

**APGNS Policy Regarding Mailing Address
approved May 2015; update March 2018 and July 2019**

INTRODUCTION

This policy and procedure document is intended as an addendum to the current by-laws of the Association and reflects the currently accepted procedures as well as the by-laws under development for the revised *Geoscience Profession Act* and *Geoscience Practice Regulations*. Where accuracy is critical, please consult the current *Geoscience Profession Act* and the by-laws of the Association.

Definitions

Act – means the *Geoscience Profession Act*.

By-laws – means the by-laws of the Association of Professional Geoscientists of Nova Scotia (Geoscientists Nova Scotia, APGNS or the Association) currently in force under the Act.

Council – means the Council of the Association.

Registrar – means the Registrar of the Association as appointed by the Council of the Association.

Registrant – means a registered member, licensee, member-in-training (MIT), or authorized holder of a corporate Certificate of Authorization.

Secretary – means the Secretary of the Association as appointed by the Council of the Association.

MAILING ADDRESS

Registrants, including members, licensees, members-in-training, certificate holders, honorary life members, life members, retired members as well as applicants shall provide the Registrar with their current regular mail and electronic mail address and telephone contact information and shall advise the Registrar forthwith in writing of any change in address, employment or other contact information.