



Members and Associates Policy

Approved by: Board of Directors

Responsible: Executive Director; Director, Operations

Date of approval: June 1, 2017; Section 10 Updated June 2021

To be reviewed: Annually

Preamble

The purpose of this policy is to expand on the Canadian Partnership for Women and Children's Health (hereafter referred to as CanWaCH) bylaws, in order to establish clear scope and regulation of membership. This policy shall serve to inform CanWaCH Board of Directors and Secretariat.

In compliance with CanWaCH bylaws, this policy is approved by the Board of Directors, and will be reviewed annually.

Definitions

Membership refers to organizations that have been fully approved and ratified through the Secretariat and Board of Directors, and that are in good standing, as outlined by this Policy.

1. Membership

CanWaCH will have one (1) category of members. Members will have full voting rights, as laid out by the CanWaCH bylaws.

Members must be organizations. As defined in CanWaCH bylaws, an "organization" means a body corporate, a partnership, a trust, a joint venture or an unincorporated association or organization.

2. Membership Criteria

All members are expected to complete the appropriate application form. Members are expected to demonstrate the following. The organization:

- a. Is based, and has an operational presence, in Canada, with Canadian-based staff;
- b. Conducts programming, policy development, research, or advocacy work either within Canada or abroad in the field of women's and children's health;

- c. Is engaged in global health efforts related to women’s and children’s health, including sexual and reproductive health rights, adolescent health, and maternal, newborn and child health in low or middle income countries or humanitarian or fragile contexts;
- d. Works according to principles of achieving gender equality, supporting gender equity, realizing human rights, and eliminating all forms of discrimination;
- e. Is willing to provide and share programmatic information with CanWaCH to improve evidence-informed programming and amplify advocacy for women and children’s health within the sector;
- f. Adheres to CanWaCH mission and bylaws; and
- g. Pays annual membership fee in full, as determined by the CanWaCH Board of Directors and ratified by members.

3. Membership Application Process

Secretariat Review: New members shall submit online application forms. Applications will be reviewed by the Secretariat against the criteria outlined above. The Secretariat will then make recommendations to the Board of Directors, who will either approve or reject the applications by passing resolutions. Once a new member is accepted they will undergo an on-boarding process and will be informed of how to pay membership fees.

If the application is rejected by the Board of Directors, the Secretariat will provide clear justification in writing to the rejected applicant.

4. Membership Benefits

CanWaCH convenes a multi-sectoral and collaborative coalition of members, including academics, non-governmental organizations and health practitioners. Through coordinating platforms to exchange knowledge, supporting research, assisting with capitalizing on the data revolution, and amplifying member’s voices to the Canadian public and key decision-holders, CanWaCH adds value to members and supports best practices in international development. In addition, membership provides:

- a) Membership in the legal entity, including voting rights at the AGM and all other rights of membership as outlined in the bylaws of the corporation;
- b) Inclusion in member communications and knowledge exchange opportunities (e.g. webinars, round table discussions, etc.); and
- c) Eligibility for member discounts on registration fees for relevant events (e.g. Annual Conference and AGM, workshops and trainings).

5. Membership Responsibilities

Members will be expected to demonstrate:

- a) Commitment to collaboration and sharing of information for the benefit of other members of the network;

- b) Commitment to improving the lives of women and children; and
- c) Participation in CanWaCH governance, including attendance at AGM (or designation of proxy).

6. Membership Participation

- a) Representation
Members shall appoint one (1) representative to act on their behalf and exercise their rights as members. Unless otherwise specified, the Executive Director or CEO of the member organization shall act as the representative. Written or electronic notification of any subsequent changes shall be provided to the CanWaCH Secretariat.
- b) Voting Rights
A member may, through its representative or appointed alternate, participate in all CanWaCH member meetings, and have one (1) vote.

7. Membership Termination

As outlined in the bylaws of the corporation, membership shall be terminated if: a member no longer fulfils the criteria for membership; is expelled in accordance with Section 8, Discipline of Members; or a member is liquidated or dissolved. A terminated member may appeal this decision to the Board of Directors.

8. Discipline of Members

As per CanWaCH By-Law 18, the Board of Directors will hold the authority to expel or suspend any member, if:

- a) Members or associates violate the articles, bylaws or written policies of CanWaCH;
- b) Their conduct is deemed detrimental to CanWaCH's operations;
- c) Any other reason that the Board views as reasonable, given the purposes of CanWaCH.

The Executive Director, or Board approved designate, will provide 20 days' notice of suspension or expulsion in writing. Members will have the right to written appeal to the Executive Director within those 20 days. The Board will have an additional 20 days to review the appeal. Decisions by the Board will be final, with no right to further appeal.

9. Membership Cessation

If a member wishes to withdraw its membership to CanWaCH, it shall notify the CanWaCH Secretariat in writing of its intent. Upon receipt, membership will cease.

No fee refund will be granted, except by special resolution by the Board of Directors.

10. Renewal

Annual renewal of membership will operate on an opt-out procedure. Membership will be renewed annually, unless members notify CanWaCH secretariat that they would like to terminate their membership. The annual membership fee and invoicing cycle will coincide with the start of CanWaCH's fiscal year (October 1). Members can notify CanWaCH in writing of membership cessation, in accordance with Section 9 of this policy.

11. Administrative Requirements

Applicants are required to fill in a membership application form and an annual membership renewal request.

12. Fees

- a) As per CanWaCH By-Law 15, CanWaCH will provide written notice to members and associates of renewal fees. Members will have one (1) calendar month after the deadline to pay fees. If fees are not paid, membership will cease.
- b) Fees will be ratified by members at the Annual General Meeting.
- c) Members shall be deemed to be in good standing upon payment of their membership fees.
- d) Members who are unable to pay the membership fee may apply to the Secretariat to have the fee waived, on a yearly basis. Secretariat will evaluate applications based on needs assessment and rationale of member.
- e) Annual membership fees shall be based upon the following fee structure:

<u>Annual Operating Budget</u>	<u>Membership Fee</u>
Under \$5 million	\$500.00
Over \$5 million	\$1,000

13. Associates

- a) Associates are non-voting participants in CanWaCH member activities, who do not meet all criteria for full membership, as outlined in Section 1 and 2 of this policy. Associates derive benefit through their involvement in CanWaCH and, in turn, add value to the organization through their participation.
- b) Associates submit an application to the Secretariat, who vets the application. Associates are then approved by the Board of Directors.
- c) **Fee:** Associates shall pay an annual associate fee of \$100.

Additional Items Under Development

Appendix A: Membership application form

Appendix B: Onboarding package

Appendix C: Other Membership related templates and forms