

**APGNS Policy Regarding the Onus to Respond  
approved May 2015; updated March 2018**

**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.

**ONUS TO RESPOND**

Registrants, including members, licensees, members-in-training, certificate holders, honorary life members, life members, retired members and applicants, shall respond promptly and appropriately to any duly served communication of a regulatory nature received from the Secretary or Registrar of the Association that contemplates a reply.