

## **OCIC MEMBERSHIP POLICY**

**Approved by the Board of Directors May 2024**

### **1.0 Definitions**

In this policy, unless otherwise stated,

**Council** and **OCIC** are used interchangeably to refer to the collective body of members of the Ontario Council for International Cooperation.

**OCIC staff** refers to a person or persons who are employed by OCIC and authorized to represent and act on behalf of the collective membership, and to manage and conduct activities that serve the needs of Council Members.

**Member** is defined as any organization that has met the criteria for OCIC membership as outlined in OCIC's Bylaws and this policy; has been approved by the Board of Directors and ratified by the membership at the Annual General Meeting; and has paid dues in full for the membership year.

**Membership Committee** refers to the body comprised of OCIC staff, one or more OCIC Board Directors and volunteers from the OCIC membership that oversees the application process, reviews new member applications, and conducts other member-relations business as outlined in the Committee Terms of Reference, approved by the OCIC Board of Directors.

### **2.0 Membership**

The by-law of OCIC provides in Section 2.01:

#### **2.1 Membership Conditions**

In accordance with the Articles, there shall be one (1) class of members in the Corporation. Membership in the Corporation shall be available to organizations interested in furthering the Corporation's purposes and who have applied for and been accepted into membership in the Corporation by resolution of the Board. Each member shall be entitled to receive notice of, attend and vote at all Meetings of Members of the Corporation.

The board is authorized to adopt policies establishing criteria for admission to membership and to amend such policies, from time to time. The board, or a committee established by the board, shall have the discretion to screen applicants and may accept or reject an application for membership in the Corporation in the sole and absolute discretion of the board, or the said committee, as the case may be. The decision of the board, or the said committee, as the case may be, to deny an application for membership shall not be subject to challenge or appeal by the rejected applicant or any other person.

### **3.0 Application Process**

All membership applications and related materials are reviewed periodically by the Membership Committee to ensure their alignment with OCIC's By-laws and Strategic Plan and are in compliance with all provincial and federal laws. Application packages for membership can be found and submitted on the OCIC website. Once all required forms, dues and supporting documents are submitted to OCIC, the Membership Committee determines whether the applicant meets all criteria for membership and should be recommended for approval by the Board of the Directors. Either the Membership Committee or the Board of Directors may request additional information and/or documentation, if needed.

#### **4.0 Recommendation Letters**

Applicants for Membership must submit two letters of recommendation with their application, one of which must be from an existing Member of OCIC in good standing. A second letter may come from another Member or other legally recognized organization in or connected to the international cooperation sector. Recommendation letters from individuals will not be accepted.

#### **5.0 Membership Year and Annual Payment of Fees**

OCIC's membership year is from April 1 to March 31, inclusive. Membership dues must be paid in full annually, upon receipt of billing notice at the beginning of the membership year. Members are eligible for pro-rated dues in the year in which they first apply for membership.

#### **6.0 Extension of Membership**

The purpose of OCIC's fee-scale structure for Members is to ensure equitable access to membership for a diverse mosaic of organizations.

#### **7.0 Termination of Membership**

The by-laws of OCIC provides for termination of membership when a member resigns or the membership lapses through non-payment.

The by-laws of OCIC provides with respect to membership dues:

Membership dues shall be set by the Board periodically, subject to an ordinary resolution of the Board. Members shall be notified in writing of the membership dues at any time payable by them, if any, and, if any such membership dues are not paid within ninety (90) days of the membership renewal date the members in default shall automatically cease to be members of the Corporation.