

# **GOVERNANCE POLICY**

## **Membership Administration Policy and Protocol**

### **Summary:**

The *Membership Policy and Protocol* is a Board governance policy which sets out and clarifies the administrative provisions and steps needed to establish or renew annual membership by individuals who wish to become a member of, or renew their membership in, the Ralph Thornton Community Center (RTCC). It clarifies the time lines for annual membership, including the deadline for becoming a member in order to vote in the annual general meeting, and membership fees.

### **Authority and Context:**

Article III (Membership), Sections 7, 8 and 11 of the Ralph Thornton Community Centre (RTCC) *Constitution and Procedural By-Law (2016)* provides the following:

- 7. Membership.** To become a member of the Centre, one must satisfy the following requirements:
  - (i) Be eighteen (18) years of age or older;
  - (ii) Reside in the City of Toronto;
  - (iii) Complete an application for membership and submit such application to the Centre for review; and
  - (iv) Pay the membership fee as set by the Board.
  
- 8. Duration.** Membership in the Centre shall be valid from the date from which the member pays the membership fee until **the Friday following the next Annual General Meeting** (the "**Expiry Date**"). Subject to the termination provisions of this Constitution, membership in the Centre may be renewed by members any time after the Expiry Date by paying the appropriate fee as set by the Board, in accordance with section 11 of this Constitution. Renewed memberships shall be valid as at the time such fee is paid until the next Expiry Date.
  
- 11. Fees.** Membership fees are set by the Board and may be revised by the Board from time to time.

Article III, Section 10 provides that "...Only members who reside within the Catchment Area may vote to nominate individuals as directors to the Board of Management".

Article VI (Officers of the Board), section 53(iv) of the RTCC's *Constitution and Procedural By-Law delegates* responsibility for the management and security of membership records to the Board Secretary.

The RTCC's annual general meeting (AGM) normally takes place in June of each calendar year.

### **POLICY AND PROTOCOL:**

#### **1. Applications for Membership**

Individuals applying for membership, including membership renewal, are required to:

- (i) Complete the Board-approved membership application which is available via the RTCC's web site or at the Centre's Reception desk; and

- (ii) Submit the completed form along with the applicable annual membership fee to the Centre.

The application format, which may be amended by the Board from time to time, may include a form for the collection of voluntary, confidential diversity information. Such data shall be separate from the membership application itself and provision of such data is not a requirement of membership.

The diversity information will be separated and filed in a confidential folder before the application is processed.

## **2. Completed Applications:**

Completed applications and the annual fees due may be submitted to the Centre:

- (i) Electronically, via the RTCC web site;
- (ii) By ordinary mail; or
- (iii) By dropping it off at the Centre's Reception Desk.

The authorized Centre staff will review the application for completeness, record receipt of the applicable fee, and record the membership information in the designated data base.

On a *Quarterly* basis, the authorized staff will submit confidential **summaries** of completed new and renewing memberships to the Board Secretary, who is responsible for overseeing membership records. The summaries will consist of:

- (i) The member's name, postal code, catchment area status (in/out), fee payment category (full/minimum) and whether the application is new or a renewal, and
- (ii) Aggregated diversity information submitted.

## **3. Acknowledging Memberships:**

Receipt of the application will be acknowledged in writing (by letter via Canada Post or electronic mail) to the address reported by the member. The acknowledgement will include the following information:

- The term of membership;
- The fee paid (Full or Minimum);
- A reminder of the member's next renewal date (if known).

The Board Secretary will submit a confidential list of newly received applications, including the member's name, postal code, catchment area status (in/out), fee payment category (full/minimum) and whether the application is new or a renewal, to the Board on a quarterly basis for ratification.

## **4. Term of Membership**

The term of membership:

- (i) Starts on the date on which the application was processed, and
- (ii) Ends on the calendar date which is the first Friday immediately following the date of the next annual general meeting following the date of the application.

## 5. Eligibility to Vote at the Annual General Meeting

Only members in good standing may vote in the annual general meeting. A member in good standing is one who has completed the application process and paid the applicable fees for the membership term.

A new application, submitted at the annual general meeting, along with payment of the applicable membership fee, shall take effect immediately and such individuals are deemed eligible to vote at the current year's annual general meeting.

Individuals who renew their expired membership at the annual general meeting by payment of the current year's fees are deemed to be members in good standing and may vote at the annual general meeting, providing such membership has not been previously revoked by decision of the Board.

ALL new and renewed memberships activated in the current membership term expire on the Friday following the annual general meeting.

## 6. Invitation to Renew Membership

The Centre shall advise all members of the expiry of their current membership term and invite them to renew their membership within 60 calendar days following the last annual general meeting, or by the last business day in September, whichever is later. Such notification will be sent by ordinary mail or electronic mail to the last address of a member made known to the Centre by the member.

Notice shall be deemed to have been received seven (7) business days after the date that it was sent.

## 7. Annual Membership Fees

Membership fees are set by the Board and may be revised by the Board from time to time. The Board may establish a general amount (**Full Fee**) and a minimum amount (**Minimum Fee**).

The eligibility criterion for payment of the Minimum Fee is "**Senior or Student**", and the individual is deemed to have declared his/her eligibility by offering the minimum fee as payment.

Effective March 1<sup>st</sup>, 2021, the following fees are established:

- Full Fee: **\$20.00 annually (recommended)**
- Minimum Fee: **\$2.00 annually.**

## 8. Use of Member Information:

Member information shall not be used for any purpose other than:

- Providing notice and information respecting volunteer opportunities at the Centre, including governance opportunities;
- Providing notice of the schedule, agenda and proposed business to be conducted at an annual general meeting and special meeting requested by members;
- Providing notice of proposed nominees to the Board of Management to be considered at an annual general meeting; and

- Informing members respecting the Centre's programming and activities (including fundraising), events to be held at or co-sponsored by the Centre, or public issues which may affect the community's or Centre's interests;

Under no circumstances shall identifiable personal information respecting a member...

- Be shared with or traded to another organization;
- Be sold to any business, whether a local enterprise or a firm that deals in marketing lists; or
- Be used for partisan political purposes, including supporting or opposing a political party and/or a candidate for any political office before or during an election.

Related Policies:

- *Ralph Thornton Community Centre (RTCC) Constitution and Procedural By-Law (2016)*
- *RTCC Privacy Policy (2016)*
- *RTCC Data Collection Policy and Evaluation Strategy (2015)*
- *RTCC Political Activity – Board of Management (2015)*