



CLA Institutional Membership

Terms of Reference

Institutional members shall be limited to institutions or organizations (language schools, school boards, societies, associations, universities and other like-minded organizations) interested in furthering the objectives of the Canadian Languages Association. Institutional members must apply in writing for admission as a member and must receive the approval of the CLA Board of Directors. These institutions represent the regions identified in the CLA by-laws. They report to the Board of Directors via a board member assigned the liaison role with Institutional Members, and have voting privileges (one vote per institutional member). Each institution can be represented by ONLY ONE of its members.

Process of Application as an Institutional Member

To become recognized as an Institutional Member of the CLA, a letter of intent must be submitted to the CLA Board of Directors which includes the following:

- Institutional Member application form.
- Name of the organization/institution.
- Contact person(s) for the organization/institution.
- A recent newsletter or document of communication (electronic versions are acceptable) that is used to communicate with membership.
- Annual fee of \$75 Cdn per membership per calendar year.
- Website address.

Admission to the Association is decided by the Board of Directors.

Upon acceptance of admission to the Association, the Executive Director will send a letter of congratulations and outline or include the following items:

- Welcome letter.
- Confirmation request for all relevant addresses, telephone and email details.
- Communication procedures.
- Information on the role of Institutional Members.
- Information on maintaining institutional status.
- CLA Board Structure.

A template (provided) will be used for resolutions made by the representative of the institution and will be submitted at least 15 days before the AGM of the CLA (usually held in early November).

The new institutional member gains access to any relevant sites on the CLA website that are limited to members.

The new member becomes part of the CLA's regular communication list(s).

Rights and Responsibilities for Institutional Members:

All institutional members shall possess the following rights and responsibilities:

- To support the mandate of CLA and to uphold its principles.
- To receive official membership publications of the Association.
- To receive minutes of CLA meetings.
- To attend CLA meetings (at own expense).
- To participate on sub committees, as needed, to a maximum of one individual from an institutional member.
- To act as a liaison to other organizations, as needed.
- To share and disseminate information among its constituents.
- To abide by the regulations of the CLA procedures document.
- To pay an annual fee of \$75 Cdn.
- To vote (each Institutional Member shall have one vote and must be cast by a duly designated representative).

Institutional membership shall be for a period of one calendar year, to be re-evaluated at the end of each year.

Maintaining Institutional Membership Status

To maintain membership status, each organization must annually:

- Pay a membership fee of \$75 Cdn.
- Submit, in writing to the Board of Directors of CLA, the name of the individual who will represent the institution and have voting power for its organization

The Board of Directors of CLA will determine whether an institutional member is no longer in good standing and will be so advised.

Should an institutional member wish to withdraw its membership from the Association, it must submit a written resignation to the Association and to the Secretary of the Association with the understanding that no reimbursement of membership fees will be forthcoming to the institution or organization.