

MEMBERSHIP FEE PROCEDURE

PROCEDURE NUMBER:	ADM-01
EFFECTIVE DATE:	February 10, 2016 (approved by Executive)
AMENDED:	N/A
REVIEWED:	May 2, 2019 (reviewed by Executive)

Section 1.6 of Bylaw No. 1-2015 of the Alberta Municipal Clerks Association sets out that:

Annual membership shall be for the period of January 1 to December 31. Membership fees may be prorated in accordance with a procedure approved annually by the executive committee. Memberships are transferable within the municipality/organization.

1.0 PROCEDURE

1.1 Membership Fees for 2016 are as follows:

Annual Renewals	\$160.00
New Members:	
January 1 - March 31	\$160.00
April 1 – December 31	to be prorated on a monthly basis

- 1.2 Membership renewals will be done via the website. Communication will be forwarded to all current members advising them to renew their memberships by January 31 of each year.
- 1.3 Membership will be terminated if the renewal and payment are not received by February 28.
- 1.4 The list of members in good standing is maintained through the Association website.
- 1.5 The Director of Communications will ensure the association's distribution list and website are maintained.
- 1.6 As noted, memberships can only be transferred within a municipality. A member leaving his/her position and relocating to another municipality will need to apply for a new membership if wishing to continue membership with AMCA.