



MEMBERSHIP POLICY

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POLICY RATIONALE

This policy provides supplementary information to the Local Government Administration Association of Alberta's (the "Association") bylaw as it relates to classification of members, representation of the Association, and benefits and privileges of membership.

POLICY STATEMENT

1. CLASSIFICATION OF MEMBERSHIP

- 1.1. Membership in the Association is granted to an individual only, not an organization, even if that organization pays the fee for the individual member.

Regular Member

- 1.2. To be a Regular Member, a person:
- must be employed by or under contract directly or indirectly with a municipal government in Alberta at the time of application;
 - must hold a non-unionized position;
 - must have some type of managerial or supervisory duties or responsibilities pursuant to the contract; and
 - the person's managerial or supervisory responsibilities provides them with:
 - authority over physical resources, financial resources, human resources; or
 - supervisory responsibility over a key service area where the person provides strategic guidance to council or the senior management team.
- 1.3. Pursuant to section 1.2. a person may be under contract with a municipal government for any length of time.

Life Member

- 1.4. To determine what constitutes a recognized contribution for qualification as a Life Member, the Board may consider any one or more of the following:
- whether the person has been actively involved with the Association during their membership;
 - the degree and type of service the person has provided to the Association;
 - the degree to which the person has advanced the goals and objectives of the Association;
 - whether the person has been a member in good standing for a minimum of ten years;
 - the length of time the person has worked in the municipal government sector; or
 - any other information or achievements the Board deems worthy of consideration.

- 1.5. The following persons are eligible to nominate a person to be a Life Member:
 - a) two Regular Members;
 - b) two Life Members;
 - c) one Regular Member and one Life Member; or
 - d) one member of the Board.
- 1.6. To grant a Life Membership, the Board must approve a resolution with at least two-thirds of all Board Directors in office voting in favour.
- 1.7. The Board may grant more than one (1) Life Membership in any given year.
- 1.8. The Board will announce new Life Members at the Association's annual conference.
- 1.9. A Life Member is entitled to:
 - a) a free membership each year; and
 - b) a free registration to a conference of the Association each year.

Affiliate Member

- 1.10. To be an Affiliate Member, a person must qualify under at least one of the following categories:
 - a) a person who is employed by or under contract with a municipal government but does not meet the criteria of a Regular Member;
 - b) a person who meets the criteria of a Regular Member but is employed by or under contract with a municipal government outside of Alberta;
 - c) a person who works with municipal governments in an advisory or consultative capacity;
 - d) a person who was a Regular Member of the Association immediately prior to retirement; or
 - e) a person or organization who has an interest in local government administration and operations.
- 1.11. The following types of persons are not permitted to become an Affiliate Member:
 - a) elected officials at any level of government or public sector except for persons who are concurrently employed with a municipal government whereby the employment position serves as their primary income.
 - b) persons currently involved in leadership roles in organizations representing citizens or citizens' issues; or
 - c) persons involved in organizations representing the labour side of employment and labour issues.
- 1.12. The Board may refuse an application to become an Affiliate Member for any reason considered appropriate by the Board in its sole discretion, even if the person is eligible under one of the categories of Affiliate Membership as set out in the Association's bylaws.

2. ACCEPTANCE PROCESS

- 2.1. The Board may delegate the responsibility for screening and approval of membership applications to the Association's Executive Director.

- 2.2. The Executive Director may withhold a decision on membership eligibility until it can be presented to the Association's Board of Directors for consideration.

3. REPRESENTATION OF MEMBERSHIP

- 3.1. A member is not permitted to act on behalf of the Association or present themselves as a representative of the Association in an official capacity unless:
 - a) the person has been elected to a position on the Board; or
 - b) the person has been authorized by the Board or its delegate to do so.

4. BENEFITS AND PRIVILEGES FOR MEMBERS

- 4.1. Subject to section 4.2, Members and non-members are permitted to attend any event hosted by the Association, which include meetings of the Membership.
- 4.2. The Association may refuse, for any reason, to permit a non-member to attend any event hosted by the Association.
- 4.3. Staff may refuse entry to, or remove from any of event of the Association, any person, Member or non-member, who exhibits unruly or inappropriate behaviour.

First-Time Members

- 4.4. First-Time Membership is available to any person who is employed with a municipal government and has never been a member of the Association before.
- 4.5. First-Time Members shall receive a \$100 voucher towards any Association event or program.

Eligible Use of the First-Time Member Voucher

- 4.6. The voucher is eligible until the end of the calendar year in the year immediately following the year that the person was accepted as a Member.
- 4.7. If the Member does not use the voucher or a balance remains on the voucher at the end of eligible period, the voucher is considered forfeited and there shall be no refund or form of compensation to the Member.