
Membership Policy

For all Members of the BC SPCA



THE BRITISH COLUMBIA SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

Approved by the Board of Directors on September 23, 2023

I. PURPOSE AND APPLICATION OF POLICY

- A. This policy is established pursuant to section 2 of the Bylaws of The British Columbia Society for the Prevention of Cruelty to Animals (“BC SPCA” or “Society”).
- B. The purpose of this policy is to ensure the effective management and administration of membership within the BC SPCA and to provide additional detailed guidance and procedure to the Board of Directors and employees related to the management and administration of Membership in the BC SPCA.
- C. The BC SPCA will apply this policy in accordance with its Bylaws, applicable laws, and Society policies. 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. “Bylaws” means the Bylaws of the BC SPCA in effect from time to time;
 - iii. “Code of Ethics” means the Code of Ethics approved by the Board pursuant to Bylaw 2.2(c);
 - iv. “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;
 - v. “Member” means a Member in good standing of the BC SPCA in accordance with the Society’s Bylaws;
 - vi. “Member in good standing” means a Member who has paid membership dues and fees by the due date of December 31st of each year.

III. CLASSES/CATERGORIES OF MEMBERSHIP AND PAYMENT OF FEES

- A. Only individuals are eligible to become Members of the BC SPCA. Corporations are not eligible for membership.
- B. There is one class of voting membership and one class of non-voting membership in the BC SPCA.

- C. An individual is eligible and may be accepted as a voting Member based on the following criteria:
- 19 years of age or older;
 - ordinarily a resident in British Columbia;
 - agrees to abide by the Society's Code of Ethics;
 - not an employee or an immediate family member of an employee of the BC SPCA; and
 - meet such additional criteria as may be established by the Board from time to time¹.
- D. An individual is eligible and may be accepted as a non-voting Member if they agree to abide by the Society's Code of Ethics and meet such additional criteria² as may be established by the Board from time to time.
- E. Within each class of membership, the BC SPCA recognizes two categories of membership, namely a lifetime membership and an annual membership. The sole purpose of this categorization of membership is to determine the annual payment of membership dues.
- F. An annual membership is tied directly to the calendar year (January 1st to December 31st). Memberships paid between January 1st and September 30th are valid only for the calendar year in which they are purchased. Memberships purchased between October 1st and December 31st roll over to the following calendar year.
- G. Annual Members must pay an annual fee, currently set at \$30.00, to retain the membership rights, while lifetime Members are required to pay a one-time fee, currently set at \$350.00.
- H. The Board may reduce the annual fee payable by a Member where it believes the payment of the current annual membership fee poses an undue hardship on the Member.

IV. RIGHTS AND PRIVILEGES OF MEMBERSHIP

- A. A voting Member in good standing has the following membership rights and privileges:
- i. to receive notice of and to attend all general meetings of the Society;
 - ii. to receive notice of the opportunity to join the Regional Council in their region as a member or to attend select meetings of the Regional Council;
 - iii. to make motions at general meetings of the Society and Regional Council meetings and to speak in debate on motions under consideration in accordance with such rules of order as may be adopted; and

¹ To date, the Board has not established additional membership criteria.

² To date, the Board has not established additional membership criteria.

- iv. to exercise a vote on matters for determination at general meetings of the Society or Regional Council meetings or otherwise by decision of the voting Members;
 - v. to exercise a vote for the election of Directors within the voting Member's region pursuant to Bylaw 5.6;
 - vi. may stand for election or appointment as a Director, if qualified in accordance with the Bylaws and the Policy on Procedures for Nomination and Election of Board Directors;
 - vii. may request to inspect the membership register only for the purpose of:
 - a. the requisitioning of a general meeting pursuant to Bylaw 3.3;
 - b. the submission of a proposal pursuant to Bylaw 2.10; or
 - c. an effort to influence the voting of Members prior to an upcoming vote; and
 - viii. notwithstanding the above, the Board, by Board Resolution, may refuse the request to inspect the membership register if the Board is of the opinion that it would be harmful to the Society or to the interests of one or more of its Member's to permit such inspection.
- B. A non-voting Member in good standing has the following membership rights and privileges:
- i. to receive notice of, and to attend, all general meetings;
 - ii. to receive notice of, and to attend, Regional Council meetings in their region as a guest; and
 - iii. to speak in debate on motions under consideration in accordance with such rules of order as may be adopted or otherwise as permitted by the voting Members.

V. GOOD STANDING

- A. A Member, who is not in good standing, has the right to receive notice of, and to attend, all general meetings and Regional Council meetings as a guest, but is suspended from all other rights and privileges described above for so long as they remain not in good standing.
- B. For the purposes of this policy, Members not in good standing must pay the annual fee within three calendar months of the start of the new year (in other words, by March 31st) in order to have their membership rights and privileges restored.
- C. A Member not in good standing who fails to pay the annual fee within three calendar months of the new year (in other words, by March 31st) is no longer a Member of the Society and must re-apply for membership in the Society.

VI. DUTIES OF MEMBERS

- A. Every Member must:
- i. pays the applicable dues and fees established by the Board;
 - ii. uphold the Constitution and comply with the Bylaws and the Code of Ethics, and
 - iii. ensure that their contact information on file with the Society is kept up to date, and notify the Society, within 90 days of any changes to the Member's contact information, including mailing address and electronic mail address.

VII. CESSATION OF MEMBERSHIP

- A. A person immediately ceases to be a Member of the Society:
- i. on delivery of their resignation in writing to the address of the Society by mail, courier, electronic mail, or fax; or
 - ii. on determination by the Society that the Member has not maintained contact information on file with the Society, and where the Society has, despite reasonable efforts, been unable to contact the Member in the past five (5) years;
 - iii. on their death; or
 - iv. on the cancellation of their membership pursuant to Bylaw 2.8; or
 - v. on having been a Member not in good standing for three consecutive calendar months after membership dues and fees are due, namely on March 31st of each year.
- B. The determination by the Society, under A. VII (ii) above, shall take the form of a regular Board resolution after the CEO has advised the Board that reasonable efforts have been made to contact the Member without success and that at least five (5) years have elapsed since last contact from the Member.
- C. Any previous Member impacted under VII (ii) above, who subsequently notifies the Society of their updated contact information will have their membership privileges immediately restored in full and a Board resolution to that effect shall be subsequently recorded

VIII. CANCELLATION OF MEMBERSHIP

- A. Board may cancel the membership of a Member by a resolution passed at a meeting of the Board by not less than two-thirds (2/3) of the Board Directors in office.
- B. The notice of the meeting of Directors at which the resolution for cancellation will be considered must include a brief statement of the reason(s) for the proposed cancellation and a copy of the statement must be provided to the person whose membership is the subject of the proposed resolution. The person whose membership is the subject of the

proposed resolution must be given an opportunity to be heard at the meeting of the Board before the resolution for cancellation is put to a vote.

- C. Reasons for cancellation include, but are not limited to:
- i. a failure to uphold the Constitution and comply with the Bylaws of the Society;
 - ii. a failure to comply with the Code of Ethics;
 - iii. a failure to comply with the Code of Conduct for Board Directors or the Code of Conduct for Governance Members;
 - iv. non-compliance with the eligibility requirements for membership established pursuant to Bylaw 2.2; and
 - v. any action or omission on the part of the Member which might be defamatory in nature or likely to result in harm to the Society's reputation or to incur undue liability.

IX. APPLICATION AND ACCEPTANCE OF MEMBERSHIP

Applications for and approval of all membership in the BC SPCA will be determined in accordance with the Policy on the Application and Acceptance of Membership in the BC SPCA.

Document Control

ISSUED BY	Governance Committee	
APPROVED (ORIGINAL DATE)	Board of Directors	October 2004
REVISED/REAFFIRMED	Board of Directors	September 23, 2023
MONITORING	Governance Committee	Biennially