

MEMBER ADMISSION POLICY AND PROCEDURES

Approved By: Board of Directors

Effective Date: November 2024

Oversight Committee: Governance Committee

1. PURPOSE

Section 3.01 of the CSGA By-laws provides for three classes of membership that require the Board of Directors to set standards for admitting individuals, partnerships, and/or organizations to become members. This policy sets those standards and, through the associated procedure(s), ensures effective administration of admission, fee collection, and, as required, suspension or termination of membership.

2. SCOPE

This policy applies to the admission and administration of the status of Regular Members, Affiliate Members and Associate Members.

3. DEFINITIONS

Act means the Canada Not-for-profit Corporations Act.

Association means the Canadian Seed Growers' Association.

CSGA means the Canadian Seed Growers' Association.

Designated Representative means an individual who is authorized to represent and vote on CSGA business on behalf of a CSGA member who is an organization.

Circular 6 means the *Canadian Regulations and Procedures for Pedigreed Seed Crop Production*, published by CSGA and amended from time to time.

4. POLICY

The Board of Directors is charged with setting the conditions of admission and suspension or termination for each class of CSGA members. The Board of Directors shall ensure that any conditions of admission, suspension, or termination of membership for any class are fair, equitable, and transparent.

The following conditions shall apply:

1. Only an individual, partnership or organization shall apply for and be eligible for one class of membership.
2. The minimum conditions set out in CSGA's By-laws (Section 3.01) shall be adhered to without exception. For greater certainty, the following excerpts from Section 3.01 outline the conditions for each class of membership:

Regular Members

Membership as a Regular Member shall be available only to:

- any individual, partnership or organization producing or undertaking to produce pedigreed seed; an *Application for CSGA Membership* and an *Application for Seed Crop Certification* in the name of the seed grower producing the seed (as defined* in Circular 6) is required as a condition of acceptance of the application to become a member; individuals who are employees of a corporate Regular Member cannot also be Regular Members;
- any person elected or appointed a Director, Officer, or, pursuant to By-law 6:03 c., an Advisor of the Association; and
- any individual elected as a Robertson Associate.

** Seed grower (pedigreed) – An applicant for certification of a crop offered for pedigree who grows the crop in accordance with the Canadian Regulations and Procedures for Pedigreed Seed Crop Production of the CSGA and who accepts full responsibility for the production and management of the seed crop and all related financial obligations. (Glossary of Terms, Circular 6)*

Affiliate Member

Membership as an Affiliate Member shall be open to:

- any individual, partnership, or organization supporting the production of pedigreed seed who is not already a Regular or Associate Member, including:
 - a seed grower not actively producing seed crops in the current fiscal year;
 - a plant breeder not applying for the certification of Breeder seed in the current fiscal year;
 - an active Authorized Seed Crop Inspection Service (ASCIS) recognized by the CFIA;
 - an active Licensed Seed Crop Inspector (LSCI) licensed by the CFIA;
 - an active seed analyst or seed grader accredited by the CFIA;
 - a seed laboratory accredited by the CFIA;
 - a seed establishment registered by the CFIA;
 - an active operator of a Registered Seed Establishment licensed by the CFIA;
 - a seed company, that does not meet Regular membership requirements; or
 - an active plant breeding institution.

Membership as an Affiliate Member is open to organizations that are regulated as part of Canada's seed certification program.

An individual cannot hold multiple memberships, and if eligible for both a Regular and Affiliate membership, a Regular membership will take precedence.

Associate Members

Membership as an Associate Member shall be open to any organization or association not already a Regular or Affiliate Member that is involved in or interested in pedigreed seed production and advancing the interest of the CSGA, including:

- Seed sector Associations
- National and provincial agriculture and agrifood associations;

- Organizations that support the seed sector
 - Government and intergovernmental organizations
 - International seed sector associations
3. **Designated Representative of Organizational Members:** Each Regular, Affiliate or Associate member—not an individual—shall, at the time of their acceptance as a member, appoint in writing to the Executive Director its Designated Representative for the year, who would represent such member in the affairs of the Association and attend and vote on its behalf at meetings of members, if applicable. Only that Designated Representative shall represent the member. Should the member need to replace their Designated Representative, the member shall give at least 10 days' notice prior to any meeting at which the Designated Representative shall be present or wish to exercise their right to vote.
4. **Payment of Fee:** Each member shall pay the membership fee established annually by the Board within 30 days of receipt of the notice of fee, which shall be sent to the address provided by the member. Under no circumstances, including membership suspension or termination, shall membership dues be reimbursed. Membership commences once the membership fee has been paid in full.
5. **Termination of Membership:** As per By-law 3:03, membership in the Association ends in any of the following cases:
- a. The member's resignation is provided in writing to the Executive Director, in which case the resignation takes effect on the date specified in the notice of resignation.
 - b. For a Regular Member, membership terminates at the close of the Association's Annual General Meeting following the year in which the member undertakes to produce pedigreed seed unless the member has paid their annual fee for that year.
 - c. For an Affiliate or Associate Member, membership terminates at the Association's fiscal year-end of January 31 unless the member has paid their annual fee for the next year.
 - d. In the case of a Regular Member admitted as a Director, Officer, or Advisor but who is not a pedigreed seed producer, membership terminates when such member ceases to hold such office in the Association.
 - e. The death of a member or, in the case of a member who is a legal person, the dissolution of the legal person.
 - f. Failure by the member to maintain the conditions for membership set out in the By-laws or this Policy.
 - g. The expulsion of the member in accordance with the By-laws and as set out below or in another way in accordance with the Act or By-laws.
 - h. The expiration of the membership period without paying the prescribed renewal fee.
 - i. The liquidation or dissolution of the Association under the Act.
6. **Suspension & Termination of Membership:** As per By-law 3:04, the Board shall have the authority to suspend or terminate the membership of any member who violates any provision of the Articles, By-laws, or written policies or Regulations of the Association.

In the event that the Board determines that a member should be suspended or terminated from membership, the Executive Director or other Officer as may be designated by the Board (Designated Officer), shall provide 20 days notice of suspension or termination to the member and shall provide reasons for the proposed suspension or termination. The member may make written submissions to the Designated Officer in response to the notice received within such 20-day period. If no written submissions are received, the Designated Officer may proceed to notify the member that the member is suspended or terminated from membership in the Association. If written submissions are received in accordance with this section, the Board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further 20 days from the date of receipt of the submissions. The Board's decision shall be final and binding on the member without any further right of appeal.

Notwithstanding the above provision, a member shall never have their membership revoked or suspended on the grounds of gender, race, religion, sexual orientation, marital status or any combination thereof.

5. RESPONSIBILITIES

Board of Directors

- Ensure this Policy is adhered to fairly and equitably
- Ensure this Policy is available to all members
- Review this Policy at least once every two years or more frequently if necessary
- Approve any amendments to this Policy

Executive Director

- Review and make recommendations to the Board for acceptance of new members
- Ensure members pay their fees on time, and if not, provide appropriate notice to members of the termination of their membership for failure to pay
- Advise the Board of any member who is not in compliance with membership requirements and provide the member with the required notice and advice of their suspension or termination
- Advise the Board of recommended procedures for administering the admission, administration of fees and termination of memberships.

6. MEMBERSHIP ADMISSION PROCEDURES

Regular Members

An individual, partner or organization producing or undertaking to produce pedigreed seed must apply to become a Regular Member by submitting an *Application for CSGA Membership/Renewal* and an *Application for CSGA Seed Crop Certification* by the applicable crop application deadline dates. Regular membership is granted upon receipt of both the membership and seed crop certification application forms, and applicable membership fees.

Affiliate and Associate Members

Those interested in becoming an Affiliate or Associate Member may submit an [*Application for CSGA Affiliate or Associate Membership*](#) after February 1. Applications may be reviewed by the Board of

Directors. Members who are conditionally approved become recognized members upon receipt of the applicable membership fee.

LAST REVIEWED:

NEXT REVIEW NO LATER THAN: November 2026