



ROOFING CONTRACTORS ASSOCIATION OF MANITOBA INC.
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POLICY NO. 2014 – 1 ROOFING CONTRACTOR MEMBERSHIP

Applicants for Roofing Contractor Membership

1. Applicants for Roofing Contractor Membership in the ROOFING CONTRACTORS ASSOCIATION OF MANITOBA INC. (RCAM) must have been actually and publicly engaged in the built-up roofing industry for a minimum of three years prior to the application being made. They must also have been registered as a roofing company in the Province of Manitoba for that same period or been a member in good standing of an affiliated provincial roofing association and the Canadian Roofing Contractors Association.
2. The applicant will require sponsorship by three ROOFING CONTRACTOR members of RCAM who must have personal knowledge of the applicant and their business. The sponsors must be members who have been in good standing for at least three years and at least one of the sponsors must be a member of the RCAM Board of Directors. Such sponsors must also be prepared to attend a meeting of the Board of Directors to support the applicant and speak on their behalf.
3. For references, the applicant must supply a list of at least eight roofing jobs that he has completed prior to making the application to the Association, such list to be acceptable to the Board of Directors. The list should provide an indication of the applicant's ability to perform roofing to the standards set out by the Canadian Roofing Contractors Association. In addition, the list must include jobs that are older than two years. The Board of Directors, at its discretion, will provide an approved list of independent roof consultants to reference these jobs and inspect several jobs in progress to determine the qualifications of the applicant. These costs are to be incurred by the applicant.
4. The new member or an official representative must attend a minimum of three RCAM meetings every year.
5. ROOFING CONTRACTOR members are also required to maintain a membership in good standing with the Canadian Roofing Contractors Association.
6. Non-refundable application fee \$500.00 to be included with application.
Approved membership will be finalized upon receipt of the Initiation Fee \$4,500.00
7. Applicants must furnish proof to the Association of a minimum of \$5,000,000.00 of Comprehensive General Liability Insurance coverage that covers them for the type of roofing they perform. An annual filing of Proof of Insurance will be required from all ROOFING CONTRACTOR members. Applicants must furnish bonding coverage to a minimum of \$200,000.00 by a recognized Surety.

8. Successful applicants will be subject to a 24 month probationary period. During the probationary period, the member will not be eligible to serve on the RCAM Board of Directors. During this time period, membership in RCAM can be terminated by the Board of Directors for the following reasons:
 - a) a serious substantiated violation of good roofing practice is reported to RCAM
 - b) a written complaint from a building owner, architect, roof consultant, general contractor or RCAM member that is deemed justifiable.
 - c) annual dues are not paid on time
 - d) violations of the CRCA Code of Ethics
9. Completed Application packages must be received by the Board of Directors within 6 months from the date application is sent.

Applications for membership will be dealt with at regularly scheduled meetings of the RCAM Board of Directors. Notice of new membership applications will be made to the members of RCAM at least 21 days prior to a Board of Directors meeting so that the members can provide comment in a timely fashion. Denied applications will be returned and there will be a two year waiting period before the applicant may reapply.
10. Active memberships may not be assigned or transferred without prior Board approval in writing. A change in control is tantamount to assignment of the purposes of the by-laws.

Any unapproved assignment or transfer will entitle the Board to cancel that membership altogether.

MEMBERSHIPS

1. Existing members of RCAM can have their membership reviewed and suspended or terminated for the same reasons as outlined above and as per section 24 of By-Law No. 1
2. Both tenured members and applicants to the Association must maintain a valid and current Certificate of Recognition (**COR**) from the Construction Safety Association of Manitoba.

PRESIDENT

Amended: 03/18/2014

SECRETARY