

Membership Policy

PURPOSE

Calgary Outlink's bylaws must be followed with respect to membership. In addition, the Board of Directors may make policies regarding the fees, dues, and assessments to become a member. These assessments include membership processes, such as membership approval processes, membership agreement/contract, and membership conflict of interest and restrictions.

PERSONS AFFECTED

Membership as Stated in the Calgary Outlink Bylaws

Please refer to the Calgary Outlink Bylaws - Part 1.

1. POLICY STATEMENT

Membership Fee or Volunteer Requirement

Prospective members shall not be required to pay an annual membership fee. However, each prospective member will be asked if they would like to make a monetary donation to the organization; they may decline this request without affecting their membership.

Membership Term

All memberships must be renewed annually. Memberships expire at the Annual General Meeting.

New memberships, reinstatements, or renewals of membership may also occur upon request by prospective members throughout the year.

Membership Agreement

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.

Membership applications include disclosure of personal information to the board of directors for use in the application process, to enable notifications of meetings, and to assist in possible registry as a board of director when a member puts themselves forward as a nominee for a board position.

Membership Approval

All prospective members (new, reinstating, or renewing members) understand that the bylaws of Calgary Outlink require that the board 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.

Regular Membership Approval. The Board of Directors 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 the applicant agrees to all Outlink bylaws, policies, and assessments; there are no concerns about the membership by the board or among members of the society. Only regular members have voting privileges.

Volunteers, through their service to the organisation, are automatically enrolled as members if they meet the membership requirements.

Associate Membership Approval. An associate member may participate in Calgary Outlink services and meetings but without voting privileges. Associate members can be moved to regular memberships after confirmation of meeting eligibility requirements

RESPONSIBILITIES

Membership Restrictions and Conflict of Interests

Members ultimately hold the board of directors accountable and the board of directors hold paid staff and contractors accountable to the society. Conflict of interests can be accentuated when payments are involved for positions. One way to navigate this conflict of interests is to maintain a separation of roles to ensure accountability and mitigate against conflict of interests.

Staff and Membership. 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.

Member Board Positions and Staff Roles. 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. 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 roles if operations require it during the hiring process.

Member Board Positions and Payment. Members of the Board of Directors cannot be paid for their role or services to Calgary Outlink. They may only receive reimbursement of expenses incurred while in the role. If a member of the board of directors wishes to be paid for their services, then they must resign from the board of directors and membership in the society.

To be reinstated as a regular member, the individual may do so after the contract of employment is complete; and to be eligible for nomination to the board of directors, they must complete the 1 year waiting period after the end of their service contract.

REVISION HISTORY

- June 7, 2016 - New Policy.
- March 17, 2022 - Revisions.