
Policy on Application and Acceptance of Membership in the BC SPCA



THE BRITISH COLUMBIA SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

Approved by the Board of Directors on September 27, 2025

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 procedures 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 5.15, 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 payments of an annual fee or dues in the case of an annual member, or the payment of a one-time fee or dues in the case of a life 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. Any applications that are incomplete or that relate to an individual who is ineligible for membership will be removed and the individual notified, with the fee or dues returned. Afterward, the CEO will forward the list of eligible individuals by class for membership to the Governance Committee (“GC”) for consideration. This list will also tentatively identify the appropriate governance region each eligible individual should be assigned to.
- E. The GC will review the list and if satisfied that the individual meets the eligibility criteria, will approve membership on behalf of the Board of Directors. The Board may, in its discretion, postpone or refuse an application for membership. All approvals will be by way of duly constituted GC resolutions. This process will typically take place at each GC meeting, which are held not less than four times per year.
- F. The GC will assign each approved member to one of the four governance regions operating in the area of the member’s address or in the area nearest to the member’s address.
- G. The Board will not consider requests to assign members to a different governance 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

ISSUED BY	Governance Committee	
APPROVED (ORIGINAL DATE)	Board of Directors	May 15, 2021
REVISED/AFFIRMED	Board of Directors	September 27, 2025
MONITORING	Governance Committee	Biennially