

## Application Guidelines for AAISA Membership

Thank you for your interest in becoming an AAISA Member! Please review this application guideline to learn more about the differences between Regular and Associate Membership, the Supporting Documents, and the Membership Application Review Process. Please ensure that you complete the AAISA Membership Application (<https://www.surveymonkey.com/r/QLKFDGS>) when submitting an application.

### Statement of Membership from AAISA By-Laws (Article 3 – Membership, Pages 5-6)

#### 1. Regular Member

- a. An Organization shall be eligible if, in the judgement of the Committee authorized to make the decision to admit a Member, it is:
  - i. A current Member of the Society, in good standing at the time of the approval of this Bylaw; or
  - ii. An incorporated, not-for-profit society in the province of Alberta that has been operating for at least one (1) year, and has as its prime mandate the provision of settlement and integration services to immigrants and refugees, or
  - iii. A branch or division of an independent not-for-profit society that is not a Regular or Associate Member of AAISA; and
  - iv. Of which the branch or division has as its prime mandate the provision of settlement and integration services to immigrants and refugees, and currently and regularly provides two (2) or more settlement and integration services, delivered specifically to immigrants and refugees, as follows:
    1. Reception and Orientation;
    2. Information and Referral;
    3. Translation and Interpretation;
    4. Counselling and Advocacy;
    5. Adult Education for Immigrants;
    6. Community Development; or
    7. Employment and Career Services;

#### 2. Associate Member

- a. An Organization shall be eligible if, in the judgement of the Committee authorized to make the decision to admit a Member, it:
  - i. Provides settlement and integration services to immigrants and refugees, and is an independent Incorporated Not-for-Profit Society, or a branch or division thereof, or

- ii. is a public sector or quasi-public sector organization (i.e. other than an Incorporated Not-for-Profit Society), or a branch or division thereof, and
- iii. Provides at least one (1) settlement and integration service delivered specifically to immigrants and refugees in one of the areas listed above in 1. A. IV.

## Supporting Documents

In addition to completing the AAISA Membership Application please ensure that you provide AAISA with the following documents:

- A copy of your agency's most recent Annual Report, including an audited Financial Report and Agency Brochure(s)
- A copy of the agency's by-laws and incorporation certificate
- A cheque for the applicable membership fee (as outlined in AAISA Membership Application Question #4)

### **Please return completed membership application package to:**

Alberta Association of Immigrant Serving Agencies  
915 – 33 Street NE, Calgary, Alberta, T2A 6T2  
Tel: 403.273.2962  
Fax: 403.273.2694  
E-mail: [contact@aaisa.ca](mailto:contact@aaisa.ca)  
Website: [www.aaisa.ca](http://www.aaisa.ca)

## Membership Application Review Process

Before a membership application is submitted for approval, it undergoes an extensive review by AAISA's staff. This includes a review and analysis of the information and documents submitted and discussions with the applicant's management personnel –if needed.

The Governance Committee is authorized to determine Membership according to the criteria outlined in the by-laws. The authority to determine Membership may be assigned to another officer, agent, or committee by a Special Resolution of the Board of Directors.

The applicant will be admitted to membership when administrative matters, such as the payment of fees, have been finalized. Once the application has been approved, you will receive your new member's package containing relevant information.

If the organization is not eligible for Regular Membership, the organization will be advised of any additional information that is required to meet the full membership criteria and given an opportunity to submit it for inclusion with the application. If the organization is still not eligible after review of additional documentation, the organization may be offered Associate Membership status within AAISA.