

## Membership Policy

The following policy outlines the requirements and procedures relating to membership in Engineers Without Borders (Canada) Organisation (“EWB”).

**Bylaws:** This policy is aligned with EWB’s bylaws, as approved at the 2014 Annual General Meeting. This policy outlines the procedures and requirements for membership within EWB. (Note: The section of the bylaws on membership have been included as an Appendix for reference.)

**Rationale:** A strong membership is essential to the success of EWB. EWB needs people committed to its values and vision and willing to drive changes towards its mission.

Three main reasons for being a member are:

1. Having a voice in the organization: for organizational direction, voting, joining committees, etc.
2. Connecting to the organization: Participation in conferences, retreats, leadership roles, etc. Also included is effective and useful communication with members in different stages of life.
3. Commitment: Shows a commitment financially and vote of confidence in the values and direction of the organization.

**Requirements:** As per EWB’s operating By-Law, membership in the Corporation shall be available only to individuals interested in furthering the Corporation's purposes.

In order to be accepted as a member, an individual must:

1. Support EWB’s Beliefs and Values, and will be asked to commit to these beliefs and values during membership application and renewal.
2. Pay the annual membership dues

### Application for membership in the Corporation

#### Membership Dues\*

Membership	\$40 CAD
Student Membership	\$20 CAD

Considerations for waived fees:

- **Long Term Fellows:** Membership fees are waived automatically for Long Term Fellows during each year of their fellowship contract, at the request of the Fellow. Their membership term will be aligned to their contract term.

- **Employees:** For active employees, a membership will be available at no cost, at the request of the employee.
- **Kumvana Fellows:** Membership is included for all Kumvana Fellows during the first year of their fellowship. It will commence upon their selection. Alumni Kumvana Members can request their fees be waived for on-going membership.
- **Individual Donors:** For individuals who contribute more than \$4,999, a membership will be available at no cost for 1 year, at the request of the donor.
- **Monthly Donors:** For active monthly donors, a membership will be available at no cost for 1 year, at the request of the donor.

### **Information Collection**

To become members of the Corporation, individuals are required to submit such information deemed necessary by EWB's staff including but not limited to: Name, Email Address, Mailing Address and Phone Number.

### **Membership Payment**

The preferred method of payment will be online via a membership application form and credit card payment.

### **Membership Validity**

Memberships shall be valid for a period of 12 months beginning when Membership Dues are received by the Corporation.

### **Membership Renewal**

Memberships may, at the discretion of the member, be renewed on the anniversary date. Said renewal shall require:

1. Payment of the prescribed due
2. Reaffirmation of support for EWB's Beliefs and Values

If the above requirements are not met within a 2-week grace period following the 12 month membership validity period, the individual shall cease to be a member of the Corporation.

### **Rights of a member**

Members may be accorded rights and/or responsibilities as determined from time-to-time by the Chief Executive Officer or the Board of Directors.

Said rights include but are not limited to:

- Nominating members for elected positions
- Contesting elected positions
- Voting for elected positions
- Participating in an Annual General Meeting (or any Regular or Special Meeting of the Members)
- Attending any conferences or retreats (as determined by organizers, National Office Staff or the Board of Directors)

**APPENDIX: Membership Section from EWB By-laws**  
(approved at 2014 Annual General Meeting)

**SECTION 3 MEMBERSHIP**

3.1 Membership Conditions. Subject to the articles, there shall be one class of members in the Corporation. Membership in the Corporation shall be available only to individuals 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 or in such other manner as may be determined by the board. Each member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation. Additional rights may be conferred upon members by the board as specified in the "Membership Policy."

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendments to this section of the by-laws if those amendments affect membership rights and/or conditions described in paragraphs 197(1)(e), (h), (l) or (m).

3.2 Membership Transferability. Memberships are not transferable and lapse and cease to exist upon death or when the individual ceases to be a member by resignation, or otherwise in accordance with the bylaws of the Corporation.

Pursuant to Section 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to add, change or delete this section of the by-laws.

3.3 Membership Dues. The dues or fees, if any, payable by the members shall be adopted by resolution of the board. This will be recorded in the "Membership Policy."

3.4 Membership Renewal. Membership in the Corporation shall be renewed by resolution of the board or in such other manner as may be determined by the board. This will be recorded in the "Membership Policy."

3.5 Termination of Membership. A membership in the Corporation is terminated when:

- a. the member dies;
- b. a member fails to maintain any qualifications for membership described in the section on membership conditions of these by-laws;
- c. the member resigns by delivering a written resignation to the chair of the board in which case such resignation shall be effective on the date specified in the resignation;
- d. the member is expelled in accordance with the discipline of members section or is otherwise terminated in accordance with the articles or by-laws;
- e. the member's term of membership expires; or
- f. the Corporation is liquidated or dissolved under the Act.

3.6 Effect of Termination of Membership. Subject to the articles, upon any termination of membership, the rights of the member, including any rights in the property of the Corporation, automatically cease to exist.

3.7 Discipline of Members. The board shall have authority to suspend or expel any member from the Corporation for any one or more of the following grounds:

- a. violating any provision of the articles, by-laws, or written policies of the Corporation;
- b. carrying out any conduct which may be detrimental to the Corporation as determined by the board in its sole discretion;
- c. for any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.

In the event that the board determines that a member should be expelled or suspended from membership in the Corporation, the president, or such other officer as may be designated by the board, shall provide twenty (20) days notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make written submissions to the president, or such other officer as may be designated by the board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the president, the president, or such other officer as may be designated by the board, may proceed to notify the member that the member is suspended or expelled from membership in the Corporation. If written submissions are received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The board's decision shall be final and binding on the member, without any further right of appeal.