



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:
- a) must be employed by or under contract directly or indirectly with a municipal government in Alberta at the time of application;
 - b) must hold a non-unionized position;
 - c) must have some type of managerial or supervisory duties or responsibilities pursuant to the contract; and
 - d) the person's managerial or supervisory responsibilities provides them with:
 - i. authority over physical resources, financial resources, human resources; or
 - ii. 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:
- a) whether the person has been actively involved with the Association during their membership;
 - b) the degree and type of service the person has provided to the Association;
 - c) the degree to which the person has advanced the goals and objectives of the Association;
 - d) whether the person has been a member in good standing for a minimum of ten years;
 - e) the length of time the person has worked in the municipal government sector; or
 - f) any other information or achievements the Board deems worthy of consideration.

Affiliate Member

- 1.5. 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.

- 1.6. 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.

- 1.7. 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.

5. AWARDS TO MEMBERS

General

- 5.1. The Board may grant any of the following awards on an annual basis:
- a) Life Member Award
 - b) Municipal Leadership Award
 - c) Municipal Partnership Award
 - d) Zone Award
 - e) Years of Membership Award
 - f) Past President's Award
- 5.2. With the exception of the Life Member Award, the Board shall approve all awards or may designate this authority to the Executive Committee.

Eligibility for Nominations

Life Member

- 5.3. 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 members of the Board.

Other Awards

- 5.4. With the exception of section 5.3, any person may nominate an individual for an award but may not self-nominate themselves for an award.

Timing and Approval of Awards

- 5.5. Awards shall be approved prior to the annual conference to allow for the announcement of award recipients at the annual conference.

- 5.6. Awards must be approved by a resolution of the Board, or Executive Committee, with the exception of:
- a) 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.
 - b) The Zone Award does not require approval by resolution because it is determined based on attendance levels.
 - c) The Years of Membership Award does not require approval by resolution because it is based on years of membership for each person receiving the award.
 - d) The Past President Award does not require approval by resolution unless if one or more criteria of the award are not met.
- 5.7. The Association may approve a maximum of one (1) recipient per year for each of the following awards:
- a) Life Member Award
 - b) Municipal Leadership Award
 - c) Municipal Partnership Award
 - d) Past President's Award
- 5.8. The Association may approve more than one (1) recipient for any of the awards in 5.7 by a resolution with at least two-thirds of all Board Directors in office voting in favour.
- 5.9. The Board may choose not to bestow one or more awards in any given year.

Municipal Leadership Award

- 5.10. Granted to a Regular Member of Life Member that has made an extraordinary contribution to the Association, the municipal profession, or one or more municipal governments.
- 5.11. The Board may consider some or all of the following criteria for the award:
- a) The individual's demonstrated commitment to foster municipal leadership and excellence through:
 - i. development of management procedures for the Association or a municipal government;
 - ii. development of programs that have resulted in significant cost savings or efficiencies for the Association or a municipal government; or
 - iii. development or implementation of innovations which can be or are a benefit to any municipal government.
 - b) The individual's contribution to the training and mentorship of municipal administrative professionals in a formal or informal capacity.
 - c) The individual's contributions to the Government of Alberta through the provision of input and advice on behalf of the municipal sector.
 - d) Tenure in the municipal sector.
 - e) The collective impact of the nominee's leadership and actions.

Municipal Partnership Award

- 5.12. Granted to an individual or organization that has made an extraordinary contribution to the betterment of the Association or the municipal sector.
- 5.13. The individual or organization may or may not be an Affiliate Member of the Association.

Zone Award

5.14. Granted to the Zone Director that has the highest percentage of members from a zone attend the fall zone meeting in the previous year.

Years of Membership Award

5.15. The Association may give a Years of Membership Award to a person that has been a member of the Association for a minimum of ten (10) years and in five (5) year increments thereafter.

5.16. The years of membership does not need to be consecutive.

5.17. The maximum length of membership that shall be recognized is 40 years.

Past President Award

5.18. Granted to the outgoing President at the time of transitioning to the Past President position.

5.19. To be eligible, the individual must have served in the position of President for a minimum of one-year unless otherwise approved by a resolution of two-thirds of the Board members present during the vote.

Value of Awards

5.20. In addition to any certificate or mention of the achievement in the Association's communications to members, the Association may give the person receiving the award a gift valued up to the following maximum amount:

| Award | Maximum Value of the Award |
|-----------------------------|--|
| Life Member | A free membership for life and a free registration to a conference of the Association each year. |
| Municipal Leadership Award | Amount is set in the approval of the annual budget. |
| Municipal Partnership Award | Amount is set in the approval of the annual budget. |
| Zone Award | - |
| Years of Membership Award | 10 years -- \$50 |
| | 15 years -- \$100 |
| | 20 years -- \$150 |
| | 25 years -- \$200 |
| | 30 years -- \$250 |
| | 35 years -- \$300 |
| 40 years -- \$400 | |
| Past President's Award | \$250 |

5.21. Recipients of the Years of Membership Award and the Past President's Award may choose from one of the following gift choices for up to the amount listed in section 5.19:

- a) gift card to an art gallery or artist of choice;
- b) gift card to a performance entertainment or cultural centre of choice;
- c) gift card to a sporting team or sporting event of choice;
- d) gift card to support participation in a recreational activity;
- e) gift card to an airline, boat, or train for travel purposes;
- f) cash gift to support professional development costs; or
- g) other gift as approved by the Executive Director.