



Réserve de biosphère de Fundy Biosphere Reserve

Board Policy:	FBR-001
Policy:	Membership
Approved:	April 27, 2010
Amended:	

A Membership program will help to reach out to those who would like to support and collaborate with the Fundy Biosphere Reserve (FBR) as well as increase the profile of the organization. Individuals, organizations, businesses and municipalities are able to make financial, in-kind and volunteer contributions to the FBR as Members of the organization.

1. Membership Types

Membership is divided into two sections:

1) Charter Members

Charter Members are organizations and businesses who sign the Fundy Biosphere Reserve Charter, signifying their commitment to the principles of the FBR, specifically sustainable development and conservation. Charter Members form the voting membership at the Annual General Meeting of the FBR.

Municipalities of the FBR, the Fort Folly First Nations community, governmental organizations, businesses and other organizations wishing to become a Charter Member will submit a request for application, as explained in Section 3 of this policy.

2) Friends of the Fundy Biosphere Reserve

“Friends of the Fundy Biosphere Reserve” is a membership program for individuals, organizations, businesses or corporations who support or wish to contribute to the FBR and be kept informed of activities and events.

2. Membership Benefits

Charter Members receive the following benefits:

- Newsletters;
- Information and updates on programs and events;
- One vote at the Annual General Meeting;
- A Charter of the Fundy Biosphere Reserve, suitable for framing;
- Best Practices Tool Kit and Self-Auditing Checklist; and,
- Use of the FBR Charter Member Logo for promotional usage (refer to Policy FBR-003).

Friends of the Fundy Biosphere Reserve receive the following benefits:

- Newsletters;
- Information and updates on programs and events;
- Decal;
- Invitation to the FBR Annual General Meeting as a non-voting member; and,
- Opportunity to contribute to Working Groups

3. **Application for Membership**

Applications for Memberships will be done through a printable application available through the FBR website.

For businesses, corporations and organizations who would like to become a Charter Member of the FBR, applications will be reviewed by the FBR Board of Directors' Membership Committee. Upon acceptance, communications between the FBR, through the Executive Director, and the applicant will take place to ensure aspects of being a Charter Member are clearly understood.

Friends of the Fundy Biosphere Reserve membership status will be granted once a complete application and payment, if applicable, have been received.

4. **Charter Member Obligations**

Charter Members have the obligation to:

- Strive to operate in a sustainable matter and uphold the principles outlined in the Charter;
- Accept to follow the Charter of the Fundy Biosphere Reserve;
- Availability to be audited by the Fundy Biosphere Reserve;
- Communicate and educate employees and visitors on the principles of the Charter and the Fundy Biosphere Reserve; and,
- Submit a yearly Self-Audit Checklist.

5. **Approval Process**

The Membership Committee shall be comprised of at least three (3) Members of the Board of Directors of the FBR. The Board of Directors shall appoint a Chair of the Committee from amongst the Membership Committee members. The Board of Directors may also appoint, from the Charter Membership of the FBR, and for a period of one year, other members to the Membership Committee as they see fit. The committee will be responsible to review membership applications, review yearly Self-Auditing Checklist reports and issues as identified by the Executive Director and rule on the suitability of Charter Members to uphold the principles of the FBR.

The Committee will meet on a monthly basis, or as necessary, to review documents, however, these meetings may be held by conference call or via email. At each meeting of the Board of Directors, the Chair of the Membership Committee shall report on the work of the Committee that has been undertaken since the last report.

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6. **Appeals**

Appeals from Charter Members and applicants for membership before the Membership Committee shall be heard by the Membership Committee in consultation with a delegate of the applicant's organization. Any unresolved issues will be referred to the Board of Directors of the FBR which will have the final decision on the termination of membership.

7. **Annual Renewal**

Both levels of Membership require renewal on an annual basis. A notice of membership renewal will be sent to members every January. Membership will be renewed upon payment of fees and, in the case of Charter Members, completion of the yearly Self-Auditing Checklist. Charter Members will also receive a dated sticker for each year of membership that will be put on the Charter. The annual fee will be determined by the Board of Directors of the FBR.

8. **Charter Member Auditing**

Once application for Charter Membership has been approved, the Charter Member will be expected to conduct and submit a Self-Auditing Checklist to establish a baseline sustainability measure. Then the Charter Member is expected to begin implementing sustainable practices and improvements to their operation as specified in the Best Practice Toolkit document.

After each year, the Member will submit a Self-Auditing Checklist to establish progress of the year. The Executive Director will review all submissions and report to the Membership Committee. Any problems or issues with submissions will be referred to the Membership Committee for review.

9. **Termination of Membership**

If a Charter Member has conducted themselves in ways that go against the principles of the FBR or in contradiction to the Charter, or as per the recommendation of an audit, the Membership Committee can make a recommendation to the Board of Directors of the FBR to terminate the Membership and all benefits therein. Termination of Membership may be appealed by the organization in question.