

**The
Canadian
Information
Processing Society of
Saskatchewan
Regulatory Bylaws**

(effective October 9, 2012)

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DEFINITIONS

1. Within these Bylaws, the definitions defined in the Administrative Bylaws shall be the same, as if repeated herein.

CODE OF ETHICS AND STANDARDS

2. The Society shall endeavour to maintain the standards in common with the National Society unless unique Saskatchewan conditions or requirements exist which exceed the common standards.
3. The Society shall adopt, maintain and support a code of professional ethics and standards for conduct that shall be binding on all members of the Society.

COMMON BODY OF KNOWLEDGE

4. The Society shall adopt, maintain and promote a common body of knowledge with respect to information systems and to practice in the field of information systems.

CERTIFICATION / RE-CERTIFICATION STANDARDS

5. The Society shall adopt, maintain and administer standards for the certification and re-certification of its members under the I.S.P. Designation.

ACCREDITATION STANDARDS

6. The Society shall adopt, maintain and support standards for the accreditation of educational programs in the field of information systems.

MEMBERSHIP

Eligibility

7. The Society exists to advance the cause of professionalism within the Information Technology industry. Members of the society are normally full-time professionals within the industry who have demonstrated a sufficient level of technical knowledge and professional experience to qualify as Information Systems Professionals (I.S.P.) and who are known as Certified Members. The Board may additionally define eligibility rules for a subordinate class or classes of members known as Restricted Members.
8. Any person eligible to be a member of the Society may make application to become a member at any time. All applications must be submitted in writing to the Registrar and must be supported by at least two (2) members of the Society in good standing.

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Members in Good Standing

9. Members shall be considered as members in good standing if they:
- (a) have signed and agree to be bound by the Code of Ethics,
 - (b) have maintained their membership by payment of Society dues,
 - (c) have complied with the Bylaws and Regulations of the Society,
 - (d) are not under suspension, or have not had their registration cancelled by an order of the Discipline Committee,
 - (e) otherwise qualify for membership.

Rights and Obligations of Members

10. Unless otherwise stated elsewhere in these Bylaws, all members who maintain their status as members in good standing shall have the right to:
- (a) attend meetings of the Society,
 - (b) make representations at a meeting of the membership,
 - (c) inspect the membership list and records of the Society,
 - (d) make representation to the Board on issues regarding professionalism and practice in the field of Information Systems, and
 - (e) serve on committees appointed by the Board.
11. For the purposes of these Bylaws and any Society related communications, the address of record of any member shall be the member's address as last notified, by the member, in writing to the Society. It shall be the responsibility of the member to notify the Society of any change of address or other related information on a timely basis. Any notice mailed to the member at the address of record will be deemed received by the member at the date and time it was posted.
12. The Board shall be responsible for determining the amount of any dues, fees or charges required to be paid by the members and for setting the timing, period and duration for which they apply. The Board shall cause all members to be notified, at their address of record, of any such amounts at least two (2) full calendar months in advance of the due dates. Any such amount not paid in full on the due date shall be considered delinquent. The Board shall notify the member of the delinquent amount and any additional penalties or fees. If payment in full is not received within two (2) months of such delinquency notice, the member may be subject to suspension and cancellation of membership as provided for in these Bylaws.
13. Memberships in the Society shall not be transferable, except that the Society may establish reciprocal agreements with such other organizations that administer the I.S.P. Designation or its equivalencies outside the Province of Saskatchewan and whereby Certified Members may transfer memberships between jurisdictions on a temporary or permanent basis.
14. A member may resign from the Society at any time providing such resignation is made in writing.
15. The rights and privileges of membership of any member may be suspended or cancelled at any time subject to an order of the Discipline Committee and the Bylaws, policies or procedures of the Society.

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16. Notwithstanding sections 13, 14 or 15 above, such transfers, resignations, or removals shall not relieve the member from payment of dues or other moneys owed to the Society at the time of the transfer, resignation or removal, or give any right to refund or rebate of dues or other moneys paid to the Society or to any portion or share of the assets of the Society.
17. Membership in the Society shall cease upon the death of a member.

Types of Membership

18. The Society shall recognize two (2) types of membership: Certified, and Restricted.

Certified Members

19. A member shall be considered a Certified Member and is entitled to use the title "Information Systems Professional", its abbreviated form, "I.S.P.", and other equivalencies as defined in the Act provided he or she:
 - (a) Is primarily engaged in the practice of managing, designing, analyzing, maintaining, developing or teaching information systems, and
 - (b) Has applied to the Registrar to become a Certified Member, and
 - (c) Has proven to the satisfaction of the Registrar and Membership Committee that he or she has:
 - i. obtained a four (4) year university degree in Computer Science, Information Systems, or Software Engineering from a public university accredited by the Canadian Information Processing Society, or
 - ii. obtained a three (3) year university degree in Computer Science, Information Systems, or Software Engineering from a public university accredited by the Canadian Information Processing Society, or
 - iii. obtained a four (4) year university degree in Computer Science, Information Systems, or Software Engineering from a public university institution not accredited by the Canadian Information Processing Society, or
 - iv. obtained a three (3) year university degree in Computer Science, Information Systems, or Software Engineering from a public university not accredited by the Canadian Information Processing Society, or
 - v. obtained a three (3) year computing program from a public college or technical institute accredited by the Canadian Information Processing Society, or
 - vi. obtained a two (2) year computing program from a public college or technical institute accredited by the Canadian Information Processing Society, or
 - vii. obtained a one (1) year post-diploma certificate in Information Technology from an public college or technical institute accredited by the Canadian Information Processing Society, or
 - viii. obtained a three (3) year baccalaureate degree in Computer Science, Information Systems or Software Engineering from a private Canadian educational institution accredited by its appropriate provincial or territorial government to grant baccalaureate degrees such that at least 60% of the courses of study are in the Computer Information Systems/Technology subject area, or

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- ix. obtained a two (2) year program from a public Canadian educational institution with a significant percentage of content in Information Technology courses as decided by the Registrar, or
 - x. successfully passed the examinations offered by the Institute for Certification of Computer Professionals (ICCP) leading to the CCP or equivalent, or
 - xi. successfully passed the Diploma Level examination offered by the British Computing Society (BCS), or
 - xii. successfully passed the Professional Graduate Level examination offered by the British Computing Society (BCS), and
- (d) Has proven to the satisfaction of the Registrar and the Membership Committee that he or she has a commensurate level of professional experience to his or her academic qualifications such that the member can demonstrate that he or she has at least 1000 hours of professional experience in the twelve (12) months preceding his or her application to be a Certified Member and:
- (e) Has proven to the satisfaction of the Registrar and the Membership Committee that he or she has:
- i. at least two (2) years of professional experience if he or she is qualifying under sub-section (19)(c)(i) above, or
 - ii. at least three (3) years of professional experience if he or she is qualifying under sub-section (19)(c)(ii) above, or
 - iii. at least four (4) years of professional experience if he or she is qualifying under sub-section (19)(c)(iii), sub-section (19)(c)(v), or sub-section (19)(c)(xii) above, or
 - iv. at least five (5) years of professional experience if he or she is qualifying under sub-section (19)(c)(iv), sub-section (19)(c)(vi), sub-section (19)(c)(x), or sub-section (19)(c)(xi) above, or
 - v. at least six (6) years of professional experience if he or she is qualifying under sub-section (19)(c)(viii) above, or
 - vi. at least seven (7) years of professional experience if he or she is qualifying under sub-section (19)(c)(vii) or sub-section (19)(c)(ix) above.
20. Notwithstanding section 19, a member may also apply to be a Certified Member upon application to the Registrar and provided he or she has proven to the satisfaction of the Registrar and the Membership committee that he or she has entered the Information Technology industry prior to 1976, and has at least twelve (12) years of professional experience if he or she does not meet any of the options listed in section (19)(c) above.
21. Notwithstanding section 19, a member shall also be considered a Certified Member provided he or she has made application to the Registrar and has proven to the satisfaction of the Registrar that he or she:
- (a) holds an I.S.P. or its equivalent as awarded by the National Society at the time the Act comes into force, or
 - (b) Holds an I.S.P. or its equivalent as awarded by the National Society or by a provincial organization or association recognized by the National Society as having jurisdiction to award the I.S.P. designation to its members, or
 - (c) is entitled to be registered as a Certified Member because the applicant is the equivalent of a Certified Member in good standing within an association with which the Society or the National Society has a reciprocity agreement.

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22. A Certified Member shall be eligible to remain a Certified Member if after every triennium the member can document that he or she:
 - (a) has obtained at least 1000 hours of professional experience per year when averaged over the preceding three (3) years, and
 - (b) has obtained at least 100 approved educational credits per year when averaged over the preceding three (3) years.
23. In addition to the rights identified in section 10, all Certified Members of the Society shall have the exclusive right to:
 - (a) use the I.S.P. Designation,
 - (b) petition the Board for a special meeting of the membership;
 - (c) vote on matters to be decided by the membership,
 - (d) be a member of the Board,
 - (e) chair a Board-appointed committee.

Restricted Members

24. Restricted Members are those members who are members in good standing of the Society but who do not qualify to be Certified Members. Restricted Members do not have the right to vote, but shall have such other rights and privileges as defined in section 10 of these Bylaws and as may be prescribed by the board from time-to-time.
25. Pursuant to the terms of the Act and these Bylaws, the Board may, through its policies, practices and decisions, define the criteria under which a person shall be accepted as a Restricted Member.
26. The Board may also further qualify or sub-divide the category of Restricted Members through its policies, practices and decisions so long as those qualifications or sub-divisions do not contravene these Bylaws or the Act.

MEETINGS OF MEMBERS

Special Meeting

27. A special meeting of members may be convened by the Board at any time during the year. Certified Members may request the Board to hold a special meeting through a petition in writing signed by ten per cent (10%) of Certified Members in good standing.
28. Without limiting the generality of the foregoing, resolutions and special resolutions which would normally be considered at a special meeting may be voted upon by members by mail or electronic transmission, and, provided notice, has been given, the date by which votes are to be received shall be deemed to be the date of the special meeting as if one had been held. At least twenty-one (21) days shall be allowed for the mailing out and receiving back of ballots.

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Notice

29. Notices and other documentation to be delivered to members may be delivered in person, by registered mail, by regular postal service, or by email at the discretion of the executive or the Registrar.

ADMINISTRATION OF THE ORGANIZATION

Register

30. A Register consisting of member names, membership type and address shall be maintained by the Registrar and made available for inspection by anyone upon giving reasonable notice and arranging a suitable time with the Registrar.
31. Any member shall have the right to request that any and all information of a personal or confidential nature provided to the Society, other than their name, membership type, address, and email address not be published in the register of the Society. Such information required for the administration of the Society shall be maintained and held in the strictest confidence.

ORGANIZATION OF THE SOCIETY

Standing Committees

32. Three (3) standing committees shall be appointed by the Executive to serve as the Membership, Professional Conduct and Discipline Committees. At least one (1) member of the Board shall be appointed by the President to each standing committee to act as its chair.

Membership Committee

33. The Membership Committee shall be appointed by the Board and shall consist of at least one Certified Member in good standing, the chairperson of which shall be the Registrar.
34. The Executive confers on the Registrar and Membership Committee its power to register persons as members of the Society pursuant to section 19 of the Act.
35. The Membership Committee shall:
- (a) receive and consider applications from persons wishing to become members of the Society in accordance with the Act and the Bylaws of the Society. It shall approve or decline the application based upon the eligibility criteria set forth in the Act, the Bylaws and the Regulations of the Society; and
 - (b) receive and consider applications from persons wishing to become Certified Members of the Society in accordance with the Act, the Bylaws and Regulations of the Society and may approve the certification, refuse to approve the certification or defer approval until the applicant has successfully completed examinations, course work or work experience acceptable to the Society;
 - (c) update the information in its Register with any changes to personal or professional information for a member of the Society upon request by that member; and

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- (d) remove from its Register any Certified Member who fails to meet the qualifications for re-certification pursuant to section 22 of these Bylaws or warn any such member that their certification is in jeopardy unless they remedy any deficiency or document that they have remedied any deficiency; and
 - (e) remove from its list of members any member who no longer meet the requirements for membership as defined in these Bylaws or the Act or warn any such member that their membership is in jeopardy unless they remedy any deficiency or document that they have remedied any deficiency; and
 - (f) remove from its list of members any member who has been removed from membership by action of the Discipline Committee or the Executive.
36. The Registrar shall send a written notice of any decision made by it to the applicant. If the decision made by the Membership Committee is to refuse the application for membership, written reasons for the decision shall be sent to the applicant.
37. The Membership Committee may solicit advice, analysis, recommendations, and assessments from the National Society and its officers, committees and councils in performing its tasks.
38. The Membership Committee shall draft and design any and all procedures required to govern the qualification of, registration of, and terms and conditions for members of the Society pursuant to section 18 of the Act and obtain approval from the Executive for these procedures before effecting them. These procedures shall include a definition and typology of Approved Educational Credits in accordance with section 14(2) of the Act.

Professional Conduct Committee

39. The Professional Conduct Committee shall be appointed by the Executive and shall consists of not less than three (3) Certified Members in good standing.
40. Upon receipt of a complaint against a member, or a request by the Executive to consider a complaint against a member, the Professional Conduct Committee will be empowered to:
- (a) review the complaint; and
 - (b) investigate the complaint by taking any steps it considers necessary, including summoning the member whose conduct is the subject of the complaint; and
 - (c) upon completion of its investigation, make a written report of its decision and findings to the Discipline Committee pursuant to section 24 of the Act; and
 - (d) if a disciplinary hearing is convened by the Discipline Committee as recommended by the report, prosecute and direct the prosecution of the complaint at the hearing pursuant to section 26 of the Act.
41. The Professional Conduct Committee may solicit advice from the National Society and its officers, committees and councils in performing its tasks.
42. The Professional Conduct Committee shall draft and design any and all procedures required to govern the standards for members, ethical conduct of members, and review, investigation and disposition of complaints against members of the Society pursuant to section 14(2) of the Act and obtain approval from the Executive for these procedures before effecting them.

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43. The Professional Conduct Committee shall inform both the complainant and the member named in the complaint of its decisions in writing. The Committee shall also inform the Executive and the National Society of its decisions.

Discipline Committee

44. The Discipline Committee shall be appointed by the Executive and shall consist of not less than two (2) Certified Members in good standing and one public appointee to the Board appointed in accordance with section 8 of the Act. In accordance with section 25 of the Act, the Discipline Committee shall be responsible for receiving, reviewing, and deciding complaints against members of the Society and all other matters regarding discipline. The Discipline Committee shall deal with all complaints and appeals under the Regulations of the Society.
45. Upon receiving a written complaint against a member, the Discipline Committee shall serve notice of the complaint to the member named, providing a copy of the original complaint.
46. All members shall co-operate fully with the Discipline Committee or its representative during the course of any investigation undertaken and shall produce all documents or other information that, in the opinion of the Discipline Committee or its representative, are necessary to complete a proper investigation.
47. The Discipline Committee may solicit advice from the National Society and its officers, committees and councils in performing its tasks.
48. The Discipline Committee shall draft and design any and all procedures required to govern the conduct of disciplinary hearings for complaints against members of the Society pursuant to section 14(2) of the Act and obtain approval from the Executive for these procedures before effecting them.
49. The Discipline Committee shall inform both the complainant and the member named in the complaint of its decisions in writing. The Committee shall also inform the Executive and the National Society of its decisions. The member named in the complaint shall have the right to appeal any decision of the Discipline Committee to the Executive.

We hereby certify that these Bylaws were duly placed before and properly ratified by the membership of CIPS Saskatchewan on October 9, 2012.

Derek Risling
President, CIPS Saskatchewan

Bev Gooding
Registrar, CIPS Saskatchewan