

**OCTEVAW COCVFF**  
SPEAK OUT. TAKE ACTION. MAKE CHANGE

## **Membership Policy**

April 2015

# Mission, Vision and Values Statement

## Mission

OCTEVAW is a Coalition of organizations and individuals dedicated to ending violence against women and, through leadership, education, advocacy and political action, to promoting a coordinated response to women and their children who have experienced abuse.

## Vision

OCTEVAW aspires to a future in which:

- no woman in our community need fear for her safety and well-being, or that of her children;
- respect for the inherent worth and dignity of all women is reflected in our public institutions;
- all members of the community are united in supporting efforts to ensure a permanent end to violence and abuse of women and their children in Ottawa.

## Values

In working collaboratively to achieve equality of rights, fair access to services and resources, and social justice for women and their children who have experienced abuse, OCTEVAW adheres to feminist, anti-racist, anti-oppression and pro-choice principles, and is committed to celebrating diversity, inclusiveness and the dignity of all women and their children.

## Composition of Membership

The Ottawa Coalition to End Violence Against Women's (OCTEVAW) Membership consists of representatives from key sectors who have come together to promote a coordinated response to women and their children who have experienced abuse. Our membership includes a cross-section of women abuse and rape crisis workers, social service workers, child protection workers, hospital workers, police and other justice representatives, academic researchers and other concerned community members. The specific conditions for Membership are contained in the By-Laws (see Appendix 1).

OCTEVAW welcomes participation and input from all sectors and from all people. We are especially dedicated to ensuring accessibility and inclusivity of all women, including survivors of violence.

## Non-Voting Participant Agencies:

Non-voting participant agencies also work with OCTEVAW members to achieve our mission and vision. These agencies provide important liaison and communication between the membership and key levels of government and services at the local and provincial levels.

- City of Ottawa - Ottawa Public Health
- City of Ottawa - Social Services Department
- Council on Aging of Ottawa
- Crime Prevention Ottawa
- Crown Attorney's Office
- Ministry of Community Safety and Correctional Services - Probation and Parole
- Ottawa Community Housing
- Ottawa Police Service, Partner Assault Unit
- Ottawa Police Service, Sexual Assault and Child Abuse Unit
- Ottawa Police Service, Victim Crisis Unit
- Victim Witness Assistance Program

## Roles

OCTEVAW provides to its membership a forum for inter-agency and inter-sectoral problem solving, mutual accountability, development of pilot projects and initiatives to provide a more effective response and can hold abusers accountable and protect safety for survivors/victims and their children. OCTEVAW, its Membership and Committees promote a more consistent, integrated and culturally competent approach to woman abuse. While OCTEVAW staff are responsible for following through on

aspects of the implementation of membership decisions and recommended actions, members do not have authority over OCTEVAW staff. This responsibility falls within the purview of the Board of Directors (for the Executive Director) and the Executive Director (for other OCTEVAW staff).

## Membership Conditions

As described in our bylaws, membership in the Corporation shall be available to persons interested in furthering the Corporation's purposes and who have applied for and been accepted into membership in the Corporation by resolution of the Board or in such other manner as may be determined by the Board and which:

- is a non-partisan, non-profit organization located in the City of Ottawa or surrounding regions which, by its stated purpose, objectives, programs and or/actions demonstrates that it is working to end violence against women (VAW) and/or their children; or
- is an individual residing in the City of Ottawa or surrounding regions that has demonstrated a commitment to ending violence and/or abuse against women and their children and is engaged in activities aimed at achieving these goals or the protection of women and child victims; and
- agrees to support the Corporation in achieving its purposes and objectives and agrees with the principles enunciated in the Articles, By-Laws and the Corporation's Mission, Vision and Values Statement.

All members are subject to the organization's By-Laws, Appendix 1 below includes By-Law information specific to membership. The full By-Laws can be found on our website.

Membership is for 1 year, and organizational membership dues are \$40 per year, and individual membership dues are \$25, with cheques payable to the Ottawa Coalition to End Violence Against Women, and contribute to the organization's operational funds. Please note that, according to OCTEVAW By-Laws, any member that has not paid any dues owing by the beginning of a Meeting of the Members shall not have the right to vote at such meeting.

## Benefits of Membership

1. Taking an active role in helping to prevent and ultimately end violence against women.
2. Participation on our **Standing Committees** with diverse member agencies.
3. Participation in the development and delivery of OCTEVAW **prevention programming**, where relevant and interested.

4. Use of **OCTEVAW's website and social media resources**, including being listed as a member organization on the website, as well as having **events** whose purpose aligns with the mission and vision of Coalition posted on the site's community calendar events.
5. Opportunities to **raise awareness** of VAW issues in the community.
6. Opportunities to participate in **professional development** sessions within the limits of our resources, and receive support in the fulfillment members' roles as VAW workers.
7. Speaking with a **unified voice**, providing a focus for **advocacy** on VAW issues and working towards a **coordinated response** to violence against women, including all forms of sexual violence.
8. **Networking** opportunities for members through participation in committees and other working sessions throughout the year.
9. **Sharing** of resources, information and knowledge.
10. The right to vote at OCTEVAW's Annual General Meeting.
11. Participation in setting the **strategic direction** of OCTEVAW.
12. Increased **media presence** and response to VAW incidents in the community.
13. Opportunity to identify and learn about shared **best practices and trends** in the VAW sector in the community.
14. Opportunity to share member experiences of working within sector with community agencies and decision-makers (i.e. Police & courts at Justice Committee).

## Standing Committees

OCTEVAW works towards its goals by welcoming member agencies, ex-officio participants (including honorary and non-voting participants), individual members and women survivors of violence to sit on and contribute to our Standing Committees.

Each Standing Committee is dedicated to the principle that its work must encompass all forms of violence against women, including domestic abuse and sexual violence, and embrace women in all their diversity.

**Strategic alignment and work plans:** The Standing Committee efforts must align with, and support the aims of the Coalition and correspond to the priorities and strategic plan outlined by the membership. This includes identifying issues and systemic problems and developing strategic priorities, in harmony with OCTEVAW's strategic plan. These priorities are then to be incorporated into an annual work plan, including timelines and costs, for the approval of the Board of Directors.

**Inter-relationship of committees:** The committee members acknowledge the inter-relationship of the work and priorities of all OCTEVAW committees and of the Coalition. Each committee is expected to hold regular meetings with issue-based agendas. All OCTEVAW members are encouraged to participate not only on committees of particular interest to them, or to which they bring pertinent skills, but on every committee, on a rotating basis.

### ***Accessibility and Outreach Standing Committee***

This committee is currently under review. The mandate of the Accessibility and Outreach Committee is to work strategically to reduce barriers for membership and to coordinate and conduct an action plan for inclusivity efforts on behalf of OCTEVAW.

**The committee is a forum for its members to:**

- Outreach to community members, agencies and other potential stakeholders regarding OCTEVAW's mandate and mission.
- Outreach to previous, current and potential members regarding membership possibilities.
- Identify where barriers exist with OCTEVAW's policies and procedures and work to reduce these barriers.
- Focus on the inclusivity and diversity of the membership.
- Focus on internal communications, the members-only section of the website and the professional development of Coalition members.
- Organize internal and external networking activities, events and fundraiser where appropriate

**These goals are accomplished by:**

- Compiling a list of previous, current and potential members.
- Creating outreach packages, a PowerPoint presentation and less formal presentation items as needed for outreach purposes.
- Outreaching to these agencies and individuals by email, phone, in person, through presentations and presence at relevant community events.
- Identifying the needs of potential stakeholders within the mandate of OCTEVAW and offering constructive ways to address them.
- Creating an accessibility check-list if appropriate for use within OCTEVAW's governance structure.
- Tracking what gets posted on the members-only site and maintaining efficiency.

**Membership of this Committee:**

- Suitable for members who are interested in the work of the Committee as described above

- Encouraged for members who bring advocacy and public engagement skills to teach and to share as well as members who want to learn such skills
- Encouraged for women survivors of violence

## ***The Advocacy & Public Engagement Standing Committee***

The mandate of the Advocacy & Public Engagement Committee is to work strategically to effect positive change through collective action and to coordinate and conduct advocacy and communication efforts on behalf of OCTEVAW and to promote understanding of violence against women issues within the community.

### **The committee is a forum for its members to:**

- Discuss and analyze issues relating to violence against women and their children including (but not exclusive to) current and proposed legislation, related government and agency policies, and the current political and social climate
- Discuss and analyze current and possible/probable media reports on issues of violence against women and their children as well as public understanding of these issues
- Discuss and learn about media relations, communications tools and public/media sentiment on violence against women and their children issues
- Coordinate OCTEVAW's response to violence against women and children issues and crises and develop appropriate, consistent messaging on behalf of the Coalition
- Promote networking and advocacy by members on behalf of the Coalition with politicians, policy-makers and outside organizations on a local, provincial, national and international level involved in issues of violence against women and their children

### **These goals are accomplished by:**

- Developing, maintaining and updating information materials for the purpose of public education on violence against women issues, including partner abuse, sexual violence and children who have experienced woman abuse
- Developing website content, ensuring the website is maintained and regularly updated, and that the "Members Only" section meets members needs and is being used to its full potential; promoting the use of the website by members, the public, and the media
- Maintaining a list of Coalition members who are capable of and willing to speak to media
- Actively engage the media on violence against women and their children issues and provide quick, coordinated response to crises or major news events with implications for the VAW community

- Participating in public awareness opportunities such as consultations, conferences and hearings, to bring attention to violence against women and their children issues
- Utilizing the OCTEVAW infrastructure and membership base to facilitate interagency and inter-sectoral cooperation on related issues and actions, specifically including networking, cooperation and joint action with other provincial violence against women coordinating committees on issues that support the aims of the Coalition
- Communicating and liaising regularly with the membership, Board of Directors, other Standing Committees and the public to advise on current efforts and to invite involvement
- Providing regular media training opportunities for members

**Membership of this Committee:**

- Suitable for members who are interested in the work of the Committee as described above
- Encouraged for members who bring advocacy and public engagement skills to teach and to share as well as members who want to learn such skills
- Encouraged for women survivors of violence

## ***The Justice Standing Committee***

The Justice Standing Committee serves as a forum for service providers, both community-based and institutional, who interact with women victims/survivors of sexual abuse and domestic violence, and/or their children who witness abuse.

**The committee is a forum for its members to:**

- Ensure a coordinated response by the justice system to women victims/survivors of abuse and their children
- Ensure the safety of women who have been sexually assaulted or abused, and of their children who may have experienced or witnessed the abuse
- Ensure their legal needs are met, whatever areas of the law their case involves (criminal justice, family law, immigration, etc.)

**This is accomplished by:**

- Working in partnership with all sectors (see list under “membership of the committee,” below) in a spirit of mutual understanding of roles
- Monitoring compliance with existing policies and protocols by the police, the courts and others who deal with women victims/survivors of abuse or assault and their children
- Monitoring the judicial process by establishing a presence in the courtroom

- Working toward the goal that women with diverse experiences and cultural backgrounds are treated equitably by the justice system
- Regularly reviewing data on frequency of charging, withdrawals and releases to detect changing patterns
- Encouraging university students to pursue research and data collection to support proposals for improvements to the system
- Developing and strengthening resources that support women as witnesses in the judicial process
- Identifying and correcting misconceptions about women victims/survivors and their children that undermine their right to be treated equitably and with dignity in their interactions with the justice system

**Membership of the Committee:**

- Is open to OCTEVAW members involved in, interacting with or concerned about programs within the justice, policing and corrections systems

***Front-line Support (FLS) Standing Committee Mandate***

The FLS Committee is a forum for counsellors, advocates and community workers who work with women and children experiencing abuse. It brings them together to identify and create ways to provide improved services that better protect women and children, and their well-being and quality of life through enhanced coordination and accountability.

**The committee is a forum for its members to:**

- Work from a client-centred perspective
- Network and share updated information regarding services
- Promote and encourage the coordination of VAW services across the community to better meet women's needs
- Identify challenges to service provision and propose solutions to these challenges
- Build relationships with and serve as a resource and consultative group to other sectors developing VAW policies and protocols
- Inform policy development and practice
- Develop and implement action plans to effect systemic change

**This is accomplished by:**

- Providing learning opportunities for members, including workshops and educational presentations, information sharing, discussion and presentation of case studies, models and initiatives from other communities, and guest speakers
- Utilizing the infrastructure of OCTEVAW to facilitate inter-agency and inter-sectoral collaboration

**Membership of the Committee:**

- Is open to OCTEVAW members who are working in the area of VAW in Ottawa as front-line counsellors, advocates and community workers

## Meeting Logistics

Standing Committee	Day and Time	Location
Advocacy and Public Engagement	2nd Wednesday of every month 9:30am-11:30am	OCTEVAW Office
Justice	1st Tuesday of every month 2pm-4pm	Pinecrest-Queensway Community Health and Resource Centre
Front-Line Support Committee	Every six weeks	Family Services Ottawa

## Expectations of Members

OCTEVAW By-Laws elaborate on its membership; each sector/agency is to identify a representative.

**OCTEVAW and its members are responsible for:**

- a) Acquainting themselves with and abiding by the organization's Letters Patent, By-Laws, Conflict of Interest Policy (see below) and OCTEVAW structure, and have proper regard for policies and decisions adopted and approved by the Membership and the Board of Directors.
- b) Articulating, safeguarding and promoting the mission, vision and values statement.
- c) Being guided by OCTEVAW's governing role and principles.

- d) Working together as a team. In the spirit of teamwork, all members' contributions and perspectives will be valued and heard.
- e) Demonstrating respect for diversity, and maintain anti-oppressive engagement frameworks when participating within the Coalition framework.
- f) Maintaining absolute confidentiality of all information gained from or about the agency.
- g) Participating in the affairs of OCTEVAW through attendance at meetings, discussion and voting where appropriate.
- h) Attending the Annual General Meeting.
- i) Contributing to discussions about broad strategic directions for the Coalition.
- j) Preparing for and attending meetings consistently and sending a designate when possible, and accepting decisions made by OCTEVAW if absent from meeting(s).
- k) Assuming responsibility for the cost of attending meetings or, in the event of inability to do so, to ask for assistance with travel and accessibility as required, including such things as costs and arrangements for transportation, child care, interpretation, etc.
- l) Agreeing to be an active participant of OCTEVAW, as needed, by serving on standing and ad hoc committees.
- m) Agreeing to inform the Executive Director (ED) as soon as reasonably possible if a representative replacement is required for my organization.
- n) Agreeing that only the ED or Chair, or their designate may speak to media or may officially represent OCTEVAW in a public forum.
- o) Abiding by OCTEVAW's code of conduct; conflict resolution strategy; and conflict of interest policy provided in the following section.

## OCTEVAW's Responsibilities

**OCTEVAW acknowledges and accepts the following responsibilities to all members:**

- To provide information regarding OCTEVAW's activities on a regular basis to its members.
- To allow use in general of the resources on OCTEVAW's website, including the right to list member organizations and to post on the site's community calendar events whose purpose aligns with the mission and objectives of the Coalition.
- To engage members in opportunities to raise awareness of VAW issues in the community.
- To ensure meetings and resources are accessible to all members.
- To promote diversity of membership so as to ensure broad representation from all parts of the community.
- To provide professional development sessions within the limits of our resources, and support members in the fulfillment of their roles as VAW workers.

- To speak with a unified voice, provide a focus for advocacy on VAW issues and work toward a coordinated response to such issues, including all forms of sexual violence.
- To provide networking opportunities for members through participation in committees and other working sessions throughout the year.
- To promote sharing of resources.

## Conflict of Interest

### Policy

All staff, students, volunteers, members and Board members of OCTEVAW are to declare a conflict of interest when one exists.

### Definition

A conflict of interest may be real or perceived. It may occur if one's outside activities, personal interests, representation, or position of power influence or appear to influence one's ability to make objective decisions, result in an unfair advantage or personal gain and/or conflict with the best interests of the Coalition.

### Procedure

1. Staff, students, volunteers or members and Board members in question should not participate in any action where they may be in a conflict of interest, i.e. discussions, decision-making or voting.
2. Staff, students, volunteers or members and Board members who know of a conflict of interest held by another staff, student, volunteer or member should inform the individual in question when appropriate and as soon as possible.
3. If no declaration and/or action is taken by the individual then the conflict of interest should be made known to other staff, students, volunteers or members present or where the process is occurring.
4. A majority vote of the Board of Directors may be taken and a decision may be made as to the existence of a conflict of interest. If a conflict of interest is determined, the staff, student, volunteer or member in question will be asked to remove her or himself from the proceedings.

### Examples

- An OCTEVAW staff, student, volunteer or member and Board members combines personal gain and Coalition political activities when lobbying or attempting to influence government officials.

- An OCTEVAW staff, student, volunteer or member and Board members accepts third party benefits, advantages, fees, honoraria or favours arising out of activities associated with their official capacity within the Coalition.

## Values-Based Code of Conduct

### Why Values are Important

Defining commonly held values, and attempting to be guided by them, can also be beneficial to an organization. Organizational culture is a combination of beliefs or assumptions plus behavior. It is useful to identify the shared values of the group because our behavior will be reflected in these values. When we know what values are important to the group then measures can be taken to address behaviours which members may see as inconsistent with these values.

Our goal is to create positive spaces where people are able to speak. Members should feel confident that they will be heard and that their ideas will be considered. Ensuring that we hear the views of all organization members will result in better decisions for the organization.

### OCTEVAW's Communication Values

OCTEVAW members will be guided by the following values in their communication with one another on an individual level and during group meetings and activities:

- Feminist, anti-racist, anti-oppression and pro-choice principles
- A commitment to celebrating diversity, inclusiveness and the dignity of all members
- Respect of others and self
- Honesty to others and self
- Non-judgmental attitude
- Flexibility
- Accountability

In order to set a tone which will allow for positive and constructive conversation, each Standing Committee's agenda will include the values statement, and be acknowledged at the start of each meeting.

### Conflict Resolution Strategy

There will be occasions when conflict will arise within the organization. Conflict often emerges when individuals feel that their needs are not being met in some way and they may express this fear in ways that are disruptive to decision-making or disrespectful of others.

Resolving conflict successfully can lead to:

- **Increased understanding:** The very process of resolving a conflict productively expands people's awareness of the situation, giving them an insight into how they can achieve their own goals without undermining those of other people.
- **Increased group cohesion:** When conflict is resolved effectively, team members can develop stronger mutual respect and a renewed faith in their ability to work together.
- **Improved self-knowledge:** Addressing conflict productively pushes individuals to examine their goals and values in detail, helping them understand the things that are most important to them, sharpening their focus, and enhancing their effectiveness.

There are tools that can assist in this process of resolving conflict. **Active listening** while the other person is speaking ensures that each party feels they are being heard. Active listening can be exhibited by restating, paraphrasing, and summarizing what you have just heard the other person say. **An assertive approach**, as opposed to being submissive or aggressive, will create an atmosphere of equality and confidence that the problem can be resolved and that the issue is not becoming personal. **Understanding the other is essential** - their interests, needs, and concerns. It is important to remember that the person you may be seeing as 'difficult' or causing the conflict sees you in the same light. Each person is bringing their own perspective within which there may lie something of value that would be beneficial to acknowledge.

Conflict between individuals:

The following process will be followed in resolving conflict between **individuals** in the organization:

- It is assumed that conflict can be resolved through direct discussion between the individuals concerned. Approach the person directly with your issue. Use the tools described above, and guide your words by OCTEVAW'S communication values statement. Do not complain to fellow members about your concerns.
- Should it be needed, support and advice from a fellow member who has been designated as a mediator can be solicited. Information shared will be held in confidence.
- The third party will help to formulate a strategy to resolve the conflict.
- The preferred resolution of the conflict will involve discussion between the parties involved.
- Should there be a perceived power imbalance, or a reason stated that the concerned person does not feel comfortable addressing the issue one-on-one, a designated mediator from the

membership may be requested to sit in to assist in the conversation, assisting the individuals in using the conflict resolution tools.

- All parties involved must be committed to taking steps to ensure that the conflict is resolved.
- If one party feels the conflict has not been resolved to their satisfaction they can appeal to the Executive Director or Board Chair, who will consult as appropriate to determine the best course of action.
- Members who exhibit aggressive or threatening behavior will not be allowed to continue in their role.
- Membership may be suspended should the conduct of a Member be seen to be detrimental to the goals and objectives of OCTEVAW and/or to other Members. The Discipline process outlined in the By-Laws (see appendix 1) will be followed by OCTEVAW's Board of Directors.
- In the case of an organizational membership, a recommendation may be forwarded to the organization to replace the offending member with another staff person.

Conflict during a meeting, between a group of individuals, or breaches of values:

The following process will be followed in resolving conflict that arises during a meeting, and occurs between multiple individuals, or is in breach of the values statement of the Coalition:

- The parties or a witness to such conflict will contact the Executive Director or the Chair of the Board to inform them of the situation.
- In these instances, the Executive Director and a Board member are to contact the parties involved privately to outline the concerns and how a breach has occurred.
- If said conflict has occurred at a Standing Committee meeting, the Committee is to discuss the incident at the next opportunity, being guided by OCTEVAW's communication values, as stated above. If the Chair of the committee does not feel able to facilitate such a discussion, or if it remains unresolved after such a discussion, members can request that the Executive Director, Chair of the Board, or their designate facilitate the discussion.
- If one party feels the conflict has not been resolved to their satisfaction they can appeal to the Executive Director or Board Chair, who will consult as appropriate to determine the best course of action.
- Members who exhibit aggressive or threatening behavior will not be allowed to continue in their role.
- Membership may be suspended should the conduct of a Member be seen to be detrimental to the goals and objectives of OCTEVAW and/or to other Members. The Discipline process outlined in the By-Laws (see appendix 1) will be followed by OCTEVAW's Board of Directors.
- Suspension of membership may be recommended should the conduct of a Member be seen to be detrimental to the goals and objectives of OCTEVAW and/or to other Members. The

Discipline process outlined in the By-Laws (see appendix 1) will be followed by OCTEVAW's Board of Directors.

- In the case of an organizational membership, a recommendation may be forwarded to the organization to replace the offending member with another staff person.

# Appendix 1

## By-Laws Section on Membership in the Corporation

### MEMBERSHIP IN THE CORPORATION

**11. Membership Conditions** Subject to the Articles, there shall be one class of Members in the Corporation. The term of membership in the Corporation shall be for a period of one (1) year. Membership in the Corporation shall be available to persons interested in furthering the Corporation's purposes and who have applied for and been accepted into membership in the Corporation by resolution of the Board or in such other manner as may be determined by the Board and which:

- 11.1 is a non-partisan, non-profit organization located in the City of Ottawa or surrounding regions which, by its stated purpose, objectives, programs and or/actions demonstrates that it is working to end violence against women and/or their children; or
- 11.2 is an individual residing in the City of Ottawa or surrounding regions that has demonstrated a commitment to ending violence and/or abuse against women and their children and is engaged in activities aimed at achieving these goals or the protection of women and child victims; and
- 11.3 agrees to support the Corporation in achieving its purposes and objectives and agrees with the principles enunciated in the Articles, By-Laws and the Corporation's Mission, Vision and Values Statement.

Each Member shall be entitled to receive notice of, attend and vote at all meetings of the Members of the Corporation. Where a Member is an organization it shall designate a representative who will consistently attend meetings of the Corporation and who shall be entitled to exercise the vote of such Member.

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendments to this section of the By-Laws if those amendments affect membership rights and/or conditions described in paragraphs 197(1)(e), (h), (l) or (m).

12. **Honorary Members.** The Board may also appoint as Honorary Members persons they wish to recognize as having made a substantial contribution to the Corporation or to advancing the Mission, Vision and Values of the Corporation. Such Honorary Members shall not be members within the meaning of the Act and shall not have any of the rights or obligations of Members. Honorary Members shall not be required to pay membership fees. For further certainty, Honorary Members shall not have the right to vote at Meetings of the Members.
13. **Non-Voting Participants.** Individuals and organizations that do not meet the criteria for membership are encouraged to contribute to and participate in the work and activities of the Corporation and its committees, without the privilege of membership or voting. Non-Voting Participants shall be approved by the Board. Non-Voting Participants shall not be required to pay membership fees.
14. **Membership Dues.** Members shall be notified in writing of the membership dues at any time payable by them and, if any are not paid within one (1) calendar month of the membership renewal date set by the Board, the Board may terminate the membership of any Members in such default. Any Member who has not paid any dues owing by the beginning of a Meeting of the Members shall not have the right to vote at such meeting.
15. **Termination of Membership.** A membership in the Corporation is terminated when:
- 15.1 the Member dies, or in the case of a Member that is a corporation, the corporation is dissolved;
  - 15.2 a Member fails to maintain any qualifications for membership described in the section on membership conditions of these By-Laws;
  - 15.3 the Member resigns by delivering a written resignation to the Chair of the Board in which case such resignation shall be effective on the date specified in the resignation;
  - 15.4 the Member is expelled in accordance with any discipline of Members section or is otherwise terminated in accordance with the Articles or By-Laws;
  - 15.5 the Member's term of membership expires; or
  - 15.6 the Corporation is liquidated or dissolved under the Act.

- 16. Effect of Termination of Membership.** Subject to the Articles, upon any termination of membership, the rights of the Member, including any rights in the property of the Corporation, automatically cease to exist.
- 17. Discipline of Members.** The Board shall have authority to suspend or expel any Member from the Corporation for any one or more of the following grounds:
- 17.1 violating any provision of the Articles, By-Laws, or written policies of the Corporation;
  - 17.2 carrying out any conduct which may be detrimental to the Corporation as determined by the Board in its sole discretion;
  - 17.3 for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose and Mission, Vision and Values Statement of the Corporation.

In the event that the Board determines that a Member should be expelled or suspended from membership in the Corporation, the Chair, or such other Officer as may be designated by the Board, shall provide twenty (20) days notice of suspension or expulsion to the Member and shall provide reasons for the proposed suspension or expulsion. The Member may make written submissions to the Chair, or such other Officer as may be designated by the Board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the Chair, the Chair, or such other Officer as may be designated by the Board, may proceed to notify the Member that the Member is suspended or expelled from membership in the Corporation. If written submissions are received in accordance with this section, the Board will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the Member, without any further right of appeal.

- 18. Membership Transferability.** A membership may only be transferred to the Corporation. Pursuant to Section 197(1) (Fundamental Change) of the Act, a Special Resolution of the Members is required to make any amendment to add, change or delete this section of the By-Laws.