

# **IDNS BY-LAWS**

Passed at an annual general meeting of the Association of Interior Designers of Nova Scotia held on the 13th day of January, 2005.

## **Definitions**

1. Each term used in these by-laws that is defined in the Act or in the Regulations shall have the same meaning as set out in the Act or Regulations respectively.
  
2. In these by-laws:
  - a. “Act” means the Interior Designers Act, SNS 2003 c. 6, as amended by Justice Administration Amendment (2004) Act, SNS 2004 c. 6 s. 11-13, proclaimed in force on October 20, 2004;
  - b. “General Meeting” means a meeting of members of the Association, whether an annual general meeting or a special meeting;
  - c. “Regulations” means the Interior Designers Regulations, NS Reg. 2004 – 405 dated October 20th, 2004;
  - d. “Special Resolution” means a resolution passed by two-thirds of the members of the Association voting at a General Meeting for which notice of the intent of the Special Resolution to be passed is given either as part of the notice calling the meeting or by separate notice given in accordance with the requirements for calling a General Meeting;

## **The Register**

3. The Registrar shall keep a Register and shall, upon payment of the prescribed fee, cause to be entered into the Register:
  - a. the name, delivery and electronic addresses, membership class, and if applicable, the seal number or Certificate of Non-Resident Registration number of any person who qualifies for registration according to these by-laws, the Regulations and the Act, including any person entitled to membership upon the coming into force of the Act in accordance with s. 14(2) of the Act; and
  - b. where the right of a member to practice interior design has been limited by the imposition of conditions pursuant to the Regulations, particulars of all conditions imposed on that member.
  
4. The Registrar shall during regular business hours permit any person to inspect the Register.
  
5. The Registrar may make corrections to the Register to reflect changes to name, address or other information on the Register to keep it current and to correct any clerical errors.
  
6. The Registrar shall cause the removal of the name of a person on the Register from a class of membership:

- a. at the request of the member, upon surrendering their seal or Certificate of Non-Resident Registration;
- b. where the name of the member has been incorrectly entered;
- c. where notification is received of the death of the member;
- d. for non-payment of fees or other assessments levied under the Act, Regulations or the by-laws;
- e. where the member has been suspended, for the term of the suspension; or
- f. where the registration of the member has been revoked pursuant to the Regulations.

### **Seals and Certificates of Registration**

7. The Registrar shall issue a seal to a person who meets the criteria for entry in the Register as a Registered member pursuant to the regulations. The form of seal shall include information determined by the Directors from time to time. The Registrar shall ensure that each seal issued contains the information required by the Directors. If the Directors change the information required on the seal, each member shall, upon the request of the Registrar return the seal to the Registrar for issuance of a new seal.

8. The Registrar shall issue a Certificate of Non-Resident Registration to a person who meets the criteria for entry in the Register as a Non-Resident Registered member pursuant to the Regulations. The form of Certificate of Non-Resident Registration shall include information determined by the Directors from time to time. The Registrar shall ensure that each Certificate of Non-Resident Registration issued contains the information required by the Directors. If the Directors change the information required on the Certificate of Non-Resident Registration, each member shall, upon the request of the Registrar return the Certificate of Non-Resident Registration to the Registrar for issuance of a new Certificate of Non-Resident Registration.

9. Each member who is issued a seal or a certificate of non-resident registration shall use the same in the manner and to the extent permitted by the Act, Regulations, these by-laws and any other applicable law without restricting the generality of the foregoing in accordance with sections 18, 30 and 31 of the Act.

10. The seal and Certificate of Non-resident Registration shall remain the property of the Association.

11. If registration of a person who is or was a Registered member or Non-Resident Registered member has been revoked, suspended or changed or has expired, the person shall surrender their seal or Certificate of Non-Resident Registration to the Registrar within ten days after the revocation, suspension, change or expiry has become effective.

12. All technical submissions prepared by Registered members, or by others under their supervision, as

defined by paragraph 2(1) of the Act shall be stamped with the impression of the Registered member's seal and signed, which shall indicate that the Registered member was in control over the content of such technical submissions during their preparation and has applied the required standard of care.

13. No Registered member or Non-resident Registered member may sign any technical submission or affix the member's seal to it or attach the member's Certificate of Non-resident Registration to it unless it was prepared by the Registered member or Non-resident Registered member or by others under the supervision of the Registered member or Non-resident Registered member, except that

- a. the Registered member or Non-resident Registered member may seal and sign those portions of the technical submissions that were reviewed and adopted, in whole or in part, by the Registered member or Non-resident Registered member if he or she has either coordinated the preparation of such portions or integrated them into their work;
- b. the Registered member or Non-Resident Registered member may seal and sign those portions of the technical submissions that are not required by the Act to be prepared by a Registered member or Non-Registered member if the member has reviewed and adopted, in whole or in part, such technical submissions and integrated them into their own work.

#### **Directors: Composition, Qualifications, Election, Removal, Powers**

14. There shall be a Board of the Association, in compliance with section 9 of the Act, consisting of:

- a. a President, Vice-President, Treasurer, Secretary, Membership Director and Continuing Education Director, each of whom shall be a Registered member and elected to hold office as provided in the by-laws of the Association;
- b. a minimum of one person and a maximum of two persons appointed by the Governor in Council who shall be public representatives; and,
- c. the Past President, who shall be a Registered member holding the position of President for the immediately preceding term or if that person is unable or unwilling, the most recent Past-President who is a Registered member and who is able and willing to fill the position until the end of the term.
- d. Additionally, up to two Directors at Large may be nominated and elected to the Board.

15. The term of office of each Board member elected by the membership or appointed by the Governor in Council shall be two years, except for the President and Vice President whose term shall be one year so that, approximately one-half of the positions on Board shall be elected each year.

16. The members of the Board created by the Former Act and in office immediately before the coming into force of the Act shall continue in office until their successors are elected or appointed according to the provisions of these by-laws.

17. No person shall be elected to the Board unless that person meets all requirements of the Act, Regulations and the by-laws of the Association relating to qualifications, nomination, appointment and election of persons to the Board, and no person shall be elected or appointed to the Board unless that person is a permanent resident of the Province of Nova Scotia.

18. Notwithstanding the foregoing, the persons appointed to the Board shall hold office until their successors are appointed or until such time as they are re-appointed, even if such appointment or re-appointment does not occur until after their specified term of office has otherwise expired.

19. The Association may, by Special Resolution, remove any director before the expiration of the period of office and appoint another person in their stead. The person so appointed shall hold office during such time only as the director in whose place they are appointed would have held office if that director had not been removed.

20. Members of the Board shall be elected by show of hands in respect of each position unless a motion is made to conduct the vote for such positions in which case a secret ballot shall be conducted for such positions.

21. Every Registered member in good standing is eligible to be nominated as a candidate for the Board.

22. Every Registered member in good standing is eligible to vote for any candidate for the Board.

23. **DELETED**

24. In this section, "consecutive" means that twelve months or less has occurred between the end of one term and the commencement of the next.

25. A vacancy in the membership of the Board does not affect the ability of the Board to discharge its powers and duties, provided that number of the members of the Board remaining in office is not fewer than a quorum. Where there is a quorum, any vacancy on the Board may be filled pursuant to section 30 hereof. Without a quorum, a vacancy may only be filled by election at a General Meeting called for the purpose.

26. Directors are expected to attend all General Meetings and all meetings of the directors, maintain their file with all pertinent information and provide an up-to-date file to the next director taking over their position.

27. Directors who are elected directors shall be nominated, elected and hold office as follows:

a. a slate of directors shall be named by the nominating committee prior to the General Meeting at which such election is to be held and each person nominated shall be identified as a nominee for a particular office;

b. any Registered member entitled to vote at the General Meeting may nominate any other member entitled to hold office as a director at any time prior to or at the General Meeting.

28. A director elected pursuant the Act and these by-laws shall be deemed to vacate their office at the end of annual General Meeting when their successor is elected.

29. The resignation of any officer or director of the Association must be made in writing and submitted to the Secretary.

30. Subject to Section 25, the vacancy created by the resignation of any Director of the Association shall be filled by an appointment by the Board of Directors.

### **Powers and Duties of Directors**

31. The Board shall manage and conduct the business and affairs of the Association and exercise the powers of the Association.

32. The Board shall not make any expenditure in excess of \$1000 per single or related expenditures unless such expenditure was outlined in the annual budget and approved at the annual General Meeting or has received approval of the voting members at a General Meeting.

33. The President or Vice President, with either the Secretary or Treasurer, may execute all contracts on behalf of the Association. All cheques shall be signed by any two of the President, Vice-President and Treasurer.

34. The President shall:

a. be the Chief Executive Officer of the Association and shall preside at all Association general meetings and meetings of the Board;

b. be responsible to oversee the enforcement of the Association by-laws, the Regulations and the Act;

c. be an ex-officio member of all committees;

d. shall have previous experience on the Board and preferably be a current member of the Board at the time of their nomination;

e. shall serve as the President for not more than two consecutive years;

f. upon approval of the Board shall attend IDC's Annual General Meeting;

g. be a signing officer for contracts or cheques of the Association in accordance with section 33.

35. The Vice-President shall:

a. assume the duties of the President in their entirety in the absence of the President;

b. assist the President in their duties; and,

c. be a signing officer for contracts or cheques of the Association in accordance with section 33.

36. The Secretary shall:

- a. oversee the duties of the Registrar;
- b. keep a record of all proceedings of all General Meetings and meetings of the Board;
- c. give notices of all General Meetings and Board meetings;
- d. arrange for the proper care of the corporate seal of the Association as well as all the records, papers, and other documents relating to the affairs of the Association; advise all Registered members of the slate of nominations drawn up by the Nominating Committee at least fourteen days before the annual meeting;
- e. be responsible for collection and distribution of mail;
- f. update and revise the membership list as required and distribute to the President, Treasurer and Membership Director;
- g. oversee the updating of the Association's electronic web page and ensure all notices are posted for members' access;
- h. be a signing officer for contracts of the Association in accordance with section 33; and
- i. perform such other duties as may be prescribed by the Board from time to time.

37. The Treasurer shall:

- a. receive and disburse funds of the Association and keep a true and accurate record of accounts;
- b. deposit all money in the name of the Association in such banks as may be designated from time to time by the Directors;
- c. complete all government forms as required for taxes, etc. and submit completed reports in a timely matter;
- d. close the books of the Association as of December 31st of each year and arrange, in conjunction with a public accountant to have prepared an annual financial report to be forwarded to all members of the Association at least 14 days prior to the annual General Meeting;
- e. be responsible for sending invoices to all members for annual dues not later than November 30th, advising that the annual membership fee will become due on the first day of January next and sending invoices to all members for special assessments if and when approved;
- f. be responsible for re-invoicing by registered mail all members in arrears;
- g. provide a report, including internal financial statements, of the financial status of the Association for review at each Board meeting and a financial report at each General Meeting;
- g. present an annual financial report at each annual General Meeting; and,
- i. prepare a proposed budget for the next fiscal year for review by Directors and to be presented at a General Meeting;
- j. be a signing officer for contracts or cheques of the Association in accordance with section 33.

38. The immediate Past-President shall:

- a. assist the President in their duties as required;
- b. review the status of all Intern members;
- c. review and recommend additions or updates to the current by-laws; and,
- d. represent the Association as the Government Liaison concerning issues related to the Act or Regulations.

39. The Director(s) at Large shall:

- a. assist the Board with duties as required.

40. The Membership Director shall:

- a. in the absence of the Registrar, respond to all membership information and application requests;
- b. be responsible to coordinate with the Registrar the review of and response to all inquiries related to membership;
- c. review all complete applications for membership and decide upon the acceptance, acceptance with conditions or rejection of each application for membership in accordance with the Act, Regulations and these by-laws and within 30 days after the date of a complete application and deliver a notice to the Registrar of their decision and their reasons; and,
- d. chair and coordinate a membership committee which may, among other duties assigned to it by the Board, seek out new members for the Association.

41. The Continuing Education Director shall:

- a. coordinate the availability of CEU courses;
- b. assist members in obtaining CEU credits; and,
- c. coordinate and chair a CEU committee.

42. The Board may alter or revise the duties of the above director positions as it deems necessary, subject to the requirements of the Act and the Regulations.

#### **Duties of Registrar**

43. The Board shall appoint a person to the position of Registrar who may but need not be a member of the Association which person shall carry out such duties as the Act, the Regulations and these by-laws provide or the Board determines.

44. The Registrar shall:

- a. attend meetings of the Board as a non-voting member, unless requested by the Board not to attend;
- b. collect and seek to compile complete information from any prospective applicant for membership, review and discuss completeness and status of applications with applicants including notifying applicants of decisions on their application and rights of appeal;
- c. forward completed applications for membership to the Membership Director for decision in accordance with the Regulations;
- d. maintain the Register required by the Act, Regulations and by-laws;
- e. upon decisions from the Membership Director and Board, issue seals and Non-resident Registration Certificates to applicants who have fulfilled the requirements for registration as prescribed by the Regulations and the by-laws; and,
- f. perform such other duties as the Board may prescribe.

45. The Board shall appoint the Registrar and such other officers, agents or employees as the Board deems appropriate at such salaries or other remuneration, and for such term of office, as the Board considers necessary to assist it in carrying out its duties pursuant to this Act.

### **Committees**

46. The Association shall have such committees as in the opinion of the Board are necessary for the proper functioning of the Association. Except as otherwise provided in the Act, Regulations or these by-laws, the chair and members of each such committee shall be appointed by the Board.

47. No committee shall have fewer than three members including the chairperson.

48. The Past President shall be the chair of the nominating committee. The other members shall be appointed at a general meeting held before the annual General Meeting.

49. Subject to these by-laws, a committee shall have the duties and reporting responsibilities assigned thereto by the Board.

### **Meetings**

50. All General Meetings, meetings of the Board and meetings of any committees shall be governed by "Roberts Rules of Parliamentary Procedure" except where inconsistent with the Act, Regulations or these by-laws.

51. At all General Meetings of the Association, a quorum shall not be less than one-third of Registered Members present in person or by proxy.

52. The President shall preside as chairman at every General Meeting and if they are not present, the



Vice-President shall preside. If neither the President nor Vice-President is present within ten minutes of the time set for the commencement of the meeting, the Chairman shall be elected among the Registered members. The Chairman shall have no vote except where there is an equality of votes cast when they shall cast the deciding vote.

53. The Association shall have no fewer than five General Meetings each year, one of which shall be the annual General Meeting.

54. At least fourteen days notice of every General Meeting must be given, specifying the place, day and hour of the meeting. Notice may be given by post, in which case notice will be deemed to have been given on the second business day after posting, or by electronic mail or facsimile or other means of electronic communication, in which case it will be deemed to be given on the date it is transmitted unless it was transmitted on a day which is not a business day or after business hours, in which case it will be deemed to have been given on the next business day. Non-receipt of such notice by any member shall not invalidate the proceedings at any General Meeting.

55. A resolution in writing signed by two-thirds or more of the members entitled to vote on it shall be as valid as if passed by a majority of voting members at a duly constituted General Meeting provided that notice of the resolution is given in accordance with section 54.

56. The annual General Meeting shall be held in Nova Scotia, unless by special resolution approval is given to hold a particular annual general meeting elsewhere, during the first quarter of each calendar year for the following purposes:

- a. to receive the financial statements and report of the previous calendar year's operation together with the auditor's report thereon;
- b. to receive reports from the Board, the Association officers and committees;
- c. to receive a recommendation of the name of an auditor from the Board for the ensuing year, to appoint an auditor, and
- d. to elect directors for the next ensuing year.

57. The President or the Board may, at their discretion, convene a General Meeting and the President shall on the delivery to the Secretary of a requisition of five Registered members forthwith proceed to convene a General Meeting at such time and place as may be determined by the President. The requisition shall state the objects of the meeting requested and be signed by the members requesting it. If the President does not convene a General Meeting within 45 days from the date the requisition is delivered to the Secretary, a majority of the requisitionists may convene a General Meeting, provided it is held within ninety days after delivery of the requisition.

58. As provided in section 10 of the Act, five members of the Board, whether elected or appointed, shall constitute a quorum.

59. The absence of a member or members of the Board from any meeting, including persons elected or appointed, does not affect the ability of a quorum of the Board to discharge the powers and duties of the Board.

60. Meetings of the Board shall be as follows:

- a. The Secretary shall at the request of the President or on written request of four members of the Board call a meeting of the Board when requested by them and the Board shall meet not fewer than five times per calendar year;
- b. Notice of such meetings shall be given by telephone, mail, by courier, by facsimile or by electronic mail by the Secretary to all directors on not less than 48 hours notice but non-receipt of such notice by any director shall not invalidate the proceedings at any meeting of the Board;
- c. A meeting of the Board may be held at the close of every General Meeting without notice;
- d. A meeting may be held without formal notice if all the Directors are present or if those absent have signified their assent to such meeting or their consent to the business transacted at such meeting;
- e. A resolution in writing signed by all the Directors shall be as valid as if passed at a duly constituted meeting of Directors; and
- f. Directors may participate at a meeting of Directors by conference call or other means of telecommunication whereby each person is able to hear all the other persons.

#### **Proxies**

61. The Registrar shall provide to any voting member who requests a proxy form for General Meetings. At any General Meeting, any voting member may appoint any other Registered member to vote on his behalf by proxy, provided however no person may be a proxy for more than two other members. A proxy is valid for only one meeting. All completed proxy forms must be received by the Secretary prior to the commencement of the meeting.

62. Any member is entitled to be present at a General Meeting of the Association. Any other person may be admitted at the initiation of the chairperson of the meeting or with the consent of the Registered members attending the meeting.

#### **Amendments of By-laws**

63. No by-law of the Association or any amendment or repeal thereof is effective unless passed by Special Resolution in accordance with s. 42 of the Act.

#### **Continuing Education**

64. Registered members, Intern members and Non-resident Registered members are required to satisfy the continuing education (CEU) requirements specified by IDCEC to qualify for annual renewal of their IDNS registration. The IDCEC professional development cycle will commence on January 1, 2013 with a three year reporting period to gain the mandatory requirements. At the conclusion of each three year period on December 31 the reporting cycle will expire with a new three year cycle commencing on January 1.

65. Tracking of the CEU Credits is to be administered by IDCEC or other IDNS or IDC Board-approved organization.

66. One (1.0) CEU means credit for successful completion of a period of study, lectures or other programming in interior design education or experience that is accredited for continuing education purposes by IDCEC or the IDNS Board. The reported activity must be a minimum of one hour (1.0 CEU Credit) and multiples of whole hours. Activities of less than one hour cannot be claimed. An activity can be claimed only once and no duplicate submissions of the same activity or item are permitted.

67. An applicant for membership in the Registered Class, Intern Class or Non-resident Registered Class shall be enrolled in the IDCEC CEU tracking system as administered by IDCEC or IDC.

68. An applicant for registration or renewal of registration in the Registered Class, or Non-resident Registered Class must have completed a minimum of 30 credit hours which include a mandatory requirement of 15 IDCEC approved CEUs of which 8 must be registered in Health, Safety and Welfare (HSW).

An applicant for registration or renewal of registration in the Intern Class must have completed a minimum of 15 credit hours in IDCEC approved CEUs of which 5 must be registered in Health, Safety and Welfare (HSW).

An applicant for new registration shall comply with the prorated Chart for New members joining mid-cycle as issued by IDCDC and IDC.

An applicant for registration or renewal shall provide proof of their CEU Credits by attaching a CEU Credit tracking certificate issued by IDCEC to their renewal form.

69. DELETED with CEU by-law change (#'s 64. – 70. Above) Vote passed & carried Jan. 2013

70. DELETED with CEU by-law change (#'s 64. – 70. Above) Vote passed & carried Jan. 2013

### **Use of Titles by Members**

71. A Registered member in good standing is entitled to use the designation “Interior Designer”, “Registered Member of the Association of Interior Designers of Nova Scotia”, “Registered Member IDNS” or “Member IDNS”;

72. An Intern member in good standing may use the designations “Intern Interior Designer”, “Intern Member of the Association of Interior Designers of Nova Scotia” and “Intern Member IDNS” but they shall not use any other designation in conjunction with their name indicating that they are a member.

73. An Inactive member may not use any designation in conjunction with their name indicating that they are a member.

74. An Allied member may not use any designation in conjunction with their name indicating that they are a member.

75. A Student member may not use any designation in conjunction with their name indicating that they are a member.

76. A Retired member may not use any designation in conjunction with their name indicating that they are a member.

77. A Fellow member may use the designation "Fellow" in addition to any other designation they are entitled to use by reason of membership in another class of membership.

78. A Non-resident Registered member in good standing may use the designations "Interior Designer", "Non-resident Registered Member of the Association of Interior Designers of Nova Scotia", "Non-resident Registered Member IDNS".

### **Code of Ethics**

79. The Code of Ethics attached as Annex "A" is hereby established as the Code of Ethics of the Association pursuant to paragraph 41(j) of the Act.

### **Fees and Dues**

80. The Board shall make a recommendation to a General Meeting each year to determine annual fees for the following year payable by applicants for each class of membership or for renewal of each class of membership, which may differ among the various classes of membership. The notice calling the meeting must include the recommended fee schedule. Fees may include dues payable to the Association and dues payable by the Association to IDC and collectible from each of the members. The annual fees shall become effective upon approval of the members at the General Meeting and the annual fees shall be payable on the first business day of January following the General Meeting or such other date as is set by the Board.

81. The Board may make a recommendation to a General Meeting for special assessments from time to time applicable to membership classes, which may differ among the various classes of membership. The notice calling the meeting must include the recommended special assessment. The special assessment shall become effective upon approval of the members at the General Meeting shall become payable on the due date set by the General Meeting, or if no date is set, then on such date as is set by the Board.

82. Each member shall pay to the Association the fees and assessments approved in accordance with sections 80 and 81 of these by-laws as and when due.

83. A late fee penalty shall be due on any dues not paid by the due date at an amount established by the IDNS Board of Directors.

84. The Treasurer shall on or before November 30<sup>th</sup> send an invoice to each member for annual fees for the following year and shall send an invoice for any other fees or dues on such date as stipulated by the Board, or if no date is set then as soon as reasonably practicable after the General Meeting at which such fees or dues were established.

### **Monitoring & Evaluating Qualifying Intern Experience**

85. An applicant for Intern membership shall gain Qualified Work Experience of not less than 3,520 hours in Interior Design under the supervision of a Registered interior designer; or Registered architect who provides interior design services. Work experience hours for which academic credit has been received will not count toward the Qualified Work Experience hours. Enrolment in the Interior Design Experience Program (IDEP) administered by NCIDQ is optional as a route to gain Qualified Work Experience. At completion of the Qualified Work Experience, a log is to be submitted to the IDNS Registrar for evaluation.

### **Forms**

85. Applications and other forms shall be in such forms as the Directors adopt from time to time.

86. Applicants shall establish the veracity of all information in their applications for membership or renewal of membership in such manner as the Registrar or Membership Director shall require.

**Annex “A”**  
**Code of Ethics**  
**Association of Interior Designers of Nova Scotia**  
**January 13, 2005**

1. Members, when in carrying out their practice of interior design, shall conduct their affairs in a manner that will command the respect of clients, the general public, other members and other professionals and in accordance with this Code of Ethics.
  
2. Members shall seek to continually upgrade their professional knowledge, so that they maintain current knowledge of interior design principles and practices.
  
3. Members shall engage in the humane and environmentally responsible practice of interior design.
  
4. Members shall seek to cooperate with other professionals and other persons involved in the building industry for the purpose of enhancing the health, safety and welfare of the public.
  
5. Members will honestly and diligently represent their employers or clients within the term of their professional engagements.
  
6. Members will disclose, preferably in writing, to their employers and/or clients prior to any engagement as a practising member, any financial interest that they may have that could affect their impartiality in the specification of goods and/or services. Performance of services in which the member has a financial interest in the supply of goods that may be recommended by rendering such services will not constitute qualifying practice experience or qualifying intern experience.
  
7. Members, in the case of a dispute not involving them directly during the period their engagement on a project, will take an independent position with respect to the parties in dispute.
  
8. Members will not seek to supplant a fellow member who is already engaged in a project.
  
9. Members will, in competition with other members, seek their engagements only through their knowledge, skill, understanding and by observing high professional ethics.
  
10. Members will not knowingly plagiarize the design of another member.
  
11. Members will do everything reasonably possible to assist the profession and the Association to function properly and effectively.
  
12. Members shall strive to ensure that any proposed action or policy concerning Association matters undertaken by said member is done in the collective interest of other members and the public

13. Members shall endeavour to respect and cooperate with other members on Association matters.

14. Members shall respect the Association as the governing body for the practice of interior design for the Province of Nova Scotia.

15. Members shall select as their directors on the Board individuals who are able to assume their share of responsibility for the direction of the Association. All members shall give their full support to their directors so that they may effectively carry out their Association responsibilities.

16. The Association and its directors shall conduct their affairs to reflect favourably on the members.

17. Directors shall conduct all Association business in a professional manner through respectful cooperation with Association members as well as with other directors.

18. Directors shall strive to ensure that any proposed action and/or policy undertaken is done in the collective interest of all Association members.

19. Members have a duty to report to the Association particulars of improper professional conduct by another member if it is reasonably perceived by the reporting member that such conduct may result in serious damage to a client or other member of the public. [Members who have a tendency to disregard the Code of Ethics, unless checked at an early stage, may cause loss or damage to clients or other. Evidence of minor breaches may, on investigation, disclose a more serious situation or may indicate the beginning of a course of action that would lead to serious breaches in the future].