

January 2012

Dear Prospective Member,

Thank you for your interest in becoming a member of the Science Advisory Board for Contaminated Sites in British Columbia. In this pdf file, you will find an application form, our Policy on Membership Criteria and Procedures for Review of Candidates. You may have become aware of some of our projects and areas of study through documents posted on our website, in the course of your professional practice, or through actual participation in our activities.

As the SABCS enters its 8th year since incorporation, we are moving toward being an even more inclusive and participatory organization. You will see that two categories of membership have been established. In addition to Full Membership, we now offer an Associate membership that will be attractive to those entering the Contaminated Sites field or with limited experience. Those with interests in contaminated sites as part of broader duties may also find Associate membership most suitable for their needs.

The SABCS has developed into an important forum for the exploration of science and technology related to the remediation of contaminated sites provincially, nationally and beyond. We are endeavouring to expand our membership in our private Society model, and details of our Bylaws and Terms of Reference are available on the web site. Our main objective is to see as many members as possible involved in discussion of emerging science and technical issues confronting the practitioner. A strong presence in the review and oversight of projects related to the science of contaminated site investigation and remediation will continue.

I would like to emphasize that for busy people, as all our members are, participation in these activities is at individual discretion.

I encourage you to complete the application form as thoroughly as possible, and feel free to provide further information on your work under 'other comments'. The SABCS has a Privacy Policy consistent with the CSA Model Code for the Protection of Personal Information. Your application and the information you provide will be maintained in the strictest confidence.

Once again, let me thank you for your interest in applying for membership in the Science Advisory Board for Contaminated Sites in British Columbia. Your application will be promptly considered by our Membership Subcommittee and I look forward to your involvement in the activities of the Society.

Yours sincerely,

Paul West, President
Science Advisory Board for Contaminated Sites in British Columbia

Application For Membership in the Science Advisory Board for Contaminated Sites in British Columbia

Please complete the form below and email, fax or mail; along with a current copy of your CV to:

Membership Committee
Science Advisory Board for Contaminated Sites in British Columbia
Department of Chemistry
University of Victoria
PO Box 3065, Stn CSC
Victoria, British Columbia V8W 3V6
Phone: 250-472-4688
Fax: 250-721-7147
Email: pwest@uvic.ca

1. Membership Category Requested

Full membership _____

Associate Membership _____

2 Applicant Information:

Date:	
First Name	
Last Name	
Personal Title (Dr., Mr. Ms.)	
Professional Membership (P.Geo., P.Eng.etc)	
Business title or Primary Expertise	
Department, Unit	
Organization	
Work Address	
City	
Province or State	
Country	
Postal Code	
Phone	
Cell Phone	
Fax	
Email address	

A. Full Member Application

Please provide as much information as possible about your experience and expertise:
(Please take as much room as necessary)

a) Summary of disciplinary expertise:

b) Experience in site investigation, remediation of contaminated sites or related relevant activities(research, regulation, analytical, guidance development) A narrative report up to 200 words would be most helpful)

c) Other Comments

Science Advisory Board for Contaminated Sites in British Columbia

POLICY 1 Membership Criteria and Procedures for Review of Candidates

Criteria for Membership

Note: There are two classes of membership as follows:

Full Members have recognized scientific academic credentials and have extensive experience in the contaminated sites field; as approved by the directors, Associate Members have a degree or a diploma in science or engineering but have less experience in contaminated sites than a Full Member; as approved by the directors,

These categories are defined further in the criteria given below

A. General Membership Criteria for all Members of the SABCS

- a) Independence: The applicant needs to portray and affirm that they have the ability to be independent.
 - a) Recognized scientific credentials as defined for each category: It is not necessary for the applicant to belong to a professional association.
 - b) Relevant experience, interest and involvement in contaminated sites management or related areas of expertise: As described below, the level of experience and documentation is greater for the Full Member Category.
 - c) Need for overall balance of experience on the SABCS, for example members from the following scientific and technical backgrounds
 - i) toxicology;
 - ii) agrology;
 - iii) engineering and geo-science;
 - iv) environmental and analytic chemistry; and
 - v) the biological sciences.

Membership is intended to be inclusive. Acting as independent scientists, the members may be drawn from any area of scientific endeavour, including but not limited to:

- i) the environmental consulting industry;
- ii) academic institutions;
- iii) all levels of government;
- iv) private industry; and

- v) non-governmental organizations.
- d) Although activities take place in British Columbia, applicants from across Canada and from other countries are welcome.

B. Membership Criteria for Full Member

1.0 Scientific Credentials

Normally a minimum of a Bachelor's degree in science or engineering is required. A postgraduate degree will contribute to the criterion of scientific credential. Substantial equivalent experience and recognition in the contaminated sites field may lead to acceptance of a diploma in technology in a science or engineering discipline at the discretion of the membership committee; and as approved by the directors;

2.0 Professional Experience

Extensive relevant experience in contaminated sites or a relevant area of expertise; normally 8-10 years;

In order to evaluate experience for Full Membership, the applicant must demonstrate "strongly related and relevant experience or significant direct experience". The experience may be a combination of strongly related and relevant and direct contaminated sites experience. Experience may range from entirely direct (site investigation and remediation) to entirely related such as research on methodology for investigation or remediation.

The applicant is asked to provide a concise description of their experience and specific area(s) of expertise in a report of not more than 200 words. Applicants may be requested to supply references or to make themselves available for an in-person or telephone interview.

C. Membership Criteria for Associate Members

1.0 Scientific Credentials

Note: This category is open to those with interests in contaminated sites investigation, risk assessment and/or remediation. This category of membership will be of most interest to those currently engaged in the contaminated sites field who have less experience than required for entry to the Member category as defined in 7 above. Associate Members may apply to become Full Members with further experience

Applicants should hold a university degree or diploma in technology in the sciences or engineering.

2.0 Relevant Interest and Experience

Normally applicants will be currently engaged directly or in a field related to contaminated sites as illustrated in the general criteria, including post graduate studies. The application form requests that information.

Procedures for Review of Applications

All applications will be reviewed by the Membership Committee and the Board of Directors of the SABCS as required in the Bylaws in accordance with the criteria above. In case of any differences in wording the Bylaws take precedence.

The status of applications will be determined by the Membership committee as Recommended, or Not Recommended. The result accompanied by the application and the evaluation prepared by the Membership Committee is sent to the Board of Directors and the final decision of the Directors will be conveyed to the applicant promptly.

Further Process if Required

For some applications, usually for Full Membership "More Information Required", "Interview Required" may be the initial recommendation. The classification of More Information Required would be followed by a request to the applicant for additional information (such as providing details of work experience) required by the reviewers to come to a recommendation. If requested, applicants will provide 3 references that can attest to their credentials and abilities. The classification of Interview Required would be followed by a request of the applicant for an interview by the Committee to be conducted in-person or by telephone. Unsuccessful applicants could request consideration according to the bylaws of the SABCS.

The qualifications for applicants for Full Membership in the SABCS will be determined by their professional credentials and/or certifications, advanced degrees in pertinent scientific or engineering disciplines from recognized universities, the number of years of experience in pertinent scientific or engineering disciplines, recognized leadership in their discipline, formal training in the specific area of expertise, and field and/or laboratory experience with evidence of the ability to produce peer-reviewed publications or other professional literature. No one factor will be determinative in deciding whether an applicant for Full Membership will be accepted into the SABCS.

E. SABCS Membership Bylaws

Part 2 — Membership

3 The members of the society are the applicants for incorporation of the society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members. The members are the Full Members and Associate Members in good standing.

4 The members of the society will form a body of independent individuals of sufficient number and diversity to provide the range of expertise required to fulfill the objectives of the society.

5 The members may come from a range of disciplines and professions including, but not limited to:

- (a) toxicology;
- (b) agrology;
- (c) engineering and geo-science;
- (d) environmental and analytic chemistry; and
- (e) the biological sciences.

6 Acting as independent scientists, the members may be drawn from any area of scientific endeavor, including but not limited to:

- (a) the environmental consulting industry;
- (b) academic institutions;
- (c) all levels of government;
- (d) private industry; and
- (e) non-governmental organizations.

7 The criteria for the appointment of Full Members will be primarily as follows:

- (a) independence;
- (b) recognized scientific credentials; normally a minimum of a Bachelor's degree in science or engineering . A postgraduate degree will contribute to the criterion of scientific credential. Substantial equivalent experience and recognition in the contaminated sites field may lead to acceptance of a diploma in technology in a science or engineering discipline at the discretion of the membership committee; and as approved by the directors;
- (c) extensive relevant experience in contaminated sites or a relevant area of expertise; normally 8-10 years ;
- (d) need for overall balance of expertise on the Board;
- (e) potential to contribute in a committee environment; and
- (f) diversity.

8 In addition to the category of Full Member, a second category of Associate Member is available. The Associate Member category is open to those with interests in contaminated sites investigation, risk assessment and/or remediation, who hold a university degree or diploma in technology in the sciences or engineering. This category of membership will be of most interest to those currently engaged in the contaminated sites field who have less experience than required for entry to the

Member category as defined in 7 above. Associate Members may apply to become Full Members.

9 Application **to become a Member or Associate Member** in the society shall be in writing, including electronic format, in a form approved by the directors, and shall state the name location and nature of the business of the applicant and such other information as determined by the directors pertaining to the criteria for membership in **5, 6,7,and 8** and shall contain an agreement that if admitted **as a Full Member or Associate Member**, the applicant will observe all provisions of the constitution and the bylaws, and will pay all applicable fees and dues.

10 (1) Any applicant may seek to be accepted as a **Full Member or Associate Member** by submitting the required information and the prescribed fee to the directors or its designate. Upon review of the application, the directors will either accept or refuse the applicant and provide written notification of such acceptance or refusal.

(2) A candidate whose application is refused by the directors shall be entitled to request a statement of the reasons for such refusal and the directors shall provide such reasons. In the event that such explanation does not resolve the issue, the applicant may seek appeal to a mutually agreed upon professional association.

11 The amount of the first annual membership dues must be determined by the directors and after that the annual membership dues must be determined at the annual general meeting of the society.

12 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;
- (d) having been a member not in good standing for 12 consecutive months;

13 A member may withdraw from the society by delivering to the Board a resignation in writing which shall be effective upon acceptance thereof by the Board.

14 (1) Upon 30 days notice in writing to a member, and after giving such member an opportunity to be heard by the directors, the directors may, by a resolution passed by two-thirds of the votes cast at a meeting of the directors, pass a resolution authorizing the removal of such member from the Register of Members and thereupon such person shall cease to be a member. Any person so removed may re-apply for membership in the society.

14 (2) Any person so removed shall have the right to appeal their removal to an independent professional society or certifying body mutually agreed to by the directors and the member concerned. On appointment the members and associate members

agree that such appeal decision will be binding on the member concerned and the society.

15 All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the society, and the member is not in good standing so long as the debt remains unpaid.