



Membership Policies

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Purpose

The purpose of the Membership Policy Section is to outline the following policies:

- M1. Duration of Memberships
- M2. No Dual Memberships
- M3. Types of OPIRG Brock memberships
- M4. Annual membership fees
- M5. Memberships Rights
- M6. Membership Privileges
- M7. Membership Responsibilities
- M8. Removal of an OPIRG Brock Membership

Definitions needed for reading the Membership Policies

- OPIRG Brock
 - The Niagara-based chapter of the Ontario Public Interest Research Group.
- OPIRG Brock team
 - The OPIRG Brock Board of Directors
 - The OPIRG Brock staff members (unionized and non-unionized)
 - OPIRG Brock volunteers
- Member-in-good-standing
 - A person, organization, or business who has paid the annual membership fee and opted-in through individual choice or as a member of an Organizational Opt-In labour union or community group;
 - A person, organization, or business who has never lost their membership status based on a violation of the OPIRG Brock Safer Space policy or any other OPIRG Brock policies;
 - A person, organization, or business who has never lost their membership status due to legally putting the future of OPIRG Brock at risk;
- Memorandum-of-Understanding (MOU)
 - A contractual agreement between OPIRG Brock and a labour union or community organization which facilitates a mutually agreeable terms of a financial contract;
- Sustainer Programs
 - These are fundraiser programs used by OPIRG Brock to ensure ongoing financial support from the community;
 - Currently OPIRG Brock uses Patreon and membership agreements as our primary Sustainer Programs;

Policy M.1. : Duration of Memberships

M.1.1. Duration of Individual Memberships

- Upon the approval of an OPIRG Brock membership, the duration of an OPIRG Brock membership lasts until 11:59pm on December 31st of that year.

M.1.2. Duration of Collective Opt-In Memberships

- In the case of an Organizational Collective Opt-In Membership, the duration of this type of Membership lasts from 00:00 on January 1 each year until 11:59pm on December 31st of that year.

Policy M.2. : Ineligibility for membership

M.2.1. No Dual Memberships

- Any person who is a member of another Chapter of the Ontario Public Interest Research group is not eligible for membership in the Chapter.

M.2.2. OPIRG Staff

- OPIRG Brock staff members, unionized and non-unionized, are ineligible to hold an OPIRG Brock membership during the duration of their position
- Any OPIRG Brock member who becomes a staff member, unionized and non-unionized, will immediately lose the rights and privileges of their OPIRG Brock membership
- To volunteer with OPIRG Brock, unionized staff members who have been laid off, can access an Individual Community Access Membership during the duration of their layoff
 - Member rights and privileges will be immediately terminated upon conclusion of the layoff period

M.2.3. Banned individuals

- Any person banned from a OPIRG events, spaces, and memberships will be ineligible for an OPIRG Brock membership in future years, subject to the discretion of the OPIRG Brock Accountability Committee

Policy M.3. : Types of members

Due to a wide variation in processes for how a person can become an OPIRG Brock member, the types of memberships are as follows:

M.3.1. Type A: Individual memberships

- An individual community member is any undergraduate student, graduate student, or non-student who has access to the rights & responsibilities of an OPIRG Brock member. Individual Memberships can be acquired through one of the following processes:
 - **M.3.1.1. Community Membership Opt-In Form**
 - This type of membership is acquired by completing the annual OPIRG Brock Membership Opt-In Form (online or hard copy), having your form submission reviewed by the OPIRG Brock Board of Directors to ensure the future member would be a member-in-good-standing. Following this review, the future member will receive confirmation, and receive the steps for payment of the annual membership fee.
 - All people who sign up through OPIRG Brock sustainer programs will receive an email with the steps for accessing this type of membership.
 - Due to internal financial processes and Board composition, high school students, college & university students, and graduate students will be asked to indicate if they are a student on the Opt-In Form
 - **M.3.1.2. Organization Collective Opt-In**
 - This type of membership is acquired through a standing financial agreement between a campus or community organization or union and OPIRG Brock. With this form of membership, all members are immediately opted-in at the beginning of the agreement, and memberships are renewed on January 1st of each year for the duration of the agreement. People who retain their memberships in this way, will need to register their memberships by September 13th of each year, in order to vote in the annual elections and the Annual General Meeting;
 - **M.3.1.3. Ex-officio members**
 - This type of membership applies to the following groups:
 - Any unionized staff member with a current contract at OPIRG Brock or any other chapter of a Public Interest Research Group, both within and outside Ontario;
 - Any non-unionized staff member with a current contract at OPIRG Brock or any other chapter of a Public Interest Research Group, both within and outside Ontario;
 - In registering their membership, an ex-officio OPIRG Brock member recognizes that they waive their right to vote at the OPIRG Brock Annual General meeting, any other members meeting that happens throughout the year, even when they

attend, but retain speaking rights on matters relevant to the OPIRG Brock membership;

- In registering their membership, an ex-officio OPIRG Brock member recognizes that they waive their right to joining the OPIRG Brock Adhoc Members Committee;
- In registering their membership, an ex-officio OPIRG Brock member recognizes that they waive their right to run for the OPIRG Brock Board of Directors position;
- If an ex-officio member was considered an Individual Member prior to taking on their contract, their membership status should be adjusted accordingly. Upon the completion of their contract, an Ex-officio member's OPIRG Brock membership will be returned to the status it held prior to the start of the now-completed contract.

M.3.2. Type B: Organizations/ Business Memberships

- An organization or business membership allows for an organization or a business to access the same member rights and responsibilities as an individual membership. This membership is acquired through participating in at least one of the OPIRG Brock sustainer programs. Upon participating in an OPIRG Brock sustainer program, the organization or business will be submitted to the OPIRG Brock Board of Directors to ensure the organization or business would be considered a member-in-good-standing.

Policy M.4. : Annual membership fees

M.4.1. Individual Memberships

The annual membership fee for Individual Memberships using the annual OPIRG Brock Membership Opt-In Form are as follows:

M.4.1.1. Individual Membership

- = \$10-\$20, sliding scale

M.4.1.2. Individual Community Membership

- = \$0

M.4.2. Sustainer Programs

- Members who pay their annual membership fee through any of the OPIRG Brock's sustainer programs will not be required to pay the fees outlined in Article M.4.1.

M.4.3. Organization Collective Opt-In Memberships

- The annual membership fee for Organization Collective Opt-In Memberships is based on the Memorandum of Understanding between OPIRG Brock and organization or union providing continued financial support to OPIRG Brock.

Policy M.5. : Member Rights

M.5.1. Legal Rights

In accordance with the legal frameworks, all members, in their participation with OPIRG-Brock, have:

- The right to equal treatment regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including gender identity and pregnancy), sexual orientation (including sexual preferences or practices), age, record of offences, marital status, family status, disability (covering a broad range and degrees of conditions, some visible, some not), financial status, physical size, employment within the sex work industry, or number of hours committed to other employment.
 - Have the responsibility to uphold these same rights of other people.
 - Have the responsibility to act prudently; that is, within the law and in a fashion which does not jeopardize OPIRG-Brock.
- Have the responsibility to maintain the credibility of the organization, at least to the extent of ensuring that all factual claims made in public, in advance of being made in public, are supported by research which could withstand reasonable scrutiny.
- Are strongly encouraged to request and/ or participate in mediation activities should a conflict arise.

M.5.2. Accessing Member Information

- M.5.2.1. Membership Information
 - Upon receipt of an OPIRG Brock membership of any type, the member will receive an information of the rights & privileges of an OPIRG Brock Membership
- M.5.2.2. Regular updates
 - OPIRG Brock Members will receive regular updates from the OPIRG Brock Team, with a minimum of three members' newsletters annually
- M.5.2.3. Accessing OPIRG Brock Policies
 - OPIRG-Brock policies are available at all times for members to read in

the OPIRG-Brock Alternative Resource Centre and are introduced at Orientation Sessions. If any member requires a copy of a policy this will be supplied to the member at no charge. Staff and Board of Directors are always available to explain policy if the need arises. It is the responsibility of members and volunteers to be familiar with OPIRG-Brock policy, although staff and Board of Directors will work to ensure all volunteers are introduced to policies.

M.5.3. Participating in the OPIRG Brock AGM

- M.5.3.1. Voting on OPIRG Brock AGM Motions
 - All OPIRG Brock members have access to one vote on each motion and proposal presented at the OPIRG Brock Annual General Meeting (AGM).
 - The agenda components of the Annual General Meeting is outlined in policies related to the OPIRG Brock Annual General Meeting Standard Agenda Points
- M.5.3.2. Voting in OPIRG Brock Election
 - All OPIRG Brock members have access to one vote in the annual OPIRG Brock Board of Directors' elections.
 - The election protocols for the OPIRG Brock Board of Directors' elections is outlined in policies related to OPIRG Brock Board of Directors Elections
 - Members running in the OPIRG Brock Board of Directors Election maintain their individual vote, and are able to vote for themselves if they so choose

M.5.4. Run for election in the OPIRG Brock Board of Directors

- All OPIRG Brock members legally eligible to run for a Board of Directors position are able to complete an Board of Directors Nomination Package to the OPIRG Brock CRO, with the following exceptions:
 - Any OPIRG Brock member under the age of eighteen (18) years old;
 - Subject to the Board of Directors discretion, as consulted with by the CRO, any OPIRG Brock member who in a previous year had their membership removed for one or more of the reasons outlined in Policy M.8: Removal of an OPIRG Brock Membership
- The application process for the Board of Directors election is outlined in policies related to OPIRG Brock Board of Directors Elections

M.5.5. Applying for appointment to the OPIRG Brock Board of Directors

- All members-in-good-standing have the right to apply for appointment during a callout process. See policies related to “Board Appointment” for the protocols related to being appointed to the Board of Directors.

M.5.6. Filing Incident Reports, Proposals, and Suggestions

M.5.6.1. Filing Concerns

- All members and non-members are able to anonymously file concerns using the OPIRG Brock Incident Report and filed to the OPIRG Brock Board of Directors Accountability Committee.
- For anyone unable to file an online Incident Report, they are able contact the OPIRG Brock Board of Directors and meet with a member of the Accountability Committee
- Upon receipt of an Incident Report, the Accountability Committee will follow the instructions within the Incident Report on how to ensure clear follow up and accountability aligned with OPIRG Brock’s policies.

M.5.6.2. Filing a Proposal to the Board of Directors

- All members are able to submit a Project, Collaboration, and/or Funding Proposal using the OPIRG Brock Project Proposal Form to the OPIRG Brock Board of Directors
- Member proposals will be reviewed at the next soonest Public Board Meeting, and decisions will be followed up on within a timely manner.

M.5.6.3. Filing Suggestions

- All members are able to submit a suggestion to OPIRG Brock using the OPIRG Brock Suggestion Form
- Suggestion submissions will be reviewed internally, and where necessary , and decisions on suggestions will be followed up on within a timely manner.

Policy M.6. : Member Privileges

M.6.1. Accessing the Niagara Skills Network

- All OPIRG Brock members are immediately opted into the services, materials, and events provided by the Niagara Skills Network as they become available

- The Niagara Skills Network (NSN) is a cross-sector network of arts organizations and companies, labour unions, social justice organizations and grassroots collectives, and frontline service providers working to foster stronger ties among the Niagara Region. Built on a three (3) tiered structure of Education & Training, Networking, and Resource Sharing, members of the NSN will be able to tap into an increasing number of support options for growing initiatives.
- The NSN phases are continually being established and grown, and as such will be available to member
- Some potential services members will be able to access include a Niagara-Region wide Facilitator Training, Annual Trainings and Workshops, Centralized Community Calendar, etc.

M.6.2. Accessing OPIRG Brock Button Maker

- An OPIRG Brock member is able to use the OPIRG Brock Button Maker to make up a maximum of twenty (20) buttons for free annually.
- Any buttons needed to be made additional to the free buttons annually will be charged at a rate of \$0.50 per button.
- Use of the button maker will be tracked by the OPIRG Brock team using the OPIRG Brock Tracker Form

M.6.3. Regular Membership Newsletter, Updates & Communications

- The OPIRG Brock team will send members will receive a minimum of three (3) newsletters in the duration of a year
- OPIRG Brock members will receive regular update emails about upcoming events, volunteer opportunities, community support callouts, etc.
- Upon receipt of membership, all members will receive the list of various social media platforms that OPIRG Brock

M.6.4. Accessing to complimentary OPIRG Brock Raffle Ticket

- All OPIRG Brock members will be able to access one free entry to any OPIRG Brock fundraising raffle
- All OPIRG Brock raffles will be advertised to OPIRG Brock members with sufficient time to register for complimentary entry

Policy M.7. : Member Responsibilities

M.7.1. Member-in-good-standing

- An OPIRG Brock Member-In-Good-Standing is defined as an individual, organization, or business who completes one of the processes outlined in Policy M.3. - Types of Memberships,
- Additionally, a potential member is approved as a Member-In-Good-Standing as long as they have:
 - Been reported to the OPIRG Brock team as in violation of it's Safer Space Policy an
 - Provided information from past membership or information related to their connections to Niagara, social justice activism, OPIRG Brock or any other PIRG chapter, and/or interest in being an OPIRG Brock member
- Has follow through on payment of the annual OPIRG Brock and/or communicated to the OPIRG Brock Team about any changes to their type of membership dues

M.7.2. Upholding Policies, Images & Security

- OPIRG Brock members are responsible for having a clear understanding of the organization's policies as they apply to their interactions of OPIRG Brock
- OPIRG Brock members are responsible for upholding the image and/or security of OPIRG Brock on a basis of misinformation or malintent

Policy M.8.: Removal of an OPIRG Brock Membership

- The removal of an OPIRG Brock status is subject to the OPIRG Brock Board of Directors and applicable processes, and will be facilitated through the OPIRG Brock Accountability Committee
- The status of a member-in-good-standing can only be removed under the following circumstances:
 - A member is reported to the Board of Directors Accountability Committee as in violation of one or more of the OPIRG Brock Policies
 - A member is reported to the Board of Directors Accountability Committee as comprising the image and/or security of OPIRG Brock on a basis of misinformation or malintent
- In addition to removing an OPIRG Brock Membership, the Board of Directors Accountability Committee has the ability to:

- Issue a verbal and written warning to the member(s) reminding them of relevant OPIRG-Brock policies and cautioning them that continued violation will result in further action for accountability
 - Request an in-person meeting between representatives of the Board, staff and member(s) or volunteer(s). Any volunteer(s), member(s), event participants or other people negatively affected by the policy violation may also be included.
 - Provide a list a relevant resources to the member(s) as a form of communal education and accountability, in addition to other accountability steps
 - Ban the member(s) from the OPIRG-Brock events, spaces, and holding an OPIRG Brock membership in future years
 - Take other action deemed appropriate by the Board, where applicable (i.e. Legal action).
- Any person who has their OPIRG Brock membership that has been removed permanently, but gets opted in through an Organization Collective Opt-in in future years will be automatically opted-out at the beginning of the new year through the opt-out processes outlined in MOU between OPIRG Brock and the organization or union they were opted-in through