

Toronto Community Benefits Network (TCBN) Membership Policy

Approved by: Board of Directors

Effective Date: June 24, 2026

Policy Owner: Board of Directors

Authority: This Policy is established in accordance with the Ontario Not-for-Profit Corporations Act, 2010 ("ONCA"), the Articles and By-laws of the Toronto Community Benefits Network ("TCBN") and shall be interpreted consistently with those governing documents. In the event of any conflict, the By-laws and ONCA shall prevail.

1. Purpose

The purpose of this Membership Policy is to establish a transparent and consistent process for the admission, renewal, participation, and termination of TCBN members, while ensuring compliance with the Corporation's By-laws and ONCA.

2. Membership Classes

TCBN shall maintain the following classes of membership as set out in the By-laws:

- Labour Membership
- Community Membership
- Labour Education Centre Membership
- Social Enterprise Membership

The rights, privileges, voting entitlements, and admission requirements for each class of membership shall be as set out in Article 5 of the By-laws and shall not be altered by this Policy.

3. Eligibility

Membership is open to organizations and groups that fall within one of the membership classes established in the By-laws, including:

- Labour organizations;
- Community organizations and groups;
- Labour Education Centres; and
- Social enterprises.

All applicants must agree with the Vision and Commitment listed in the Foundation Document dated May 22, 2013, as amended from time to time, in accordance with the By-laws.

Membership is held by the organization, not by an individual representative.

4. Membership Application Process

4.1 Application Submission

Organizations seeking membership shall:

1. Complete the prescribed online membership application form, https://www.communitybenefits.ca/member_intake_form;
2. Provide the written direction required under Article 5 of the By-laws confirming agreement with the Vision and Commitment listed in the Foundation Document; and
3. Ensure the application is authorized by an individual with decision-making authority on behalf of the applicant organization.

Membership shall be provided without membership fees unless otherwise determined by the members through amendment of this Policy or the By-laws.

4.2 Review Process

Membership applications shall be reviewed through the following process:

1. The Management Team reviews the membership application and provides a recommendation to the Executive Director.
2. The Executive Director reviews the Management Team's recommendations and provides a recommendation to the Board of Directors.
3. The Board of Directors reviews the Executive Director's recommendation and provides a recommendation to the membership.
4. The membership reviews the Board's recommendation at the beginning of a duly called General Meeting.
5. Membership shall be admitted upon approval by ordinary resolution of the members present and entitled to vote at the General Meeting.

Upon approval, the applicant organization shall be entered into the membership register maintained by the Corporation.

5. Membership Term

In accordance with Article 7(b) of the By-laws:

- The term of membership shall be two (2) years.
 - Membership may be renewed in accordance with this Policy.
 - The membership term shall commence on the date membership is approved by the members.
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6. Membership Renewal

6.1 Renewal Eligibility

A member in good standing may renew its membership upon expiration of its two-year term.

6.2 Renewal Process

Prior to the membership's expiration, TCBN shall notify the member of the upcoming expiry.

To renew membership, the member shall:

1. Confirm continued agreement with the Vision and Commitment listed in the Foundation Document;
2. Confirm current organizational contact information; and
3. Submit any renewal documentation requested by TCBN.

Renewals shall be reviewed and approved through the same process established for new memberships unless the Board determines that an administrative renewal process is appropriate and consistent with the By-laws.

7. Member Participation and Good Standing

Members are encouraged to actively participate in the activities, meetings, committees, consultations, and initiatives of TCBN.

A member shall be considered in good standing when it:

- Continues to meet the eligibility requirements for its membership class;
 - Maintains current contact information with TCBN; and
 - Has not had its membership suspended or terminated in accordance with the By-laws.
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8. Inactive Membership

For the purpose of this Policy, inactivity means the absence of meaningful participation by a member organization for a continuous period of two (2) years, including but not limited to:

- Failure to attend General Meetings;
- Failure to participate in TCBN activities, committees, consultations, or initiatives; and
- Failure to respond to membership communications regarding renewal or continued participation.

Prior to the expiration of a membership term, TCBN shall make reasonable efforts to contact inactive members regarding renewal.

Where a member has remained inactive for two (2) years and does not renew its membership, the membership shall cease upon expiry of the membership term in accordance with Article 7(b) of the By-laws.

9. Resignation

Members may resign in accordance with Article 6 of the By-laws by delivering a written resignation to the Corporation and lodging a copy with the Secretary.

A resignation shall become effective upon acceptance by the Board of Directors.

10. Termination of Membership

Membership shall terminate in accordance with Article 7 of the By-laws, including:

1. Upon the death or dissolution of the member;
2. When the member's period of membership expires;
3. When the member ceases to be a member by resignation or otherwise in accordance with the By-laws; or
4. Upon removal by special resolution of the members passed by at least two-thirds (2/3) of the votes cast at a special meeting, provided the member is granted the opportunity to be heard.

No provision of this Policy shall limit or alter the rights of members under Article 7 of the By-laws.

11. Membership Records

TCBN shall maintain a current register of members in accordance with ONCA and the By-laws, including:



- Organization name;
 - Membership class;
 - Primary organizational contact;
 - Date of admission;
 - Membership expiry date;
 - Renewal status; and
 - Membership standing.
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12. Policy Review

This Policy shall be reviewed periodically by the Board of Directors to ensure continued compliance with ONCA, TCBN's By-laws, and the operational needs of the Corporation.

Any amendments to this Policy shall be consistent with the rights and obligations established in the By-laws and applicable legislation.