

CES Policy Re Membership Fee Receipt from and Distribution to Chapter

The Canadian Evaluation Society is committed to providing excellent service to its members.

The goal of this policy is to lay out the procedures and mechanisms for new and renewing memberships and corresponding distribution of fee allocations to Chapters.

This policy is organized into two main elements:

- 1. Authority, and**
- 2. Application and Implementation Requirements**

1.0 Authority

1.1 This policy is developed under the authority of the CES National Council a government body for CES. The policy will apply to CES National Council as governing body for CES and the individual Chapters of CES.

1.2 This policy outlines the parameters by which Chapters are reimbursed a share of membership dues of CES Members to support local Chapter activities.

1.3 This policy is administered by the Administration Committee.

2.0 Application and Implementation Requirements

2.1 Application:

This policy applies to both new and renewal memberships by CES members. This includes the following membership types:

- Individual
- Senior
- Library
- Full-Time Student
- AEA or AES Individual
- AEA or AES Student

Members can renew at any time during the calendar year. Memberships generally expire one year after their last membership renewal date.

2.2 New and Renewing Memberships:

Members may renew their memberships annually or become new members in several ways:

- By becoming a member by completing the membership form downloaded from the CES website and forwarding it with payment to the CES National Secretariat Office.
- By renewing their membership by completing the membership form sent to them in the mail with their renewal form and/or downloaded from the CES website and forwarding it with payment to the CES National Secretariat Office.
- By renewing their membership by completing the membership form sent to them in the mail with their renewal form and/or downloaded from the CES website and

forwarding it with payment to the CES National Secretariat Office when registering at the CES National Conference.

- By renewing/ becoming a member by completing the membership form downloaded from the CES website and forwarding it with payment to the CES Chapters when registering for a professional development event offered through a chapter.

2.3 Chapter Fee Allocation

In recognition of the need to support the activities of CES Chapters, CES National allocates 20% of the individual membership fee renewal net of GST to Chapters. No membership share is allocated for the student, senior, library or joint AEA/CES individual or student memberships.

In recognition of the fact that the CES NWT Chapter also resources Nunavut and YT, CES NWT Chapter will be forwarded the chapter allocation for these regions.

Annual allocations will be made twice yearly, by January 15th for memberships received in the period July 1 - December 31 and by July 15th for the period January 1 - June 30.

Documentation accompanying the Chapter share fee allocations will indicate the number of memberships that the reimbursement covers and the membership fee period.

2.4 Member Data

2.4.1 CES member data is collected by CES through the registration process and administered according to the membership data policy and privacy policy.

Chapters who collect member data and renewal information and new member fees as part of professional development events will forward the completed membership application and renewal form and accompanying fees to CES National Secretariat within one month after the conclusion of the event according to the spreadsheet format prescribed by CES National.

2.4.2 On a monthly basis, membership information will be aggregated for individual chapters and will be forwarded to a Chapter designate - President/ Treasurer or Member Services Chair including:

- Expiring CES members in past month
- Current list of Chapter members
- Renewing CES Members in past month
- New CES Members in past month