

April 26, 2024

Dear Prospective Member:

I would like to highlight the benefits of SAISIA membership and outline the various membership opportunities available to you and your organization.

SAISIA was established in 1987 as an umbrella organization of immigrant serving agencies across Saskatchewan. It is the official Settlement Umbrella organization in our province and works collaboratively with other provincial Umbrella organizations across Canada. Its mandate is to provide an association through which its members can work towards addressing the needs of newcomers, the agencies that serve them, and the larger communities that welcome them.

With the vision of fostering excellence in settlement and integration services across Saskatchewan and continuing to elevate newcomer services, SAISIA's activities on behalf of its members include:

- Representation in advocacy work with municipal, provincial, and national bodies. Opportunities for you to **relay your concerns** and **identify barriers** that affect your organization as well as **provide recommendations/best practices** that you feel would **improve service delivery** for the newcomers you serve. These issues will be voiced clearly to influence and steer policy changes through various mediums such as:
  - NSIC Council – National Settlement and Integration Council
  - CISSA-ACSEI – The Canadian Immigrant Settlement Sector Alliance – Alliance canadienne du secteur de l'établissement des immigrants
  - Meetings with the Saskatchewan Provincial Government on issues of settlement and integration
- **Free Professional Development Opportunities** for your frontline staff that are based on member input through identifying pressing needs and areas of importance
- **Direct input** on SAISIA priorities and activities
- **Resource development and support** – We will work on providing and developing resources that can best support your organization and enhance programming for management and frontline staff
- Participate in face-to-face and virtual member meetings to **exchange networking, knowledge, and best practices.**
- **Organizational news, events, job postings** and other initiatives can be circulated throughout the sector, posted on the SAISIA Website, and relayed through our SAISIA newsletter
- **Representation at the SAISIA Annual General Meeting**, nominating, and voting on the SAISIA Board of Directors
- Organizational information posted on SAISIA Website which includes contact information, website links, and member maps

- **Access to SAISIA's boardroom at no cost.** This can be arranged by contacting our office to place your booking.

We have established strong relationships with key stakeholders over the years and have undertaken many initiatives, several of which include provincial Summits, national partnerships, annual sector surveys, coordination of provincial response to the Syrian, Afghan, and Ukrainian refugee crises, and establishment and coordination of sector working groups. We continue to find new and innovative ways to serve our members more proactively.

SAISIA's application package is found below and includes:

1. Description of Membership Categories including Membership Fee Schedule (**Full membership, Associate membership, and Friends of SAISIA**)
2. Membership fillable application form that can be completed and emailed to [info@saisia.ca](mailto:info@saisia.ca), with **Membership** in the subject line.

Full members can nominate a position(s) on the SAISIA Board, so it is important that membership be in good standing by the time of the Annual General Meeting, i.e. membership must be received in our office and fees paid. Please note that the Nominations Committee will be accepting nominations until **May 31<sup>st</sup>, 2024**.

If you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jean Goerzen', with a stylized flourish at the end.

Jean Goerzen  
Executive Director

# DESCRIPTION OF SAISIA MEMBERSHIP CATEGORIES

## CLASSES OF MEMBERSHIP

Full Membership is open to any 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.

Associate Membership and Friends of SAISIA Membership shall be open to:

- I. Unincorporated agencies which do not qualify for Full Membership, 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.

## CONDITIONS OF MEMBERSHIP

Full Membership – An agency or organization which subscribes to the vision, mission, goal, and objectives of SAISIA will be eligible if it meets ONE of the two following criteria:

Criteria Option 1:

- I. It is an incorporated organization/agency that provides at least one settlement service in Saskatchewan to newcomers to Canada.
- II. Meets federal/provincial funding criteria for settlement programming vis-à-vis its incorporation status as a non-profit organization in Saskatchewan.

Criteria Option 2:

- I. Has a division or department, the primary function of which is the provision of at least one settlement service in Saskatchewan to newcomers to Canada.
- II. Meets federal/provincial funding criteria for settlement programming vis-à-vis its good standing with the appropriate regulatory body.

**Associate Membership** – Any agency, organization, or individual that does not meet the criteria for full membership or does not wish to apply for full membership, yet subscribes to the vision, mission, goal, and objectives of SAISIA, may be eligible to become an Associate Member with approval by the Board of Directors based on the recommendation of the standing Membership Committee.

**Friends of SAISIA Membership** - Individuals, groups, agencies, organizations, or businesses shall be eligible to become Friends of SAISIA if they are committed to contributing resources to the building and development of the Corporation's organizational capacity as a sustainable umbrella organization.

## RIGHTS OF MEMBERSHIP CATEGORIES

For many potential members, the most significant differences in powers of the classes of members are those associated with voting at general meetings and an opportunity to participate at the Board level. A member must be in good standing in order to exercise the rights identified on the table below.

- Full Members: have two (2) votes at general meetings and can nominate up to two (2) agency representatives for Board positions and are eligible to have agency representatives sit on the Board executive.
- Associate Members: have one (1) vote at general meetings but cannot sit on the Board.
- Friends of SAISIA: have no voting power and cannot sit on the Board.

## **FULL MEMBERS RIGHTS**

- I. Be represented at the Annual General Meeting (AGM) or Special General Meeting (SGM) by a maximum of two agency delegates appointed by the Executive Director, one of which may be the Executive Director;
- II. Its delegates attending and speaking by way of introducing motions, proposing issues for discussion, or making suggestions or comments at an AGM or an SGM;
- III. Appoint proxies when the agency's regular delegates are unable to attend;
- IV. Carry two (2) votes at an AGM or an SGM whether one or two representatives attend;
- V. Nominate a maximum of two (2) agency representatives to stand for election to the Board of Directors;
- VI. Be eligible to hold an office, including an Executive position, on the Board of Directors;
- VII. 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;
- VIII. Participate in professional development, learning and networking events, conferences and community consultations;
- IX. Inspect SAISIA's financial records/books;
- X. Have access to resources developed by SAISIA;
- XI. Provide input to SAISIA through the appropriate channels;
- XII. Receive newsletters, annual reports, notices of general meetings, information updates and, upon request, other non-confidential or public materials;
- XIII. Terminate its membership in SAISIA by giving a written notice to the Secretary of the Board of Directors;
- XIV. Have access to the right of appeal against termination of membership and/or any disciplinary action against said agency member within sixty (60) days of the date of the decision;
- XV. Attend and be heard, in accordance with the rules of due process and fairness, for the purposes of any appeals.

## **ASSOCIATE MEMBERS RIGHTS**

- I. Be represented at the Annual General Meeting (AGM) or Special General Meeting (SGM) by a maximum of one agency delegate. This may be the Executive Director or an agency representative appointed by the Executive Director;
- II. Its delegate attends and speaks by way of introducing motions, proposing issues for discussion, or making suggestions and comments at an AGM or an SGM;
- III. Appoint a proxy when the agency's regular delegate is unable to attend;
- IV. Carry one (1) vote at an AGM or an SGM;

- V. 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;
- VI. Participate in professional development, learning and networking events, conferences, and community consultations;
- VII. Inspect SAISIA's financial records/books;
- VIII. Have access to resources developed by SAISIA;
- IX. Provide input to SAISIA through the appropriate channels;
- X. Receive newsletters, annual reports, notices of general meetings, information updates and, upon request, other non-confidential or public materials;
- XI. Terminate its membership in SAISIA by giving a written notice to the Secretary of the Board of Directors;
- XII. Have access to the right of appeal against termination of membership and/or any disciplinary action against said agency member within sixty (60) days of the date of the decision;
- XIII. Attend and be heard, in accordance with the rules of due process and and fairness, for the purposes of any appeals.

## FRIENDS OF SAISIA RIGHTS

- I. Attend Annual General Meetings (AGMs);
- II. Participate in professional development, learning and networking events, conferences and community consultations for a fee;
- III. Provide input to SAISIA through the appropriate channels;
- IV. Receive newsletters, annual reports, notices of general meetings, information updates and, upon request, other non-confidential or public materials.

## SCHEDULE OF FEES

Income Level (\$)	Full Members	Associate Members	Individual Associate Members	Friends of SAISIA
			100.00	25.00
Above 6 million	1000.00	500.00		
Up to 6 million	875.00	437.50		
Up to 5 million	750.00	375.00		
Up to 2 million	600.00	300.00		
Up to 800,000	375.00	187.50		
Up to 400,000	225.00	112.50		

For Institution such as colleges that have a single unit that provides one or more settlement services within a larger organization, the "income level" used for fee determination will be the income level of those parts of the organization providing settlement services.



NEW

RENEWAL

### SAISIA MEMBERSHIP APPLICATION FORM

<b>Name of Organization/Individual</b>	<b>Name and Title of Key Contact (Organizational Application)</b>
<b>Address:</b>	<b>Business Phone</b>
<b>Website</b>	<b>Email:</b>
<b>Non-Profit Corporation Entity Number --&gt;</b>	

#### CATEGORY OF MEMBERSHIP

Full Membership

Associate Membership

Friends of SAISIA

#### Required Documents for **FULL** and **ASSOCIATE** Membership

**NEW and RENEWAL** --> Completed Application Form

**NEW ONLY** --> Letter of Intent to become a member of SAISIA, stating reasons for interest in becoming a member and a commitment to upholding its mission and values

**NEW Only** --> Include a statement confirming Board authorization of application

Membership Fees (See Schedule of Fees) Cheque # \_\_\_\_\_ Direct Deposit E-transfer (info@saisia.ca)

**IMPORTANT --- Financial Statement**

Submit your most recent audited financial statement with this application

OR

Provide us the link to your website's posted financial statement -->

#### If Organization Provides Settlement Services Along with Other Services

Amount of Income Allocated in Settlement Services --> \$

#### Required Documents for **FRIENDS OF SAISIA** Membership

Completed Application Form

Membership Fee (See Schedule of Fees)

**Please contact our office if your organization does not comply with any of the above.**

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send your completed application package to **SAISIA**

☞ By Postal Mail: **104 - 407 Ludlow St, Saskatoon SK S7S 1P3**

☞ By E-mail: **info@saisia.ca; Subject: Membership**