

# Membership Policy



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## Purpose:

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

## Definitions:

Member	A member is an individual who is either the account holder of an individual membership or an individual included in a family membership.
Account holder	The account holder of a membership is the individual who purchases or renews a membership, or the recipient of a gift membership.
Gift membership	A membership purchased by an individual on behalf of another individual or family.
Household	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.
Suspension	A change in membership state after which the membership is still considered valid, but is no longer considered in good standing.
Termination	A change in membership state after which the membership is no longer considered valid.
Notification in writing	Notification in writing covers notification by postal mail or email.

## 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.