



Calgary Outlink: Centre for Gender and Sexual Diversity

Membership Policy

Effective June 7, 2016

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.

Membership as Stated in the Calgary Outlink Bylaws

1. Any Resident of Alberta who is at least the age of 16 years of age and who is in accord with the objects of the Society may be a member.
2. A person may apply to the Board of Directors for membership in the Society, and on acceptance by a majority vote of the Board of Directors at any Board of Directors meeting shall become a member.
3. The Board of Directors may establish several classes of membership and assess corresponding fees, dues, and assessments.
4. Any member who is in arrears for fees, dues, or assessments may be suspended from membership by a majority vote of the Board of Directors. A suspended member shall therefore be entitled to no membership privileges or powers in the society until reinstated by a majority vote of the Board of Directors at any Board of Directors meeting.
5. Every member will uphold the constitution and comply with these bylaws.
6. A member may be expelled from the Society upon a vote three-quarters of the Board of Directors present at any Board of Directors meeting. Written notice of impending expulsion must be sent to the member of at least twenty-one days prior to the vote by the Board of Directors to allow the member to present such members case before them.

7. A member may withdraw from Society of written notice to the Secretary.
8. Membership fees or assessments are not refundable.
9. Any member resigns or is expelled from the Society shall forfeit all right, claim and interest arising from or associated with membership in the Society.

Membership Assessments

Membership Fee or Volunteer Requirement

Prospective members must apply to the board of directors to become members. Each prospective member must show contribution to the organization by describing how they volunteered for at least 4 hours for the organization, or by giving a financial contribution of at least \$20 (contributions greater than this amount of \$25 or more receive a charitable receipt).

Membership Term

All memberships must be renewed annually by the board of directors. Memberships expire annually at the Annual General Meeting unless the member attends the AGM at which time the board of directors may renew the memberships for those individuals who attend the AGM.

For those that do not attend the AGM, the membership will be suspended until direction is sought by the individual concerning their membership.

New memberships, reinstatements, or renewals of membership may also occur upon request by prospective members throughout the year. In this case, the board of director must approve the membership at a board of directors meeting.

Membership Agreement

By applying for membership, prospective members agree to uphold the mandate and objects 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 may approve prospective members as regular members with full voting privileges provided the applicant agrees to all Outlink bylaws, policies, and assessments; there are not concerns about the membership by the board or among members of the society; and they have paid their membership fees or volunteered for a minimum of 4 hours in the past year. Only regular members have voting privileges.

Associate Membership Approval. If prospective members meet the above criteria but have not paid their membership fees or volunteered for a minimum of 4 hours in the past year, then they may be approved as an Associate Member. 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 their payment of membership fees or volunteer hours.

Membership Restrictions and Conflict of Interests

Members ultimately hold 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. So, a separation of roles must be maintained to ensure accountability and mitigate against conflict of interests.

Staff and Membership. No staff or contractors of Calgary Outlink can be a member while being paid. Being in the role of staff or contractor and a 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 as a board member, a staff or contractor must wait 2 years until after the end of their contract to be eligible for nomination for a Board of Director position.

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 director 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 member, the individual may do so after the contract for services is complete; and to be eligible for nomination to the board of directors, they must complete the 2 year waiting period after the end of their service contract.

