

MEMBERSHIP POLICY

Revision B

Editing note: ~~suggested deletion~~ and suggested insertion that might be subject to discussion. JH

1. Purpose

The purpose of this policy is to:

- 1.1. Maintain, safeguard and advance the distinctively Christian character, the vision, and mission of Immanuel Christian School.
- 1.2. Ensure that all applicants for Society Membership understand and support the unique Christian character of this school as described in its documents.
- 1.3. Ensure that all applications for Society Membership are handled in a manner that is fair, transparent and that guidelines are consistently applied.

2. Scope

This policy applies to Immanuel Christian School Society of the Oshawa District and Immanuel Christian School.

3. Definitions

Society: a legally constituted organization of members devoted to a common purpose, generally the improvement of some aspect of community life.

4. Accountability

The Board is responsible for enforcing this policy and appointing a Membership Committee to implement the policy.

5. Procedure

5.1. Who can be a member

ICS welcomes all potential members who fulfill the application requirements and contribute constructively to the Mission and Vision of the Society.

5.2. Types of Membership

There are two types of membership: full and associate.

5.2.1. A full member is an individual ~~or parent~~ who is a Christian and who fully subscribes to the Conditions of Membership (Appendix A) and has met all the other conditions of membership. These members are eligible to vote on all matters at the membership meeting.

5.2.2. An associate member is an individual, usually a parent, who cannot fully subscribe to the Conditions of Membership (Appendix A) but has met all other conditions of membership. ~~Associate members may vote on all matters except those involving changes to the Society's Constitution or Membership.~~ They shall not be eligible to serve on the School Board, Membership Committee or Program Committee.

5.3. Application Requirements/Fees:

5.3.1. Application for full membership follows the criteria below:

MEMBERSHIP POLICY

Revision B

- 5.3.1.1. Understanding the purpose and basis of the Society as stated in the Constitution, as summarized in the Statement of Faith and agreement with the Conditions for Membership (Appendix A)
 - 5.3.1.2. signing of the membership card
 - 5.3.1.3. having reached the age of eighteen
 - 5.3.1.4. being interviewed by the Membership Committee and deemed suitable for Membership
 - 5.3.1.5. being approved by the Board, based on the Membership Committee's recommendation and
 - 5.3.1.6. meeting one's financial commitments to the Society
 - 5.3.2. Application for associate membership follows all the above criteria except 5.3.1.1. (????? Rather there is an understanding that Immanuel Christian School will educate children per the purpose and basis of the Society according the Constitution.)
 - 5.3.3. Memberships are issued based on the school calendar year, September to August. Therefore Membership fees are due in September and expire in August.
 - 5.3.4. The annual membership fee is ~~\$100~~ 50.00. (Suggested donation of \$250. or \$100. for seniors.)
 - 5.3.5. Payments received from Parents will be assessed as tuition up to the cost per student, then assessed as membership fees as prescribed, and the remaining balance assessed as a donation.
- 5.4. Membership Duties, Rights and Responsibilities
- 5.4.1. All members of the Society are expected to become familiar with the Society and uphold the policies of the Society. Members may do so by reading Immanuel Christian School Society Structure (Appendix B) and/or by attending the annual orientation session hosted by the Membership Committee.
 - 5.4.2. Members of the Society are expected to provide volunteer time to the operations of the Society and School. Volunteer time can be defined as unpaid work for the school or school society, such as Committee assignments, fundraising assistance and general assembly attendance, or any combination of these.
 - 5.4.3. Members are expected to attend **General Membership meetings** when they are held. Exceptions are made for conflicts of duty, study, employment, or other such reasonable events that preclude attendance.
 - 5.4.4. Members of the Society are entitled to one vote and the right to speak at the General Membership Meetings.
- 5.5. Powers of the Board and its Subcommittees
- 5.5.1. The Executive Committee is tasked with the governance of the Society. This includes all matters pertaining to membership, conflict between

MEMBERSHIP POLICY

Revision B

members, finances, promotion, fundraising, buildings and grounds, transportation, general program of the School, conflict with staff, or with outside bodies when the circumstances relate directly to the members' involvement with the ICS Society. The model followed is outline in Immanuel Christian School Society Structure (Appendix B).

- 5.5.2. The Board has the power to refuse or rescind membership in the Society.
- 5.5.3. The Board will follow the directives of the Constitution and all policies.
- 5.5.4. The Board is the first appeal body for all Sub Committees.

5.6. Conditions Requiring Conflict Resolution

Matters involving conflict between members can cause division in a Society and should follow the Society's Conflict Resolution Policy and Process for Resolving Conflict and Disagreement at I.C.S.

5.7. Conditions Requiring Discipline

5.7.1. The following conditions may result in Discipline but are not limited to:

- 5.7.1.1. failure to pay fees (tuition or dues) **Note: tuition issues shouldn't fall under membership matters and membership fees should be separate from tuition fees. JH**
- 5.7.1.2. failure to volunteer
- 5.7.1.3. failure to fulfill volunteer tasks
- 5.7.1.4. as a board member, failing to fulfill Membership obligations (automatic removal from Board).

5.7.2. When an incident occurs, the following protocol shall be followed:

- 5.7.2.1. A written account of the incident(s) under question, either in the form of a submitted complaint, or as a special note recorded in the Board minutes is required. At this point, the member's name is not needed for the official minutes.
- 5.7.2.2. The member is provided notice of the charge within three (3) days of the submission if possible, or of the meeting in which the submission was first noted.
- 5.7.2.3. The member is permitted opportunity to present to the Board a response to the charge as part of a regular meeting, or at a special meeting of the Board. A maximum of fourteen (14) days is permitted for preparation of a response by the member.
- 5.7.2.4. At the Board's discretion, this response may constitute a hearing, or a further meeting may be scheduled for that purpose. An official decision from the Board will be posted within ten (10) days of the hearing. At this time, full disclosure to the members in the form of official posted minutes is required. **(When should it be announced to the full**

MEMBERSHIP POLICY

Revision B

membership and when is it a board matter and therefore only announced at the board level? JH)

5.7.2.5. The Board has the power to deliver:

5.7.2.5.1. A verbal warning.

5.7.2.5.2. A written warning.

5.7.2.5.3. Membership or privilege suspension.

5.7.2.5.4. Banned access to ICS School premises and Society functions.

5.7.2.6. All decisions of the Executive Committee are immediate and binding.

(Does this suggest the Exec has greater powers on this matter than the board? JH)

5.7.2.7. Decisions of the Board may be appealed to the general Membership either at the next scheduled meeting, or in an Emergency General Membership Meeting called in accordance with the Constitution.

5.7.2.8. Individuals who find themselves suspended from the Society, but who wish to appeal, will be considered suspended until the time their final appeal is heard.

6. Reference Documents

Membership Committee Manual, OACS, November 2004

7. Records/Forms Used

Appendix A – Membership Beliefs

Appendix B – Immanuel Christian School Society Structure

Membership Application Form/Card

Membership Interview Form

Volunteer Talent List