



Calgary Meals on Wheels Membership Policy

Pursuant to article 4.01 of the Bylaws of the Society, the Board of Directors has established the following policy in regards to admitting Members.

1. Any person applying to become a Member of the Society is required to submit an application for membership accompanied by the required annual membership fee.
2. Any new potential Member must sign a declaration included in the application form that she or he meets the criteria specified in section 9 of this policy.
3. Existing Members of the Society shall not need to apply as long as they renew their annual membership by paying the annual fee.
4. All applications for membership must be forwarded to the Board Secretary and will be reviewed by the Board Secretary in accordance with the criteria specified in section 9 of this policy. If the person meets said criteria, the Board Secretary will duly enter the person's name on the register of Members (membership list) of the Society. The Board Secretary shall forthwith issue and sign the membership card of the new Member with the date of issue, the date of receipt of the application and the membership expiry date.
5. The Board Secretary will forward an application for membership for review to the Governance Committee if in his or her opinion there is any doubt of the person being able to meet the criteria specified in section 9. The Board, on recommendation of the Governance Committee, shall decide whether the subject person will be admitted as a Member of the Society. Any such decision is final and binding.
6. A person not approved for membership shall have to wait at least one year before a new application can be resubmitted for membership in the Society.
7. Terms of membership:
 - a) The term of membership is the calendar year;
 - b) Membership will be renewed upon payment of the annual fee, due by the end of the previous calendar year;
 - c) If admitted as a Member, a person is retroactively deemed to be admitted as a Member as of the date of receipt of the application for membership;
 - d) The Board will set the annual membership fee;
8. For membership renewals, failure to pay the annual fee by December 31 of the previous year will result in being deleted from the register of Members of the Society.
9. A Member must accept the following responsibilities:
 - a) A Member is expected to support and promote the objectives of the Society;
 - b) A Member must be in good standing in the community;
 - c) A Member agrees to adhere to the values and ethical standards of the Society and is expected to maintain the highest degree of honesty and integrity in every situation that may affect the Society, its Directors, Members and personnel; and

d) A Member shall not directly or indirectly, through his or her actions, act in an improper or unbecoming manner that damages the interests and/or reputation of the Society, its Directors, Members and/or personnel.

10. The Board Secretary is responsible for maintaining the register of Members (membership list) of the Society in accordance with the Bylaws and this policy. The Board Secretary is also responsible for notifying Members of the membership renewal deadline in a timely fashion.

11. In accordance with the Bylaws of the Society:

a) Only those Members whose names appear on the register of members by the end of the previous fiscal year shall be entitled to vote at the Annual General Meeting.

b) Only those Members whose names appear on the register of members at least three (3) months prior to the date of a Special Meeting shall be entitled to vote at such meeting.

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In addition, in recognition of the important and valuable contribution that Volunteers make to Calgary Meals on Wheels, individuals who have volunteered during the current year and who express a desire to be a member of the Society will on December 31, be added to the register of members for the current year and will be granted a voting membership for the following year and will be entitled to all of the rights and obligations as defined in the Bylaws of Calgary Meals on Wheels. Membership cards will be issued to recognize their membership for the current and following years. To recognize their contribution the annual membership fee will be waived.

Approved by the Board of Directors, December, 2013