



Section 3 MEMBERSHIP

3.01 Membership Committee

Approved: 2017-11-21

Latest Revision Date: 2018-03-08

Review required: 2022

Intent

To describe a committee to oversee membership activities.

Policy and Procedures

The Membership Committee consists of the following SBOA members:

- the elected Membership Chair,
- an employee of a large urban municipality,
- an employee of a rural municipality or small urban municipality,
- an employee of a company providing building code enforcement services to municipalities,
- 2 members-at-large, and
- other members as determined by the Chair.

Members are appointed by the Chair, at a time determined by the Directors or when a vacancy occurs, and subject to confirmation by the Directors. All committee members are required to comply with [2.01 Volunteer Qualifications and Responsibilities](#).

The responsibilities of the Membership Committee are to:

- set standard membership application form, membership card, and membership certificate,
- receive and approve or reject membership applications for Active, Associate and Retired memberships, accept membership dues, and issue receipts , membership numbers and membership cards,
- receive and provide recommendations regarding nominations for Honorary membership and applications for Life membership to the Directors, and make suitable arrangements for conferring Honorary and Life memberships (see [3.05 Designation of Honorary Members and Life Members](#)),
- maintain a register and prepare supplementary lists (see [3.03 Membership Register and Lists](#)),
- maintain a membership file for each member that includes applications, contacts, courses, certification, certification agreement, complaints, disciplinary actions and any other pertinent information,
- investigate complaints and provide a report and recommendation to the Board of Directors (see [3.07 Complaints](#)),
- make recommendations to the Board of Directors when and how SBOA bylaws and policies require updating,
- select a Vice Chair to act when the Chair is unavailable,
- set its meeting procedures,

- record meeting minutes ([form 10.05](#)) and file minutes with the Secretary,
- prepare and submit annual budget request by November 1 ([form 10.06](#)),
- any other matter as directed by the Directors.

Application

SBOA Membership Committee Chair and members.

Notes

Based on information from [SBOA Bylaws](#) Sections 9 and 10.