



## MANSO Membership Policy

Effective Date: May 18<sup>th</sup>, 2017, for Board Review annually

**Objective:** The objective of this policy is to lay out the criteria and processes related to the full membership category (voting) and the Friends of MANSO category (non-voting). This policy further elaborates the membership criteria in MANSO’s Bylaws (Article III).

### Definitions:

	<b>Regular Members</b>	<b>Friends of MANSO</b>
<b>Criteria</b>	<p>[From Article III, 3.03 of MANSO’s Bylaws]            An Organization shall be eligible if, in the judgement of the Board, it is:</p> <ul style="list-style-type: none"> <li>(i) An incorporated, not-for-profit organization in the province of Manitoba that has been operating, and has as its prime mandate the provision of settlement and integration services to immigrants and refugees, or</li> <li>(ii) A branch, division, department or program of a not-for-profit organization or public sector organization which has as a core mandate the provision of settlement and integration services to immigrants and refugees free-of-charge or on a cost-recovery basis.</li> <li>(iii) The Board of Directors is authorized to determine Membership according to these criteria.</li> </ul> <p>The authority to determine Membership may be assigned to another officer, agent, or committee by a Special Resolution of the Board of Directors</p>	<p>An organization or community group that is not eligible for regular membership, but supports the Mission and Vision of MANSO.</p>
<b>Cost</b>	<p>Sliding scale of \$50-300 based on settlement budget</p>	<p>\$50 for non-profit organizations, community groups, and public sector bodies and \$100 for for-profit organizations. Fee waivers may be granted on a case by case basis.</p>

<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Power to vote</li> <li>• Power to sit on the board of directors</li> <li>• Priority access to professional development workshops (includes reduced cost where relevant)</li> <li>• May participate in MANSO committees and events</li> <li>• Receives MANSO e-news and communications</li> <li>• Listed in MANSO’s member directory on our website</li> </ul>	<ul style="list-style-type: none"> <li>• May participate in MANSO committees and events including AGM</li> <li>• Receives MANSO e-news and communications</li> <li>• Second priority access to MANSO professional development workshops (may include reduced cost)</li> <li>• Listed in MANSO’s member directory as ‘Friends’</li> </ul>
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**New Members:**

New applications for regular membership and applications to become a Friend of MANSO should be submitted to staff at the MANSO office. Applications will then be reviewed by the board for approval.

**Membership Renewals:**

The term of membership will be April 1<sup>st</sup> – March 31<sup>st</sup>. Any member who has renewed their membership by May 31<sup>st</sup> will be considered to be a member in good standing with all of the rights and responsibilities that entails (including the right to vote at the Annual General Meeting and other meetings of the membership). Annual renewals of memberships do not need to be reviewed by the board.

Any new member who is approved after September 30<sup>th</sup> may be assessed 50% of the relevant member fee, however, there will be no further reductions in fees.

**Contacts at Member Organizations:**

During the membership application or renewal process, each member organization will be asked to identify one main contact for the organization. This person will be considered by MANSO to have the authority to represent the organization. This person may at any time delegate their seat or vote to another member of their organization.

The organization may also identify additional contacts to receive communications from MANSO (eg: settlement contact, language contact).

**Responsibilities:**

MANSO staff will maintain an up-to-date list of our member organizations and their contacts and the member directory on the MANSO website. The MANSO staff will provide information on membership renewal procedures annually no later than March 1<sup>st</sup> of each year.

Member organizations are responsible for informing the MANSO office of any change in the information submitted to MANSO during their membership application or renewal (including change in program description, location or contact information).