

Membership Policy

Purpose

Calgary Outlink is a community based 2SLGBTQIA+ charitable organization that aims to provide support, education, outreach, and referrals for 2SLGBTQIA+ and allied communities in Calgary, Alberta. Calgary Outlink's Bylaws must be followed with respect to membership.

Persons Affected

The Calgary Outlink Membership, as stated in the Calgary Outlink Bylaws.

Policy Statement

1. This policy describes and summarizes the practices of Calgary Outlink with respect to Membership and related procedures.

Responsibilities

1. It is the responsibility of the Board of Directors to make policies regarding the fees, dues, and assessments in becoming a Member. These assessments include membership processes, such as membership approval processes, membership agreement/contract, and membership conflict of interest and restrictions.
2. It is the responsibility of the Membership to hold the Board of Directors accountable.

Procedures

Membership Fee or Volunteer Requirement

1. Prospective Members shall not be required to pay an annual membership fee.
2. Each prospective Member will be asked if they would like to make a monetary donation to the organization.
 - a. They may decline this request without affecting their membership.

Membership Term

1. All memberships must be renewed annually.
2. Memberships expire at the Annual General Meeting.
3. New memberships, reinstatements, or renewals of membership may occur upon request by prospective Members throughout the year.

Membership Agreement

1. By applying for membership, prospective Members agree to uphold the mandate and objectives of Calgary Outlink and agree to uphold its Bylaws, governance, and operational policies.
2. Membership applications include disclosure of personal information to Calgary Outlink for use in the application process, to enable notifications of meetings, and to assist in possible registry as a Board Member when a Member puts themselves forward as a nominee for a Board position.

Membership Approval

1. All prospective Members (new, reinstating, or renewing Members) understand that the Bylaws of Calgary Outlink require that the Board of Directors approve applications for membership. Status of a Member, voting privileges at Annual General Meetings and other special meetings, and other membership privileges are not obtained without the Board first approving membership.
2. Regular Membership Approval:
 - a. Volunteers, through their service to Calgary Outlink, are automatically enrolled as Members if they meet the membership requirements.
 - b. The Board of Directors may delegate the approval of membership to its senior Staff person. The senior Staff person may approve prospective Members as regular Members with full voting privileges, provided:
 - i. The Applicant agrees to all Outlink Bylaws, policies, and assessments; and
 - ii. There are no concerns from the Board of Directors or amongst Members of Calgary Outlink.
 - c. Only regular Members have voting privileges.
3. Associate Membership Approval:
 - a. An associate Member may participate in Calgary Outlink services and meetings, but without voting privileges. Associate memberships can be moved to regular memberships after confirmation of meeting eligibility requirements.

Membership Restrictions and Conflict of Interests

1. Conflicts of interest can be accentuated when payments are involved for positions. One way to navigate this conflict of interest is to maintain a separation of roles to ensure accountability and mitigate against conflicts of interest.
 - a. Staff and Membership:
 - i. No Staff of Calgary Outlink can be a regular Member while being a salaried Employee. Being in the role of Staff or Contractor and a regular Member is considered to be a conflict of interest.
 - b. Board Member Positions and Staff Roles:
 - i. To further mitigate against conflicts of interest, to be voted in as a Director, a Staff Member must wait 1 (one) year until after the end of their contract to be eligible for nomination for a Board of Director position.
 - ii. To be hired as Staff, a Board Member must wait 1 (one) year from the end of their term, although Board Members may temporarily fill Staff roles if operations require it during the hiring process.
 - iii. To be reinstated as a regular Member, an individual may do so after their employment contract is complete.
 - c. Board Member Positions and Payment:
 - i. Members of the Board of Directors cannot be paid for their role or service to Calgary Outlink. They may only receive reimbursement of expenses incurred while in the role as approved by the Board of Directors.
 - ii. If a Board Member wishes to be paid for their services, then they must

resign from the Board of Directors and Membership.

References

- Calgary Outlink Bylaws: Part 1

Revision History

- April 15, 2024: reformatting, reorganization, references
- March 20, 2023: minor revisions
- March 17, 2022: minor revisions
- June 7, 2016: new policy