

Membership Application and Renewal Policy (Draft)

Edmonton Folk Music Society

1. Purpose

This policy establishes the procedures for applying for and renewing membership in the Edmonton Folk Music Festival Society (EFMFS), in accordance with the Society's bylaws.

The intent of this policy is to:

- allow individuals who meet the bylaw requirements to apply for membership throughout the year;
 - ensure that membership is maintained through an annual renewal process; and
 - provide clear administrative procedures for managing membership records.
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2. Membership Eligibility

Any individual who meets the eligibility requirements set out in the Society's bylaws may apply for membership.

Applicants must:

- be sixteen (16) years of age or older;
- have completed at least two (2) years of service as a volunteer with the Edmonton Folk Music Festival Society; and
- remain an active or inactive volunteer in Good Standing with the EFMFS.

Applicants must also meet any additional eligibility requirements set out in the Society's bylaws.

Volunteer status and Good Standing will be determined in accordance with the Volunteer Code of Ethics and applicable Society policies.

3. Application for Membership

3.1 Rolling Applications

Applications for membership may be submitted at any time throughout the year.

The Society welcomes new members on a continuous basis provided the eligibility requirements set out in the bylaws and this policy are met.

Reasonable efforts will be made to review and approve eligible membership applications in a timely manner. Review timelines are determined by the capacity and meeting schedule of the Board of Directors.

New member applications are not typically reviewed or approved during the month of April in order to allow the Board of Directors to focus on preparation for the Annual General Meeting (AGM).

3.2 Application Method

Membership applications must be submitted using a method approved by the Board of Directors. These methods may include:

- an online application form;
- a written or paper application; or
- another application process approved by the Board.

The Board may update the application process from time to time in order to improve accessibility or administrative efficiency.

3.3 Review and Approval of Applications

Applications for membership will be reviewed and approved in accordance with the Society's bylaws.

The Board may delegate the administrative review of applications to designated staff or volunteers. However, final approval of membership remains subject to the authority of the Board of Directors.

Membership becomes active once the application has been approved and recorded by the Society.

4. Membership Renewal

4.1 Annual Renewal Period

Membership renewal takes place annually between February 1 and the date of the Annual General Meeting (AGM).

In accordance with the Society's bylaws, the AGM is held no later than April 30 of each year.

Members must complete the renewal process during this period and prior to the AGM in order to maintain membership in Good Standing.

4.2 Renewal Process

The renewal process will be determined by the Board of Directors and may include confirmation or update of:

- contact information;
- agreement to comply with the Society's bylaws;
- agreement to comply with the Volunteer Code of Ethics; and
- any other information reasonably required for the administration of the Society.

Completion of the renewal process is also contingent on the member continuing to meet the eligibility requirements for membership set out in the Society's bylaws.

The primary method of renewing membership will be through an online renewal form distributed to members during the renewal period by email to the address on file.

Alternative renewal methods will also be made available to ensure accessibility. These may include:

- a paper renewal form requested from and submitted to the Festival Office; or
- renewal completed at designated Society meetings or events.

4.3 Membership Dues

Membership renewal is not contingent on payment of membership dues unless membership dues have been established by the Members of the Society in accordance with the bylaws.

5. Failure to Renew

Members who do not complete the renewal process by the date of the Annual General Meeting will be considered to have failed to renew their membership.

In accordance with the Society's bylaws, failure to renew results in termination of membership.

Individuals whose membership has lapsed may apply for membership again through the standard membership application process.

6. Membership List for AGM Voting

The list of Members in Good Standing eligible to vote at the Annual General Meeting will be determined based on the membership record at the close of the renewal period immediately preceding the meeting.

Members whose renewal has not been completed prior to the meeting will not be considered Members in Good Standing for the purpose of voting at that Annual General Meeting.

7. Administration

The Board of Directors may establish procedures, systems, and tools necessary to administer membership applications and renewals. This may include the use of electronic membership management systems.

The Board may delegate day-to-day administration of membership processes to staff or volunteers as appropriate.

8. Policy Review

This policy may be amended by the Board of Directors from time to time to ensure the effective administration of membership processes and to maintain alignment with the Society's bylaws.

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