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## NOTES CLARIFYING BCAPA MEMBERSHIP ELIGIBILITY

*PRESENTED AT THE 2013 BCAPA AGM, MARCH 2, 2013, MARRIOT HOTEL, VICTORIA*

The BCAPA Bylaws Part 2, Section 4 state: “The society may, from time to time, issue Notes clarifying, or further defining, the eligibility criteria in this bylaw 4. The Notes will take effect after they have been adopted by a simple majority of the members present at a general meeting or a simple majority of member ballots during a mail-in vote.”

### CLARIFICATION OF THE MEMBERSHIP REVIEW PROCESS

For professional, associate, affiliate and intern membership categories, the process can be split into five phases: 1) application; 2) review; 3) committee endorsements; 4) director endorsements; and 5) acceptance.

- 1) Application. An applicant sends their application, supporting documentation and dues to the Administrator by email, mail and/or paypal. The Administrator sends the application to the First Director, who is the chair of the Membership Committee.
- 2) Review. The First Director asks the membership committee for a volunteer to review the application, without letting the committee know who the applicant is in order to prevent bias. The reviewer must be of equal or higher membership status as the applicant and cannot work for the same institution as the applicant. The reviewer assesses the application for completeness, checks references and asks the applicant to make any revisions that the reviewer deems necessary. Once the reviewer feels comfortable that the applicant meets the criteria for membership with the association, then the reviewer lets the First Director know that they recommend the applicant for acceptance as a member.
- 3) Committee Endorsements. The First Director then sends the applicant's application form and supporting documentation to the membership committee, without revealing the reviewer, in order to prevent bias. Committee members review the supplied documents and send their endorsements to the First Director if they feel that the applicant meets the requirements for membership. Committee members can also bring up any deficiencies in the application, at which time the First Director will refer the issues back to the reviewer to comment or to contact the applicant for further information. If additional information is supplied, then the applicant's information is resent to the membership committee for review. Once sufficient endorsements (a number to be determined by the First Director based on the number of members on the committee) are received for the application, the application is forwarded to the directors.

- 4) Director Endorsements. The First Director sends the application and supporting documents to the directors, stating that the membership committee has endorsed the applicant for membership. A majority of the directors must endorse the application for it to be approved. There are six directors; therefore, four endorsements are required. Directors can also bring up deficiencies, at which point the reviewer is contacted for comment or to contact the applicant for further information. Once a majority of directors endorse the application, it is forwarded to the Administrator.
- 5) Acceptance. An application that has been endorsed by the membership committee and the directors is forwarded to the Administrator. The Administrator will process payment and notify the applicant that their application has been successful.

At any point during the five phases, an application can be determined to be deficient and membership can be denied. The applicant will be informed by the Administrator, the First Director, a member of the Membership Committee and/or a director, dependent on the reason for the deficiency. Deficiencies could include, but are not limited to, insufficient dues payment and/or inability to meet the criteria for the membership category as outlined in Bylaw 4.

Student applications are reviewed by the First Director only and are forwarded to the Administrator for processing once the criteria have been determined to have been met.

#### **CLARIFICATION OF REQUIREMENTS FOR MEMBERSHIP**

Professional, associate, intern and affiliate applicants must have a certain number of days of experience that are documented within the application form and within the applicant's supplied CV. The following clarifies the requirements around days of experience:

- An applicant's experience must be broken down by number of days spent on each specific project they have worked on, inclusive of permit number. This requirement is only needed for the number of days of experience needed to meet the eligibility requirements, not the applicant's entire career. An indication of number of days spent with an employer only is not sufficient.
- Days of experience include not only field work, but also lab work, data analysis, site forms, reporting, and other archaeological research activities. Up to 15% of the time can be volunteer time.
- The required days of experience must be acquired within the past 10 years to show that the applicant is familiar with current techniques and procedures.

Professional, associate, intern and affiliate applications include the requirement for references. The following clarifies the requirements around references:

- The references must include name, phone number and email address to ensure that the reviewer is able to contact them.
- A professional application must include a reference from the Archaeology Branch, either under the applicant's understanding of relevant legislation or under the ability to meet and liaise with government agencies.
- References to show the ability to meet and liaise with government agencies must be a reference from a government agency that reviews the quality of the applicant's work, not a government agency that has employed the applicant to do work. Examples could include Archaeology Branch, Oil and Gas Commission, Heritage Branch, Ministry of Forests, Ministry of Mines, or the Environmental Assessment Office.
- References to show the ability to meet and liaise with First Nations must be a reference from a person in an administrative, lands management, referral or review position.

Professional applicants must prove that they have successfully completed the requirements of a permit issued pursuant to the *Heritage Conservation Act* in their own name. The successful completion of this permit must have occurred within the past 10 years. Professional applicants should be able to hold a permit at the time of application. If they do not have the ability to hold a permit, a rationale may be provided and reviewed with the rest of the application.

### **CLARIFICATION OF THE RENEWAL PROCESS FOR LAPSED MEMBERS**

The BCAPA has a Leave-of-Absence membership category for those members who wish to put their membership on hold for up to five years. If a member lets their membership lapse without applying for a Leave-of-Absence, they must re-apply to the membership category of their choice. Per Bylaw 7, a person ceases to be a member of the society:

- a) by delivering his or her resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;
- b) on his or her death;
- c) on being expelled; or,
- d) if he or she fails to pay a debt due and owing to the society within 3 months of the due date.

The majority of lapsed members fall into category d), where they do not pay their membership dues. Lapsed members may be renewed if they pay their dues within the same year that they allowed the membership to lapse. For example, under category d), a person has up to March 31 of any year to pay their dues. Upon approval by a director or the Administrator, a person may be renewed if they pay their dues by December 31 of that same year.

Any members who let their membership lapse for over one year must reapply. The rationale is to make sure that the person still meets the requirements for membership.