Membership Policy

Version: 1.0
Approved: March 4th, 2019

Purpose:
The purpose of this policy is to outline the conditions and restrictions for renewing and maintaining membership in the MST.

Definitions:

<table>
<thead>
<tr>
<th>Member</th>
<th>A member is an individual who is either the account holder of an individual membership or an individual included in a family membership.</th>
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</thead>
<tbody>
<tr>
<td>Account holder</td>
<td>The account holder of a membership is the individual who purchases or renews a membership, or the recipient of a gift membership.</td>
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<tr>
<td>Gift membership</td>
<td>A membership purchased by an individual on behalf of another individual or family.</td>
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<tr>
<td>Household</td>
<td>A household is defined as one or more people living at the same address, related to each other by birth, marriage, domestic partnership or adoption.</td>
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<td>Suspension</td>
<td>A change in membership state after which the membership is still considered valid, but is no longer considered in good standing.</td>
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<tr>
<td>Termination</td>
<td>A change in membership state after which the membership is no longer considered valid.</td>
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<td>Notification in writing</td>
<td>Notification in writing covers notification by postal mail or email.</td>
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</tbody>
</table>

References:

- Code of Conduct
- Mission and Values of the MST
- Bylaws: 2.1 - 2.7 (Membership)
- Bylaws: 4.1 (Meetings of Members - Annual General Meeting)
- Bylaws: 4.4 (Meetings of Members - Voting)

Policy:

1. Conditions for Membership

1.1 Membership in the MST is open to any person or family who:

- Supports the mission and values of the MST
- Has not had a previous membership in the MST terminated for cause, or been removed for a membership for cause, within the last 2 years
- Is of the age of majority in the province of Ontario, in the case of individual or family memberships
• Provides their full name, postal address, telephone contact number and email address
• Agrees to abide by the Code of Conduct
• Is not restricted from associating with children or vulnerable persons
• Registers in an approved fashion and pays the required membership fee
• Is specifically admitted to membership by the Board

2. Membership Classes

2.1 Class A (voting) membership includes individual and family memberships.
2.2 Class B (non-voting) membership includes affiliate memberships.

3. Membership Categories

3.1 Individual memberships
  3.1.1 Individual memberships are limited to a single individual. That individual must have attained the age of majority in the province of Ontario, regardless of their place of residence.
  3.1.2 Individual memberships are not transferrable.

3.2 Family memberships
  3.2.1 Family memberships must be composed of at least 1 and not more than 2 persons who have attained the age of majority in Ontario, and up to 4 minors under the age of majority in the province of Ontario. Age requirements are applied regardless of the family's place of residence.
  3.2.2 All persons included in a family membership must reside in the same household.
  3.2.3 The Board may ask for proof of residence to determine eligibility for inclusion in a family membership.
  3.2.4 Family memberships are transferrable only between adult individuals included in the membership and not otherwise.
  3.2.5 Individuals who are under the age of majority in the province of Ontario at the time of membership registration will continue to be included in a family membership regardless of age, until they no longer reside at the address of record of the membership.

3.3 Affiliate memberships
  3.3.1 Affiliate memberships are restricted to a single individual or organization.
  3.3.2 Affiliate memberships are offered in single instances and must be approved by the Board on a case-by-case basis.
  3.3.3 The Board may set a fee for affiliate membership.
  3.3.4 Affiliate memberships are not transferable.
  3.3.5 Affiliate memberships may be offered or awarded to:
    • Institutions or organizations which support the mission and values of the MST
    • Individuals under the age of majority in the province of Ontario
    • To an individual as recognition of their achievement or service to the MST
    • Members of other mycological associations
    • Professionals in the field of mycology
    • Other individuals at the Board's discretion
  3.3.6 Members of other mycological organizations are not automatically granted affiliate membership.

4. Term of Membership

4.1 Membership term for all membership classes and membership categories shall be for one year.
4.2 Memberships may be offered in multiple-year packages as determined by the Board.
4.3 A multi-year membership shall be considered a multiple of 1-year memberships.
4.4 A new membership shall be considered active immediately upon successful processing of payment after registration.
4.5 If the registration date of a new membership falls on the first day of a month, the membership term expires at the beginning of the anniversary day of the registration date.
4.6 If the registration date of a new membership does not fall on the first day of a month, the membership term expires at the beginning of the first day of the month following the anniversary of the registration date.
4.7 Memberships are suspended at the beginning of the day on which their expiry date falls.
4.8 A 3-month membership grace period begins immediately upon suspension.
4.9 Unrenewed memberships are terminated at the beginning of the day, three months after the expiry date.
4.10 A membership is considered lapsed if it has been terminated.
4.11 Lapsed memberships may be renewed.
4.12 Renewal of a lapsed memberships is treated as a new registration with regard to calculation of membership expiry date.
4.13 Lapsed memberships are reactivated immediately upon renewal.
4.14 A membership may be renewed prior to its expiry date.
4.15 If an existing active membership is renewed prior to the end of the membership grace period, the membership's expiry date is extended by one calendar year per year renewed.
4.16 If an existing active membership is renewed prior to the expiry date, the membership's expiry date is extended by one calendar year per year renewed.
4.17 A membership may be renewed an unlimited number of times prior to its expiry date. Any renewals prior to expiry date will be cumulative.
4.18 Website login privileges are revoked when memberships are terminated, and are reactivated when a lapsed membership is renewed.
4.19 The Board of Directors, at its sole discretion, may extend the grace period of a member or members in default.

5. Membership Fees

5.1 Membership fees shall be proposed by the Board and approved at the annual general meeting in accordance with Bylaw 4.4 - Voting
5.2 Membership fee changes shall become effective following the annual general meeting (Bylaw 4.1 - Annual General Meeting) at which they are approved

6. Conditions and Obligations of Membership

6.1 To be considered a member in good standing of the Mycological Society of Toronto, the following conditions must be met:
   a. The member must fulfill the obligations of membership in accordance with Bylaw 2.5 (Obligations of Membership)
   b. The member must be current and up to date with payment of dues
   c. The member must discharge any outstanding debts to the MST in a timely manner
6.2 Should any member fail to comply with the above stated conditions, they may be subject to temporary or permanent suspension of membership.

7. Suspension of Membership

7.1 A membership is suspended when:
   a. The expiry date of the membership has passed with no renewal of membership and/or payment of dues, in accordance with the policy regarding membership terms (4) and fees (5)
   b. The member has violated any provision of the articles, by-laws, or written policies of the MST, until such time that a resolution has been reached by the Board regarding said violation
   c. The member has carried out any conduct which may be detrimental to the MST as determined by the Board in its sole discretion
7.2 A suspension must conclude in a termination or reinstatement of membership within a period of time in accordance with section 9.
7.3 Upon any termination of membership, the rights of the member, including any rights in the property of the MST, automatically cease to exist.

8. Termination of Membership

8.1 A membership is terminated when:
• All adult members included in the membership die, or, in the case of a member that is a corporation, the corporation is dissolved
• On request from the member
• The member fails to pay their membership dues and/or the member's term of membership expires, in accordance with the policy regarding membership terms and fees
• The member fails to abide by the Obligations of Membership as outlined in Bylaw 2.5
• The member has carried out any conduct which may be detrimental to the MST as determined by the Board in its sole discretion
• Any other cause that the Board in its sole discretion considers sufficient
• The MST is liquidated or dissolved under the Canada Not-for-profit Corporations Act

8.2 If a membership is terminated for any other reason besides non-payment of membership fees, the member shall be notified in writing within 14 days, including:
   a. The reason for the termination
   b. What appeals process is available to them, if any

8.3 Upon any termination of membership, the rights of the member, including any rights in the property of the MST, automatically cease to exist.
8.4 Upon any termination of membership, any property of the MST in the possession of the terminated member must be returned to a representative of the Board within 30 days.
8.5 Termination of membership is not required to be preceded by suspension of membership.
8.6 Every adult or child included in a family membership who has been determined to be in breach of this policy will be removed from the membership.
8.7 If no adults remain in a family membership, the membership itself is terminated.
8.8 In the case where minor(s) are responsible for the termination, the membership is terminated.

9. Right to Appeal Membership Termination

9.1 A member who has been suspended or terminated according to section 8 may make written submissions to the president or such other officer as may be designated by the Board, in order to appeal or dispute the suspension.
9.2 Written appeals must be submitted within 30 days of notice of termination.
9.3 The Board may designate an Appeals Committee to review appeals and disputes regarding suspensions and terminations.
9.4 If a written appeal is received in accordance with this policy, the Board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further 30 days from the date of receipt of the submissions.
9.5 The Board's decision shall be final and binding on the member, without any further right of appeal.

10. Honorary Membership

10.1 The Board may, at its discretion, award honorary memberships to persons who have rendered distinguished service to the MST.
10.2 Honorary members will be members of the MST in perpetuity, without any further payment of membership dues.