



Procedure	Volunteer Mississauga Brampton Caledon (Volunteer MBC)
Section	Membership
Title	Membership Policy
Date(s) of review	03/10/2017, 02/07/2019, 05/17/2022
Approval Date	12/16/2013, 05/19/2022

Purpose

The purpose of this policy is to address Volunteer MBC Membership.

Eligibility

To become a Member of Volunteer MBC, an organization must:

- Operate on a not-for-profit basis
 - As a non-profit organization or charity incorporated provincially or federally in Canada
 - As an unregistered grassroots group convened for a cause that is providing a highly needed program or service to the community
- Offer programs or services in Mississauga, Brampton or Caledon
- Be able to demonstrate good governance and the capacity to adhere to Member Responsibilities
- Successfully complete the Membership Application Form via the Volunteer MBC website

All applicants will be reviewed by Volunteer MBC staff to ensure suitability and compliance with the above requirements. Volunteer MBC holds the right to decline Membership to any applicant.

Levels and Benefits

There are three (3) Levels of Volunteer MBC Membership for not-for-profit organizations: Basic, Premium, and Enterprise. Member Organizations can access benefits in volunteer recruitment, recognition, learning, communications and more. These benefits vary based on the Membership Level. Specific services offered at each level are outlined on the [Volunteer MBC website](http://volunteermbc.org) [volunteermbc.org].

Fees and Term

Membership Fees are paid on an annual basis and vary based on Membership Level. The current fee breakdown will be shown on the Volunteer MBC website. Membership is valid for one (1) year from January 1st to December 31st and must be renewed at least fifteen (15) days prior to the end of the term for the Member to remain in good standing. If requested in advance, alternate payment schedules will be considered. Membership Fees are non-refundable.

Volunteer MBC strives to maintain low Membership fees for the benefit of the community. Reciprocal Memberships in which the applicant does not pay a fee, but instead contributes in other ways, will be considered, especially for not-for-profit organizations that do not have the capacity to pay. In such a case, the responsibilities of Volunteer MBC and the applicant would be expressed in a Memorandum of Understanding.

Responsibilities

Volunteer MBC Members uphold:

- Volunteer MBC's Vision of improving lives through volunteerism and Values of purposeful engagement, equity and inclusion, service excellence and innovative collaboration
- Volunteer MBC's [Commitment to Diversity, Equity and Inclusion](https://volunteermbc.org) [volunteermbc.org] and the [Diversity and Inclusion Charter of Peel](https://rdrpeel.org) [rdrpeel.org]
- The [Canadian Code for Volunteer Involvement](https://volunteer.ca) [volunteer.ca] and a [Decent Work lens](https://onn.ca) [onn.ca] in regard to employment and volunteer engagement practices
- The [Canadian Charter of Rights and Freedoms](https://justice.gc.ca) [justice.gc.ca] and [Ontario Human Rights Code](https://ohrc.on.ca) [ohrc.on.ca]
- All applicable municipal, provincial and federal laws, including the [Accessibility for Ontarians with Disabilities Act \(AODA\)](https://ontario.ca) [ontario.ca], [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](https://priv.gc.ca) [priv.gc.ca] and [Canada's Anti-Spam Legislation \(CASL\)](https://crtc.gc.ca) [crtc.gc.ca]

Volunteer MBC Members must:

- Contribute to the fabric of volunteerism in Peel by generating volunteer opportunities, promoting community causes, recognizing outstanding volunteers, participating in learning and networking activities, and/or sharing insights and knowledge
- Provide Volunteer MBC with accurate contact information and promptly inform of updates
- Respond to volunteer applicants and inquiries in a timely fashion
- Communicate with Volunteer MBC about challenges that may impact their capacity to engage volunteers effectively
- Pay requisite Membership Fee(s) on time
- Participate in the Volunteer MBC Annual General Meeting

Special Memberships

There are two (2) Special Membership types that are applicable to individuals rather than not-for-profit organizations: In-house Volunteers and Honorary Members. The Eligibility, Fees, Levels, Benefits and Responsibilities outlined above are not applicable to these Special Memberships.

In-house Volunteer

Volunteer MBC's own volunteers that have been active within the calendar year and added to our Active Volunteers roster will be considered Voting Members for the purposes of the Annual General Meeting.

Honorary

Occasionally, outstanding volunteers may be nominated as Honorary Members by the Volunteer MBC Board of Directors at the Annual General Meeting. These are volunteers who have helped guide Volunteer MBC and have dedicated their time, expertise and skills and who may have contributed financially to sustain our programs. Honorary Membership is a lifetime membership that entitles the Member to one (1) vote at the Annual General Meeting each year.

Annual General Meeting

Every Member Organization, In-house Volunteer Member, and Honorary Member is eligible to cast one (1) vote on each motion at our Annual General Meeting. As per the Volunteer MBC Constitution, the Annual General Meeting will be announced at least one (1) month prior to its occurrence. The meeting will provide instructions for Members on any voteable motions and how to cast a vote. Members must pre-register to participate.

Cancellation

A Member that wishes to cancel its Membership may do so by emailing membership@volunteermbc.org requesting Cancellation and by providing the reason for Cancellation. Cancellation may take up to fifteen (15) business days to take effect. Membership Fees will not be refunded.

Termination

Volunteer MBC reserves the right to suspend or terminate any Membership at any time. This may happen if the Member fails to adhere to the Member Responsibilities outlined above. A Suspension of Membership may occur to provide adequate time for Volunteer MBC to investigate or review an issue, which may lead to Termination. Membership Fees will not be refunded.

Procedure for Suspensions and Terminations

If Volunteer MBC believes there is a risk that a Member is in breach of this Membership Policy, then the following procedure will be followed:

1. Volunteer MBC issues a warning letter regarding failure to comply with the Membership Policy and a probationary notice period determined by the Executive Director, in consultation with a Board Member. Member organizations are required to provide a Quality Improvement Plan within fifteen (15) days. During this period, Membership is Suspended.
2. Upon receipt of the Quality Improvement Plan, Membership is reviewed within thirty (30) days which results in either the end of probation period (no further action required), extended Suspension, or Termination of Membership. Failure to produce a Quality Improvement Plan will result in Termination of Membership.

Procedure to Appeal Termination

Consultation with Volunteer MBC's Board of Directors is at the discretion of the Executive Director. Members who wish to appeal must do the following:

1. Submit a letter of appeal explaining why you are appealing the Suspension or Termination.
2. Provide copies of all volunteer intake policies and procedures.
3. Attend an in-person consultation with Volunteer MBC's staff.

Following the meeting, Volunteer MBC will make a final decision regarding Termination of Membership. This decision will be final and binding. More information about Suspension and Termination of Membership can be found in the Volunteer MBC [Members' FAQ](#) [volunteermbc.org].



- ☎ 905-238-2622
- ✉ info@volunteermbc.org
- 🌐 volunteermbc.org
- 📍 7700 Hurontario Street, Unit 601
Brampton, ON, L6Y 4M3

More information

Volunteer MBC maintains a [Members' FAQ](#) [volunteermbc.org] to find helpful information, so that Members can make best use of their Membership.

Volunteer MBC strives to serve its Members effectively. Members in good standing can provide feedback or make inquiries by emailing membership@volunteermbc.org.