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| Document Owner: | CAFII Executive Operations Committee (EOC) |
| Practice Applies to: | CAFII Associates |
| Process Responsibility: | CAFII Secretary |
| Final Accountability: | CAFII Board of Directors |

1. Definition

Associates shall consist of any individual, corporation, partnership and other legal entities who have an interest in furthering the objects of the Corporation, who have been sponsored by a Foundation or Regular Member and whose applications for admission have been accepted by the Secretary.

2. Fees

The fees payable by Associates shall from time-to-time be fixed by resolution of the Board. When fixing these fees, the Board shall take into consideration:

- the Corporation's need for stability of funding;
- the overall administrative costs of the Corporation's operations;
- administrative ease;
- the potential impact of fees upon applicants for Associate status in the Corporation.

A notice of the fees payable at any time shall be sent to each Associate by the Executive Director promptly before the due date.

3. Resignation

Associates may resign at any time by resignation in writing, which shall be effective upon any date or time on or after the execution of the instrument of resignation. An Associate shall remain liable for payment of any assessment of other sum levied or which became payable by the member to the Corporation prior to acceptance of such resignation.

4. Termination for Non-payment

If Associate fees are levied by the Board, the status of any Associate who is in arrears may be terminated by or under the authority of the Board if such arrears of fees are not paid within a designated time; and if such arrears are not paid by such designated time the Board may pass a resolution authorizing the removal of such Associates from the register of Associates of the Corporation and thereupon such person shall cease to be an Associate of the Corporation. Any such Associate may re-apply for Associate status in the Corporation.

5. Removal

Upon thirty days' notice in writing to an Associate of the Corporation, the Foundation Members may, after giving the Associate an opportunity to be heard, pass a resolution authorizing the removal of such Associate from the register of Associates of the Corporation and thereupon such person shall cease to be an Associate of the Corporation.

6. Transferability and Termination of Associate Status

Associate status in the Corporation shall not be transferable and shall automatically lapse upon the occurrence of any one of the following events:

- (a) the death or dissolution of the Associate;
- (b) the expiry of the Associate's period of Associate status, if any;
- (c) the failure of the Associate to pay the prescribed fees as per section 2;
- (d) the resignation of the Associate in accordance with section 3; and
- (e) the removal of the Associate pursuant to section 5.

Authorization

The Board of Directors has the authority to change or modify this policy on Associates as it may deem necessary from time-to-time.

This policy will be reviewed by the Board of Directors from time-to-time. At a minimum, it will be reviewed every five (5) years.

Any changes to the Associates Policy may not be ratified by electronic means.

If you have any questions, comments or suggestions regarding this document, contact the Executive Director, Brendan Wycks at Brendan.wycks@cafii.com.