

POLICY

Regarding association between TESL Canada Federation and the provincial/territorial associates, and membership



Dated: June 2009

The TESL Canada Federation by-laws (2.1), revised 2009-2010, state that all provincial/territorial individual members are also members of TESL Canada Federation:

1) *There is one category of member, Voting Members.*

2) *A Voting Member must be a person who is interested in furthering the objects of the Federation and who is:*

a) ordinarily resident in Canada and a member of a Provincial/Territorial Association, or

b) not ordinarily resident in Canada, in which case the member need not be a member of a Provincial/Territorial Association.

Section (b) refers to international members who do not live in Canada but who wish to join TESL Canada. International members apply directly to TESL Canada for membership.

Agreement between provinces/territories and TESL Canada Federation

1 A provincial/territorial association is one TESL association per province or territory that is recognized by the TESL Canada Board and on record as of June 30, 2009. This provincial/territorial association continues to be recognized by TESL Canada until:

(a) notice is provided by the recognized association that it no longer exists

(b) notice is provided by the association on record that another provincial/territorial TESL organization will replace the current association on record

(c) TESL Canada membership fees collected by the association have not been paid within 60 days following a due date, unless negotiation has been made with the Executive and approved by the Board.

2 According to the TESL Canada Federation by-laws, 1.1 (L), revised 2009-2010:

“Provincial/Territorial Association” means an association in a Canadian province or territory that is recognized by the Board and:

i) that has objects similar to those of the Federation,

ii) that is affiliated in writing with the Federation, and

iii) the members of which are teachers of English as a second language or have an interest in the teaching of English as a second language, and whom are also required to be members of the Federation.

Section (ii) is considered valid through email confirmation from a representative of the provincial/territorial association.

Each provincial/territorial association completes the affiliation agreement once only.

3 Each provincial/territorial association appoints one member to the TESL Canada Board who serves a term as director according to the province/territory's rules.

4 The correct contact information for each province/territory will be listed on the TESL Canada website.

Membership agreement

1 According to the by-laws of TESL Canada Federation 2.1 (3):

The Federation may agree with a Provincial/Territorial Association to provide joint memberships, including provisions whereby:

- a) a person applying to become a member of a Provincial/Territorial Association also applies to become a member of the Federation,*
- b) there is a joint membership application process, administered by a Provincial/Territorial Association,*
- c) a Provincial/Territorial Association periodically reports the particulars of new, current, and former members to the Federation, including their names, addresses, and other required information, and*
- d) a Provincial/Territorial Association collects annual membership dues on behalf of and remits them to the Federation.*

2 An application for membership, according to the TESL Canada by-laws 2.2, must:

- a) where applicable, be made jointly to a Provincial/Territorial Association,*
- b) be in writing and in a form approved by the Board,*
- c) include the name, address, and e-mail address of the applicant, and*
- d) be accompanied by the applicable annual membership dues.*

3 Provincial/territorial associations are asked to include on their membership application forms that the application is also for TESL Canada membership. TESL Canada asks that the form include the information that communication from TESL Canada will be by email, unless otherwise requested.

4 Provincial/territorial associations can add the TESL Canada logo to their membership cards, if they wish.

5 The provincial/territorial association will verify member status of individuals if TESL Canada inquires.

Summary of reporting to TESL Canada

1 Prepare membership lists including addresses and emails and send to TESL Canada twice a year, when requested.

2 Send changes of members' addresses/email when possible.

3 Collect and submit membership fees by the date due. Payment notices will be emailed to associations well before the due dates.

4 Ensure TESL Canada has an updated list of your association address and contact information.