



### **3.05 Designation of Honorary Members and Life Members**

Approved: 2017-11-21

Latest Revision Date: yyyy-mm-dd

Review Required: 2022

#### **Intent**

To describe a process for designating Honorary members and Life members.

#### **Policy and Procedures**

***Honorary Membership*** – The Membership Committee receives nominations for Honorary membership. Nominations include a résumé or CV of the nominee and a description of the outstanding and/or meritorious service to the Association. Supplementary information from the nominee's membership file may also be considered. Outstanding and meritorious services is evaluated on a case-by-case basis, and may reflect a onetime event or ongoing contribution. Successful nominees must be members in good standing.

After evaluating a nomination for Honorary membership, the Membership Committee forwards the nomination and recommends approval or rejection by the Directors.

Honorary membership, if approved, is conferred on the member at the next suitable occasion such as a conference banquet. Honorary members are offered the opportunity to be accompanied to the banquet, without charge, by up to 7 guests. Honorary members are presented with a certificate by the President. A framed Honorary membership certificate is recommended.

***Life Membership*** – The Membership Committee receives applications for Life membership. Applications include a résumé or CV of the nominee. Supplementary information from the nominee's membership file may also be considered. Life memberships are evaluated on a case-by-case basis. Successful nominees must be members in good standing and at least 65 years of age.

After evaluating an application for Life membership, the Membership Committee forwards the application and recommends approval or rejection by the Directors.

Life membership, if approved, is conferred on the member at the next annual meeting of members.

#### **Application**

SBOA Membership Committee Chair and members.

#### **Notes**

Based on information from [SBOA Bylaws](#) Section 4(1).