

1. Preamble

- 1.1 The bylaws of the Canmore Seniors Association (CSA) article 4.3.3 state that a Member may be expelled from, or have his/her membership suspended in, the Canmore Seniors Association (CSA) for just and reasonable cause as determined by the Board.
- 1.2 The expulsion or suspension will be done following a procedure established by the Board.
- 1.3 Just and reasonable causes include repeated non-compliance with the Objects, By-laws, policies procedures and guidelines of the Association, theft, fraud or unacceptable behaviour in the Premises.

2. Applicability

- 2.1 This procedure applies to any CSA Member when suspension of his/her membership in, or his/her expulsion from, the CSA is being considered.

3. Procedure

- 3.1 When it becomes apparent to the Board that a Member's behaviour is potentially exhibiting just and reasonable cause for suspension of his/her membership or expulsion the Board will meet to consider the circumstances.
- 3.2 If the Board determines that it is then necessary to meet to decide on suspension of the Member's membership or expulsion of the Member the Member will be given at least two (2) weeks written notice of the meeting at which a decision will be made.
- 3.3 The notice will be either:
 - a. sent by registered mail to the last known address of the Member shown in the records of the Association, or
 - b. sent by email (with delivery receipt requested) to the email address of the Member shown in the records of the Association, or
 - c. delivered in person by a member of the Board
- 3.4 The notice will state the reasons why the suspension or expulsion is being considered.
- 3.5 The notice will advise the Member that he or she may appear before the Board to address the matter and that the Board may allow another person(s) to accompany the Member to the meeting and to speak on his or her behalf.

CANMORE SENIORS ASSOCIATION
PROCEDURE PR-06
MEMBERSHIP SUSPENSION /MEMBER EXPULSION

- 3.6 The Board will determine how the matter will be dealt with and may limit the time given to the Member to address the Board.
- 3.7 At any time the Board may exclude the Member from its discussion of the matter, including the deciding vote on whether or not to suspend his/her membership or expel the Member.
- 3.8 If a membership is to be suspended the Board will determine the length of the suspension.
- 3.9 The decision regarding suspending a membership or expelling a Member is final and requires the approval of 75% of the full Board membership NOT just 75% of the Board members present at the meeting.
- 3.10 A Member who is expelled will not be eligible for membership in the CSA at any time in the future unless the expulsion is overturned by 75% of the full Board.

REVISION LOG

REVISION No.	DATE	APPROVED BY:	REVISION DETAILS
0	March 14th, 2016	CSA Board	Original issue of document