



Title: **Membership Standards Policy
("The Membership Charter")** Sub'd By: Joshua Bell, Chief of Staff;
and Executive Assistant to the
President and CEO

Purview: Corporate Secretariat / Board of Directors Date of approval: 15 December 2023

Membership Standards Policy

BE IT RESOLVED that the Canadian South Asian Women's Chamber of Commerce (hereinafter "the Corporation") do adopt the "MEMBERSHIP STANDARDS POLICY" effective upon a successful vote by the Board of Directors.

1. Overview

- 1.1 WHEREAS the Corporation's governance policy requires a set standard for members who join the Corporation.
- 1.2 WHEREAS the Corporation's By-laws lay the foundations to the Corporation's governance and assist, with this Membership Charter, determining a member in good standing.

2. Adoption

- 2.1 BE IT THEREFORE RESOLVED, that the Board of Directors adopt the following Membership Standards Policy.
- 2.2 BE IT FURTHER RESOLVED, that no provisions of this policy shall override the principles set-out in the By-laws; and where there is a discrepancy between this policy and the Corporation's By-laws, the By-laws shall prevail.

Part I: Membership Status

1. Membership Requirements

- 1.1 Any individual, having met the requirements under this policy, shall be considered a "Member" of the Corporation.
 - 1.1.1. For the purposes of this policy, "Member" shall refer to both an Individual and Corporate Member, unless a provision explicitly provides exclusion of either.
- 1.2 The requirements for membership in the corporation shall be:



- (a) Paying your required membership dues to the Corporation, received by the Corporate Secretariat, by the established deadline; and
- (b) Remaining within good standing with the Corporation under Part 1, section 2 of this policy (Membership Standing).

1.3 Membership terms shall be from January 1st to December 31st of every given year.

1.3.1. The deadline for the payment of membership dues shall be:

- (a) January 15th, where an individual or corporation's membership is paid in full on a yearly basis; or
- (b) The 15th day of every given month of valid membership.

1.3.2. For the purposes of this section, "deadline" shall refer to the final day, at 23:59 PM Eastern Standard Time, on which membership dues ought to be paid to the Corporation; with receipt given by the Corporate Secretariat, to remain in good standing with the organization.

1.3.3. The Corporate Secretariat, along with other corporate partners, will notify Members no less than five (5) business days prior to the deadline of the forthcoming deadline.

2. Membership Standing

2.1 A Member shall remain in good standing with the organization, unless they fail to meet the requirements under this section.

2.2 A Member shall be considered to be in poor standing if they:

- A. Fail to make payment of their membership dues by the prescribed deadline, pursuant to the condition established in section 1.3 of this Part;
- B. Fail to attend less than one (1) scheduled meeting of their respective Chapter organization;
- C. Fail to remain in good moral status, being that the Member (i) commits an act that would bring negative appeal of themselves, and of themselves as a member of the Corporation, that would harm the reputation of the organization or (ii) is accused of committing an act that would bring negative appeal of themselves, and of themselves as a member of the Corporation, or harm the reputation of the organization; or
- D. Commit an act, or are accused of having committed an act, that could harm the reputation of the organization.

2.2.1. In any case per section 2.2. the sanctions imposed on the Member shall be determined by the President and Chief Executive Officer, on the advice of the Corporate Secretariat.



Part II: Membership Code

1. **Members Code Rights**

- 1.1 Any individual, having met the requirements under this policy, shall be considered a "Member" of the Corporation.

1.1.1. For the purposes of this policy, "Member" and "Members" shall refer to both an Individual and Corporate Member, unless a provision explicitly provides exclusion of either.

The Members recognize that membership in the Corporation brings with it a set of obligations and responsibilities which are essential to protecting the work and brand of the chamber while working to ensure that South Asian women owned businesses are pushed to the front of our communities.

- 1.2 The Members understand that failure to comply with the Membership Code or any section of the Membership Charter could result in the termination of membership.

2. **Support of Corporation Mission, Values, and Purpose in Membership**

- 2.1 Any Member having joined the Corporation supports the values, mission, and purpose of the Corporation as set out in our By-Laws, Governance Policy, and Strategic Plan(s).

- 2.2 The goals of the Corporation through Members shall be:

- A. To create a network of South Asian women business leaders, for the support, collaboration and assistance across communities.
- B. To advocate for South Asian women business leaders at the federal, provincial, territorial and municipal governments, on issues relating to domestic business, government funding, foreign affairs and immigration, women and gender equality, and other applicable policy areas.
- C. To advocate for issues that are intersectional to South Asian women, or affect any partner organizations.
- D. To set out standards for businesses owned and/or operated by South Asian women, to foster a sense of collaboration and unification amongst various business areas.
- E. To promote small, medium and large businesses owned and/or operated by South Asian women across Canada to provide a space for the promotion of goods and services in the South Asian community.



3. **Member Responsibilities**

- 3.1 Any Member having joined the Corporation shall:
- A. Maintain the highest standards of conduct and act with integrity and dignity when interacting with partners, the public, and other Members of the Corporation.
 - B. Conduct professional activities in a respectable manner which positively reflects the business community.
 - C. Support and promote the Goals and Mission of the Corporation.
 - D. Respect the reputation and work of the Corporation.
 - E. Actively participate in or contribute to the Corporation where appropriate and lend my/our professional experience and expertise to other Members.
 - F. Help support the development and growth of Ontario South Asian Women owned businesses.
 - G. Respect the confidentiality requirements (private membership) and all other policies of the Corporation.
 - H. Promote a safe working environment, free from harassment, abuse or discrimination within my own workplace, business, and in the greater business community.
 - I. Act in accordance with the laws, rules and regulations of Canada.
 - J. Abide by the by-laws and any other published and approved guidelines of the Corporation.