



Member Policies

Policy: Membership

Application

The purpose of this policy is to outline the categories of membership, the applicable membership fees, benefits of membership and the procedures for membership with STOPS to Violence. This policy applies to any individual or organization wishing to be an active member with STOPS to Violence. Membership is not required to receive information as part of the STOPS general contact/ mailing list.

Policy

As a member driven organization, STOPS to Violence welcomes applications for membership from any individual or organization who has an interest in furthering the work of STOPS.

General Procedures

1. Types of Membership

1.1 Regular Member - Any organization or individual who has an interest in the work of STOPS to Violence.

Organizational Member

Any Saskatchewan based organization, agency or group:

- whose mission and purpose supports the work of STOPS to Violence,
- whose application for membership has been approved, and
- who has paid the appropriate fee.

Individual Member

Any individual who is a resident of Saskatchewan over 18 years of age and is representing their own interests. Individual Memberships apply only to the person that is the registered Member and are not transferrable.

Note: any person who is serving as a representative of an organization or group through their participation in STOPS to Violence must do so through a current organizational membership.

1.2 Associate Member

- Any representative who has a funding relationship with STOPS to Violence and an interest in the work of the organization.
- Any Saskatchewan resident under 18 years of age,
- Organizations that are not located in Saskatchewan, or
- Individuals who are not residents of Saskatchewan.

2. Terms of Membership

Membership with STOPS to Violence will follow the fiscal year from April 1 to March 31. Memberships may be acquired at any time throughout the year but will expire March 31 regardless of the date the membership was acquired. Members must renew annually. Membership will not be considered active until full payment is received.

3. Cost of Membership

Annual membership fees will be designated by the STOPS Tasks Committee.

As at April 1, 2015, annual fees are as follows:

- Regular Membership
 - Individuals: \$5
 - Organizations: \$25
- Associate Membership – no cost

To ensure participation in STOPS to Violence is affordable to all, individuals and organizations may request that the fee be waived.

4. Membership Benefits

Members are expected to participate in our provincial network. Through this network, members will have the opportunity to:

- Build and improve relationships and networks across the province through information sharing, events and promotion,
- Gain specific skills and learning in topic areas as identified by members through workshops and presentations,
- Increase information and knowledge about initiatives occurring across the province,
- Provide input and direction into member supports and strategic initiatives,
- Be part of a growing network to create change in our province.

Benefits for each category of membership are as follows:

Regular Members

- Invitation to participate in member events,
- Reduced fees for STOPS to Violence events,

- Access to financial support to reduce barriers to participation in member events as per the STOPS to Violence Supporting Member Participation Policy,
- 1 vote per Individual or Organizational Membership,
- Participation in governance and leadership through the Tasks Committee, working groups, strategic planning and projects.

Associate Members

- Invitation to participation in Member events,
- Reduced fees for STOPS to Violence events,
- Participation in governance and leadership through the Tasks Committee, working groups, strategic planning and projects.

5. Member Roles and Responsibilities

Members are expected to:

- Behave in a manner consistent with the Vision, Mission and Values of STOPS to Violence,
- Participate in setting the strategic direction of the organization through consultation and input,
- Attend and participate in Large Committee meetings,
- Participate in electing the Tasks Committee,
- Serve as representatives of their respective communities by identifying and bringing issues forward, taking information back to their community and serving as linkages between local communities and STOPS to Violence,
- Participate in identifying priority issues and generating solutions and options,
- Serve on subcommittees and working groups, and
- Bring experience, knowledge and skills to the STOPS Network.

6. Orientation

Individuals who are new to STOPS to Violence will have the opportunity to participate in an orientation.

7. Termination of Membership

The Tasks Committee may terminate any Membership when:

- A Member behaves in a manner that does not reflect the Vision, Mission and Values of STOPS to Violence.
- A Member fails to pay appropriate annual membership fees.
- A Member inappropriately represents or acts as a spokesperson for STOPS to Violence without authority to do so.

Notice and reason for termination of Membership will be provided to the Member in writing.

8. Our Commitment to Our Members

STOPS to Violence will strive to:

- Nurture an environment of mutual respect, trust, openness and inclusivity.
- Provide access to information, education and support to assist members in actively participating in the STOPS to Violence network.
- Facilitate access to education, training, tools and information to support the work of our members.
- Ensure opportunities for member input into the governance and strategic direction of STOPS.
- Provide updates and information about the outcomes and results of the work STOPS undertakes.
- Facilitate regular opportunities for Members to network, share information, develop skills and knowledge and play an active role in solution focused collaborations.
- Offer access to financial support as resources allow to reduce barriers to participation in member events as per the Supporting Member Participation Policy.

Approved September 9, 2015

Policy: Supporting Member Participation

Application

This policy applies to member meetings and events hosted by STOPS to Violence where STOPS is offering financial support for members to attend, including Membership/Large Committee meetings.

Policy

STOPS to Violence celebrates the diversity of our province and works to achieve representation reflective of the people of Saskatchewan. As such, we commit to removing barriers to participation by our members in events and activities hosted by STOPS to Violence in the manner that allows for the best use of available resources.

Definition

Members of STOPS to Violence are those organizations and individuals who hold an active, current Membership as defined in the STOPS to Violence Membership Policy.

General Procedures

1. Notice and Registration

Notice of member meetings and events will be provided to members 50 days in advance of the event, where possible. STOPS to Violence will arrange for accommodation based on the information provided by members at the time of registration deadline.

2. Responsibilities of Members

2.1 Active Membership

Individuals and organizations wishing to participate in member meetings and events must hold a current membership, as per the STOPS to Violence Membership Policy. Individuals who are representing organizations at member meetings or events must do so through an Organizational Membership.

2.2 Registration

It is the responsibility of each member to register for the meeting or event by the registration deadline.

2.3 Membership Attendance

To ensure that as many groups from our membership are able to participate as possible, we request that organizations send **ONE** member representative to member meetings and events. The exceptions to this policy are:

- Organizations that are mentoring a youth in partnership processes.
- Elders/older persons who require assistance to attend.
- Persons with disabilities who require an attendant/translator.

When a limit to the number of registrants is required, priority will be given to those members who confirm participation for the full meeting or event. Organizations may request to send more than one representative at their own cost.

If a member is under 18 years of age, they must have permission of their parent or guardian and be under the supervision of an adult while attending STOPS to Violence events.

2.4 Hotel Accommodations

STOPS to Violence will book a block of rooms at the host hotel. Members are responsible for booking and paying for their own rooms, with the exception of members who have been approved for financial support for hotel accommodation (See Section 3 – Financial Support).

3. Financial Support

STOPS to Violence has a limited budget to support participation of our membership from across the province. Financial support is targeted to those individuals and organizations that do not have access to resources to participate. To maximize use of funds, members are requested to cover their own travel and accommodation costs through their organization or their own resources. If members require financial support for participation, they are required to submit a request for support along with their registration for meetings and events where STOPS is offering financial support for participation.

If a member is employed by a government related agency such as a Health Region, school board or Crown Corporation, the member is expected to submit a travel request to their employer. If this request is denied, the member may submit a request for subsidy to STOPS for consideration.

In instances where STOPS is offering financial support for participation, registration information and requests for support must be received by the registration deadline as established by STOPS. Priority for support will be given to those members who confirm participation for the full meeting or event.

3.1 Requesting Support

Members who are requesting support for participation in member meetings and events where STOPS is offering financial support for participation are required to submit their request in advance with their registration for the meeting or event through the process provided by STOPS to Violence. Requests will be reviewed by the Provincial Coordinator and the member will be notified of the level of support available prior to attending the meeting or event. Support will be provided based on resources available. Reimbursement for expenses will be provided at the end of the meeting or event.

Members may request the following support:

Travel Expenses

Members may request mileage reimbursement to attend STOPS meetings and events, based on rates established in the STOPS to Violence Travel and Accommodation Policy. Communities from which more than one member is attending will be encouraged to car-pool whenever possible.

Meal Expenses

Members may request reimbursement for meals that are not included in the registration at the host hotel or provided at the meeting or event. Reimbursement will be based on per diems rates as established in the STOPS to Violence Travel and Accommodation Policy.

Hotel Accommodation

Members may request support to cover the cost of hotel accommodations during the member meeting or event as follows:

- Support for hotel accommodations will be based on double occupancy and room sharing with another STOPS member.
- To allow for travel, support for hotel accommodation may be requested by members travelling more than 275 km for the night before the start of a member meeting or event and the night of the last day of the event.
- Requests for accommodation relating to disability, medical conditions or other special requests will be reviewed at on an as needed basis.

Members who are receiving support for hotel accommodations are required to notify the host hotel and STOPS to Violence of any room cancellations if they will not be attending. If a member does not require the host hotel and STOPS to Violence:

- The member will be required to cover the cost of the hotel room for that night.
- At the next meeting or event, that members requesting support for hotel accommodations will be required to arrange their own hotel booking and will be reimbursed after the meeting or event at the approved rate.
- The member will be added to a list of members for whom hotel expenses have been incurred due to no notice of cancellation or change to avoid unnecessary future financial loss.

Dependent/Attendant Care Expenses

Members may request support of up to \$30 per day for dependent/attendant care when costs in addition to regular dependent/attendant care costs are incurred as a result of attendance. For these purposes, a dependent is defined as an individual who is living with the Member and is dependent on them for direct care related to meeting basic needs or a member who requires attendant care to attend. This can include children, people with disabilities or seniors. Reimbursement of approved dependent/attendant care costs will be paid upon submission of receipts after the event as proof of cost.

Shift Backfill

Organizational Members may request an honorarium of up to \$100.00 per day in the event that additional cost is incurred when the organization has to backfill shifts at their place of employment due to an employee attending on behalf of the organization. Shift backfill reimbursement must be claimed by and made payable to the organization.

Elder's Honoraria

An honorarium of one hundred and fifty dollars (\$150.00) per day of service will be provided only to the Elder who is requested by STOPS to Violence to provide support and guidance at Member meetings or events. Elders who are fulfilling this role will be required to provide their Social Insurance Number, as required by Revenue Canada.

Approved September 9, 2015

Policy: Travel and Accommodation

Application

This policy applies to Tasks Committee, staff, volunteers, Members and individuals who are traveling for purposes relating to the business of STOPS to Violence.

Policy

STOPS to Violence may provide mileage, accommodation and meal rates for authorized travel relating to the business of the organization.

General Procedures

1. Allowable expenses

All travel must be approved PRIOR to travel and only include allowable expenses.

Allowable travel expenses include:

- Mileage reimbursement for the use of a personal vehicle, based on STOPS travel rates and mileage allowances
- Parking
- Taxi
- Bus fare
- Meals as defined in Section 3 – Rates of Reimbursement
- Accommodation as defined in Section 3 – Rates of Reimbursement
- Other travel expenses as required for the business of the organization and as approved prior to travel.

2. Reimbursement of Approved Expenses

Reimbursement of approved travel expenses will be provided upon submission of a signed STOPS to Violence travel expense claim and applicable receipts.

3. Rates of Reimbursement

Approved travel and accommodation expenses will be reimbursed at the rates established by the Tasks Committee. At April 1, 2015, these rates are as follows:

- Mileage, at the rate of \$0.39 per kilometer, for private vehicle based on the distance between destinations as established by the STOPS to Violence mileage allowances;
- Parking, to a maximum of \$10 per day without receipts. Amounts over \$10 may be claimed based on actual receipts.
- Meals for each day away from home on approved travel provided that meals are not supplied by the meeting hosts. Meal allowances are as follows:

- breakfast expenses, at the rate of \$8 per day:
 - on the day that travel begins if the individual is required to leave home prior to 7:00 am.
- lunch expenses, at the rate of \$14 per day:
 - on the day that travel begins if the individual is required to leave home prior to 12:00 pm;
 - on the day of return from approved travel provided the individual does not reach their home destination prior to 1:00 pm.
- supper expenses, at the rate of \$19 per day:
 - on the day that travel begins if the individual is required to leave home prior to 7:00 pm;
 - on the day of return from approved business travel provided the individual does not reach their home destination prior to 7:00 pm.
- Accommodation expenses:
 - based upon actual receipts.
 - \$35.00 per night for each day away from home on approved business travel when the individual chooses to stay in private accommodations such as with family or friends.
- Other expenses as approved prior to travel and based on actual receipts.

4. Reimbursement from Other Sources

Travel expenses that are being reimbursed by another source may not additionally be claimed from STOPS to Violence.

Approved September 9, 2015