The Canadian Association of Journalists
L'Association Canadienne des Journalistes

MEMBERSHIP MANAGEMENT POLICY

Policy intent

To provide guidelines for the approval, removal, discipline and/or reinstatement of any members of the CAJ, in accordance with *Bylaw #1* (aka "bylaws").

Policy responsibility

CAJ Board

Policy

1. Membership approval process

1.1. When an individual applies for membership via the CAJ's web-based application, members of the CAJ team will undertake the following steps as a check of eligibility for membership:

1.1.1. A review of the member's information, as submitted, as well as a search on various common search engines and social media sites will be completed.

1.1.1.1. Should this search determine that the registrant meets the criteria for the membership type for which they applied, the application will be approved without the need to notify the applicant other than to send them the pro-forma "Welcome" email indicating that their membership has been approved.

1.1.1.1.1. Information showing the applicant's journalism activity dated within the past 12-24 months shall be considered as current to meet the provisions of professional or lifetime membership, so long as the level of activity shown also matches to the role indicated in the application.

1.1.2. Should this review not show the person as meeting the criteria or be inconclusive, an email will be sent to the application to request additional or clarifying information.

1.1.2.1. The email sent to the applicant will contain a standard message explaining a review could not determine that the applicant meets the eligibility criteria for the membership type to which they applied. The applicant will be provided with at least 10 business days to show they meet the eligibility criteria.

1.1.2.2. If the applicant does not respond to the requests for additional information for any membership type aside from associate membership within 10 business days, the individual will be invited to become an associate member until such time that the applicant can meet the criteria for the type of membership originally applied for.

1.1.2.2.1. If the applicant responds to the invitation for associate membership and declines the invitation, a full refund of the dues paid shall be issued.

1.1.2.3. If the applicant does not respond to the requests for additional information in relation to any other type of membership aside from professional or lifetime membership within 10 business days, the CAJ shall decline the membership application and refund the membership dues using the same method of payment.

1.1.3. If the additional information provided still does not meet the criteria or be inconclusive, the record of the applicant will be forwarded to the membership committee for follow-up.

If the new information has been shown, to the satisfaction of the membership committee, to meet eligibility criteria, the applicant's membership will be approved and the welcome email will be sent to the applicant.

1.1.4. If an applicant is not satisfied with the decision of the membership committee, they may request a review of that decision.

1.1.4.1. The review shall be conducted by a minimum of three members of the executive committee, none of whom were involved in the original decision.

1.1.4.1.1. The president shall participate in all reviews.

1.1.4.2. The reviewers can, at their discretion, review any of the information submitted by the applicant, communicate directly with the applicant to seek additional information and/or request relevant rationale from the membership committee who ruled the applicant as not meeting criteria for membership.

1.1.4.3. The decision of the reviewers shall be final and not subject to any other review or appeal.

1.2. The executive committee or board of directors may choose to consult with legal counsel in matters of member standing.

2. Membership audit/review process

2.1. "Good standing" in the following section is defined as:

2.1.1. Ensuring that the membership remains paid and current;

2.1.2. Ensuring that the membership type held is correctly relevant to the member's current role in journalism, as outlined in the bylaws.

2.1.3. Ensuring that actions of members are inline with the CAJ's Ethics Guidelines.

2.2. From time to time, reviews may be conducted of the membership to assess that members are in good standing.

2.3. If any member is found as potentially not in good standing, necessary and relevant information will be requested from the member.

2.3.1. If the information provided by the member shows that they are in good standing, such information will be added to the member's profile so as to show the history of this assessment.

2.3.2. If the information provided by the member shows that they are not in good standing the member will either:

2.3.2.1. be removed from the membership list, depending on the reason for not being in good standing, and a note put on the member's profile to show the history of this assessment and decision.

2.3.2.2. offered the option to change their membership type in accordance with their current role in the industry if the reason for not being in good standing relates to a change in their role in the industry.

2.3.2.2.1. Should the member decide they do not wish to change their membership type, the membership will be cancelled and a note will be placed on their membership profile to show the history of this assessment and decision.

2.3.2.3. Depending on the timing of the review, the membership committee will determine if a refund, in full or part, will be issued.

2.4. The decision of the reviewers shall be final and not subject to any other review or appeal.

3. Discipline of members

3.1. In accordance with the bylaws, the board of directors shall have authority to suspend or expel any member from the Corporation based on the grounds listed in the bylaws.

3.2. Any information related to disciplinary actions for members such as evidence or submissions by any individual involved in the action shall be retained in the members' profile so that future personnel will have access to this historical information.

3.3. The results of a motion to remove a member will be included in the public meeting minutes.

3.4. The executive committee or board of directors may choose to consult with legal counsel in matters of member standing.

4. Reinstatement of members

4.1. Should circumstances related to the discipline and/or removal of a member change, the member not in good standing shall have leave to apply to the board of directors for reinstatement of their membership by providing written explanation and evidence as to the changed circumstances which have taken place that would put the member in good standing, should the board of directors choose to do so.

4.1.1. Authority to review any requests for reinstatement may be delegated to any committee, such as the executive committee or the membership committee.

4.1.2. If authority has been delegated, the delegated committee will determine the appropriate course of action and make the necessary recommendations to the board of directors.

4.2. Whether reviewed by the board of directors directly or through one of its committees, the request to have membership reinstated shall be voted on by the board of directors.

4.2.1. If the motion to reinstate the member to good standing is successful, the member will be offered the option to bring their membership up-to-date, including any outstanding dues.

4.2.2. If the motion to reinstate the member to good standing is not successful, the member will remain not in good standing and cannot reapply for 12 months from the date of the application.

Related References, Policies, Procedures and Forms:

This Policy References:

Bylaw #1

This Policy is Referenced by:

Responsibilities of Directors Policy

Forms and documents:

None

Policy History:

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