

MEMBERSHIP GUIDELINES FOR COMMUNITY MATTERS AND BOARD PARTICIPATION

Considerations

1. Use membership to maintain the grassroots community based nature of the organization: members committed to promoting the Neighbours Helping Neighbours model
2. Include and acknowledge the existing community of participants, volunteers and Community Assistants as CMT members
3. Introduce a simple, easy to administer membership process given the administrative resources available
4. Use membership as a way to promote "civic literacy" in keeping with the literacy mandate of CMT's charter

Membership Qualification

A St James Town neighbor who has volunteered and/or participated in CMT programs, a Community Assistant and other volunteers and Friends of CMT. Has completed a CMT Registration Form

Eligibility for membership

All St James Town residents or others from the neighbourhood will become members of CMT when they register as a participant of any CMT program.

Membership will be used to encourage residents to engage in civics activities

Benefits and Responsibilities

1. Participation in CMT programs
2. Regular communication about CMT events and activities
3. Introduction to CMT and membership in orientation sessions to all programs
4. Participation in basic civics course (precursor to citizenship classes) about:
 - a. Personal advocacy
 - b. Reciprocity: contribution to the community as a component of residency in a Canadian neighbourhood
 - c. Voting in municipal, provincial and federal elections
5. Invitation to participate in CMT's Annual General Meeting
6. Feedback about CMT principles, procedures and operations

Resignation

A member may resign by filing a written resignation with the secretary of the CMT Board

SELECTION PROCESS FOR NEW BOARD MEMBERS

1. Work towards the composition of 80%: community and 20% friends/volunteers/partners with demonstrated knowledge and understanding of the St James Town community
2. CMT Board elects its officers who serve out their term as defined in the CMT bylaws.
3. At the end of their term the Board defines a Job Description for new board members. It selects a Nominating Committee and defines its Job Description.
4. The Nominating Committee interviews and presents a slate of qualified candidates.
5. A membership committee named by the Board approves the slate of voting members which is then ratified by the Board 3 months before the Annual General meeting.
6. CMT voting members vote on the new Board members.

Eligibility for Board Membership,

1. Community Assistant or volunteer for at least 30 hours of service to or participation in CMT Programs over at least 2 years.
2. A St James Town resident, CMT 'Friend' or Partner who has participated with Community Matters in any capacity for 50 hours in the last 5 years
3. A demonstrated clear understanding and commitment to CMT's core mission and values and will have exhibited this in their practices

Responsibility of Board Members

1. Approve Community Matters philosophy.
2. Represent CMT in programs and to the outside community
3. Explain the features of the St James Town community, its underlying strengths and processes
4. Review and revise Community Matters' strategy to ensure that the environment of CMT remains a community based organization.
5. Define the value in being a member, how they can contribute
6. Provide oversight and input about CMT
7. Feedback about community priorities to assist with strategic planning
8. Can define the core mission of CMT (Oases of Decency, Community development, Circle/consensus decision making)
9. Recognized track record of participation and contribution to CMT and the St James Town community
10. Define the importance of sustainability of community based and led projects
11. Demonstrated contribution to the community
12. Explain how they were personally demonstrably affected by their experience

Annual meetings

An annual meeting of the members shall take place in the St. James Town neighbourhood in the month of June, the specific date, time and location of which will be designated by the chair. At the annual

meeting the members shall elect directors and officers, receive reports on the activities of Community Matters, and determine the direction of Community Matters for the coming year.

Special meetings

Special meetings may be called by the chair, or a simple majority of the board of directors. A petition signed by five percent of voting members may also call a special meeting.

Notice of meetings

Printed notice of each meeting shall be given to each voting member, by mail, not less than two weeks prior to the meeting and posted outside CMT offices.

Quorum

The members present at any properly announced meeting shall constitute a quorum.

Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.