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Bylaws approved in their entirety on October 21, 2009. Subsequent approved changes are denoted in brackets after the related section.



Part I. DEFINITIONS & INTERPRETATION

Section 1.01 Definitions

For purposes of interpreting the Bylaws, words and expressions without specific definition are defined as set forth in section 1 and Schedule 3 of the Act and section 1 of the Regulations. In addition, the following definitions shall apply:

- (1) “Act” means the Regulated Accounting Profession Act (RAPA), R.S.A. 2000, c. R-12;
- (2) “Bylaws” means the Bylaws made by the Board under section 15 of the Act;
- (3) “Candidate” means a student that has passed or been exempted from the entrance exam;
- (4) “Certified Management Accountant in charge” means the certified management accountant designated under section 47(d) of the Act;
- (5) “CICA Handbook” means the CICA Handbook published by the Canadian Institute of Chartered Accountants as amended from time to time;
- (6) “CIC” means Complaints Inquiry Committee;
- (7) “CMAA” means Certified Management Accountants of Alberta;
- (8) “Complaint” means a complaint made to the CMAA under section 67 of the Act;
- (9) “Complaints Inquiry Committee” means a complaints inquiry committee established under section 121 of the Act;
- (10) “Corporate Policies” means the policies made by the Board in accordance with its general authority under the Act to manage and conduct the business of CMAA;
- (11) “Director” means an individual member of the Board of Directors;
- (12) “Dues” means the annual membership fee that is payable by a member, candidate or student to maintain their registration with CMAA;
- (13) “Executive Candidate” means a student who has complied with section 4(2) of the Act;
- (14) “Fees” means dues, penalties, fines or other payments required by CMAA;
- (15) “Good Standing” means a member that has no fees outstanding, is current reporting their CPLD and has no outstanding complaints of unprofessional conduct; (October 2011)



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- (16) “Head Office” means the place of business of CMAA in Calgary, Alberta;
- (17) “Honorary Member” means any person who is elected as an Honorary Member of the Society in accordance with these Bylaws;
- (18) “Member” means a certified management accountant;
- (19) “Membership” includes member, candidate, and student and the responsibilities inherent in such membership as defined in the Bylaws, the Act or the Regulations;
- (20) “Mutual Recognition Agreement” means an agreement signed between CMA Canada and another accounting body that will jointly recognize a member’s registration in that country provided certain conditions are met;
- (21) “Newsletter” means a newsletter published by CMAA or any similar successor document;
- (22) “Officer” means an elected official of the Board consisting of the Chair and First Vice-chair and may include a Second Vice-chair; (October 2011)
- (23) “part-time office” means a public accounting firm, a professional corporation or a professional service provider office in which management is not normally accessible throughout the usual business hours of the community in which the office is located;
- (24) “Practice Review Committee” means the practice review committee of an accounting organization established under section 53 of the Act;
- (25) “President and CEO” means the same as the Executive Director as provided for in the definition of executive head in the Act;
- (26) “Professional Corporation” means a professional corporation incorporated under the *Business Corporations Act* and registered with the appropriate accounting organization;
- (27) “Professional Service Provider” – Is a certified management accountant or is a student who is approved by the Registrar to practice as a professional service provider, that provides professional services that involve acting as a trustee in bankruptcy, a liquidator, a receiver, a receiver-manager or acting in any other respect of insolvency practice; or operating in public practice as a business evaluator;
- (28) “Public Accounting Firm” means a registrant who is registered in accordance with Division 4 or 6 of Part 3 of the Act as a public accounting firm;
- (29) “Registrant” means
- (a) a certified management accountant,
 - (b) a student,
 - (c) a public accounting firm,



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- (d) a professional corporation, and
 - (e) any other person or firm registered under Part 3 of the Act;
- (30) “Registrar” means registrar of an accounting organization;
 - (31) “Registration” means the registration of a registrant by the CMAA in accordance with Part 3 of the Act;
 - (32) “Regulations” – The Certified Management Accountants of Alberta Regulations as defined under the Act;
 - (33) “RIA” – Registered Industrial Accountant;
 - (34) “Sanction agreement” means an agreement entered into by the CMAA’s complaints inquiry committee under section 74 of the Act;
 - (35) “SRA auditor” means a securities regulatory authority auditor;
 - (36) “Student” means an individual who is registered in accordance with Part 3 of the Act as a student. The term student and candidate are used interchangeably throughout the Bylaws as all candidates are considered students but not all students are defined as candidates. Section 1.01(3).

Section 1.02 Interpretation

- (1) Words importing the singular will include the plural and vice versa, and words importing male persons will include female persons, firms, companies, corporations, societies and institutions, and vice versa.
- (2) Wherever reference is made to any statute or section thereof, such reference will be deemed to extend and apply to any amendment to or any re-enactment of such statute or section as the case may be.
- (3) In the event of any dispute as to the intent or meaning of any bylaw or of any rule of professional conduct or regulation made, adopted, or enacted pursuant to the Bylaws, the ruling of the Board on the construction and interpretation thereof will be final and conclusive. In addition to all its other powers, the Board may publish interpretations for the information and guidance of Members on matters related to the Bylaws, Regulations and rules of professional conduct.





Part II. MEETINGS, NOTIFICATIONS AND VOTING

Section 2.01 Meetings

- (1) An annual general meeting of CMAA shall be held within six months of CMAA's fiscal year end and at such time and place as the Board shall determine for the purposes of announcing the results of the election of directors to the Board and such other matters as the Board may determine.
- (2) Special general meetings of CMAA may be held whenever the Board considers it expedient for the purpose of dealing with any matter relating to the affairs of CMAA.
- (3) Any meeting of CMAA may be held at such times and places and in such manner as the Board shall determine, including by means of telephone, teleconference, electronic or other communication facilities that will permit all persons participating in the meeting to communicate with each other, notwithstanding that the meeting may be held simultaneously in more than one location.
- (4) Notwithstanding Section 2.01(3), the Board shall cause a special general meeting of CMAA to be held or direct that a mail vote be conducted on the matter or question, within 90 days of receipt at Head Office of a written request for a special general meeting of CMAA, signed by at least 80 members and specifying the matter or question to be put before the membership.

Section 2.02 Notices and Voting Materials

- (1) Whenever CMAA is obligated to
 - (a) give notice to members concerning nominations for election to the Board or an annual general meeting or a special general meeting of CMAA, or give notice to members for any other purpose, or
 - (b) provide a ballot or voting document for voting on directors of the Board, Regulations, Bylaws, rules of professional conduct or any matter specified by the Board, or
 - (c) provide to members any other document or correspondence,such notice, ballot, or other document or correspondence may be sent by mail, courier, or electronic telecommunication to the address currently on file in CMAA's records.



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- (2) For purposes of Section 2.02(1) , any notice, ballot or other document or correspondence sent to a member shall be deemed to have been received on the third day following the date on which it was sent.
 - (3) Accidental omission or failure to notify of nomination, annual general meeting or special general meetings or to provide ballots or voting documents to one or more members, not exceeding 5 percent of the total membership so entitled, shall not invalidate any election of the Board, meeting of CMAA or approval or ratification of any regulation, bylaw, rule of professional conduct or any other matter on which such vote has been taken.

Section 2.03 Appointment of Scrutineers

The President and CEO shall annually appoint:

- (1) three members not serving on the Board, or nominated for election to the Board, or employed by CMAA to oversee votes by the membership conducted by mail-in or other hardcopy balloting procedure, or
- (2) an independent person, persons, or organization to oversee votes by the membership conducted via electronic telecommunication.

Any decision made by a majority of the scrutineers, acting within their authority, is final.

Section 2.04 Voting

- (1) At any meeting of CMAA, 25 members present at such meeting may demand that the voting upon any question before the meeting be by ballot.
- (2) At every meeting of CMAA, every member present is entitled to vote.
- (3) Any member may vote on election of the Board, Regulations, Bylaws, and rules of professional conduct or any matter specified by the Board.
- (4) Unless specified otherwise in these Bylaws, matters on which a vote by ballot is being held shall be determined by the majority of valid voting ballots received by CMAA within the time specified for such receipt.
- (5) Unless otherwise specified in these Bylaws, matters on which a vote is taken, other than by ballot, shall be determined by the majority of votes of those members present and voting at the meeting, and in the case of an equality of



votes, the presiding officer, in addition to casting a vote on the matter in the first instance, may cast a deciding vote.

- (6) The Board may establish such procedures as are necessary for governing the holding of a vote on any matter not specified in the Act, Regulations or these Bylaws.



Part III. BOARD

Section 3.01 Board Membership

- (1) The Board shall consist of not more than eight directors elected in accordance with these Bylaws and sufficient public directors appointed pursuant to the Act to ensure that such public directors make up at least 25% of the total number of directors. (October 2010)
- (2) Each elected director shall hold office for a term of three years or until the close of the third annual general meeting following the date upon which the director was elected, whichever occurs first. (October 2011)
- (3) The number of directors to be elected shall be determined by the number of vacancies at that time.
- (4) At the Board's discretion, director terms in accordance with Section 3.01(2) may be shortened or extended by one year to ensure a proper staggering of term expiry dates for the purpose of continuity and succession planning. (October 2011)

Section 3.02 Officers of the Board

- (1) The Officers of the Board shall consist of the Chair and First Vice-chair and may include a Second Vice-chair.
- (2) The offices of Chair, First Vice-chair, and Second Vice-chair shall not be held by any appointed, acting or public directors of the Board.
- (3) Immediately after the close of the annual general meeting, the First Vice-chair holding office at the time of such annual general meeting shall automatically become Chair.
- (4) After the close of each annual general meeting the Board shall meet and elect a First Vice-chair unless the terms of office of the existing Chair and First Vice-chair have been extended in accordance with Section 3.02(8).
- (5) After the close of an annual general meeting or at any time prior to the next annual general meeting, the Board may elect a Second Vice-chair in accordance with the procedure established by the Board.
- (6) Notwithstanding Section 3.02(4), if the Board elects a Second Vice-chair in accordance with Section 3.02(5), the Second Vice-chair holding office at the time of the annual general meeting shall automatically become First Vice-chair



and the Board shall not elect a First Vice-chair under Section 3.02(4).

- (7) An Officer shall hold office as such until the close of the annual general meeting next following the date upon which the Officer was elected to the office or automatically assumed the office, as the case may be, unless such office is sooner vacated as provided in these Bylaws.
- (8) Notwithstanding Section 3.02(3), after the close of an annual general meeting or at any time prior to the next following annual general meeting, the Board may elect to extend the terms of office of the existing Chair and First Vice-chair by one year, in which case the Chair and First Vice-chair will hold office as such until the close of the second following annual general meeting after the date upon which the Officer was elected to the office or automatically assumed the office, as the case may be, unless such office is sooner vacated as provided in these Bylaws.
- (9) Notwithstanding anything to the contrary in these Bylaws, the Board may remove the Chair from office, at any time; and if the Chair is removed from office;
 - (a) the Chair shall immediately cease to hold office as Chair;
 - (b) the Chair shall immediately cease to serve, in any position or capacity whatsoever, as CMAA's designate, nominee, appointee or representative with any other body or organization, including without limitation as a member of the Council of Chairs;
 - (c) the President and CEO, or any other person specified by the Board, shall be entitled to complete and deliver all notices of resignation required to give effect to Section 3.02(9)(b);
 - (d) the Chair shall cease to hold office as a director at the close of the first annual general meeting thereafter, or at such other date as the Board may specify;
 - (e) the First Vice-chair shall automatically become Chair for the remainder of the former Chair's term of office; and
 - (f) the Board may make such provision for the election and terms of office of the First Vice-chair and a Second Vice-chair, and any other matter arising in relation to or in consequence of the removal of the Chair from office, as the Board determines in its discretion.

Section 3.03 Limitation of Terms on Board

- (1) With the exception of a director holding the office of Chair, First Vice-chair or Second Vice-chair, any director who has served on the Board for two consecutive terms shall retire, and is not eligible for re-election until the



annual general meeting next following such director's retirement. Unless otherwise provided by the Board, the term of a director of the Board who serves as Chair shall terminate upon the expiration of such director's term as Chair. The chair will assume the position of "Past Chair" in an ex-officio capacity for a period of one year.

Section 3.04 Nomination and Election of Board Members

- (1) The election of members for vacant positions on the Board shall be held annually by ballot and the results shall be announced at the annual general meeting.
- (2) Subject to the provisions of Section 3.03(1), any member resident in Alberta may be nominated for election to the Board and may hold office as a director of the Board so long as such person:
 - (a) does not have the status of a bankrupt under the Bankruptcy Act or other any applicable federal or provincial legislation,
 - (b) has not been found by the CMAA or any other professional or quasi-judicial body or court of law to have committed unprofessional conduct,
 - (c) is not currently employed by CMAA
 - (d) if formerly employed may not be nominated for a period of two years following their last day of employment, (October 2011)
 - (e) is not currently engaged by CMAA in accordance with a contract entered into on a fee for service basis,
 - (f) was not formerly employed by CMAA and whose employment was terminated by the CMAA for cause, or
 - (g) was not formerly engaged by CMAA in accordance with a contract entered into on a fee for service basis and whose engagement was terminated by CMAA for cause.
- (3) At least 75 days prior to the date of an annual general meeting, the President and CEO shall notify all members of the date of the annual general meeting and that nominations for election of directors to the Board must be received at Head Office at least 45 days prior to the date of such annual general meeting.
- (4) A ballot for the election of directors of the Board shall be sent to each member at least 21 days prior to the date of the annual general meeting and such



ballot must be received at Head Office of CMAA at least five days prior to the date of the annual general meeting.

- (5) A nomination of a member for election to the Board shall:
 - (a) be in writing and signed by five other members,
 - (b) have the written consent of the nominee appended thereto, and
 - (c) include a photograph and a biographical outline for the nominee, containing such information and in the form required by the nominating committee.
- (6) In case of a tie in the vote for the last vacancy or vacancies in an election of directors, the tie shall be broken by lot drawn privately by the scrutineers.

Section 3.05 Resignations and Vacancies

- (1) A director who wishes to resign shall give notice in writing to the Board and such resignation shall be effective on the date provided in such notice and if no date is provided then, such resignation shall be effective immediately upon receipt of such notice by the Board and at such time the director's position becomes vacant.
- (2) A director's position is vacated if for any reason the director's registration as a member is suspended or canceled, or if any of the provisions in Section 3.04(2) apply to such director, or if the director dies or is removed from office.
- (3) At any annual general meeting or at any special meeting called for the purpose, CMAA may by resolution, remove any elected director, provided that such resolution is passed by a vote of not less than two-thirds of the members present at such meeting either voting personally or by proxy.
- (4) If an elected director fails to attend three consecutive regular meetings of the Board without good cause, such director may be removed from the Board upon a resolution by the remaining voting directors receiving at least two-thirds of the votes.

Section 3.06 Filling Vacancies



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- (1) The Board may appoint, as a director, any member who satisfies the provisions of Section 3.04(2) in the event:
 - (a) the required number of directors is not elected during an election of directors, or
 - (b) a vacancy or vacancies occur in the number of elected directors during their term of office.
 - (2) Any vacancy or vacancies on the Board does not affect the ability of the remaining directors to carry out the duties and exercise the rights and obligations of the Board.



Part IV. APPOINTMENTS

Section 4.01 Acting Registrar and Acting President and CEO

- (1) If the Registrar or the President and CEO is absent, or for any reason cannot act, or when there is a vacancy in the office, the Board may appoint any person as Acting Registrar or Acting President and CEO and that person, while so acting, has the powers and shall perform the duties of the Registrar or President and CEO, as the case may be. The responsibilities identified under Section 4.02 and Section 4.03 are primary responsibilities as identified under the Act however these may not include other responsibilities inherent in these positions as defined by the Board. The Board may require the Acting Registrar or Acting President and CEO to assume additional responsibilities.

Section 4.02 Duties, Responsibilities and Powers of the Registrar

- (1) The Registrar's primary responsibility is to accept, consider and decide upon applications for membership for individual applicants, for public accounting firms, or for professional service providers. The Registrar has the power to approve, defer, or refuse an application for membership. The Registrar may impose conditions on a registration that the Registrar considers in the best interest of the public. The Registrar must notify an applicant of an incomplete registration application within 30 days of receipt. A decision must be rendered within 120 days of the receipt of an application; a failure to provide a decision must be considered a refusal of an application.
- (2) The Registrar will receive, and may issue approvals of, the articles of a proposed professional corporation. The Registrar will receive notifications regarding changes in ownership or directors or in the name of professional corporations. The Registrar has the power to set time limits for notification requirements. If a professional corporation does not comply with the requirements of the Act, the Registrar may cancel that professional corporation's registration. The Registrar may make complaints, under section 67 of the Act, and must notify the registrant regarding any resulting suspension, cancellation, or practice restriction. The Registrar must notify the Registrar of Corporations of any suspension or cancellation of a professional corporation within 30 days.



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- (3) The Registrar may be required to act as a party to an appeal. The Ombudsman may require the Registrar to rehear any matter, and reconsider a decision. The Registrar has the power to quash, confirm or vary any decisions, recommendations, or parts of them.

Section 4.03 Duties, Responsibilities and Powers of the President and CEO

- (1) The CEO's primary responsibility, as stated under the Act, is to act as a member of the Practice Review Policy Board. The CEO is not entitled to vote on any matter at board meetings. CMAA must ensure that the CEO acts as a board member. As a member of the board, the CEO must:
- (a) annually review and approve a practice review checklist developed by the accounting organizations,
 - (b) establish education and experience qualifications to be met by reviewers appointed by the accounting organizations for the purpose of practice reviews,
 - (c) establish standard guidelines for use by a practice review committee respecting the frequency with which practice reviews and follow-up practice reviews are to be conducted,
 - (d) establish the requirements for annual reporting to the board by the accounting organizations, including when the reporting must occur and what kind of non-identifying statistical information must be included,
 - (e) establish guidelines respecting practice reviews that in the opinion of the board are necessary,
 - (f) foster common practice review procedures and standards among the accounting organizations, and
 - (g) protect the public interest.

Section 4.04 Committees

- (1) The Board shall appoint the members, including the chairs, and other persons, if any, to serve on the complaints inquiry committee and the practice review committee.



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- (2) For the complaints inquiry committee and the practice review committee, the chair may appoint a vice-chair who will assume the powers and duties of the chair when the chair is not able to act for any reason.
 - (3) If the vice-chair has not been appointed, or in the absence of the chair and vice-chair, the committee may elect a person to serve as vice-chair.
 - (4) The President and CEO and the Chair of the Board shall be ex-officio non-voting members of all committees of CMAA.



Part V. INFORMATION REQUIRED AND MAINTAINED

Section 5.01 Information to be Provided to CMAA

- (1) Subject to CMAA's privacy policy, each registrant must provide the following information at the request of CMAA:
 - (a) Business address, email address, fax number, and telephone number,
 - (b) Residential address and telephone number (October 2011),
 - (c) Name and business address of employer,
 - (d) Official position or positions occupied at place of employment,
 - (e) For public accounting firms, the areas of practice of the firm, and
 - (f) Any other information deemed necessary by the Board.

Section 5.02 Information Available to the Public

- (1) Pursuant to sections 27 and 28 of the Act, CMAA or its designate shall maintain and provide to the public, during regular business hours, the following information with respect to each registrant or former registrant, if applicable:
 - (a) employer name or name under which the practice is conducted,
 - (b) business mailing address, e-mail address and phone and fax number (October 2011),
 - (c) designations under the Act, Regulations or these Bylaws which the registrant or former registrant is permitted to use,
 - (d) the registration status of the registrant or former registrant, including information regarding suspensions or restrictions affecting practice,
 - (e) whether the registrant or former registrant is an SRA auditor,
 - (f) whether the registrant or former registrant is approved as a specialist,
 - (g) for public accounting firms, the principals, directors, shareholders, or the name of the member designated under section 47(d) of the Act,
 - (h) for public accounting firms, whether any office is a part-time office,



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- (i) for public accounting firms, the areas of practice of the firm, and
 - (j) a copy of a Sanction Agreement, summary of findings of unprofessional conduct, and orders resulting from such findings.

Section 5.03 Information Kept and Maintained by the CMAA

- (1) In addition to the information kept and maintained under section 27 of the Act, CMAA or its designate shall keep and maintain the following information with respect to registrants and former registrants:
 - (a) application forms and supporting documentation and evidence,
 - (b) date of registration,
 - (c) identification number,
 - (d) date and decision of Registrar or designate on applications for registration or applications for approval as a specialist or SRA auditor,
 - (e) any restriction or condition on a registrant's registration, approval or practice,
 - (f) any undertakings given to CMAA or its designate, or committees or bodies established by the Act, Regulations, Bylaws or the Board,
 - (g) any finding of unprofessional conduct or conduct unbecoming a member under the Act and any orders resulting from such finding,
 - (h) for any complaint, the complaint, any response, investigator's report and correspondence regarding the disposition of the complaint,
 - (i) registration history,

 - (j) other professional designations, if known,
 - (k) membership certificates or permits issued,
 - (l) reports provided for maintaining registration under section 51(1) of the Act or the Regulations,
 - (m) for a student,
 - i) courses completed and marks obtained on the syllabus requirements and the CMA entrance exam,



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- ii) modules completed and marks obtained in the professional program,
 - iii) experience completed, and
 - iv) date of birth and gender,
- (n) for a member,
- i) information obtained while a student,
 - ii) basis for qualification,
 - iii) memberships in other provincial institutes or associations, if known, and
 - iv) year of birth and gender (October 2011),
- (o) for a professional corporation,
- i) the names, addresses and ownership details for all shareholders of the professional corporation,
 - ii) the names and addresses of all directors of the corporation,
- (p) for a public accounting firm,
- i) the principals, partners, directors or shareholders,
 - ii) the name of the member designated under section 47(d) of the Act at each office location, and
 - iii) business mailing and e-mail address and phone and fax number,
- (q) for a professional service provider,
- i) other registrants who will be practicing with that professional service provider, and
 - ii) a plan of how the professional service provider shall maintain client files, such that each client file shall be separate and accessible for practice review purposes,
- (r) for a public accounting firm or professional service provider,



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- i) names under which the public accounting firm or professional service provider practices,
 - ii) names of any related business or practice,
 - iii) areas of practice, and
 - iv) the insurance policy number and the name of the insurer that holds the professional liability insurance maintained by the public accounting firm or professional service provider,
- (s) any other information directed by the Board.
- (2) All registrants, by their applications for initial registration, maintenance of registration, approval as a specialist or SRA auditor, or by providing information by other means shall consent and be deemed to have consented to allowing CMAA or its designate to keep and maintain the information referred to in section 27 of the Act and Section 5.02 and Section 5.03(1) and to disclose this information as provided for in these Bylaws or in the Act.

Section 5.04 Information Regarding a Finding of Unprofessional Conduct, Sanction Agreement or Voluntary Resignation under Section 75 of the Act.

- (1) If a registrant or former registrant has
- (a) been found guilty of unprofessional conduct,
 - (b) entered into a sanction agreement, or
 - (c) voluntarily resigned under section 75 of the Act,

CMAA shall maintain as information concerning such registrant or former registrant:

- i) a copy of the decision of the discipline tribunal, appeal tribunal or Court of Appeal, as the case may, as well as such evidence of compliance with any orders as is determined necessary by the discipline tribunal secretary,



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- ii) a copy of correspondence to the complainant, the registrant, and other parties forming part of the discipline order,
 - iii) a summary of any findings of unprofessional conduct and orders made as a result of the findings,
 - iv) a sanction agreement,
 - v) any relevant information concerning a sanction agreement,
 - vi) a summary of admissions and terms of a sanction agreement,
 - vii) an application to resign under section 75 of the Act,
 - viii) any conditions on the acceptance of a resignation under section 75 of the Act, or any conditions to be met before the investigated party is entitled to apply for reinstatement of registration, and
 - ix) a copy of any notice, posting or publication made resulting from the decision, sanction agreement or resignation under section 75 of the Act.

Section 5.05 Retention of Information

- (1) Pursuant to the Regulations, CMAA must maintain information about registrants and former registrants for the following periods of time:
 - (a) for at least ten years for information respecting past registration status, registration decisions on registrations that were refused or conditions placed on registration or practice,
 - (b) for at least ten years for information under section 28(1)(c) to (f) of the Act,
 - (c) for at least five years for information respecting practice specialty, professional corporations and the principals, partners, directors or shareholders of a public accounting firm,
 - (d) for at least four years for:
 - i) information respecting a past practice review where the public accounting firm or professional service provider has an outstanding follow-up practice review, or



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- ii) a practice review report under section 56 of the Act,

 - (e) for at least one year for any other relevant information maintained in accordance with the Act, the Regulations or the Bylaws.



Part VI. MEMBERSHIP AND REGISTRATION

Section 6.01 Application for Membership

- (1) An application for registration as a member or student is complete for the purpose of consideration if it is in the form required by CMAA and is provided to CMAA together with:
 - (a) evidence of having proven one or more of the following:
 - i) education requirements,
 - ii) experience requirements,
 - iii) successful completion of examinations, and
 - iv) holding certificates, degrees or diplomas,
 - (b) fees required by CMAA,
 - (c) evidence of being a Canadian citizen or a person lawfully permitted to work or study in Canada, and
 - (d) evidence of having good character and reputation.
- (2) An applicant for registration as a student must provide, in addition to the requirements under Section 6.01(1), satisfactory evidence of having:
 - (a) completed the syllabus,
 - (b) received a degree granted by a post-secondary institution, and
 - (c) completed the CMA entrance examination and met the grade requirements or granted an exemption from the entrance exam,
 - (d) and must apply for registration within two years of complying with Section 6.01(2)(c).
- (3) An applicant for registration as an executive candidate must provide, in addition to the requirements under Section 6.01(1), satisfactory evidence of having
 - (a) received a degree granted by a post secondary institution,



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- (b) at least five years' experience in a senior financial and strategic management position authorized by the Registrar, and
 - (c) completed the syllabus,
 - (d) and must apply for registration within 6 months of complying with Section 6.01(3)(c).
- (4) A student or executive student applying for registration as a member of CMAA must:
- (a) meet the grade or performance requirements as prescribed by CMAA for all courses or content, and
 - (b) in the case of a student, must show a total of 24 months of experience in a full-time position approved by the Registrar, accumulated during the applicant's enrollment in the Strategic Leadership Program, or
 - (c) in the case of an executive student, a total of five years of experience in a full-time position approved by the Registrar, accumulated in the period specified by the Registrar prior to entry in the Strategic Leadership Program.

Section 6.02 Application for Registration under a Mutual Recognition Agreement

- (1) CMA Canada will establish Mutual Recognition Agreements with other Accounting Bodies on the basis that both associations share common and strong interests in the advancement of the profession of management accountancy.
- (2) Individuals that qualify for registration as a CMA under these agreements may apply for registration provided they fulfill the requirements as listed in the MRA and submit their application in the form as prescribed under the MRA.

Section 6.03 Transfer of Certified Member

- (1) The Board will admit as a member, as per the Agreement on Internal Trade, any applicant who, transferring from a society of another province or territory of Canada having similar objects, and with whom CMAA is affiliated at the time of such transfer:
 - (a) has applied for membership in CMAA;
 - (b) is a member in good standing of the provincial or territorial society from which he or she is transferring and holds the CMA designation;



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- (c) has no outstanding or potential disciplinary action or criminal charges pending against him or her;
 - (d) has not committed or been convicted of any criminal or similar offence: including but not limited to fraud, theft, forgery, tax evasion, violation of securities laws, and unlawful conduct in the member's professional capacity; and
 - (e) has agreed to abide by the Bylaws and Code of Ethics and Rules and Guidelines of Professional Conduct of CMAA and the rules and resolutions established by the Board from time to time.

Section 6.04 Certificates

- (1) Every individual admitted as a member is entitled to receive a certificate of membership entitling that individual to use the designation "Certified Management Accountant" and to use after his or her name the initials "CMA". The certificate shall be in such form as the Board may from time to time determine.
- (2) Each certificate of membership shall be and remains the property of CMAA and shall be surrendered to CMAA forthwith in the event that the individual named therein ceases to be a Certified Management Accountant, or whose membership with the CMAA is suspended for any reason whatsoever, unless the Board assents to such individual retaining possession of it.
- (3) A certificate of membership will not be reproduced, in whole or in part, in any manner whatsoever without the written consent of the Board.
- (4) Members that are required to surrender their certificate of membership and also hold a "RIA" certificate of membership will also be required to surrender the RIA certificate.

Section 6.05 Fees and Dues

- (1) The Board will fix and may vary from time to time the admission fees, dues, and other fees to be paid by members and/or the Regulations governing such fees or dues.
- (2) Dues will be billed to members not less than 30 days prior to the commencement of each fiscal year of CMAA, and will be due and payable on the first day of each fiscal year of CMAA. A notice of dues should indicate the due date of fees and the penalties for failing to meet the deadline. Admission



fees, dues, other fees, and penalties for late payment will be due and payable on terms established by the Board.

- (3) CMAA may, on compassionate grounds, or on such other good and sufficient grounds as CMAA may determine, remit or forgive all or part of the annual fees and arrears, if any, payable by a member (October 2011).

Section 6.06 Non-payment of Dues or Practice Review Costs

- (1) If the annual registration fee of a registrant is not received by CMAA on the first day of the fiscal year, a penalty in an amount to be set at the discretion of the Board will be assessed and added to the balance owing. A “Second and Final Notice of Fees and Notification of Penalty” will be sent to the member indicating that annual fees are past due and that a late penalty has been applied.
- (2) If the assessed practice review costs are not received by CMAA within 30 days of the invoice date, a penalty in an amount to be set at the discretion of the Board will be assessed and added to the balance owing. A “Second and Final Notice of Fees and Notification of Penalty” will be sent to the member indicating that practice review costs are past due and that a late penalty has been applied.
- (3) Unless otherwise permitted by the Registrar, the registration of a registrant shall be suspended if the annual registration fee or assessed practice review costs and related penalties are not paid within 30 days after the date of the “Second and Final Notice of Fees and Notification of Penalty”. Upon payment of such fee or costs and related penalties, the suspension of registration shall, subject to the provisions of Section 6.06(4), be lifted.
- (4) The Registrar or their delegate may, upon written request, waive such penalties or such portion thereof as the Registrar or their delegate may consider appropriate and order the suspension of registration lifted upon payment of the annual registration fee or practice review costs in arrears and the penalty, if any.
- (5) Unless otherwise permitted by the Registrar, where the registration of a registrant has been suspended pursuant to Section 6.06(1) or Section 6.06(2) and not lifted within 30 days after the date of the suspension, such registration shall be canceled.

Section 6.07 Code of Ethics

Failure by a registrant to meet the obligations established under sections 5(2)(c) and



13(d) of the Regulations may, at the discretion of the Registrar, result in suspension or cancellation of the registrant's registration.

Section 6.08 Honorary Members

- (1) Honorary membership shall be open to any individual, at the discretion of the Board.
- (2) Honorary members shall have the title, CMA (Honorary), conferred upon them for rendering distinguished, long-term service to CMAA, or for any other criteria as established by the Board.
- (3) Honorary members may become active members in addition to their honorary membership if they meet the requirements for membership as set out in these Bylaws.



Part VII. CONTINUOUS PROFESSIONAL LEARNING AND DEVELOPMENT (CPLD)

Section 7.01 Credits to be Obtained

- (1) A member shall obtain at least 120 credits of CPLD as defined in the Regulations in each three-year period, with a minimum of 30 credits being obtained in each year in the manner prescribed by CMAA.
- (2) Each member shall report to CMAA annually on or before July 1 that they have met the required CPLD as specified in the Bylaws and such report shall be in a form prescribed by CMAA (October 2011).
- (3) A member is required to maintain records of their CPLD activities including verifiable third party documentation for a period of five years.
- (4) Exemptions from all or part of the CPLD requirement may be established by the Board.
- (5) Failure by a member to complete the obligations established under this Part shall be dealt with in accordance with Section 7.02.

Section 7.02 Failure to Meet CPLD Requirements

- (1) Failure by a member to complete the obligations established under Section 7.01 may, at the discretion of the Registrar, result in:
 - (a) suspension of the registration of the member,
 - (b) cancellation of the registration of the member,
 - (c) restrictions placed on the practice of the member as determined by the Board, or
 - (d) a fine, as permitted by the Act. 51(2)(B), in an amount to be determined at the discretion of the Board, which may accrue daily over the period of time during which payment is overdue at the Board's discretion.

Section 7.03 Verification Process



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- (1) A percentage of members annually will be selected for CPLD verification. Members will be required to remit within 30 days of the date of notification that they have been selected for random verification, their detailed CPLD records as described in the notification.
 - (2) Members will be notified within 30 days of receipt of their records if their CPLD activities have passed or failed verification.
 - (3) Members that have failed verification will be required to make up the required insufficient credits and may have additional sanctions imposed in accordance with Section 7.02.



Part VIII. PROFESSIONAL LIABILITY INSURANCE

Section 8.01 Requirements to Carry Professional Liability Insurance

- (1) Every public accounting firm or professional service provider carrying on a public accounting practice in Alberta, with the exception of those granted an exemption by the Registrar, shall carry professional liability insurance in an amount at least equal to \$1,000,000 limit per claim with a \$1,000,000 aggregate limit per policy term. (October 2010)
- (2) Notwithstanding Section 8.01(1), a public accounting firm that acts, or in the prior five years has acted, as auditor for an entity that is required to file with a securities regulatory authority its financial statements or financial information shall carry professional liability insurance in an amount not less than \$1,000,000 limit per claim.
- (3) Every professional service provider or member in charge of a public accounting firm that:
 - (a) ceases as a public accounting practice, and
 - (b) has not been granted an exemption by the Registrar

must ensure that that professional service provider or public accounting firm or that registrant's successor carries for six years following such cessation, professional liability insurance in an amount not less than \$1,000,000 limit per claim, covering professional services rendered prior to cessation of practice by that registrant and that registrant's employees. (October 2010)

- (4) The Registrar may wholly or partially, and on any conditions the Registrar thinks fit, exempt a registrant from carrying professional liability insurance.



Section 8.02 Failure to Meet Professional Liability Insurance Requirements

- (1) A registrant that is required by the Act to maintain professional liability insurance as set out in the Regulations and these Bylaws shall submit to the Registrar, within 30 days of a request to do so, satisfactory evidence that the required amount of professional liability insurance is currently maintained and any other related information as is requested.
- (2) Unless otherwise permitted by the Registrar, the registration of a registrant shall be suspended if the information requested by the Registrar relating to professional liability insurance is not submitted within 30 days of such request. Upon submitting satisfactory evidence that the required amount of professional liability insurance is currently maintained and upon providing any additional information requested relating to professional liability insurance, such suspension of registration will be lifted.
- (3) Where the registration of a registrant has been suspended pursuant to Section 8.02(2) and not lifted within 30 days after the date of the suspension, the registration shall be canceled.



Part IX. PRACTICE STANDARDS

Section 9.01 Practice Standards for Public Accounting Practice

- (1) The standards for public accounting practice required of each member include
 - (a) generally accepted accounting principles,
 - (b) generally accepted auditing standards,
 - (c) the accounting and assurance recommendations as set out in the CICA Handbook,
 - (d) the recommendations related to specified auditing procedures engagements and compilation engagements as set out in the CICA Handbook, and
 - (e) International Financial Reporting Standards.

Section 9.02 Practice Standards for Other Areas of Professional Services

- (1) The standards of practice for business valuation include the practice standards promulgated and published by the Canadian Institute of Chartered Business Valuators.
- (2) The standards of practice for insolvency include the standards of professional practice promulgated and published by the Canadian Insolvency Practitioners Association.



Part X. PRACTICE REVIEW

Section 10.01 Rules of Practice Review

- (1) The purpose of the practice review committee is to promote high standards of practice in public accounting firms and professional service providers and, generally, to maintain and improve the competence of the profession.
- (2) The practice review committee will establish policies and procedures respecting practice reviews.
- (3) CMAA may publish practice review policies and procedures and shall provide such published policies and procedures to any registrant upon request.

Section 10.02 Practice Areas Subject to Practice Review

- (1) Public accounting firms and professional service providers that provide any of the following services are subject to practice review:
 - (a) assurance engagements;
 - (b) specified auditing procedures engagements;
 - (c) compilation engagements; and
 - (d) tax management practices.



Part XI. LIMITED LIABILITY PARTNERSHIPS AND PROFESSIONAL CORPORATIONS

Section 11.01 Eligibility Requirements for Registration as a Limited Liability Partnership

- (1) A partnership that is in compliance with the Regulations or that is otherwise eligible to be registered as a public accounting firm pursuant to Part 3 of the Act is eligible to be registered as an Alberta limited liability partnership, or as an extra-provincial limited liability partnership, under Part 2.1 of the Partnership Act, upon complying with the requirements of that Act.

Section 11.02 Approval of Articles of a Professional Corporation

- (1) Pursuant to section 39 of the Act, one or more members proposing to incorporate a professional corporation shall provide to the Registrar:
 - (a) a request to approve the articles of the proposed professional corporation,
 - (b) the professional corporation's name and business address, and
 - (c) two copies of the articles of the proposed professional corporation.
- (2) Prior to amending its articles of incorporation, a professional corporation shall provide to the Registrar:
 - (a) a request to approve any amendment to the articles of the professional corporation, and
 - (b) two copies of the proposed amendments to the articles of the professional corporation.
 - (c) A professional corporation shall give written notice to the Registrar within 15 days of any change in the ownership or directors of the professional corporation or to the name of the professional



corporation. In the case of a change of ownership or directors of the professional corporation, such notice shall identify the names, addresses and telephone numbers of each owner or director, as the case may be, before the change and identify the names, addresses and telephone numbers of each owner or director, as the case may be, after the change. In the case of a change of name of the professional corporation, such notice shall identify the name of the professional corporation before the change and identify the name of the professional corporation after the change.



Part XII. OTHER MATTERS ELIGIBLE TO BE APPEALED

Section 12.01 Appeals of SRA Auditor Decisions

- (1) If a public accounting firm
 - (a) has had an application for approval as an SRA auditor refused,
 - (b) has had conditions or restrictions placed on an approval as an SRA auditor, or
 - (c) has had an approval as an SRA auditor revoked,the public accounting firm may, within 30 days of being given a copy of the decision, appeal to an appeal tribunal in accordance with Part 6 of the Act.
- (2) A public accounting firm that is not notified of a decision on approval as an SRA auditor within the time period prescribed in section 32(2) of the Act may, within 30 days from the expiry of that time period, appeal to an appeal tribunal in accordance with Part 6 of the Act.
- (3) The appellant and the Registrar are the parties to an appeal under Section 12.01(1) or Section 12.01(2).

Section 12.02 Appeals of Practice Review Committee Decisions

- (1) If a registrant who is subject to practice review receives a decision of the practice review committee, the registrant may, within 30 days of being given a copy of the decision, appeal to an appeal tribunal in accordance with Part 6 of the Act.
- (2) The appellant and the chair of the practice review committee are the parties of an appeal under Section 12.02(1).



Part XIII. DISCIPLINE COSTS AND PUBLICATIONS

Section 13.01 Determination of Costs of Preliminary Investigation and Appeal under Section 80 of the Act

- (1) If the appeal tribunal decides that an appeal under section 80 of the Act is frivolous or vexatious, and orders the appellant who is a registrant to pay the costs of the investigation and appeal, such costs are the lesser of
- (a) a fixed amount specified by the appeal tribunal, or
 - (b) the sum of all of the following amounts related to the investigation and appeal unless otherwise directed by the appeal tribunal:
 - i) the costs, expenses, fees and disbursements of or relating to
 - A) the persons constituting the appeal tribunal, the appeal tribunal roster chair and the appeal tribunal secretary,
 - B) the investigator, and
 - C) any other persons involved in the investigation or appeal, including the persons constituting the complaints inquiry committee, the CIC secretary and CMAA staff;
 - ii) the fees and disbursements payable on a solicitor and client basis to the counsel acting on behalf of the complaints inquiry committee, the appeal tribunal and CMAA;
 - iii) the cost of court reporters, including transcripts;
 - iv) any other costs incurred by CMAA; and
 - v) the out-of-pocket expenses of the investigated party, including fees and disbursements payable on a solicitor and client basis to the counsel acting on behalf of the investigated party.

Section 13.02 Statement of Costs Payable by a Complainant who is a Registrant



- (1) Where an appeal tribunal orders costs to be paid by the complainant who is a registrant, the appeal tribunal secretary or the secretary's delegate shall prepare, sign and serve on the complainant, a statement of costs.
- (2) Where an appeal tribunal orders costs to be paid by the complainant who is a registrant, the appeal tribunal shall also set out period of time and manner in which such costs shall be paid.

Section 13.03 Determination of Costs of an Investigation and Hearing

- (1) Where a discipline tribunal or an appeal tribunal, as the case may be, has ordered the investigated party to pay all or part of the costs of the investigation and hearing, such costs may include any or all of the following amounts related to the investigation and hearing:
 - (a) the costs, expenses, fees and disbursements of or relating to
 - i) the persons constituting the complaints inquiry committee,
 - ii) the investigator,
 - iii) the persons constituting the discipline tribunal,
 - iv) witnesses, and
 - v) any other persons involved in the investigation or hearing, including the CIC secretary, the discipline tribunal roster chair, the discipline tribunal secretary and CMAA staff;
 - (b) the fees and disbursements payable on a solicitor and client basis to the counsel acting on behalf of the complaints inquiry committee, CMAA and the discipline tribunal;
 - (c) the cost of court reporters, including transcripts; and
 - (d) any other costs incurred by CMAA.

Section 13.04 Determination of Costs of an Appeal



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- (1) Where an appeal tribunal has ordered the investigated party to pay all or part of the costs of an appeal to the appeal tribunal, such costs may include any or all of the following amounts related to the appeal:
 - (a) the costs, expenses, fees and disbursements of or relating to
 - i) the persons constituting the appeal tribunal,
 - ii) witnesses, and
 - iii) any other persons involved in the appeal, including the appeal tribunal roster chair, the appeal tribunal secretary, the discipline tribunal secretary, the CIC secretary and CMAA staff;
 - (b) the fees and disbursements payable on a solicitor and client basis to the counsel acting on behalf of the complaints inquiry committee, CMAA and the appeal tribunal;
 - (c) the cost of court reporters, including transcripts; and
 - (d) any other costs incurred by CMAA.

Section 13.05 Statement of Costs Payable by an Investigated Party

- (1) Where an investigated party has been ordered to pay costs of an investigation, hearing or appeal, the discipline tribunal secretary or the appeal tribunal secretary or the secretary's delegate shall prepare, sign and serve on the investigated party a statement of costs.
- (2) Where an appeal tribunal orders costs to be paid by an investigated party, the appeal tribunal shall also set out period of time and manner in which such costs shall be paid.

Section 13.06 Failure to Pay Fines or Costs

- (1) If the registration of an investigated party is canceled because the investigated party failed to pay the costs or fines in accordance with an order of a discipline tribunal or appeal tribunal, notice of such cancellation shall be served on the



investigated party and publication of the cancellation shall be made in accordance with Section 13.07(1) to Section 13.07(5) as if the order for cancellation had been made by a discipline tribunal.

Section 13.07 Publication of Discipline Matters

- (1) After an investigated party has been found to have committed unprofessional conduct or has entered into a sanction agreement, the discipline tribunal secretary
 - (a) Shall, unless otherwise directed, publish on the CMAA website on a named basis (October 2011)
 - i) a summary of the findings of unprofessional conduct or admissions made in the sanction agreement,
 - ii) any orders made as a result of the findings,
 - iii) the terms of any sanction agreement,
 - iv) any conditions on the acceptance of any resignation, and
 - v) any conditions to be met prior to any application for reinstatement.
- (2) The discipline tribunal secretary shall give on a named basis to all provincial societies and any other professional organization the investigated party belongs to, if CMAA is aware of the membership,
 - (a) publish any information pursuant to the provisions of section 96(2)(b) of the Act (October 2011)
- (3) In addition to any publication made in accordance with Section 13.07(1), if the registration of the investigated party has been suspended or canceled, the practice of the investigated party has been restricted or if a resignation has been accepted under section 75 of the Act, the discipline tribunal secretary shall publish on a named basis



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- (a) a notice of such suspension, cancellation, resignation or restriction,
 - (b) the nature of the conduct,
 - (c) any orders made,
 - (d) the terms of any sanction agreement,
 - (e) any conditions on the acceptance of the resignation, and
 - (f) any conditions to be met prior to any application for reinstatement

to all members and any employer of the investigated party. Notice of the suspension, cancellation, resignation or practice restriction shall be published to all members by an insertion, at least once, in the Newsletter.

- (4) In addition to any publication made in accordance with Section 13.07(2), the discipline tribunal secretary may
 - (a) provide, on a named basis, to clients and/or former clients of the investigated party known to CMAA
 - i) the nature of the conduct,
 - ii) any orders made,
 - iii) the terms of any sanction agreement,
 - iv) any conditions on the acceptance of a resignation, and
 - v) any conditions to be met prior to any application for reinstatement

or

- (b) may publish in the business section of one or more newspapers in Alberta, the fact of the suspension, cancellation, resignation or practice restriction as a result of discipline proceedings and that more information can be obtained from CMAA.



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- (5) Notwithstanding Section 13.07(2), if the practice of a registrant is restricted, publication to clients and in the newspaper may be waived by the complaints inquiry committee, discipline tribunal or appeal tribunal, as the case may be.
 - (6) If publication has been made of a suspension, cancellation, resignation or practice restriction and such suspension, cancellation, resignation or practice restriction has been vacated on appeal, publication shall be made of the changes made on appeal in the same manner as originally published.



Part XIV. SUSPENSION, CANCELLATION, OR RESIGNATION - DISCIPLINARY ACTION

The suspension, cancellation, or voluntary resignation of a membership may occur as the result of actions under Part 5 or Part 6 of the Act, or as a result of a decision or disciplinary action of the Board.

Section 14.01 Suspension or Cancellation of Registration as a Registrant

- (1) A registrant whose registration is suspended
 - (a) shall remain liable for the payment of annual dues in accordance with the resolutions,
 - (b) shall not be, eligible to become, and shall not nominate, a member of any committee or other body established by or under the Act, the Regulations or these Bylaws or by the Board,
 - (c) shall not attend any meeting of CMAA or vote as a member, and
 - (d) shall not be associated with other registrants engaged in a public accounting practice except in accordance with the Act and such terms and conditions as prescribed by a discipline tribunal or appeal tribunal.
- (2) A student whose registration is suspended or canceled is ineligible to register for the professional program and cannot accumulate work experience credit.
- (3) The name of a public accounting firm shall not include the name of a registrant whose registration is suspended or canceled.
- (4) If the registration of a professional corporation is suspended for more than seven days or canceled, the Registrar shall notify the Registrar of Corporations and the shareholders of the reason for such suspension or cancellation and may provide such other information regarding the suspension or cancellation as is requested by the Registrar of Corporations.
- (5) If the registration of a member is suspended or canceled and the member is a sole proprietorship registered as a public accounting firm or if the member is



registered as a professional service provider, the registration of that public accounting firm or professional service provider, as the case may be, is suspended or canceled, as the case may be, and any approval as a SRA auditor is revoked.

- (6) If the registration of a public accounting firm or professional service provider has been suspended or canceled the Registrar shall notify
 - (a) the public accounting firm or professional service provider,
 - (b) the registrants employed by that public accounting firm or professional service provider, and
 - (c) the registrants who have a proprietary interest in that public accounting firm, of the suspension or cancellation of registration.
- (7) If notification of the permanent cessation of the practice of a public accounting firm has been received, the Registrar shall notify the registrants employed by that public accounting firm or professional service provider of the cancellation of registration.
- (8) Members whose membership has been canceled will have their names published on the CMAA website for a period the Registrar deems appropriate.
- (9) Members whose membership has been suspended or cancelled are not entitled to use the initials CMA or refer to themselves as a Certified Management Accountant (October 2011).



Part XV. RESIGNATION & RETIREMENT

Section 15.01 Resignation of a Student, Member or Professional Corporation

- (1) Provided no complaint against the student, member or professional corporation is outstanding pursuant to Parts 5 or 6 of the Act, a student, member or professional corporation who is not in arrears for the payment of
 - (a) fees, practice review costs and any penalties, and
 - (b) any fines or costs ordered to be paid under Parts 5 or 6 of the Act, and
 - (c) is current with their CPLD reporting requirements pursuant to Part VII of the Bylaws

is entitled to resign their registration by giving to the Registrar notice in writing of the intention to do so and returning any certificate or permit, and such resignation shall become effective at the date of acceptance by the Registrar. Following resignation, the student, member or professional corporation will cease to be an active member with the CMAA, and will no longer be entitled to receive any information or notifications from CMAA. Resigned members are no longer entitled to refer to themselves as a Certified Management Accountant or use the initials CMA (October 2011).

Section 15.02 Resignation of a Public Accounting Firm, Professional Service Provider or Other Person or Firm Registered Under Part 3 of the Act

- (1) Provided no complaint against the public accounting firm, professional service provider or other person or firm registered under Part 3 of the Act is outstanding pursuant to Parts 5 or 6 of the Act, a public accounting firm, professional service provider or other person or firm registered under Part 3 of the Act that
 - (a) is not in arrears for the payment of
 - i) fees, practice review costs and any penalties, and
 - ii) any fines or costs ordered to be paid under Parts 5 or 6 of the Act, and



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- (b) has met the requirements of the Bylaws and resolutions relating to professional liability insurance to be maintained on cessation of a public accounting practice

is entitled to resign their registration by giving to the Registrar notice in writing of

- i) the date of cessation of practice,
- ii) the name, address, telephone, fax number and email address of any transferee, and
- iii) if a transfer has not been arranged, the names and addresses of the clients of the professional service provider or public accounting firm, together with information as to the location of both the files and records of the professional service provider or public accounting firm and any client records which have not been returned to the client,
- iv) and such resignation shall become effective at the date of acceptance by the Registrar.

Section 15.03 Reinstatement of Registration

- (1) A former registrant whose registration has been canceled other than under Part 5 or 6 of the Act may apply for reinstatement by
 - (a) submitting an application for reinstatement,
 - (b) providing satisfactory evidence of meeting the requirements for registration under Part 3 of the Act,
 - (c) paying a reinstatement fee as prescribed by the Board, and
 - (d) satisfying any other terms or conditions specified by the Registrar.
- (2) The Registrar may impose conditions or restrictions on the applicant's registration.
- (3) The Registrar may waive some of the evidence to be provided under Section 14.01(1) or the reinstatement fee.



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- (4) If the registration of a public accounting firm or a professional service provider was suspended under Section 14.01(5) as the result of the registration of a member being suspended, and the suspension of that member is lifted, the Registrar may restore the registration of the public accounting firm or professional service provider and may place conditions or restrictions on such registration.
 - (5) Any registration that has been canceled for a continuous period of 10 years or longer cannot be reinstated unless the individual commences the registration process as a new candidate.

Section 15.04 Retirement

- (1) Any member who wishes to retire may do so provided that he or she
 - (a) is a member in good standing,
 - (b) has no outstanding complaints against him or her,
 - (c) has provided a current CPLD update,
 - (d) has provided a current ethics declaration, and
 - (e) has no outstanding fees or dues remaining.
- (2) The Board is responsible for developing policies governing the procedure by which a member may retire his or her membership from the CMAA or implement dues or other fees at the discretion of the Board and is entitled to modify those policies as required from time to time.
- (3) Members who retire will remain within the CMAA database as “active retired” members, and are entitled to continue receiving information, publications and updates from CMAA.