

| Membership | | | |
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1 POLICY

- 1.01 PHE Canada values, embraces and is committed to promoting the principles of equity, diversity and inclusion, and will ensure that these principles are adhered to in all its activities.
- 1.02 Member classes shall be established by the Board of Directors. Changes must be approved by resolution of the Board of Directors and ratified by a special resolution of the members.
- 1.03 Member fee schedules and dues shall be established by the Executive Director & CEO in consultation with the Executive Committee. Changes must be approved by resolution of the Board of Directors.
- 1.04 Once a membership is purchased, there will be no refund.
- 1.05 PHE Canada will collect from members only that personal information for which it has obtained consent, and PHE Canada will use personal information only for those purposes for which consent has been obtained.
- 1.06 PHE Canada will maintain its database of personal member information in a secure fashion.
- 1.07 PHE Canada will not sell or trade member information to an external party unless consent for this purpose has been obtained from the members.
- 1.08 Members are expected to adhere to PHE Canada’s Code of Conduct and Ethics. Failure to adhere to the Code of Conduct and Ethics may result in suspension or expulsion from membership.
- 1.09 A membership with PHE Canada is non-transferrable.
- 1.10 A membership with PHE Canada is terminated when: a) the member dies, b) the member resigns by delivering a written resignation to the President or Secretary of PHE Canada, c) the member is expelled, d) the member’s term of membership expires, or e) PHE Canada is liquidated or dissolved.
- 1.11 Suspension of membership may be recommended by PHE Canada staff and or Board of Directors, and approved by the Executive Committee. The Board of Directors will be informed of any expulsions from membership.
- 1.12 Members have a right to formal notification of suspension or expulsion. The President, or such Officer as may be designated by the Board, shall provide 20 days notice of suspension or expulsion to the member. Members have a right to know the basis upon which suspension or

expulsion has been executed. All such decisions will be communicated to the affected member within 20 days of the decision.

1.13 PHE Canada reserves the right to refuse membership to any applicant for any reason.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to ensure that conditions of membership are clearly communicated and applied by the organization.

3 SCOPE

3.01 This policy applies to all staff, members, and the Board of Directors.

4 RESPONSIBILITY

4.01 The **ED&CEO** is responsible for:

- Reviewing and approving the consent statement for member information collection.
- Recommending to the Board of Directors Membership Rights and Benefits.
- Recommending to the Board of Directors the Code of Conduct and Ethics.
- Reviewing and recommending the suspension of any member for a period of up to one year.
- Reviewing and recommending for approval the suspension of any member for a period of more than one year or the expulsion of a member.

4.02 **PHE Canada staff** are responsible for:

- Administering the responsible collection, storage, and use of private member information.
- Administering the application of Member Consent.
- Ensuring that PHE Canada meets all of its commitments and obligations to members in good standing.
- Receiving and providing to the ED&CEO or the Independent Case Manager any complaints or information received related to members not adhering to the Code of Conduct and Ethics without prejudice.
- Recommending to the ED&CEO and Board of Directors the suspension or expulsion of any members.
- Providing formal communications to the member of any suspension or expulsion being applied.

4.03 The **Board of Directors** is responsible for:

- Reviewing and approving the Membership Rights and Benefits.
- Reviewing and approving the Code of Conduct and Ethics.
- Reviewing and approving the suspension of any member for a period of up to one year.
- Reviewing and approving all member suspensions longer than one year.
- Reviewing and approving all member expulsions.

5 DEFINITIONS

None

6 REFERENCES

[PHE Canada's Code of Conduct and Ethics](#)

7 PROCEDURES

7.01 Membership Enrolment

- (a) Membership enrolment information, including rights, member benefits, schedules, and dues are readily accessible on the PHE Canada website.

- (b) Prospective members can acquire their membership through PHE Canada's online commerce system or through direct communication with PHE Canada staff.
- (c) Within the registration process, prospective members will be asked to provide contact information and to provide consent to receive further information from the organization in the future.
- (d) Upon receipt of an application for membership, PHE Canada staff will:
 - (i) Communicate with the applicant about the decision and any fees due. Establish a receivable for the member's fees.
 - (ii) Provide the member any further information or materials, such as the Code of Conduct and Ethics, or links to such information or materials, their membership makes appropriate.

7.02 **Obtaining Additional Personal Information from Members**

- (a) The need underlying a proposed expansion of member-related personal information must be approved by the **ED&CEO**.
- (b) Plans for the expansion should incorporate the needs of all departments and may include, but not limited to:
 - (i) Email and street addresses.
 - (ii) Telephone numbers.
 - (iii) Demographic information.
 - (iv) Responses to questions related to preferences for services.
 - (v) Responses to questions related to preferences for frequency and types of communication with the member.
- (c) The request for additional information from members must be accompanied by a statement about the types of things that PHE Canada intends to use it for, and a consent mechanism for the use of the information (e.g. check box, click on an Internet site button, signature or other).
 - (i) If the members' personal information will be used for trade or sale of membership lists, this intention must be clearly stated and the member must be given the opportunity to positively consent to this use.
 - (ii) Electronic or physical records of member consents will be maintained for the duration of the membership and a period of six years following the termination of the membership.

7.03 **Resignation of Membership**

- (a) A member resigns by delivering a written resignation, by mail or electronic communication, to the President or Secretary of PHE Canada.
- (b) The resignation becomes effective when received or at the time specified in the resignation, whichever is later.

7.04 **Membership for Life Status**

- (a) Membership for Life status will be terminated upon receiving notification of member's death.
- (b) Membership for Life status will be terminated when there is no appropriate forwarding mailing or electronic communication service for a period of two (2) years.

7.05 **Member Suspension or Expulsion**

- (a) Members who are in violation of PHE Canada's Articles, By-laws, Code of Conduct and Ethics, or Policies may be recommended for suspension or expulsion by PHE Canada staff or any member.

- (i) Reports of violations should be forwarded to the ED&CEO who will investigate the facts and/or provide to the ED&CEO or the Independent Case Manager as appropriate.
- (b) Violations which put PHE Canada at legal risk or at risk of negative public relations – and is not being addressed by the ED&CEO or the Independent Case Manager – will trigger an immediate suspension of the member.
 - (i) A record of the violation, its implications, and the recommendation to suspend membership will be presented to the ED&CEO for review of the suspension and presented to the Board of Directors or Executive Committee for approval.
 - (ii) Upon approval by the Board of Directors or Executive Committee, the President, or other such Officer as may be designated by the Board, shall provide in writing or electronically twenty (20) days' notice of suspension to the member and shall provide reasons for the proposed suspension and the period of the suspension.
- (c) Violations which do not put PHE Canada at legal risk or risk of negative public relations – and is not being addressed by the ED&CEO or the Independent Case Manager – will trigger a warning to the member.
 - (i) The warning will be made in writing or electronically and will indicate the violation in question as well as the potential consequences of continued violation, vis, suspension and/or expulsion. It will also clearly indicate a date by which the violation is expected to be remedied to avoid further action.
 - (ii) After this period, if no remedy has been forthcoming, the process for suspension will be the same as in (a) above.
- (d) 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.
 - (i) In the event that no written submissions are received by the President, the President, or other such Officer as may be designated by the Board, may proceed to notify the member that the member is suspended from the membership of PHE Canada.
 - (ii) If written submissions are received within such twenty (20) day period, the Board will consider such submissions in arriving at the final decision and shall notify the member concerning such final decision. The Board's decision shall be final and binding on the member, without any further right of appeal.
- (e) If the member has remedied the violation, the member may apply to be reinstated as a member in good standing. The **ED&CEO** and Board of Directors may withdraw the suspension at any time they are satisfied in this regard.
 - (i) A record of the request, the facts of the suspension and the recommendation to reinstate the member will be reviewed and approved by the **ED&CEO**.
 - (ii) Upon approval by the **ED&CEO** and Board of Directors or Executive Committee, the member will be informed in writing or electronically of their reinstatement.
- (f) A member will be expelled if the violation is not remedied. An expulsion must be recommended by the **ED&CEO** and approved by the Board of Directors. Upon approval of the recommendation to expel a member, formal notification to the member for the signature of the **ED&CEO**. Notification of expulsion will be in writing or electronic and will state the date of the expulsion.

8 ATTACHMENTS

None