

BYLAWS OF THE
SHEET METAL CONTRACTORS ASSOCIATION OF ALBERTA (SMACNA-AB)

REVISED 2019

Contents of Articles

	Page #
Article 1 Name	2
Article 2 Definitions and Interpretation	2
Article 3 Membership	3
Article 4 Dues and Assessments	4
Article 5 Board of Directors	5
Article 6 Nominations and Elections	7
Article 7 Officers	9
Article 8 Chapters	10
Article 9 Standing and Special Committees	11
Article 10 Annual, Special and General Meetings	11
Article 11 Finances	13
Article 12 Seal and Certification of Documents	14
Article 13 Accountants	14
Article 14 Financial Year	14
Article 15 Arbitration	14
Article 16 Validity of Acts	15
Article 17 Trade Agreements	15
Article 18 Dissolution	15
Article 19 Amendments	15
Article 20 Minutes/Books/Records	15
Code of Eithics...pg 1	16
Code of Ehics...pg 2	17

ARTICLE 1 - NAME

The name of this organization shall be: Sheet Metal Contractors Association of Alberta

Sheet Metal Contractors Association of Alberta by-laws

ARTICLE 2 - DEFINITIONS AND INTERPRETATION

Section 1 - Definitions

- a) " HVAC Contractor" - shall mean any organization eligible for incorporation under the Business Corporation Act, engaged in the supply, manufacture, installation or servicing, testing, balancing, or cleaning of: commercial, industrial, institutional, or residential, Heating, Ventilation, and Air Conditioning systems (HVAC) or the manufacture and installation of HVAC products, custom sheet metal products, or architectural sheet metal products.
- b) "*Association*" or "*SMACNA-AB*" - means the Sheet Metal Contractors Association of Alberta.
- c) "*Members*" - shall mean all categories of members of the association.
- d) "*Office*" - means the office of the Sheet Metal Contractors Association of Alberta
- e) "*Month*" - means a calendar month.
- f) "*Year*" - means the calendar year.
- g) "*In Writing*" - means handwritten or typewritten
- h) "*Executive or Board of Directors*" - Consists of the elected officers and directors, the immediate past president, and any director that is appointed.
- i) "*Special Resolution*" - means a resolution as defined in the Societies Act in the Province of Alberta.
- j) "*Firm Or Company*" - Shall include a one-person business.
- k) "*Accreditation or Registration*" - Means and includes registration under the Alberta Labour Act, or any other Act of the Province of Alberta, relating to the establishment of a bargaining agency, or industry agency for an employer or group of employers

Section 2 - Interpretations

In the bylaws of the association:

- a) the singular shall include the plural and the plural the singular.
- b) The masculine shall include the feminine.
- c) Person or persons shall include firms, partnerships, corporations, and incorporated companies.

ARTICLE 3 - MEMBERSHIP

Section 1 - Application for Membership

- a) Application for membership in the Association shall be submitted to the Association office via mail or email, in such form as the Board of Directors may from time to time prescribe.

Sheet Metal Contractors Association of Alberta by-laws

- b) The Executive Director shall submit those who are qualified for membership to the Board and shall refer those not so qualified, upon appeal to the Board, or to the committee appointed by the Board for that purpose.
- c) If the Board requests proof of eligibility, it is the responsibility of the applicant to provide such evidence.
- d) Applicants may appeal the refusal of membership to the Board of Directors, the decision of which shall be final and binding, and there shall be no further appeal therefrom.

Section 2 - Membership Categories

The categories of membership in the Association shall be:

- a) CONTRACTOR MEMBER – shall consist of those HVAC Contractors represented by any person, firm, partnership, association, corporation or organization who:
 - i. Are registered members in good standing and are completing work within the Province of Alberta in the HVAC Contracting business
 - ii. Alternatively, in the opinion of the Board, contribute in a substantial financial manner to the Association.
- b) ASSOCIATE MEMBER - non-voting – indirectly involved, or provider of services to the HVAC Industry.
- c) HONORARY MEMBER - non-voting - A person who has attained eminence through his contribution to the HVAC Industry, who has been nominated by at least two members of the Association, and whose nomination has been unanimously endorsed by the Board of Directors, is entitled to be registered as an honorary member.
- d) RETIRED MEMBER - non-voting - Any member upon retirement may apply to SMACNA-AB for retired status.
- e) Responsibility for granting retired status shall lie with the Board of Directors, and the Board of Directors may withdraw such status if it considers a retired member to have resumed activity in the industry.

Section 3 - Rights, Privileges and Obligations

All categories of members shall have equal rights, privileges and obligations subject to the following exceptions:

- a) Associate, honorary and retired members shall be non-voting.
- b) Membership in the Association may not be transferred.
- c) In the event a member ceases to be a member of the Association, all rights, title and interests of such member in and to the property and assets of the Association shall revert to the Association.

Section 4 - Professional Conduct

All members of the Association are required to comply with the code of ethics as established from time to time by the Board of Directors.

Sheet Metal Contractors Association of Alberta by-laws

Failure to comply with the code of ethics shall be cause for termination of membership in the Association if so determined by the Board of Directors.

Section 5 - Termination of Membership

- a) Membership in the Association may be terminated for cause by the Board of Directors after the member so terminated has been given 30 days' notice of the reason for such termination.
- b) A member so terminated shall have the right to appeal to the Board of Directors, the decision of which shall be final and binding.
- c) A member so terminated shall remain liable to the Association for any outstanding dues or other charges payable to the time of such notice.

Section 6 - Resignation

Any member may at any time, resign his membership in the Association by serving written notice to that effect upon the Provincial President and upon discharging any legal liability which is standing upon the books of the Association at the time of such notice.

ARTICLE 4 - MEMBERSHIP FEES AND ASSESSMENTS

Section 1 - Amount of Dues

The Annual membership fees payable to the Association shall be fixed from time to time by resolution of the Board of Directors.

Section 2 - When Due

The first membership fees of a member shall be payable upon approval of the application within 30 days. Annual membership fees for established members will be invoiced in January of every year. Annual membership fees are payable for the current year no later than April 1 of any given year.

Section 3 - Delinquency and Cancellation

A member who fails to pay invoiced membership fees or any other assessments or service charges within 90 days of invoice date or period established by the Board of Directors shall cease to be a member in good standing and shall be so notified by the Association, by email, or by ordinary mail. Any outstanding debts owed to the association are to be reviewed on a case by case basis by the Board of Directors must approve the decision to extend credit to a member

ARTICLE 5 - BOARD OF DIRECTORS

Section 1 - Duties and Responsibilities

The affairs of the Association shall be governed by a Board of Directors which shall supervise, control and direct all activities of the Association, its committees and publications, the disbursement of its funds, and the determination of its policies. The Board shall actively pursue the

Sheet Metal Contractors Association of Alberta by-laws

mission and goals of the Association and may adopt such rules and regulations for the conduct of its business as may be deemed advisable. The Board may delegate to any committee, officer, or a Managing Director/Executive Director (if employed), any or all powers, duties and authority of the Board, which may be lawfully granted.

Section 2 - Composition

- a) The Board of Directors shall consist of the Officers, the Immediate Past-President, and the elected directors.
- b) The number of directors sitting on the Board may be decided from time to time by any Board of Directors presiding at any given time, or any General Meeting may designate the number of directors to be elected at large.
- c) Only one representative from each corporate member shall serve on the Board at the same time.
- d) Until changed by the Act, the number of directors on the Board shall be not less than eight (8) and not higher than Fifteen (15).

Section 3 - Term of Office

- a) Directors shall be elected to a term of two (2) years and may continue consecutive terms until an AGM vote from membership dictates removal.
- b) The term of office shall commence on the First day of January following the election and shall conclude upon commencement of their successors.

Section 4 - Board Vacancies

Should a vacancy occur on the Board by virtue of death, resignation, removal, or ineligibility of a director other than the Provincial President or the immediate Past-President, the Board of Directors may appoint another member to fill the vacated position according to Article 6 Section 6, to serve the balance of the term. A director so appointed shall be eligible for re-election to the Board of Directors in accordance with Article 6. As per Article 6-3(b), an appointed director, will be deemed to have served a full term if the appointment period is greater than 18 months.

Section 5 - Meetings of the Board.

- a) The Board of Directors shall meet as soon as practicable following the election of Officers of the Association.
- b) The Board shall endeavour to meet at least four times per year at such times and places as the Provincial President may designate.
- c) The Provincial President may invite the Chair of any Standing or Special Committee or a representative of any duly constituted organization to attend a regular or special meeting of the Board as an observer or to report on any matter of interest to the Board.

Section 6 - Special Meetings

The Provincial President shall call a special meeting of the Board of Directors at any time and place specified in a written demand by a majority of the members of the Board of Directors.

The business to be transacted at such special meetings shall be stated in the notice thereof, and no other business may be considered at that meeting.

Section 7 Quorum

At any meeting of the Board of Directors, a quorum shall consist of a simple majority of 50% plus one of those entitled to be present and vote, unless otherwise specifically provided. Such quorum of directors present shall be competent to do and perform all acts which are or shall be directed to be done at any such meeting. Provided a quorum is present at the beginning of a meeting, the meeting may continue or adjourn, even though directors leaving reduce the number to less than a quorum. Directors who have declared a conflict of interest shall be counted in determining a quorum.

Section 8 - Voting Rights and Procedures

- a) Directors who attend meetings using electronic video or teleconferencing will be considered to be in attendance.
- b) Only directors in attendance at any meeting of the Board may vote, except for the Provincial President who may not vote unless otherwise specifically provided. In the case of an equality of votes, the Provincial President may cast the deciding vote.
- c) Voting Directors and Officers must be SMACNA-AB full members in good standing.
- d) Proxies are not accepted at meetings of the Board of Directors.

Section 9 - Remuneration

No director or officer shall receive any remuneration for duties performed on behalf of the Association, with the exception of the Managing Director/ Executive Director whose remuneration shall be established by the officers, and as provided in the Association budget. Directors or officers may be reimbursed for reasonable expenses incurred while performing such duties.

Section 10 - Indemnification

All directors and officers of the Association shall at all times be indemnified and saved harmless out of the funds of the Association from and against:

- a) All costs, charges and expenses whatsoever which directors or officers sustain or incur in or about any action, suit, or proceeding which is brought, commenced or prosecuted against them, for or in respect of any act, deed, matter or thing howsoever made, done or permitted by them in or about the execution of the duties of their offices;
- b) All other costs, charges and expenses, that they may sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

Section 11 - Removal

A director may be removed for cause by resolution of the Board before the expiration of his or her term if she or he/she has been absent from two consecutive meetings of the Board without reason deemed by the Board to be adequate.

ARTICLE 6 - NOMINATIONS AND ELECTIONS

Section 1 – Appointment and Composition of the Nominating Committee

The Board of Directors shall annually appoint a Nominating Committee, consisting of a Past President and at least two (2) members at large.

Section 2 - Duties of the Nominating Committee

Shall be as set forth in terms of reference which shall be established from time to time by the Board of Directors, such duties to include:

- a) The nomination of a full slate of candidates for election to the Board of Directors in accordance with Article 5, Section 2 and 3.
- b) Recommendation to the Board of Directors naming candidates to fill vacancies on the Board pursuant to Article 5, Section 2 and 3.

Section 3 - Nominating Procedure

- a) No fewer than 21 days before the closing of nominations, the Nominating Committee shall seek through the Association Newsletter, or email or any other means as directed by the Board, the names of eligible members to consider for possible nomination to the Board of Directors.
- b) At the Annual General Meeting, the Nominating Committee shall circulate to the members in attendance, a slate of candidates for election to the Board in accordance with Article 5, Section 2 and 3.
- c) The Nominating Committee shall also call for additional names from the floor at the Annual General Meeting.

A motion shall be made to close nominations, seconded, and carried.

Section 4 - Election of Directors

- a) Within two (2) weeks following the close of nominations, at the Annual General Meeting, the Secretary or Managing Director/Executive Director (if employed) shall by ordinary mail or email or any other means as directed by the Board, distribute ballots to those members eligible to vote.
- b) The ballot shall clearly identify in alphabetical order, the names of candidates for the available positions, and the number of directors to be elected for the available positions in accordance with Article 5, Section 2 and 3.

Sheet Metal Contractors Association of Alberta by-laws

- c) The Provincial President shall, no fewer than fourteen (14) days prior to the close of casting ballots, appoint three (3) scrutinizers from amongst the voting members of the Association who shall be neither members of the Board of Directors nor candidates for election to the Board.
- d) email as verified by the scrutinizers. Balloting process will be as follows:
 - i) Nomination forms for the Board of Directors for the following term will be sent by mail or email to all SMACNA-AB members in good standing prior to the Annual General Meeting.
 - ii) Nominations for the Board of Directors for the following term will be accepted at the SMACNA-AB Annual General Meeting from the floor
 - iii) Ballots will be mailed, emailed to all SMACNA-AB members in good standing no later than June 1 of every year. Ballots will be returned to the SMACNA-AB office via mail or email indicating the SMACNA-AB's members vote. All ballots must be received in the SMACNA-AB office between June 15 and August 1.
 - iv) All ballots will be verified by the appointed scrutinisers at a meeting to be held in the SMACNA-AB office no later than August 15.
 - v) Announcement of elected Board of Directors will be announced at the first fall meeting and via mail or email notification and posted on the website of the SMACNA-AB.
- e) At no time shall the position of Provincial President and Vice President of SMACNA-AB be filled by a supplier representative simultaneously.

ARTICLE 7 - OFFICERS

Section 1 - Number of Officers

- a) The officers of the Association shall be the Provincial President, Vice-President, Secretary, and Treasurer.
- b) The Board may designate from time to time, that the offices of the Secretary and the Treasurer be combined.
- c) The Managing Director/Executive Director - He/she shall be appointed by the Board to hold office for such period, with such title and upon such terms as may be agreed upon. The Managing Director/Executive Director shall devote his/her time and efforts to

Sheet Metal Contractors Association of Alberta by-laws

organizing and promoting the objects of the Association and to extending its membership and influence and shall liaise regularly and directly with the Board and shall maintain liaison with other Provincial, National and International allied trade and industry associations and organizations.

Under the direction of the Board, the Managing Director/Executive Director shall provide general supervision of the affairs of the Association, including financial and general administration, direction and control of the staff, if applicable, and recommendations regarding Association programs.

The Managing Director/Executive Director shall have the right to attend all Board meetings as well as all Executive Committee meetings and all other committee meetings. In the event that the Managing Director/Executive Director is appointed from amongst the members of the Board, he/she shall forthwith resign as a director and shall thereby relinquish all voting privileges associated therewith.

Section 2 - Duties of Officers

- a) The duties of the Provincial President, Vice-President, Secretary, Treasurer, and immediate Past President shall be such as their titles by general usage would indicate, as may be required by law, and as specified or assigned to them from time to time by the Board of Directors.
- b) The Provincial President shall be responsible for the management of the Association in accordance with the policies and procedures established by the Board of Directors and shall serve as the chief operating officer responsible for the office staff. The Provincial President shall at all times devote full effort to the fulfilment of the objectives of the Association and to the welfare of the members.
- c) The Provincial President and Managing Director/Executive Director shall be members, ex officio of all standing and special committees and councils of the Association.
- d) The Managing Director/Executive Director (if any) shall act as the Secretary and or Treasurer of the Association as empowered from the Board of Directors from time to time.

Section 3 - Term of Office

- a) The officers shall remain in office for one year or until their successors shall be elected or appointed, with the exception of the Managing Director/Executive Director whose term, by resolution of the Board, shall be subject to terms and conditions of employment. In no event shall an elected officer remain in the same office for more than two consecutive years, or if the elected officer ceases to be a voting member.

Sheet Metal Contractors Association of Alberta by-laws

- b) The term of employment for the Managing Director/Executive Director shall be one year and reviewed each year after the year-end of the Association.

Section 4 - Vacancies

Should the office of the Provincial President become vacant, it shall be filled by the Vice-President.

Vacancies in any elected office shall be filled by the Board of Directors from amongst its members for the balance of the term thereof or until the next general election of officers.

Section 5 - Removal

An officer may, by resolution of the Board, be removed before the expiration of his or her term, for cause.

ARTICLE 8 – CHAPTERS

Section 1 formation of a Chapter

- a) Board of Directors may upon application of sufficient members to maintain a branch, authorize the formation of a Chapter, provided that consideration is given to the location of existing Branches.
- b) Chapter executive and Council members shall be elected in a manner provided by the Board of Directors
- c) Chapters will be designated North Chapter and South Chapter. North Chapter will be any member North of Red Deer, Alberta and South Chapter will be any member Red Deer and Southern, Alberta.

Section 2 governance of a Chapter

- a) Each Chapter shall be governed by the bylaws of SMACNA-AB.
- b) The constitution and by-laws of each Chapter and changes shall be ratified by the Board of Directors.

ARTICLE 9 - STANDING AND SPECIAL COMMITTEES

Section 1 - Standing Committees

- a) Standing committees of the Association shall be established by the Board of Directors to conduct such business and perform such duties as may from time to time be determined and shall report to the Board.
- b) Chairs of the standing committees shall be appointed by the Board and shall normally serve a two year-term, subject to ratification by the Board of Directors.
- c) Standing committees shall serve until discharged or until their successors shall be appointed.

Sheet Metal Contractors Association of Alberta by-laws

- d) No member of a standing committee shall receive remuneration for duties performed on behalf of the Association but may be reimbursed for reasonable expenses incurred while performing such duties with the approval of the Board of Directors.

Section 2 - Special Committees

- a) The Board of Directors may appoint special committees, councils and /or task forces from time to time as may be required.
- b) The Board shall appoint a chair of any special committee so appointed, subject to ratification of the Board of Directors, to serve for the duration of that committee's deliberations and submission of its report.
- c) The mandate and term of office of any special committee shall be determined by the Board of Directors.
- d) No member of a special committee shall receive remuneration for duties performed on behalf of the Association but may be reimbursed for reasonable expenses incurred while performing such duties with the approval of the Board of Directors.

ARTICLE 10 - ANNUAL, SPECIAL, AND GENERAL MEETINGS

Section 1 - Annual Meeting

The annual meeting of the Association shall be held each year at such time and place as may be designated by the Board of Directors.

Section 2 - Special General Meetings

Special general meetings of the Association may be held upon call of the Board of Directors at such times and places as of may designate. The Provincial President shall call a special general meeting upon written request of at least twenty percent of the voting members within thirty days after the filing of such a request with the Provincial President. The business to be transacted at such special general meetings shall be stated in the notice thereof, and no other business shall be considered at those meetings unless by unanimous consent of all the voting members present in person.

Section 3 - General Meetings

General meetings of the Association shall be held at such times and places as the Board of Directors may from time to time designate.

Section 4 - Notice

- a) Notices of Annual and Special General meetings or any meeting requiring members to vote on a special resolution as defined by the Societies Act shall be given at least thirty (30) days in advance, by telephone, mail, or other forms of email.
- b) Notices of general meetings shall be given at least seven (7) days in advance by telephone, mail, or other forms of email.

Sheet Metal Contractors Association of Alberta by-laws

Section 5 - Quorum

At any Annual, Special, or General Meeting, Twenty (20) percent voting members in person or by proxy, as verified by the Secretary, shall constitute a quorum. Provided a quorum is present at the beginning of a meeting, the meeting may continue even though members leaving reduce the number to less than a quorum. Members who have declared a conflict of interest shall be counted in determining a quorum.

Section 6 - Proxies

- a) Any voting member may be represented by proxy at any Annual, Special, or General meeting of the Association by another member, provided such proxy shall be in writing on the form provided by the Provincial President, or a thereof. Members eligible to vote shall be provided with the proxy form with the notices of such meetings.
- b) A proxy must be signed by the voting member and shall be valid only for the meeting for which it was specifically given, or for any adjournment thereof;
- c) Proxies or notice of proxies held must be filed with the Secretary at least three (3) days before the meeting takes place.

Section 7 - Order of Business

The usual order of business determined by parliamentary procedure shall govern the conduct of all meetings. In all matters not governed by By-laws, the procedure shall be in accordance with Robert's Rules of Order.

Section 8 - Voting

Voting members of the Association shall have one vote at meetings. Unless otherwise specifically provided by a majority of members present shall be competent to do and perform all acts which are or shall be directed to be done at any such meeting. In the event of a tie, a motion shall be lost.

Section 9 - Special Resolutions

A special resolution as defined by the Societies Act shall be passed by three fourths (3/4) majority of members entitled to vote as are present in person or by proxy at the meeting.

ARTICLE 11 - FINANCES

Section 1 - Signing Authority

- a) All cheques issued or endorsed in the name of the Association shall be signed by such officers, employees, or agents of the Association in such manner as may be determined from time to time by resolution of the Board of Directors.
- b) The signing authorities shall be the Provincial President, Vice President, Past President and the Managing Director/Executive Director. Any two of these will suffice.

Sheet Metal Contractors Association of Alberta by-laws

Section 2 - Banking

- a) Any one of such officers, employees, or agents so appointed may endorse cheques for deposit with the Association's bankers for the credit of the Association or the same may be endorsed "for deposit only" with the bankers of the Association.
- b) Any one of such officers, employees, or agents so appointed may arrange, settle, balance and certify all books and accounts between the Associations bankers and the Association and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and releases or verification slips.
- c) All funds paid to the Association shall be deposited from time to time to the credit of the Association in such manner as the Board of Directors may approve.

Section 3 - Bonding

Anyone of such officers or employees handling negotiable assets of the Association shall be bonded as may be determined from time to time by the Board of Directors, at the expense of the Association.

Section 4 - Surplus Funds of the Association

The Board of Directors may set aside a reserve for contingencies from surplus funds of the Association or may invest the surplus funds of the Association in a manner as may be determined from time to time by resolution of the Board of Directors. Any surplus funds of the Association will be placed in guaranteed investment funds.

Section 5 - Borrowing of Money

The Association may borrow money only by a special resolution of the members.

ARTICLE 12 - SEAL AND CERTIFICATION OF DOCUMENTS

Section 1 - Seal

The seal of the Association shall be in such form as shall be prescribed by the Board of Directors and shall have the words "Sheet Metal Contractors Association of Alberta " inscribed thereon. The seal shall be kept in the office of the association.

Section 2 - Certification of Documents

The Provincial President and another officer whom the Board of Directors may designate shall have the authority to certify specific documents on behalf of the Association.

ARTICLE 13 - ACCOUNTANTS

The office of a Chartered Accountant shall be appointed to perform a review of the Association's financial history and prepare accurate year-end financial statements.

Sheet Metal Contractors Association of Alberta by-laws

ARTICLE 14 - FINANCIAL YEAR

The financial year of the Association shall commence on the first day of January in each year or as amended by a special resolution of the membership.

ARTICLE 15 - ARBITRATION

In any dispute arising out of the affairs of the Association, or between any members of the Association between:

- a) A member or person who is aggrieved and who has for not more than three months ceased to be a member, or;
- b) A person claiming through the member or aggrieved person or claiming under the By-laws of the Association,
- c) The Association or officer or Director of the Association shall be decided by arbitration under the Arbitration Act of Alberta.

ARTICLE 16 - VALIDITY OF ACTS

Section 1 - By Directors

All acts bona fide done by any meeting of Directors or by a committee of Directors, or any person acting as a Director, shall, notwithstanding if it be done afterwards discovered that there was some defect in the appointment of any such director or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every person had been duly appointed, and was qualified to be a Director.

Section 2 - Procedure and Order of Business

In the event of any question arising as to matters of procedure and rules of order, the current edition of Roberts Rules of Order (latest revision) shall prevail in all cases to which they are applicable and in which they are not inconsistent with the By-laws of the Association.

ARTICLE 17 - TRADE AGREEMENTS

As it becomes necessary, the Association may seek registration status following the Alberta Labour Act, or any other Act of the Province of Alberta to be the Bargaining agent for the group, in specific areas or collectively for Contractor or Manufacturer members.

ARTICLE 18 - DISSOLUTION

In the event that the Association is dissolved, and after payment of all indebtedness of the Association, the remaining funds, investments, and other assets shall be transferred to an existing or successor trade Association or shall be used for purposes of providing services for social welfare, health, civic improvement, education or other objects of a benevolent or charitable nature.

Sheet Metal Contractors Association of Alberta by-laws

ARTICLE 19 - AMENDMENTS

The By-laws of the Association may be repealed or amended by a special resolution of the members as defined in the Societies Act in the Province of Alberta.

The repeal or amendment of the By-laws shall not be enforced or acted upon until the approval of the Provincial Minister responsible for the Act governing the Association has been obtained.

ARTICLE 20 - MINUTES / BOOKS / RECORDS

Section 1 - Preparation and Keeping

- a) The Secretary and or Treasurer shall keep and maintain in good order, a proper record of the proceedings of every meeting of the Association, and of the Board of Directors, and of such other meetings of groups and committees as may be directed.
- b) The Secretary and or Treasurer shall keep and maintain all other books and records of the Association.
- c) Minutes of all meetings and all other books and records of the Association shall be kept in the office.
- d) A register of the names and addresses of all members of SMACNA-AB.

Section 2 - Inspection

Any voting member in good standing may inspect the minutes, books, and records of the Association at the office upon reasonable notice given to the Secretary and or Treasurer.

SMACNA-AB Code of Ethics

Code of Ethics

As a member of the Sheet Metal Contractors Association of Alberta "SMACNA-AB", we pledge ourselves to:

To foster and promote the interchange of thought and ideas pertaining to the sheet metal trade among the members of the Association and among other individuals or bodies interested therein and to compile and distribute and to foster the compilation and distribution among its members of all information useful in the practice of the HVAC trades.

Conduct ourselves with honesty, courtesy and good faith toward all other contractors, not criticize unfairly the work, conduct, ability or business standing of other members of this Association. Remain a courteous and respectful attitude toward the owner, architect, engineers, other contractors, employers, and insist on similar conduct from them.

Maintain and promote the status of this Association without motives of personal gain.

To seek for the members of the sheet metal trades equitable treatment in their relations with the manufacturers and suppliers

Regard the business of the Association and proceedings as confidential, not to be discussed outside of the membership, except as necessary in the performance of duties as an officer of the Association or a member of an Association Committee.

Guard the Association against admission of any individual or firm whose practices or ethics make him unfit for membership, but be scrupulously honest to ensure there is no undue constraint placed in the way of ethical business people doing business in this industry, provided they satisfy the requirements for admission as stated in the By-laws of the Association.

Make effective provisions for the safety of life and health of persons employed on projects or in building for which he/she is responsible; present clearly to the contractor, architect, engineer, or owner the consequences to be expected by proceeding with poorly designed installations and recommend, if qualified to do so, alternative methods for consideration by the engineer.

Submit competitive tenders, negotiate or accept contracts for those types of work and size of projects on which his company is competent to perform by virtue of experience, available staff and financial ability.

Obtain reasonable compensation for his services but avoid charges which over-estimate or undervalue the services rendered.

SMACNA-AB
Code of Ethics

Accept tenders only from qualified subcontractors, refuse to accept tenders from subcontractors or suppliers whom they know do not intend to use; never make known the tender of any supplier or subcontractor to any other supplier or subcontractor before closing tenders and never use the tender of a supplier or subcontractor to obtain a lower price from another supplier or subcontractor.

SMACNA-AB shall not be associated with any political party

SMACNA-AB shall not discriminate between union and non-union shops

This Code of Ethics of the members of SMACNA-AB has been adopted to promote and maintain the highest standards of sheet metal contracting and personal conduct among its members. Adherence to these standards is required for membership in SMACNA-AB and serves to assure public confidence in the integrity and service of HVAC contractors.