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Procedure:	VolunteerMBC
Section:	Membership
Title:	Membership Cancellation Policy REVISED
Date(s) of review:	March 20, 2017
	February 7, 2019
Approval Date:	December 16, 2013 – ND for VMBC Board 2017

Policy:

Volunteer MBC promotes and supports volunteerism in an effort to **connect all people to meaningful volunteer opportunities**. Benefits of membership include taking advantage of our matching/referral service for volunteer placement in organizations that hold an active membership.

To ensure respectful and meaningful engagement of the volunteers take place, members that are provided with access to submit volunteer postings in the centre's on-line volunteer opportunities database (Volunteer Attract) must agree to follow the *Canadian Code for Volunteer Involvement (CCVI)* and use of their contact details, as per the *Personal Information Protection and Electronic Documents Act (PIPEDA)*. See Appendix found in the "Membership Policy" for more details on both. Members who fail to comply with the *Canadian Code for Volunteer Involvement (CCVI)* will result in the cancellation of their membership.

Procedure to Audit Membership Cancellation:

1. Volunteer MBC issues a warning letter regarding failure to comply with 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 10 days.
2. Upon receipt of the Quality Improvement Plan, membership is reviewed within 30 days which results in either the end of probation period (no further action required) or final suspension of membership.

Procedure to Appeal Membership Cancellation:

Volunteer MBC strives to make the process for membership cancellations a fair one. 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 letter of appeal with rationale for not complying with CCVI;
2. Provide copies of all volunteer intake policies and procedures;
3. Attend in-person meeting with Volunteer MBC's Executive Director and Assistant Manager of Community Engagement or designate.

Following the meeting, Volunteer MBC's will make a final decision regarding membership cancellation. This decision will be final and binding.

Procedure for Members to Cancel Membership:

Cancellation by member applies to Full Membership. In such cases, all member benefits shall cease. Member must cancel via email by December 1st if they do not wish to renew their next year's calendar membership (January-December).