



## Policy # M 01

### Membership in the Southern Alberta Energy from Waste Association

It is the policy of SAEWA to have an open process for membership.

SAEWA, FOR THE PURPOSE OF THIS POLICY DOCUMENT, WILL FOLLOW THE BYLAWS AS REGISTERED WITH THE PROVINCE OF ALBERTA ON FEBRUARY 4, 2014.

SAEWA IS AN INCLUSIVE ENTITY THAT WELCOMES NEW MEMBERS WITH THE OBJECTIVE OF MAINTAINING THE EXISTING MEMBERSHIP AND CONTINUING TO ACCEPT NEW MEMBERS UNTIL SUCH TIME THAT THE BOARD DEEMS THE ORGANIZATION HAS REACHED ITS CAPACITY.

FORMER MEMBERS WHICH HAVE LEFT THE ORGANIZATION, BUT ARE LOOKING TO RETURN TO SAEWA AS FULL MEMBERS IN GOOD STANDING, WILL INITIALLY BE CONSIDERED TO BE "NEW MEMBERS" FOR THE PURPOSES OF THIS POLICY.

#### NEW MEMBERS:

NEW MEMBERSHIP APPLICATIONS WILL BE REVIEWED BY THE BOARD OF DIRECTORS ON A CASE PER CASE BASIS.

NEW MEMBERS MAY BE GRANTED NON-VOTING STATUS UNTIL THE FIRST REGULARLY SCHEDULED BOARD MEETING FOLLOWING THE ANNUAL GENERAL MEETING. AT THAT TIME A NEW MEMBER'S STATUS WILL BE VOTED ON BY THE BOARD IN ACCORDANCE WITH THE BYLAWS; *ARTICLES I AND II REFERENCED AS AN INSERT TO THE MEMBERSHIP POLICY DOCUMENT, PLEASE REFER TO PG. 2 and 3.*, AND THE NEW MEMBER'S STATUS MAY BE CHANGED, BY MAJORITY VOTE, TO "VOTING MEMBER", WITH ALL PRIVILEGES ACCORDED BY SAEWA.

SAEWA has outlined in the by-laws:

- a. Section 1 Membership Eligibility
- b. Section 2 Membership Types
- c. Section 3 Voting Member Category

d. Section 4 Non-Voting Member Category

The Administrative Manager will maintain a membership list.

1. Membership Application

All parties interested in becoming members of SAEWA must make application to the Administrative Manager which will be subject to approval by the Board.

Once membership is accepted by the Board, the member shall make payment of all required fees.

2. Member in Good Standing

A party will be considered a 'member in good standing' when they:

- have made application
- have paid in previous years and have been invoiced in the current year for returning members
- have submitted the current year's membership fees for new members in accordance with SAEWA Bylaws .

3. Membership Categories

Voting Member:

- a. A member is considered to be a Voting Member when:
- that member is in good standing prior to the Annual General Meeting in any given year; and
  - is designated by the Board to be a Voting Member.

Non-Voting Member:

- b. New Members shall be Non-Voting Members, until meeting the requirements noted in Section 3(a) above.
- c. Non-Voting Members that have paid dues in the year previous to any given Annual General Meeting shall be eligible for Voting Member status at the first regularly scheduled Board Meeting following the Annual General Meeting.

4. Membership Fees are as defined in Section 5 of the Bylaws

The annual membership fee of SAEWA shall be set by the Board.

Each member will pay the membership invoice within a reasonable amount of time in accordance with SAEWA Bylaws.

5. Membership List:

1. SAEWA will maintain a register of the members together with the following particulars of each party:
  - a. The full name and address;
  - b. The date on which the organization is admitted as a member;
  - c. The date on which the organization ceased to be a member;
  - d. The category of membership of the organization.
  - e. The date on which the category of membership in SAEWA changed.
2. Members of SAEWA may request in writing to inspect the list at the office.
3. SAEWA members may request a copy of the list in writing with the intention of the use outlined in the request. The member making the request may be responsible for the cost of copying the list.
4. Use of the list
  - a. "Personal information" means personal information as defined in the *Personal Information Protection Act* other than business contact information to which the Act does not apply by virtue of section 4(3)(d) of that Act.
  - b. SAEWA may disclose the membership list or an excerpt of it to a member of SAEWA only if the information contained is to be used by the member for matters relating to the affairs of SAEWA.
  - c. A member of SAEWA may use the personal information of other members only if the other member gives consent to that use.

Adopted: \_\_\_\_\_

Signature: \_\_\_\_\_  
SAEWA Chairman

Signature: \_\_\_\_\_  
SAEWA Administrative Manager