

Canadian Polish Congress Policy on Membership Fees

Obligation to pay fees:

- 1.1 Members are required to pay an annual membership fee.
- 1.2 The membership fee shall be paid by June 15 in each year, for the calendar year.
- 1.3 The membership fee is comprised of an administration fee, a Head Office component and a District component. The Head Office component and the District component are calculated on the basis of the Official Membership (being the number of individual members) of each Member of the Congress.
- 1.4 The membership fee is payable directly to the Head Office of the Congress.
- 1.5 Providing that the District has met its obligations under par. 10.07 of the General Operating By-Law of the Canadian Polish Congress, the Board will remit to the District an amount equal to the District component of all membership fees collected in respect of Members or Branches of Multi-level Organization Members assigned to the District in accordance with the following schedule:
 - (a) Fees received on or before June 15 in each year will be forwarded to Districts by July 15 of that year;
 - (b) Fees received on or after June 16 will be forwarded within 30 days of receipt by Head Office.

Amount of Fees

- 2.1 As approved by the Members on October 17, 2014, the membership fee shall be the sum total of the components calculated as follows:
 - (a) An administration fee of \$50.00 per Member, and where the Member is a Multi-level Organization, an additional \$50 for every branch in excess of one (1);
 - (b) A head office component of \$7.00 multiplied by the Official Membership of the Member; and

(c) A District component of \$3.00 multiplied by the Official Membership of the Member.

2.2 As approved by the Members on October 17, 2014, the reduced fee for Members who are determined by the Board to be a Youth Organization shall be as follows:

- (a) An administration fee of \$25.00 per Member, and where the Member is a Multi-level Organization, an additional \$25.00 for every branch in excess of one (1) that has been determined to meet the criteria of a Youth Organization;
- (b) A Head Office component of \$1.00 multiplied by the Official Membership of the Member; and
- (c) A District component of \$1.00 multiplied by the Official Membership of the Member.

Procedure:

3.1 The Secretary will cause a notice of payment to be sent from the Head Office to each Member and its Branches, to the e-mail (or postal) address(es) set out in the Member's Annual Membership Form from the previous year, on or before April 15 in each year. A reminder notice will be sent on or about May 15 in each year.

3.2 Each Member will remit the membership fees for the year directly to the Head Office of the Congress at 3055 Lake Shore Blvd West, Toronto, ON M8V 1K6, no later than June 15 of each year.

3.3 An **Annual Membership Form**, found on the CPC website, must accompany the membership fee payment for the Member.

3.4 A late payment fee of \$25 will apply to membership fees paid after June 15 and before September 1 in each year.

Suspension of Member for non-payment of fees:

4.1 A Member who has not paid its membership fees for the year before September 1 in that year is suspended, and loses its right to vote at Meetings of

Members. Notice of suspension will be sent to the Member electronically to the most recent e-mail address on record with the Congress and by regular mail to the last mailing address registered by the Member with the Congress. The suspension of a Member for non-payment of fees shall be lifted upon payment of all membership fees owing by the Member plus a reinstatement fee of \$50.00.

Termination for non-payment of membership fees

5.1 When a Member has not paid fees in respect of two (2) consecutive calendar years, the Secretary will send a notice of pending termination to the Member before January 31 of the year immediately following the two years for which payment has not been made, advising the Member that unless all outstanding fees including penalties and reinstatement charges, together with completed Membership Forms for the two previous years, are received by the Congress before March 31, the Member's membership in the Congress will be terminated effective March 31 in that year.

5.2 In the event that the Member continues to be in default as set out in par. 5.1, the Secretary will send a Notice advising the Member that its membership has been terminated within 15 days after March 31, and setting out the availability of an Appeal.

5.3 A Member whose membership has been terminated for non-payment of membership fees must re-apply for membership in the Congress in accordance with the GOB and applicable policies.

Policy passed September 8, 2014; Confirmed February 2, 2015, with amounts approved by AMM.