



POLICY

Title of Policy	Application and Acceptance of Membership
Policy Number	4.2
Category	Membership
Approval Body	Board of Directors
Approval/Effective Date	January 2025
Proposed Date of Review	January 2026

CONTEXT AND PURPOSE

This policy is established pursuant to section 2.3 of the Bylaws of Meant 2B Loved Pet Rescue Society ("M2BL" or "Society").

The purpose of this policy is to provide additional detailed guidance and procedure to the Board of Directors and staff related to the approval of membership in M2BL.

M2BL will apply this policy in accordance with its Bylaws, applicable laws and Society policies, including the Society's privacy policy. In the event that this policy conflicts with any of the above, such other document will prevail to the extent of the conflict. In the case of any ambiguity in the interpretation of this policy or a matter arising out of it, the Board will determine the matter and the Board's determination is final.

SCOPE

These guidelines and procedures apply to all members, volunteers, employees, and board members of Meant 2B Loved Pet Rescue Society involved with the intake of animals.

DEFINITIONS

A. In this policy, the following definitions apply:

- i. "board" means the board of directors of M2BL;
- ii. "member" means a member of the society in accordance with the bylaws and includes both voting and non-voting members

POLICY STATEMENTS

1. ELIGIBILITY, APPLICATION AND ACCEPTANCE PROCEDURES

1.1 An eligible individual may apply to the Board in writing to become a member and on acceptance from the Board, will be a member in the appropriate class as designated by the Board.

1.2 Applications for membership must be made in the form provided by the Society and can be submitted either online or by mail. All applications must include:

1.2.1 written confirmation of eligibility with all established criteria;

1.2.2 the payments of an annual fee or dues in the case of an annual member, or the payment of a one-time fee or dues in the case a life member; and

1.2.3 a signed confirmation that the individual agrees to uphold the Constitution and comply with the Bylaws and Code of Conduct of the Society.

2. Applications for membership by telephone or on behalf of another individual will not be accepted.

3. The Recording Secretary will receive all membership applications and conduct a review to determine eligibility and appropriate class of membership after which, the Recording Secretary will forward the list of eligible individuals by class for membership to the Board for consideration. Any applications that are incomplete or that relate to an individual that is ineligible for membership will be removed and the individual notified, with fee or dues returned.

4. The Board will review the list and if satisfied that the individual meets the eligibility criteria, and may, in its discretion, accept, postpone, or refuse an application for membership. All approvals will be by way of duly constituted Board resolutions. This process will generally occur not more frequently than once per month.

5. To ensure that all members receive the appropriate twenty-one (21) day notice of general meetings of the Society, the Board will postpone approval of all new applications for membership received within fifty (50) days before a general meeting of the Society. No approval of new memberships will be made during this time period.

6. Existing members who renew their membership during this period must renew not less than twenty-five (25) days before a general meeting in order to receive notice in accordance with Bylaw 3.4.1 (a) Members who renew after this deadline will not receive notice of the general meeting but are eligible to attend and vote at the AGM.

7. With respect to a vote pursuant to Bylaw 4.8 of the Bylaws of M2BL, the Board will postpone the final review and approval of all new applications for memberships received within thirty (30) days before the date when eligible voting

members are able to begin casting a vote for the matter in question and will not approve such memberships until after the close of voting. Existing members who renew their membership must do so not less than fifteen (15) days before the date when eligible voting members are able to begin casting a vote for the matter in question in order to be eligible to cast a vote.

RELATED POLICIES AND SUPPORTING DOCUMENTS

- 4.1 [Membership Policy](#)
- 4.3 [Access to Membership Roster](#)
- 4.4 [Member Proposals](#)
- 4.5 [Requisitioning Extraordinary General Meetings by Members](#)
- 4.6 Receiving and Responding to Membership Feedback