



## MEMBERSHIP PROGRAM POLICY & PROCEDURES

DRAFT v0.4

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### 1. PURPOSE

The purpose of this policy is to provide additional context and direction around the Pride Toronto Membership Program. This policy will deal with both how the Membership Program is implemented as well as how the Board will interpret and implement the By-Laws relating to Membership

### 2. MEMBERSHIP PHILOSOPHY

Pride Toronto will make every effort to interpret the By-laws and this policy to be as inclusive of the LGBTTIQQ2SA community as possible.

### 3. WHO IS A MEMBER OF PRIDE TORONTO?

As per the Pride Toronto By-Laws as of 24-Oct-13:

#### MEMBERSHIP

##### 6 ELIGIBILITY FOR MEMBERSHIP

- 6.1 *The membership of the Corporation shall consist of such individuals whose application for admission to the membership has received the approval of the Board of Directors, in its sole discretion, in each fiscal year.*
- 6.2 *Unless otherwise determined by the Board, the term of membership commences as of the beginning of one AGM and ends at the beginning of the subsequent AGM.*
- 6.3 *Individuals shall be eligible for annual membership in the Corporation if they meet the all of the following criteria:*
- (a) acknowledge in writing support for the objects and activities, including the "Mission, Vision and Values of the Corporation", as amended from time to time;*
  - (b) be approved for membership by resolution of the Board; and*
  - (c) meet at least one of the following criteria:*
    - (i) contribute at least 8 hours of volunteer work to the Corporation;*
    - (ii) pay a membership fee, to be determined by the Board; or*
    - (iii) be nominated for membership by the Board.*

##### 7 WAITING PERIOD

- 7.1 *In the event that a person is eligible for a new term of membership pursuant to either section 6.3(c)(i) or section 6.3(c)(ii) and the Board has approved the individual for membership, the membership period shall only commence sixty (60) days following the completion of the required volunteer time or the payment of the membership fee, as applicable.*

##### 8 RIGHTS OF MEMBERS

- 8.1 *Every member in good standing each year is entitled to:*
- (a) hold an office of the Corporation in accordance with the By-laws;*
  - (b) receive notice, attend and vote in person or by proxy at Membership Meetings, in accordance with the By-laws;*
  - (c) all of the other rights and privileges afforded by the Act.*

8.2 Membership in the Corporation is not transferable.

## 9 PROXIES

9.1 Every member entitled to vote at a Membership Meeting may appoint by an instrument in writing (a "**Proxy**"), in form and substance acceptable to the Corporation, a person (a "**Proxyholder**") or one or more alternate Proxyholders, who need not be members, to attend and vote at a Membership Meeting in the manner, to the extent and with the authority conferred by the Proxy.

9.2 An individual may only hold one member's proxy.

## 10 RESIGNATION AND TERMINATION

10.1 Membership shall cease:

- (a) upon the death or incapacity of a member;
- (b) if the member resigns by written notice given to the Secretary of the Corporation; or
- (c) if the member takes any action which, in the sole discretion of the Board of Directors, is deemed to be contrary to the objects, activities or interests of the Corporation, such member may be removed by a resolution of the Board at a meeting of the Board for which notice of the intent to remove the member has been given. Notice of the Board meeting shall:
  - (i) be served upon the member in accordance with the By-laws not less than seven (7) days prior to the Board meeting;
  - (ii) set out the grounds for the proposed membership termination and advising the member of the right to be heard prior to the Board voting on the resolution.

## 11 MEMBER REGISTRY

11.1 The name and contact information of each member shall be kept in a register at the Corporation's head office or such other place in Ontario as may be designated by the Board from time to time.

11.2 Upon receipt of a notice in writing of any change of such address, the Secretary shall cause such change to be noted in the register.

## 4. MEMBERSHIP FEES

The Membership Fees is currently set at **\$10** per member and is subject to review each year.

The Board may waive the Membership Fee to accommodate an individual upon request. In such a case, there would be still be a 60-day waiting period until Membership took effect from the date that such a request was made.

The Membership Fee may be paid for either the remainder of the current year (until the beginning of the next AGM) or for the upcoming year (next AGM to following AGM).

## 5. LAPSED MEMBERS

Individuals whose were members in the previous year, but who's Membership has lapsed will be able to renew their Membership at the next AGM by paying the Membership Fee.

## 6. BOARD NOMINATE MEMBERS

The Board will strive to only nominate individuals for Membership under the following circumstances:

- Any individual who is selected to become a Pride Toronto Team Lead or Pride Toronto Advisor will be immediately nominated for Membership
- Any individual who has been selected to stand for a vacant board position will be immediately nominated for Membership
- In order to resolve disputed Memberships that may arise at a General Meeting where it is reasonable to conclude that an individual has met the necessary criteria for Membership but is **NOT** on the Membership list

## 7. MEMBER CONFIRMATION

Any individual who volunteers with Pride Toronto will be given the opportunity to confirm the hours that they have volunteered to ensure that all individuals who have met the qualifications for Membership are put forward as such.

## 8. MEMBER COMMUNICATION

Pride Toronto will notify all Members by email about, but not limited to, the following:

- Notices of Member's Meetings – with all relevant materials
- Audited Financial Statements
- Annual Report
- Any Public Call Outs (i.e. artist applications, RFPs, job postings, board opportunities)

## 9. WAITING PERIOD

The waiting period for membership for any individual who is subject to it will begin from when they have met the criteria under By-Law 6.3c or have requested Membership from the Board. However, membership can not take effect until after the Board has approved the membership list.

## 10. DISPUTED MEMBERSHIP

All disputes from individuals about Membership with Pride Toronto's will receive a respectful and timely response. Any disputed membership will be addressed by the Board in advance of the General Meeting immediately following the date in which the dispute was raised.

Where possible, Individuals will be directed to submit details of the dispute (via email) to the Board Secretary or a stated designate of their choosing.

## 11. MEMBERSHIP RECORD KEEPING

It will be the responsibility of the Board Secretary to maintain a complete and accurate Membership List and to present this list to the Board at the last Board Meeting prior to a General Meeting. All Members will be identified by a first and last name as well as an active email address or in absence of that a current phone number.

## 12. PRIVACY OF MEMBERS INFORMATION

Pride Toronto will strive to maintain the confidentiality of all its Members, however other Members have the right to access Membership list, in specific circumstances, as per the Ontario Not-For-Profit Act, 2010 section 96. Therefore Pride Toronto can not guarantee full confidentiality of Member information

### **Members' access to register of members**

**96. (1)** A member or a member's attorney or legal representative who wishes to examine the register of members of a corporation shall first make a request to the corporation or its agent accompanied by a statutory declaration described in subsection (3). As soon as is practical, the corporation or its agent shall allow the applicant access to the register during the corporation's regular office hours and, on payment of a reasonable fee, provide the applicant with an extract from the register. 2010, c. 15, s. 96 (1).

### **Corporation to provide list of members**

**(2)** Any person described in subsection (1), on payment of a reasonable fee and on giving a corporation or its agent the statutory declaration described in subsection (3), may on application require the corporation or its agent to give the person a current list of members setting out the names and addresses of each member and such additional information as is required by the by-laws as soon as is practical. 2010, c. 15, s. 96 (2).

### **Contents of statutory declaration**

[\(3\)](#) The statutory declaration required under subsection (1) or (2) must,

- (a) state the name and address of the applicant and, if the applicant is a body corporate, its address for service; and
- (b) state that the list of members or the information contained in the register of members obtained under subsection (1) will not be used except as permitted under subsection (5). 2010, c. 15, s. 96 (3).

**Same**

[\(4\)](#) If the applicant is a body corporate, the statutory declaration must be made by a director or officer of the body corporate. 2010, c. 15, s. 96 (4).

**Use of information or list**

[\(5\)](#) A member or a member's attorney or legal representative who obtains a list of members or information from a register of members under this section shall not use the list or information except in connection with,

- (a) an effort to influence the voting of members;
- (b) requisitioning a meeting of the members; or
- (c) another matter relating to the affairs of the corporation. 2010, c. 15, s. 96 (5).