



MEMBERSHIP APPLICATION PACKAGE

Updated February 2011

THIS AAISA MEMBERSHIP APPLICATION PACKAGE CONTAINS:

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4. Objects of the Association
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1. GUIDELINES FOR APPLICANTS FOR AAISA MEMBERSHIP

- a) An organization must provide a copy of its bylaws and incorporation certificate.
- b) An organization must fill out an application form including all necessary details.
- c) AAISA may ask an organization to meet with AAISA representatives to further discuss their proposal. If this is needed, AAISA will advise the organization of this request.

2. APPLICATION FOR AAISA MEMBERSHIP

Please provide the following information:

- Name of Agency and Executive Director
- Mailing and Physical Address
- Phone and Fax Numbers
- Website and Email Address

Please answer the following questions:

1. Why does your organization wish to join AAISA?
2. How does your agency meet AAISA's membership criteria? (Please refer to pages 3-4 for membership eligibility criteria.) Please list the services provided by your agency and describe your agency's client group.

3. How could your agency contribute to AAISA?
4. What service needs is your agency filling? Are these services filling areas of needs that were previously seen as gaps?
5. How do your organization's services fit into the existing delivery system of the settlement and integration services in the community where you are located?
6. What consultations has your organization recently held with individuals, groups, and agencies currently providing service in your community? What were the results of these consultations?
7. How long has your organizations had funded services? Where have your funds come from and how do you intend to continue to fund your services?
8. What are your organization's plans for the future?
9. Member obligations include attendance at AAISA consultations held twice a year. AAISA members believe major funders have a responsibility to support participation in this process and are pursuing a commitment from funders. In the absence of an agreement, AAISA members will incur costs of attending an out-of-town consultation once a year. Are you funded for attending AAISA consultations?

3. MISSION STATEMENT

AAISA exists in order to provide an association by and through which the members can work towards addressing the needs of immigrants, the agencies that serve them and the larger community which welcomes them.

4. OBJECTS OF THE ASSOCIATION

The objects of the Association are:

- a) To serve as a provincial forum to facilitate identification and recognition of the needs and concerns of immigrants and refugees;
- b) To provide for networking and sharing of information;
- c) To provide input to governmental, non-governmental and inter-governmental organizations on behalf of its Members and the immigrants and refugees it serves, relating to issues that affect policies;
- d) To combat systemic discrimination;
- e) To advocate for and make recommendations concerning successful settlement and integration of immigrants and refugees;

- f) To facilitate the recognition of settlement/integration work as a profession;
- g) To organize conferences and consultations with community partners;
- h) To arrange regular meetings between Association Members and funders of immigrant settlement/integration services;
- i) To undertake research, evaluation and study of trends;
- j) To undertake activities that further our objects and are more effectively addressed with collective action.

5. STATEMENT OF MEMBERSHIP FROM AAISA BY-LAWS

A. Members

1) Membership Eligibility

Any legally registered not-for-profit organization in Alberta with the prime mandate of the organization/branch being settlement and integration services for all immigrants and refugees and that provide two or more settlement and integration services delivered specifically to immigrants and refugees in the following areas:

- a. Reception and Orientation
- b. Information and Referral
- c. Translation and Interpretation
- d. Counseling and Advocacy
- e. Educational Services
- f. Community Development
- g. Employment and Career Services

2) Privileges

All Members of AAISA are members of the Board of Directors for AAISA. The role of AAISA Director is an unpaid position.

Members in good standing shall be entitled to the following privileges:

- a. Running for office;
- b. Voting at general meetings;
- c. Receiving general mailings;
- d. Inspection of the records and books of the Association;
- e. Providing input and access to information of the Association.

3) Powers & Responsibilities

The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society.

Responsibilities of AAISA Directors include:

- a. Endorsing AAISA's mission, objectives and working style
- b. Providing information on agency needs and the needs of immigrants
- c. Giving advice and recommendations for AAISA projects
- d. Participating in committees, consultations and conferences
- e. Responding to requests from AAISA Executive, committees or staff

4) Membership Fee

Annual membership fees for Members shall be determined from time to time by Members at a general meeting.

B. Approval Process for Members

AAISA Members are organizations that meet AAISA's criteria and whose application has been approved by AAISA.

C. Representation

A representative (Executive Director or designate having full authority) from Member agencies at AAISA meetings must be identified at the time of renewal of membership fee.

D. Withdrawal and Expulsion

1) Withdrawal

Withdrawal from Membership may be voluntary with written notice to the Association office with no reimbursement of fees. Involuntary withdrawal will result if any Member is in arrears for fees or assessments for any year. Such Member shall be automatically suspended at the expiration of six months from the end of such year and shall lose privileges or power in the Association until reinstated.

2) Expulsion

Expulsion from Membership may occur upon a two-thirds vote of Members of the Association present at a general meeting, for any cause which the Association may deem reasonable.

6. ANNUAL MEMBERSHIP FEE

AAISA's fiscal year runs from April 1 to March 31 and memberships are effective for the same period. Membership fees are payable annually by the Annual General Meeting, which is usually held in May or June. Please use the following scale, based upon your previous year's revenue.

AGENCY INCOME	ANNUAL MEMBERSHIP FEE
Under \$500,000	\$ 300
\$500,000 - \$750,000	\$ 400
\$750,000- \$1 million	\$ 600
\$1 - \$2 million	\$ 900
\$2 - \$3 million	\$1200
\$3 - \$4 million	\$1500
\$4 - \$5 million	\$1800
\$5 - \$6 million	\$2100
\$6 million	\$2400

7. AAISA MEMBER AGENCIES

AGENCY	LOCATION
ASSIST Community Services Centre	Edmonton
Calgary Bridge Foundation for Youth	Calgary
Calgary Catholic Immigration Society	Calgary
Calgary Immigrant Educational Society	Calgary
Calgary Immigrant Women's Association	Calgary
Catholic Social Services	Edmonton & Red Deer
Central Alberta Refugee Effort (C.A.R.E.) Committee	Red Deer
Centre d'accueil et d'établissement d'Edmonton	Edmonton
Centre for Newcomers	Calgary
Changing Together: A Centre for Immigrant Women	Edmonton
Edmonton Immigrant Services Association	Edmonton
Edmonton Mennonite Centre for Newcomers	Edmonton
Immigrant Services Calgary	Calgary
Immigrant Settlement Services/ Grande Prairie Regional College	Grande Prairie
Indo-Canadian Women's Association	Edmonton
Jewish Family Service Calgary	Calgary
Lethbridge Family Services – Immigrant Services	Lethbridge
Saamis Immigration Services Association	Medicine Hat
YMCA of Wood Buffalo – Immigrant Settlement Services	Fort McMurray

8. CURRENT EXECUTIVE (2010-11)

POSITION	NAME	AGENCY
Chairperson	Dale Taylor	Centre for Newcomers
Vice-Chairperson	Alice Colak	Catholic Social Services
Secretary	Vacant	
Treasurer	Sarah Amies	Lethbridge Family Services – Immigrant Services
Member-at-Large	Josephine Pallard	Changing Together: A Centre for Immigrant Women

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
 Website: www.aaisa.ca