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# Policy on Application and Acceptance of Membership in the BC SPCA

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THE BRITISH COLUMBIA SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

Approved by the Board of Directors  
May 15, 2021

## I. PURPOSE AND APPLICATION OF POLICY

This policy is established pursuant to section 2.3 of the Bylaws of The British Columbia Society for the Prevention of Cruelty to Animals (“BC SPCA” or “Society”).

The purpose of this policy is to provide additional detailed guidance and procedure to the Board of Directors and staff related to the approval of membership in the BC SPCA.

The BC SPCA will apply this policy in accordance with its Bylaws, applicable laws and Society policies, including the Society’s privacy policy. In the event that this policy conflicts with any of the above, such other document will prevail to the extent of the conflict. In the case of any ambiguity in the interpretation of this policy or a matter arising out of it, the Board will determine the matter and the Board’s determination is final.

## II. DEFINITIONS

A. In this policy, the following definitions apply:

- i. “Board” means the Board of Directors of the BC SPCA;
- ii. “CEO” means the Chief Executive Officer of the Society, appointed pursuant to Bylaw 5.16 and includes a delegate specifically authorized by the CEO to carry out a task under this policy; and
- iii. “Member” means a member of the Society in accordance with the Bylaws and includes both voting and non-voting members.

## III. ELIGIBILITY, APPLICATION AND ACCEPTANCE PROCEDURES

- A. An eligible individual may apply to the Board in writing to become a member and on acceptance from the Board, will be a member in the appropriate class as designated by the Board.
- B. Applications for membership must be made in the form provided by the Society and can be submitted either online or by mail. All applications must include:
  - i. written confirmation of eligibility with all established criteria;
  - ii. the payment of the annual fee or dues in the case of an annual member; and
  - iii. a signed confirmation that the individual agrees to uphold the Constitution and comply with the Bylaws and Code of Ethics of the Society.
- C. Applications for membership by telephone or on behalf of another individual will not be accepted.
- D. The CEO will receive all membership applications and conduct a review to determine eligibility and appropriate class of membership after which, the CEO will forward the list

of eligible individuals by class for membership to the Provincial Membership Committee (PMC) for consideration. This list will also tentatively identify the appropriate region and branch each eligible individual should be assigned to. Any applications that are incomplete or that relate to an individual that is ineligible for membership will be removed and the individual notified, with fee or dues returned.

- E. The PMC will review the list and if satisfied that the individual meets the eligibility criteria, will recommend approval of the membership to the Board of Directors. The Board may, in its discretion, accept, postpone or refuse an application for membership. All approvals will be by way of duly constituted Board resolutions. This process will generally occur not more frequently than once per month.
- F. The Board will assign each approved member to one of the four governance regions and to the branch operating in the area of the member's address or in the area nearest to the member's address.
- G. Non-voting members living out of province and members living close to the warrant area between two or more branches may request that they be assigned to a particular branch of the Society. The Board will consider and accommodate such requests where reasonable. The Board will not consider requests to assign members to a different region from that to which they have been assigned.
- H. To ensure that all members receive the appropriate twenty-one (21) day notice of general meetings of the Society, the Board will postpone approval of all new applications for membership received within fifty (50) days before a general meeting of the Society. No approval of new memberships will be made during this time period.
- I. Existing members who renew their membership during this period must renew not less than twenty-five (25) days before a general meeting in order to receive notice in accordance with Bylaw 3.4. Members who renew after this deadline will not receive notice of the general meeting, but are eligible to attend and vote at the AGM.
- J. With respect to a vote pursuant to Bylaw 4.8 or 5.6 of the Bylaws of the BC SPCA, the Board will postpone the final review and approval of all new applications for memberships received within thirty (30) days before the date when eligible voting members are able to begin casting a vote for the matter in question and will not approve such memberships until after the close of voting. Existing members who renew their membership must do so not less than fifteen (15) days before the date when eligible voting members are able to begin casting a vote for the matter in question in order to be eligible to cast a vote.

**Document Control**

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