent, Westmorland, and Albert;
 - Saint John River Valley Region which includes the counties of Madawaska, Victoria, Carleton, York, Sunbury, and Queens;
 - Fundy Region which includes the counties of Charlotte, Kings, and Saint John.
2. Each region of the Association shall be represented on the Board by a member elected at the same time as the annual election as follows:
 - (a) From the North Shore and Southeast Regions one member each for a term of two years
 - (b) From the Saint John River Valley and Fundy Regions one member each for a term of one year;
 - (c) Following the first election, each Region shall elect one member from that Region for a term of two years.
3. When a Regional member has been elected Vice-President of the Association, that seat on the Board shall be declared vacant and a replacement appointed under Paragraph 10(2)(c) of the Act within sixty days to fill that vacancy. The new director's term will end on the same date as the director being replaced.

Term

4.
 - (a) The President and Vice-President shall hold office for one year, or until their successors are elected or appointed in accordance with the provisions of these Bylaws. The office of President shall not be held by any one person for more than one year in succession.
 - (b) The Secretary and Treasurer and, subject to Paragraph 2 (b), other members of the Board shall hold office for two years, or until their successors are elected or appointed in accordance with the provision of these Bylaws.

Re-election

5. Subject to Paragraph 4(a) of this Bylaw, every retiring Director shall be eligible for re-election or reappointment.



Executive Committee

6. (a) For the purpose of Paragraph 9(1) (b) of the Act, the National Governing Council of the Institute is the Board of Directors of the Institute.
- (b) The immediate past President and the provincial representative to the Board of Directors of the Institute shall be ex-officio members of the Executive Committee in addition to those named under Subsection 9(2) of the Act.

Disqualification of Members of Board

7. A member of the Board shall no longer qualify as a member of the Board if the member;
- (a) makes an assignment in bankruptcy under the provisions of the *Bankruptcy and Insolvency Act*, is the subject of the filling of a receiving order, makes a proposal in bankruptcy, or order, or applies for a consolidation order;
- (b) is found to be of unsound mind and has been so found by a court in Canada or elsewhere;
- (c) ceases to be a member in good standing of the Association;
- (d) by notice to the President, resigns from office, provided the resignation is accepted by the President;
- (e) resigns from membership in the Association;
- (f) is convicted of a criminal offence proceeded with by way of indictment;
- (g) ceases to be a resident of New Brunswick; or
- (h) is removed from office under the provisions of Paragraph (8).

Removal From Office

8. The Association may, by a majority vote of members present at a special meeting or annual meeting of the Association called for such purpose, remove from office any member of the Board.

Duties of Officers

9. (a) President

The President shall be Chief Executive Officer of the Association and shall be responsible for its general management. The President shall preside at all meetings of members of the Association and of the Board and shall see that all orders, resolutions and regulations of the Association and Board are carried into effect.

(b) Vice President

The Vice-President, in the absence or disability of the President, shall perform the duties and exercise the powers of the President, and shall perform such other related duties as may be imposed by the Board.



(c) Treasurer

The Treasurer shall have the care and custody of all funds and securities of the Association which shall be deposited in the name of the Association in such bank or financial institutions or with such depository as the Board may direct. Subject to Part II, Section 3 and 4, and unless otherwise provided by resolution of the Board, the Treasurer shall approve all cheques, drafts, notes and orders for the payment of money, and shall pay out and dispose of the same under the direction of the Board. The Treasurer shall, at all reasonable times, exhibit the books and accounts of the Association to any member of the Board upon application at the office of the Association during business hours. The Treasurer shall sign and countersign such instruments as require signature or counter signature and shall perform such other related duties incident to the office of Treasurer or that are properly required by the Board.

(d) Secretary

The Secretary shall attend all meetings of the Board and the Association and shall record all votes and take minutes of all proceedings; give or cause to be given, notice of all meetings, and shall perform such other related duties as may be decided by the Board or the President of the Association. The Secretary shall have charge of all books and documents of the Association, except those which are the responsibility of the Treasurer, and shall sign with the President or other signing officer or officers of the Association, such documents as require signature. The Secretary shall keep or cause to be kept a book containing a copy of all Bylaws, resolutions and rules enacted by the Association, or by the Board, and copies of minutes of all meetings of the Board, special and annual meetings of the Association, and minutes of committee meetings.

(e) Registrar

The Registrar shall maintain and keep up to date a record of:

- (i)** the names, listed alphabetically, of all persons who are or have been members of the Association;
- (ii)** the addresses and calling of such members, as far as can be reasonably ascertained;
- (iii)** the names, addresses, and calling of all persons who are or have been members of the Board or officers of the Association, with the dates at which each became or ceased to hold office.

(f) Executive Director

The Board may delegate to the Executive Director such duties of the Treasurer, Secretary and Registrar as it decides is appropriate from time to time.

Meetings of the Board of Directors

10. (a) Frequency

Meetings of the Board of Directors shall be held at least twice every twelve months and may be held at any time or place in the Province as the Board may from time to time determine.



(b) Calling Meeting

A meeting of the Board may be convened by the President or Vice-President or any five Board members, at any time, and the Secretary by direction from the President, or Vice President, or any five Board members shall convene such meeting.

(c) Notice

Notice of time and place of all Board meetings, except the first meeting after the annual meeting, shall be delivered, by fax, telephone, mail or e-mail to all Board members not less than fourteen days before the date of the meeting.

(d) Declaration of Notice

A declaration signed by the Executive Director shall be conclusive evidence of sending all required notices. The non-receipt of a notice by a member of the Board shall not invalidate the proceedings at any meeting.

(e) Waiver

Any irregularity in any notice of a meeting of the Board may be waived by the Board member concerned.

(f) First Meeting of Board

The first meeting of the Board shall be held as soon as possible after the annual meeting. The meeting shall be deemed to be legally constituted if a quorum of Board members is present.

(g) Minutes

Minutes of all meetings of the Board shall be delivered to all members and ex-officio members of the Board.

(h) Quorum

A majority of the members of the Board shall constitute a quorum at any meeting of the Board.

(i) Adjournment

The President or person acting as chairperson of the meeting may, with the consent of members of the Board, adjourn the meeting from time to time, and no notice of such adjournment need be given to the members of the Board. Any business may be brought before and dealt with at any adjourned meeting which might have been brought before and dealt with at the original meeting in accordance with the notice calling the meeting.

(j) Voting

Each member, including an ex-officio member of the Board shall be entitled to one vote at Board meetings.

(k) Form of Meeting

The Board may conduct meetings by conference telephone or other electronic medium by means of which all persons participating in the meeting can hear each other if two-thirds of the members of the



Board agree, and any business conducted at such meeting shall be as conclusive and final as if conducted at a meeting with members personally present.

VI. ELECTION OF BOARD OF DIRECTORS

President

1. Subject to Section (2), the office of President shall be filled by the Vice-President when the office of President becomes vacant.
2. The office of President shall only be filled by election in the event the Vice-President declines to assume that office or for any reason the Vice-President is disqualified from doing so.

Executive Committee

3. The Nominations, Elections and Special Awards Committee shall, at least ninety days before the date fixed for the annual meeting, solicit names of members to run for the office of Vice-President, Secretary and Treasurer, and shall prepare a ballot containing the names of the members running for election.
4. No names shall be added to the ballot less than sixty days before the date of the annual meeting.
5. E-voting instructions, including an e-ballot shall be sent to each voting member by electronic mail not less than forty-five days prior to the date of the annual meeting.
6. The completed e-ballot shall be sent to the Executive Director not later than 12 o'clock noon on the fifteenth day before the annual meeting; otherwise the ballot is not valid and shall be rejected.
7. Persons as appointed by the Board shall serve as scrutineers to count the e-ballots and report the results of the voting to the Secretary.
8. The members receiving the highest number of votes shall be declared elected and the scrutineers will so verify in writing to the Secretary not less than ten days prior to the annual meeting, stating the number of ballots cast for each nominee.
9. The Secretary shall immediately report the results of the voting to the President and to the Chairperson of the Nominations, Elections and Special Awards Committee.

Regional Representatives

10. The Nominations, Elections and Special Awards Committee shall at least ninety days before the date fixed for the annual meeting, solicit names of members to run as representatives to the Board of Directors from each Region referred to in Part V of these Bylaws, and shall prepare a ballot containing the names of the members running for election.
11. Sections 4 to 9 of this Part shall apply to the election of regional representatives, provided that only members from each Region are eligible to vote for the representative for that Region.

General

12. All members running for election must confirm their willingness to do so in writing to be filed with the Nominations, Elections and Special Awards Committee or Executive Director.



13. In the event that a position is not contested, the ballot shall name the member seeking office and indicate that the member has been elected by acclamation.
14. A regional representative is not eligible for election in more than one Region.
15. The final report of the Nominations, Elections and Special Awards Committee shall be submitted to the annual meeting and the slate so reported shall be declared elected by the Committee Chairperson and shall take office at the end of the meeting.
16. In the event of a tie vote with respect to persons to be elected under Sections (2), (3) or (10) the tie shall be broken by the President casting a deciding ballot.

VII. FINANCE

Remuneration

1.
 - (a) No remuneration shall be paid to any member of the Board of Directors except that the Board may authorize payment to its members sufficient to reimburse their actual, reasonable and proper expenses in attending meetings of the Board.
 - (b) The Board may also award special remuneration to any officer, employee or member of the Board, of the Association, for special services undertaken on behalf of the Association other than routine work ordinarily required as part of their official responsibilities.
 - (c) The Board may appoint such agents and engage such employees as it shall deem expedient, including an Executive Director, and such persons shall have the authority and perform such duties as shall be decided by the Board.
 - (d) The Board shall have the power to fix the remuneration of employees and agents and make such other expenditures as it may deem expedient to further the purposes of the Association.

Fees

2.
 - (a) Subject to approval by Bylaw, the Board shall have the power from time to time to fix and establish the fees which shall be payable on application for membership, writing examinations, annual fees, registrations fees and for any ordinary, special or extraordinary expenditure.
 - (b) All regular and Associate members of the Association shall pay full membership fees and full registration fees (where applicable) when they are registered to practice from July 1 to December 31; and half membership fees and full registration fees (where applicable) from January 1 to June 30. Associate members do not pay registration fees.

Auditors

3.
 - (a) Auditors shall be appointed for the ensuing year at the annual meeting of the Association.
 - (b) The auditors shall examine the books and accounts of the Association and submit their report in writing to be presented at the annual meeting of the Association.



Fiscal Year

4. The fiscal year of the Association shall end on December thirty-first of each year.

Execution of Cheques and Deposit of Securities

5.
 - (a) All funds and securities received shall be deposited in such bank or trust company or safety deposit vaults as the Board directs.
 - (b) All cheques for payment by the Association shall be signed by one of the President, Vice-President, Secretary or Treasurer, and by the Executive Director.

VIII. COMMITTEES

1. In addition to the committees established under Section (12) of the Act, the Board may establish committees from time to time as required to complete the work of the Association.
2.
 - (a) The Board will ensure that committees consist of a Chairperson and a minimum of two members.
 - (b) Committee members shall be appointed for terms as determined by the Board, but terms are not to exceed two years.
 - (c) Any member of a committee shall be eligible for reappointment.
 - (d) When a vacancy occurs in the membership of a committee, otherwise than by expiration of the term of office of the member, the Board may appoint another member to hold office during the expired term.

Chairpersons, Expenditures and Terms of Reference

3.
 - (a) The chairperson of each committee shall be named by the Board.
 - (b) Expenditures by a committee shall be limited to that provided in the approved annual budget of the Association.
 - (c) The Board shall establish the terms of Reference for each committee.

Ex-Officio Members

4.
 - (a) The President and Vice-President shall be ex-officio members of all the committees established by the Board in Section VIII. (1) and Section 12 of the Act, but only one of the President or the Vice-President shall have a vote on committee matters.
 - (b) The Registrar shall be a non-voting, ex-officio member of all committees established by the Board in Section (1) and Section 12 of the Act.

IX. BORROWING

1. The Board may from time to time:



(a) Borrow money to a maximum of \$10,000.00 on the credit of the Association, on such terms as it deems necessary. All borrowing in excess of \$10,000.00 shall be approved by the membership of the Association.

(b) Issue bonds, mortgages, debentures or other securities of the Association for the lawful purpose of the Association for such amounts and upon such terms as may be deemed necessary, but no such bond, mortgage, debenture or other security shall be for a sum less than one hundred dollars each, and may pledge the same for such sums and at such prices as may be deemed expedient or be necessary.

(c) Charge, hypothecate, mortgage, or pledge all or any of the real or personal property, rights, and assets of the Association to secure any such bonds, mortgages, debentures or other securities and any indebtedness of the Association or sum or sums borrowed for the purposes of the Association, and any instrument of hypothecation, mortgage or pledge may contain such covenants, provisions, and agreements as the Board may deem expedient.

2. Nothing in the Bylaws contained shall limit or restrict borrowing of money by the Association on bills of exchange or promissory notes made, drawn, accepted or endorsed by or on behalf of the Association.

X. INSURANCE

Professional Liability Insurance

1. All members who are engaged in the practice of real estate appraisal shall carry and maintain in good standing professional liability insurance in an amount to be determined from time to time by the Board of Directors.
2. Upon application for membership in the Association the applicant, if intending to practice real estate appraisal, shall provide proof of insurance satisfactory to the Registrar before being registered.
3. Upon payment of annual fees for membership in the Association, a member who intends to practice real estate appraisal shall provide proof of insurance satisfactory to the Registrar before being registered.

Director and Officers Insurance

4. The Association shall carry a policy of insurance for the protection of its members, officers, directors, committees and employees while carrying out their responsibilities on behalf of the Association.

XI. ETHICS AND STANDARDS OF PRACTICE

1. The Association adopts and undertakes to enforce the Code of Ethics and Rules of Professional Conduct and the Standards of Professional Practice in force from time to time as approved by the Board.
2. It shall be the duty of every member of the Association to abide by the Act and Bylaws, and to cooperate with the Association, its officers and committees in all matters relating to the affairs of the Association.
3. All Members who do not hold a designation shall comply with the Guidelines as approved by the Board.

XII. DISCIPLINARY PROCEDURES

1. A summons issued under Subsection 24(5) of the Act shall be in the form provided in Appendix "C".



XIII. APPOINTMENT TO BOARD OF DIRECTORS of the Appraisal Institute of Canada

1. Subject to the Bylaws of the Institute, the Association shall elect a member as its representative to the Board of Directors of the Appraisal Institute of Canada.

XIV. MANDATORY CONTINUING EDUCATION

1. **(a)** All Members (excluding Affiliate retired members) shall comply with the Mandatory Recertification Guidelines and Policies as specified in the Guidelines for the designation held by a member.
(b) All Members who do not hold a designation shall comply with the Guidelines as approved by the Board.
2. All Association members (excluding Affiliate retired members) are required to attend a seminar on the Association's Act, Bylaws, Policies, etc., once in each recertification cycle as approved by the Board.

XV. ANNUAL FEES AND REGISTRATION FEES

1. Annual fees, temporary registration fees and registration fees for members will be prescribed by the Board of Directors from time to time, and the annual fees prescribed will be approved at the Annual General Meeting.

XVI. SIGNING APPRAISAL REPORTS

1. Every member shall sign and date all final appraisal reports or other documents containing opinions with respect to value of real estate prepared by the member or for the member and for which the member accepts responsibility.
2. The signature of a member required under section (1) shall be the same name as on the member's letter of registration and shall include:
(a) the Association's abbreviation: "NBAREA" and the member's registration number in the Association; and
(b) the designation or status of the member as shown on the member's letter of registration.
3. Every member who fails to comply with sections 1 and 2 is subject to disciplinary proceedings for professional misconduct.
4. A member requiring a co-signor on appraisal work as indicated in section 1 shall drop his/her designation or status.
5. A member co-signing shall comply with sections 1 and 2.



XVII. APPOINTEES OF THE LIEUTENANT GOVERNOR IN COUNCIL

1. A lay person appointed to the Board of Directors under paragraph 9(1)(d) of the Act shall hold office for two years or until a successor is appointed.
2. A lay person appointed to the Discipline Committee under paragraph 22(1) of the Act shall hold office for two years or until a successor is appointed.

APPROVAL

These Bylaws were approved by resolution of the membership at a meeting held for that purpose on the 24th day of April 2015.



APPENDIX "A"

CORPORATE SEAL OF THE ASSOCIATION



APPENDIX "B"

PROXY

I, _____ of _____ a member of the New Brunswick Association of Real Estate Appraisers /Association des évaluateurs immobiliers du Nouveau-Brunswick, hereby appoint _____ or his nominees (Delete nominee if not authorized) as my Proxy to vote for me and on my behalf at the meeting of the Association to be held on the _____ day of _____, _____ and at any adjournment of that meeting.

SIGNED this _____ day of _____,

WITNESS



APPENDIX "C"
(Description of Proceedings)

SUMMONS TO WITNESS

TO: (Name and address of witness)

You are required to attend at the hearing of this matter at _____ (specific location) _____, on _____ day, the _____ day of _____, 20__ at ___ a.m. (or p.m.) and to attend from day to day thereafter until this matter and also bring with you and produce at the hearing the following documents:

If you fail to attend or remain in attendance as required by this Summons, a Warrant may be issued directing that you be apprehended and brought before the Court where you may be detained in custody until your presence is no longer required.

DATED at, this day of _____, _____.

NOTE The person causing this Summons to Witness to be served on you, and to whom any inquiries are to be directed.

(name)

(address)

(telephone number)

