



3.03 Membership Register and Lists

Approved: 2017-11-21

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To define access to and use of the SBOA membership register and lists.

Policy and Procedures

The Membership Committee maintains a Membership Register showing the name, employer, address, phone number, fax number, email address, membership number, class of membership, date on which they became or ceased to become a member for each member. The Register is confidential and is only available to the Membership Committee and the Secretary. (See [1.06 Privacy and Protection of Personal Information](#).)

Member information that the SBOA considers as public information is member name, member location (municipality), SBOA membership class, and member certification status.

From the Register, several other lists are created by the Membership Committee to serve specific purposes:

- For distribution of SBOA publications, meeting notices, conference invitations, course invitations, useful information, and other communications approved by the Directors, an email list showing only the name and email address of all members. This list is updated at least 4 times per year and sent, as required, to member(s) responsible for distribution to members.
- For posting on the SBOA website (see [7.04 Website Content and Maintenance](#)), a website list showing only the name, location (municipality), membership class, and if applicable certification level, of current members. This list is updated at least 2 times per year and sent to the Website Editor.
- In compliance with Section 21 of *The Non-profit Corporations Act, 1995*, a basic list showing only the name and address of voting members. This list is not prepared unless and until an affidavit as described in the Act is received.

The Register and supplementary member lists are not available to anyone for purposes of soliciting, marketing, influencing, or similar goals.

Application

SBOA Membership Committee Chair and members, and Secretary.

Notes

Based on information from [SBOA Bylaws](#) Section 9(3).