



Dear Prospective Member:

I am pleased to introduce SAISIA and present the different membership opportunities to you/your organization.

SAISIA was established in 1987 as an umbrella organization of immigrant serving agencies across Saskatchewan. Its mandate is to provide an association by and through which its members can work towards addressing the needs of immigrants, the agencies that serve them, and the larger community which welcomes them. With the vision of fostering excellence in settlement and integration services across Saskatchewan, SAISIA's activities on behalf of its members include, but are not limited to:

- the coordination of service and program delivery in the province;
- the facilitation of information exchange between member agencies and related associations;
- the identification of trends, common challenges, and promising practices in the field of immigrant settlement and integration and seeking united solutions;
- the championing of common concerns and objectives to federal, provincial, and municipal governments, the community, and the public at large.

SAISIA has forged strong relationships with key stakeholders over the years and has undertaken several successful initiatives: the "Living in Saskatchewan" handbook, Intake and Assessment process and procedures manual, Client Complaints Resolution Mechanism, participating in the development of Enhanced Language Training (ELT) and input to the Prior Learning Recognition and Assessment (PLAR) project. Through its annual forum, conference, and learning events, SAISIA provides professional development and networking opportunities to members and stakeholders. This leads to successful collaborations including the recent language training learning event, a settlement integration summit, the partnership with Alberta Association of Immigrant Settlement Agencies (AAISA) for training accreditation for individuals working immigrants and refugees.

The tremendous growth in immigration across Saskatchewan provides a great opportunity for a rich and diverse membership base to better support immigrants that come to the province. In the 2010-11 fiscal year, an organizational review was commissioned to assist SAISIA in planning for the future. As a result, SAISIA recently opened an office in Saskatoon and reviewed its constitution and bylaws to be inclusive of all organizations and individuals that support SAISIA's vision, mission and values.

Attached please find an application package which contains:

1. Description of the criteria for membership (**Full membership, Associate membership, Honorary membership and Friends of SAISIA**),
2. Membership application form
3. Membership fee schedule.

We hope that you or your agency will consider joining SAISIA under one of the categories by completing the membership application form and mailing it with relevant documents and the corresponding payment to:

Director, SAISIA,

100-307 Ontario Avenue,

Saskatoon, SK, S7K 1S3.

For additional information, call at 306-986-1340 or email us at director@saisia.ca

Also attached is our recent annual report.

Thank you in advance for your time and attention.

Sincerely,



Beulah Gana

Director of SAISIA



SAISIA
Saskatchewan Association of
Immigrant Settlement and
Integration Agencies

**Membership Application Package
November, 2014**

SAISIA Membership Application Form

APPLICANT INFORMATION <i>(Please Print)</i>	
Name of Organization/Individual: <input style="width: 95%; height: 25px;" type="text"/>	Name & title of key contact (Organizational application): <input style="width: 95%; height: 25px;" type="text"/>
Address: <input style="width: 95%; height: 25px;" type="text"/>	Business Phone and Fax: <input style="width: 95%; height: 25px;" type="text"/>
Website: <input style="width: 95%; height: 25px;" type="text"/>	Email: <input style="width: 95%; height: 25px;" type="text"/>

CATEGORY OF MEMBERSHIP <i>(check the membership applied for)</i>	
<input type="checkbox"/> Full membership	<input type="checkbox"/> Associate membership
<input type="checkbox"/> Honorary membership	<input type="checkbox"/> Friends of SAISIA
SCOPE OF SERVICES – <i>(Please check the services your organization provides)</i>	
<input type="checkbox"/> Reception/Orientation, Information and Referral, <input type="checkbox"/> Personalized settlement support services <input type="checkbox"/> Family support programs, <input type="checkbox"/> Integration /Community connections activities	<input type="checkbox"/> English/French language training, <input type="checkbox"/> Employment and Career Services Others (Please list):
ORGANIZATIONAL MANDATE & CULTURAL DIVERSITY <i>(For Full membership application, please describe your organizational mandate and cultural diversity of client groups that your organization serves)</i>	

REQUIRED DOCUMENTS <i>(Attach relevant documents)</i>		
Full and Associate Member	Honorary	Friends of SAISIA
1. A letter of intent to become a member of SAISIA clearly stating the reasons for the said interest and a commitment to upholding SAISIA’s Constitution; 2. A cheque to the value of annual membership 3. An audited financial statement in the year of application; 4. A certificate of incorporation and articles of incorporation; 5. A certificate of good standing from the Information Services Corporation, Saskatchewan Justice; 6. Minutes of the board resolution approving the application for SAISIA membership; 7. An organizational profile including brochures and other marketing materials containing descriptions of the organization’s history, programs and services.	1. A letter of intent stating the reasons for the said interest 2. A commitment to upholding the values of SAISIA and furthering its objectives; 3. A cheque to the value of annual membership due for the relevant class; 4. Relevant documents of incorporation from the appropriate government agency, if applicable, 5. An organizational profile including brochures and other marketing materials containing descriptions of the organization’s history, programs and services.	1. A letter of intent stating the reasons for the said interest 2. A commitment to upholding the values of SAISIA and furthering its objectives; 3. A cheque to the value of annual membership due for the relevant class;

Signature

Name

Date

Please mail your completed application and relevant documents to: Director of SAISIA,
 100-307 Ontario Avenue, Saskatoon, SK, S7K 1S3 Email: director@saisia.ca visit our website: www.saisia.ca

Membership Fee Schedule

Effective April 1, 2014

Full Members By Annual Income level \$	Annual Membership Fee
Above 6 million	\$1,000
Up to 6 million	\$875
Up to 5 million	\$750
Up to 2 million	\$600
Up to 800,000	\$375
Up to 400,000	\$225
Up to 200,000	\$150

Associate Members	\$100
Honorary Members	\$75
Friends of SAISIA	\$50

Notes:

- *There are two intakes per year. February 1 deadline for approval at April Board meeting and September 1 dead line for approval at November Board meeting.*
- *Membership fees are for April 1 to March 31.*
- *Initial membership fee and Annual membership fee are identical for new members and shall be either 100% or 65% depending on the date of application (100% for February deadline; 65% for September deadline).*
- *Cash will not be accepted.*
- *Cheques to be made payable to SAISIA with application.*

Description of Membership

MEMBERSHIP

(ARTICLE 11 and SECTION 1 of SAISIA's Constitution and Bylaws)

Eligibility Criteria: Eligibility for SAISIA membership shall be conditional upon the applicant meeting the relevant requirements of the applicable class of membership as described below. A membership list shall be maintained by SAISIA.

Classes of Membership: SAISIA membership shall be classified into four (4) categories: Full Membership, Associate Membership, Honorary Membership and Friends of SAISIA.

Full and Associate Membership shall be open to any incorporated non-profit organization/agency in Saskatchewan whose policies, programs and services foster or promote the settlement, adaptation and integration of immigrants or refugees and upon the fulfilment of the relevant membership criteria.

Honorary Membership and Friends of SAISIA shall be open to:

- I. Unincorporated agencies, for-profit registered business organizations.
- II. Individuals, incorporated non-profit organizations that promote social justice issues supporting SAISIA's mission in principle, or upon their satisfactory fulfilment of the conditions relevant to either class of membership.

Membership Application Procedure

1. Applicants for either the full or associate membership are required to submit, to the Corporation's admissions committee through its administrative staff, the following:
 - a. A letter of intent to become a member of SAISIA clearly stating the reasons for the said interest and a commitment to upholding SAISIA's Constitution;
 - b. A cheque to the value of the relevant initial membership fee;
 - c. An audited financial statement in the year of application;
 - d. A certificate of incorporation and articles of incorporation;
 - e. A certificate of good standing from the Information Services Corporation, Saskatchewan Justice;
 - f. Minutes of the board resolution approving the application for SAISIA membership;
 - g. An organizational profile including brochures and other marketing materials containing descriptions of the organization's history, mandate, vision, mission, programs and services.
2. Applicants for Honorary Membership shall submit:
 - a. A letter of intent clearly stating the reasons for said interest;
 - b. A commitment to upholding the values of SAISIA and furthering its objectives;
 - c. A cheque to the value of the relevant initial membership for this class;
 - d. An organizational profile including brochures and other marketing materials containing descriptions of the organization's history, mandate, vision, mission, programs and services.
 - e. Relevant documents of incorporation from the appropriate government agency, if applicable.

3. Applicants for Friends of SAISIA shall submit:
 - a. A letter of intent clearly stating the reasons for said interest;
 - b. A commitment to upholding the values of SAISIA and furthering its objectives.
4. There shall be two membership application intakes per year as follows:
 - a. February 1 deadline for approval at April Board meeting.
 - b. September 1 dead line for approval at November Board meeting.
5. New applicants shall be deemed admitted following a 2/3 majority vote of the Board members in favour of the admission.

Initial Membership Fees and Annual Membership Dues

1. Membership dues are for the period April 1st to March 31st;
2. Initial Membership Fee and Annual Membership Fee are identical for new members and shall be either 100% or 65% depending on the date of application (100% for February deadline; 65% for September deadline).

Restriction on Membership: No organization, non-profit or for profit, shall be entitled to become a member of SAISIA unless and until the said organization has satisfactorily fulfilled the conditions of membership for the relevant class as stated both in the Constitution and Bylaws.

Transfer of Membership: Membership interest shall not be transferable.

Termination and Suspension of Membership

1. Any class of member may voluntarily terminate its membership with written notice to the SAISIA Board Secretary; no claims for reimbursement for membership fees and dues shall be valid in the event of a voluntary withdrawal of membership.
2. The Board of Directors, duly authorized by the resolution of 2/3 majority of the Board of Directors shall have the authority to terminate the membership of a member organization on the following grounds:
 - a. Non-payment of annual membership dues within 30 days of the Annual General Meeting;
 - b. Repeated violation (considered more than once) of one or more of the provisions of the Constitution and Bylaws.
3. Written notice of the termination shall be given to the affected agency within 30 working days following the decision to terminate.
4. In the event of an appeal against a decision to terminate membership, the President shall convene a Special General Meeting to create a platform for an independent review and a final decision.

Class	Conditions of Membership	Rights	Obligations
Full	<p>An agency or organization shall be eligible to become a full member if it satisfies all conditions noted below:</p> <ul style="list-style-type: none"> • Its organizational mandate or mission permits it to provide settlement or integration support services to culturally or ethnically diverse groups of newcomers; • Through duly qualified and paid staff personnel, provides two or more direct front line settlement services to said diverse groups of immigrants or refugees on a regular basis in the following areas; <ul style="list-style-type: none"> Client reception/orientation and referral; Personalized settlement support services such as English/French language training, employment and career services, or family support programs; Skills development programs and integration or community connections activities such as public education and community outreach. • Has proven organizational capacity to support newcomer clients in the above listed areas; • Evidence of good standing vis-à-vis its incorporation status as a non-profit organization in Saskatchewan; • Subscribes to the vision, mission, goal and objectives of SAISIA. 	<p>Each full member agency may be represented at the Annual General Meeting (AGM) or Special General Meeting (SGM) by two agency delegates appointed by the Executive Director, one of which may be the Executive Director.</p> <p>Each member agency in good standing shall be entitled to:</p> <ul style="list-style-type: none"> ○ Inspect SAISIA’s financial records/books; ○ Nominate an agency representative to stand for election to the Board of Directors; ○ Hold an office, including executive position, on the Board of Directors; ○ Carry two votes at an AGM or a SGM; ○ Appoint proxies, other than the two regular delegates, to attend meetings and vote on its behalf; ○ Attend and speak by way of introducing motions, proposing issues for discussions, or making suggestions or comments at an Annual General Meeting or a Special General Meeting; ○ Belong to a standing or ad-hoc committee established by the Board, although the Board has the right to determine and/or limit the number of persons on each Committee; ○ Participate in professional development, learning and networking events, conferences and community consultations; ○ Have access to resources developed by SAISIA; ○ Provide input to SAISIA through the appropriate channels; ○ Receive newsletters, annual reports, notices of general meetings, information updates and, upon request, other non-confidential or public materials; ○ Terminate its membership in SAISIA by the giving of a written notice to the Secretary of the Board of Directors; ○ Have access to the right of appeal against termination of membership and/or any disciplinary action against said agency member within 60 days of the date of the decision; ○ Attend and be heard, in accordance with the rules of due process and fairness, for the purposes of any appeals. 	<p>Each full member agency shall be obliged to:</p> <ol style="list-style-type: none"> a) Comply with the provisions of this Constitution and the accompanying Bylaws; b) Uphold the values and guiding principles of SAISIA; c) Attend members’ meetings; d) Submit to SAISIA, through the Secretary and/or administrative staff, notice of any matter it proposes to raise or discuss at meetings of members not less than 10 working days prior to such meetings; e) Pay annual membership dues; f) Pay any fees required for participation in any form of professional development, learning and networking events, conferences, and community consultations; g) Respond to complaints against the member agency by the appropriate SAISIA delegate or committee; h) Notify the organization of any changes in its contact and/or mailing information.

Class	Conditions of Membership	Rights	Obligation
Associate	<p>An agency or organization shall be eligible to become an Associate Member if it satisfies all conditions noted below:</p> <ul style="list-style-type: none"> • Provides support services that enhance the settlement and integration of immigrants and refugees; • Demonstrates evidence of good standing vis-à-vis its incorporation status as a non-profit organization in Saskatchewan; • Subscribes to the vision, mission, goal and objectives of SAISIA. 	<p>Each member shall be represented by the Executive Director or another Agency Representative.</p> <p>An agency member shall be entitled to:</p> <ul style="list-style-type: none"> ○ Inspect SAISIA's financial records/books; ○ Carry one vote at an Annual General Meeting and a Special General Meeting; ○ Appoint a proxy, other than the Executive Director or the regular delegate, to attend meetings and vote on its behalf; ○ Attend and speak by way of introducing motions, proposing issues for discussions, or making suggestions and comments at an Annual General Meeting or a Special General Meeting; ○ Belong to a standing or ad-hoc committee established by the Board, although the Board has the right to determine and/or limit the number of persons on each committee; ○ Participate in professional development, learning and networking events, conferences, and community consultations; ○ Have access to resources developed by SAISIA; ○ Provide input to SAISIA through the appropriate channels; ○ Receive newsletters, annual reports, notices of general meetings, information updates and, upon request, other non-confidential or public materials; ○ Terminate its membership in SAISIA by the giving of a written notice to the Board Secretary; ○ Have access to a right of appeal against termination of membership and/or any disciplinary action against said agency member within 60 days of the date of the decision; ○ Attend and be heard, in accordance with the rules of due process and fairness, for the purposes of any appeals. 	<p>Each Associate Member agency shall be obliged to:</p> <ol style="list-style-type: none"> a) Comply with the provisions of this Constitution and the accompanying Bylaws; b) Uphold the values and guiding principles of SAISIA; c) Attend members' meetings; d) Submit to SAISIA, through the Secretary and/or Administrative Staff, notice of any matter it proposes to raise or discuss at meetings of members not less than 10 working days prior to such meetings; e) Pay annual membership dues; f) Pay any fees required for participation in any form of professional development, learning and networking events, conferences, and community consultations; g) Respond to complaints against the member agency by the appropriate SAISIA delegate or committee; h) Notify the organization of any changes in its contact and/or mailing information.

Class	Conditions of Membership	Rights	Obligation
Honorary	<p>A group, for profit or non-profit agency or organization, incorporated or non-incorporated business or organization shall be eligible for honorary membership if it satisfies all conditions noted below:</p> <ul style="list-style-type: none"> • Subscribes to SAISIA’s values and guiding principles, goal and objectives; • Is committed to a collaborative partnership with SAISIA in furtherance of the Corporation’s vision and mission. 	<p>Each Honorary member in good standing shall be represented by a delegate of its choosing.</p> <p>A member shall be entitled to attend the Annual General Meeting.</p> <p>An honorary member shall be entitled to:</p> <ul style="list-style-type: none"> ○ Belong to a standing or ad-hoc committee established by the Board, although the Board has the right to determine and/or limit the number of persons on each committee; ○ Participate in professional development, learning and networking events, conferences and community consultations; ○ Have access to resources developed by SAISIA; ○ Provide input to SAISIA through the appropriate channels; ○ Receive newsletters, annual reports, notices of general meetings, information updates and, upon request, other non-confidential or public materials; ○ Terminate its membership in SAISIA by the giving of a written notice to the Board Secretary; ○ Have access to a right of appeal against termination of membership and/or any disciplinary action against said agency member within 60 days of the date of the decision; ○ Attend and be heard, in accordance with the rules of due process and fairness, for the purposes of any appeals. 	<p>Each member shall be obliged to:</p> <ol style="list-style-type: none"> a) Comply with the provisions of this Constitution and the accompanying Bylaws; b) Uphold the values and guiding principles of SAISIA; c) Attend members’ meetings; d) Pay annual membership dues; e) Pay any fees required for participation in any form of professional development, learning and networking events, conferences, and community consultations; f) Respond to complaints against the member agency by the appropriate SAISIA delegate or committee; g) Notify the organization of any changes in its contact and/or mailing information.

Class	Conditions of Membership	Rights	Expectations
Friends of SAISIA	<p>Individuals, groups, agencies, organizations, or businesses shall be eligible to become friends of SAISIA if all conditions noted below are satisfied:</p> <ul style="list-style-type: none"> • Do not seek to become members of any of the above three classes of membership; • Is committed to contributing resources to the building and development of the Corporation’s organizational capacity as a sustainable umbrella organization. 	<p>This class of membership shall be entitled to:</p> <ul style="list-style-type: none"> ○ Belong to a standing or ad-hoc committee established by the Board, although the Board has the right to determine and/or limit the number of persons on each committee; ○ Attend Annual General Meetings; ○ Participate in professional development, learning and networking events, conferences and community consultations; ○ Have access to resources developed by SAISIA; ○ Provide input to SAISIA through the appropriate channels; ○ Receive newsletters, annual reports, notices of general meetings, information updates and, upon request, other non-confidential or public materials; ○ Terminate its membership in SAISIA by the giving of a written notice to the Board Secretary; ○ Have access to a right of appeal against termination of membership and/or any disciplinary action against said agency member or individual within 60 days of the date of the decision; ○ Attend and be heard, in accordance with the rules of due process and fairness, for the purposes of any appeals. 	<p>Friends of SAISIA shall:</p> <ol style="list-style-type: none"> a) Support the organization’s vision, mission and goal; b) Comply with the provisions of this Constitution and the accompanying Bylaws; c) Uphold the values and guiding principles of SAISIA; d) Attend members’ meetings; e) Pay annual membership dues; f) Pay any fees required for participation in any form of professional development, learning and networking events, conferences, and community consultations; g) Respond to complaints against the member agency or individual by the appropriate SAISIA delegate or committee; h) Notify the organization of any changes in its contact and/or mailing information.