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## **Membership Policy**

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for

## **THE ONTARIO ONSITE WASTEWATER ASSOCIATION**

This policy is issued under the authority of the  
Ontario Onsite Wastewater Association Board of Directors

Version 2018-01-09

Approved January 2018

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## **1.0 PURPOSE**

The Membership Services Committee's purpose is to ensure value for members as evidenced in retention and attraction. This is achieved through member outreach & connection, sourcing of valuable membership benefits, the development & implementation of member focused programs, and reviewing the membership categories & annual rates.

## **2.0 RESPONSIBILITY**

Membership is governed by section 9 of Bylaw No. 1. There are three classes of members in the association.

- Voting Member
- Student Member
- Honorary Member

All members are eligible to access member rights, benefits, services, products and discounts available from the association for their membership category (additional criteria and/or fees may apply). The rules regarding fees, levels, rights, benefits and services are found in the OOWA By-Laws document.

## **3.0 MEMBERSHIP**

Membership in OOWA shall be open to all persons with an interest in the onsite and decentralized wastewater industry and a desire to fulfill OOWA's mission, vision, and goals. Membership in OOWA is obtained by completing a membership application and paying the appropriate annual fees. Membership fees are outlined in the membership fee schedule (Appendix A).

### **3.1 VOTING MEMBERS**

#### **3.1.1 Individual Member**

An individual, either on their own or part of an organization.

Organizations may apply for Individual Memberships for multiple persons in accordance with the Multi-Member Fees schedule (Appendix A). One person of the applicant organization will be identified as the Anchor Individual Member for that organization. Renewal dates of the Individual Members of that same organization occur on the same date.

#### **3.1.2 Associate Member**

Members of organizations that perform notable public or private activities directly or indirectly in the onsite and decentralized wastewater industry may register as Associate Members. The organizations recognized by OOWA to whom an Associate Membership is extended are listed in Appendix B

### 3.1.3 Young Professional Members

An individual who provides proof of age, 30 years or younger, at the time of application or renewal of membership.

## 3.2 STUDENT MEMBERS

An individual student member must be enrolled in an accredited post-secondary academic institution full time to receive his/her complimentary OOWA membership. Proof of enrolment must be submitted annually.

## 3.3 HONORARY MEMBERS

### 3.3.1 Appointed

An individual, not professionally engaged in OOWA, who performs or has performed notable public or private service for the development or education in the onsite and decentralized wastewater industry. This status shall require a unanimous vote by the Board of Directors. The yearly membership fee is waived for an Appointed Honorary member.

### 3.3.2 Reciprocal

OOWA partners with like organizations advocating for the onsite wastewater industry in Canada in the form of Reciprocal Memberships. These connections between associations help open the channels of communication to exchange information, ideas, and experiences. Complimentary memberships provide an opportunity to keep industry players abreast of what is going on in their respective provinces.

## 4.0 MEMBER IN GOOD STANDING

A member in good standing is a person whose fees are current. Members who do not pay their fees by the cut-off date will lose their membership status with all its rights and privileges. Members who have lost their membership status may become a member in good standing upon payment of all outstanding debts due to OOWA.

## **4.1 DIRECTORY**

4.1.1 OOWA will maintain an on-line database of its membership. Only names of Members in Good Standing will be published on the OOWA website.

4.1.2 It is the responsibility of OOWA to ensure the protection and archive of the membership database. Accuracy of the information is the responsibility of the members themselves.

## **4.2 TERMINATION OF MEMBERSHIP**

4.2.1 The Board of Directors, upon the recommendation of the Membership Committee, reserves the right to terminate membership in the association. Grounds for termination would include the following:

1. A failure to pay the annual membership fee. A member will be given 60 days grace before membership is terminated.
2. Actions or statements that are contrary to the provisions of the association's Code of Conduct, Bylaws, its mission, vision, goals and core values statements.
3. Actions or statements which are detrimental to the wellbeing of the association and the membership.

4.2.2 Prior to the recommendation for termination, the Membership Committee will have made every effort to contact the member involved to attempt to clarify and rectify the issues that have led to the consideration of the termination of membership.

## **4.3 APPEALS**

4.3.1 If a member or a prospective member disagrees with the actions of the Membership Committee, either in relation to the acceptance or rejection of a membership application or to the termination of a membership, that member or prospective member may appeal the committee's decision to a panel consisting of the Chair of the Membership Committee, the President, and one other member of the Board of Directors. The decision of this panel will be final.

## **5.0 REFUNDS & TRANSFER OF MEMBERSHIP**

Annual membership dues are non-refundable, and non-transferable. Should a member become disassociated from the organization with which his/her membership was initiated, that membership shall become null and void. Said membership cannot be transferred to a different individual nor a different organization. Should the member wish to continue their membership with OOWA, a new application submission will be required. It is the responsibility of the member and/or the organization to notify OOWA of any change in membership status.



## GLOSSARY OF TERMS

<b>Definition/Acronym</b>	<b>Description</b>
Ontario Onsite Wastewater Association (OOWA)	Also operating under the name of Ontario On-site Wastewater Association.
OOWA Board of Directors	A body of elected or appointed members who jointly oversee the activities of OOWA.
Membership Committee	An operating committee of the OOWA Board of Directors charged with oversight of association membership. Committee members are drawn from members of the association's membership including one Director, with a Chairperson selected from among the committee members.
Leadership	President, Vice President, Treasurer, and Secretary.

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**Appendix A**  
**Annual Membership Fee Schedule**

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**OOWA ANNUAL FEE SCHEDULE – APPROVED DECEMBER 06, 2017**

(Prices are subject to applicable taxes)

<b>Individual Member Fee:</b>	\$ 265
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<b>Multi-Member Fees:</b>	
Anchor Member	\$ 265
Each Subsequent Member	\$ 120

<b>Young Professional Member Fee:</b>	\$ 120
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<b>Student Member Fee:</b>	\$ 0
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<b>Honorary Member Fees:</b>	
Appointed Member	\$ 0
Associate Member	\$ 180

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**Appendix B**  
**Associate Organizations**

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## ORGANIZATIONS RECOGNIZED FOR ASSOCIATE MEMBERSHIPS

Name	Acronym	Organization Website
Ontario Association of Sewage Industry Services	OASIS	<a href="http://oasisontario.on.ca/">http://oasisontario.on.ca/</a>
Ontario Building Officials Association	OBOA	<a href="https://www.oboa.on.ca/">https://www.oboa.on.ca/</a>
Ontario Society of Professional Engineers	OSPE	<a href="https://www.ospe.on.ca/">https://www.ospe.on.ca/</a>
Ontario Association of Home Inspectors	OAHI	<a href="https://www.oahi.com/">https://www.oahi.com/</a>
Canadian Water Quality Association	CWQA	<a href="http://www.cwqa.com/">http://www.cwqa.com/</a>

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**Appendix C**  
**Membership Document Control**

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## MEMBERSHIP DOCUMENT CONTROL

Including records regarding the management of funds.

Secondary Heading		Retention in years	Remarks
1	Membership Database	C+5	

C=Current year; E=Event; P=Permanent; S=until Superseded; A=Archival; AA=subject to Archival Appraisal

## DOCUMENT HISTORY & VERSION CONTROL

Date	Document Name, Version	Description	Authors	Approved By, Date
2015-01-27	1.0	Creation of Original Document	Membership Committee, Governance Committee	Board of Directors
Unknown	2016 OOWA Membership Policy Version 2016-08	Unknown	Membership Committee, Governance Committee	Board of Directors February 2016
2018-01-09	Membership Policy_V.2018-01-09	General verbiage updates; restructure membership category listings; add refunds & transfers section; update glossary of terms	Membership Committee, Governance Committee	Board of Directors January 2018