
Policy on Access to Membership Register by Members



THE BRITISH COLUMBIA SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

Approved by the Board of Directors
July 24, 2021

I. PURPOSE AND APPLICATION OF POLICY

This policy is established pursuant to section 2.5(f) and (g) 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 employees related to requests by BC SPCA Members for access to the Membership register of 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. If 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. “full day” means the days from Monday to Friday, except statutory holidays and does not include Saturdays or Sundays;
- iii. “CEO” means the Chief Executive Officer of the BC SPCA, and includes a delegate specifically authorized by the CEO to carry out a task under this policy;
- iv. “Member” means a person who is currently a Member of the BC SPCA in accordance with the Society’s Bylaws; and
- v. “registered address” means the provincial office of the BC SPCA, currently located at 1245 East 7th Avenue, Vancouver, BC, V5T 1R1.

III. PROCEDURE AND ACCESS

A. In accordance with Bylaw 2.5(f), a voting Member in good standing may request to inspect the Membership register for one or more of the following three (3) purposes only and no other:

- i. organizing or circulating a requisition for an extraordinary general meeting of the Society in accordance with Bylaw 3.3;
- ii. organizing or circulating a Members’ proposal in accordance with Bylaw 2.10; or
- iii. an effort to influence the voting of Members on an upcoming vote.

- B. An individual that is not a voting Member in good standing, including a non-Member, a non-voting Member or a voting Member who is not in good standing, is not entitled to examine the Membership register in any circumstances. No organization is entitled to access the Membership register. Requests by non-entitled parties will be declined and the CEO is not required to respond in such instances.
- C. A voting Member in good standing may request to inspect the Membership register by providing a request in writing to the CEO by one of the following means:
- i. by email to the CEO at the work email address; or
 - ii. by mail to the registered address of the Society to the attention of the CEO.
- D. The written request must set out:
- i. the purpose(s) for which access to the Membership register is requested;
 - ii. the dates on which the voting Member is available to view the Membership register, which must be not less than twenty (20) full days from the date of receipt by the CEO; and
 - iii. other relevant details related to the request.

Failure to provide sufficient information may result in refusal of request.

- E. The CEO will be deemed to receive the request:
- i. in the case of email as set out above, on the next full day after the email is sent; and
 - ii. in the case of delivery by mail, five (5) full days after its date of posting, as indicated by the postmark.
- F. On receipt of a valid request, the CEO will provide the details of the request to the Board for determination.
- G. Requests to inspect the Membership register will require reasonable advance warning of not less than twenty (20) full days between the date of receipt and the date on which the decision is communicated to the requesting Member. This period is required to allow the Board sufficient time to consider the request for inspection.
- H. Pursuant to Bylaw 2.5(g), the Board has the right to refuse the request to inspect the Membership register if the Board is of the opinion that doing so may harm the interests of the Society or any of its Members.
- I. If the Board refuses to permit inspection of the Membership register, the Board will provide the requesting Member with a written summary of its reasons for the decision

to refuse inspection of the Membership register. The Board's decision is final and without appeal.

- J. If a request to inspect the Membership register is approved by the Board, the inspection shall take place at a date, time and location determined by the CEO, in conjunction with the voting Member, not to exceed thirty-five (35) full days from the date the request was originally received. The inspection of the register, assuming it is approved, will occur in person and during the normal business hours of the Society. Inspection in this circumstance refers to an examination of a physical record of the Membership register. There is no charge for inspection of the physical copy of the Membership registry.
- K. No electronic information, files or email addresses of Members will be provided to a Member during an inspection of the Membership register. In addition, Members are not permitted to make copies of, or to take photographs of the Membership registry.
- L. A voting Member in good standing, who has been approved to inspect the Membership register, may request a copy of the Membership register to contact other Members solely for one or more of the purposes outlined above in Section III (A). In such a case, the CEO will, within five (5) full days after the inspection or within fifteen (15) full days of the granting of approval, if the Member decides to forego an in-person inspection, provide the Member with pre-printed mailing labels for the existing Membership, subject to the following conditions:
 - i. the requesting Member signs a confidentiality agreement, confirming that they will only use the provided labels for one of the permitted purposes, will make no additional copies, will not retain information from the registry and will not use the labels or information thereon for any purpose other than as permitted; and
 - ii. the requesting Member makes a payment to cover the Society's reasonable costs of preparing the mailing labels, which fee may be waived at the discretion of the CEO.
- M. A Member who fails to abide by the terms and conditions of the confidentiality agreement will be subject to discipline, up to and including loss of Membership in the BC SPCA.

Document Control

ISSUED BY	Governance Committee	
APPROVED (ORIGINAL DATE)	Board of Directors	July 24, 2021
REVISED/REAFFIRMED	Board of Directors	
MONITORING	Governance Committee	Biennially