**ACDS Associate Membership Application**

**Advocating for, supporting, and elevating**

**the Community Disability Services sector in Alberta**

**Direct voice and influence** to advance public policy related to the Community Disability Services (CDS) sector

**Members-only portal** on the ACDS website, with first access to ACDS research, tools, resources, and more

**Reduced rates** for ACDS training and development programs and ACDS events, including the ACDS Annual Conference, as well as group benefits, insurance and first aid

**Informative updates** from ACDS on policy, government relations, other relevant news and developments, as well as resources relevant to the sector

**Promotion of your organization** through the ACDS website and ACDS social media platforms



**Criteria for Membership**

**Membership Eligibility** (Bylaw #1):

1. **ACDS Full Member:** (voting)Membership may be granted to any organization that demonstrates full compliance with the Alberta Council of Disability Services (ACDS) code of ethics, is Creating Excellence Together (CET) Accredited (or equivalent), and whose primary function is to provide services and/or supports to people who have mental, physical or developmental disabilities which create barriers to participation in their communities, within the province of Alberta.
2. **Associate Member:** (non-voting) Membership may be granted to any individual, family or organization that demonstrates full compliance with the ACDS code of ethics and has interests specific to services to individuals with mental, physical or developmental disabilities but is not required to be CET Accredited (or equivalent) or is currently in the process of being accredited.
3. **Affiliate Member:** (non-voting) Membership may be granted to any corporation/organization or individual that supports the work of ACDS but does **not** provide direct services to people who have mental, physical or developmental disabilities.

**Voting Powers** (Bylaw #22, 23, 24 & 25):

1. Full Members present will have one vote at an Annual General Meeting or a Special Meeting. There shall be no voting by proxy.
2. Associate Members and Affiliate Members will have **no voting** privileges at an Annual General Meeting or a Special/Extraordinary Meeting.
3. Notwithstanding s.23. any Individual Associate Member elected to the Board of Directors will be granted voting privileges for the duration of their term as long as they remain a Director in good standing.
4. The privilege of attendance and participation at the Annual General Meeting or any Special Meeting without the right to vote may be extended to any person or agency by the Board of Directors.

**In addition to the above by-law criteria, membership acceptance will be conditional to the following:**

1. Adherence to the ACDS’ Ethical Principles (enclosed);
2. Compliance with CET Accreditation or equivalent (ACDS Full Member Category only);
3. Future true and correct representation of ACDS and its environs;
4. Accurate and timely information on the Application Form (enclosed); and
5. Payment of fees as per by-law 2.c.

**Fee Schedule for Membership**

The ACDS Board commits to reviewing the fee structure every three years.

The ACDS Board of Directors has the power to revise the membership fee schedule from time-to-time as it sees fit.

Current fees as of April 1, 2024.

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| **Associate Member** | **MEMBER** FEES |
|  |  |
| Individual | $75.00 |
| Organization | $750.00 |
|  |  |
| GST # R106692676 | **Membership fees are GST exempt** |

The ACDS membership renewal process begins in February of each year. At that time each member will be sent a Renewal Form accompanied by an invoice for the membership fee paid the previous year.

**Members bear the responsibility to update any changes in their annual Membership status.**

**For Associate members that have gone through CET (or equivalent) accreditation, they must complete renewal information under the Full ACDS Member category.**

The membership year is defined as at April 1, as per ACDS’ fiscal year (bylaw #3.b).

A member is in arrears of payment of fees as of April 30, unless waived by the Board of Directors (bylaw #2.c). A member in good standing shall be defined as one whose dues for the current fiscal year are paid in full (bylaw #3.a).

Application for Associate Membership

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| Application Date: |       |
| Individual Name orOrganization Name: |       |
| Mailing Address: |       |
| Street Address: |       |
| City: |       | Prov. |    | P. Code: |       |
| Telephone: |       | Fax #: |       |
| Website Address: |       | Email: |       |

|  |  |
| --- | --- |
| Please indicate why you are interested in becoming an Associate member of ACDS  |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For Associate Member (organization):** Is the organization required to be accredited? | Yes | [ ]  | No | [ ]  |
| Is the organization accredited? | Yes | [ ]  | No | [ ]  |
|  | CET New Services | [ ]  |  |
|  | CET Level 1 | [ ]  |  |

|  |  |
| --- | --- |
| Name of accrediting organization (if not CET): |       |

|  |  |
| --- | --- |
| If not accredited but required to be, what is the status toward accreditation compliance? |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Membership type:** | Associate Membership Organization $750.00 | **[ ]**  | Associate Membership Individual $75.00 | **[ ]**  |
|  |  |  |  |  |
| **Membership Fee:** | Chq. Enclosed $ |       | Please invoice | **[ ]**  |

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| **Canada's Anti-spam Law (CASL), Bill C-28. The law establishes a regulatory framework for permission-based electronic messaging, including mass email messages. CASL requires recipients to explicitly “opt-in” to receiving emails and other electronic communication.****To maintain communication, ACDS often sends mass electronic messages (e.g., newsletters and industry updates) via email to members. By providing your email address in this application you are giving ACDS permission to contact you electronically.** **Please note, as required by the legislation, all mass electronic messages coming from ACDS will always include an option to “opt-out” whereby your consent to ACDS to email you will be revoked.** |

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| **I HEREBY CERTIFY** that the information provided in this form is complete, true and correct to the best of my knowledge**:** |
|       |       |
| **(Name and Title)** | **(Date)** |

|  |
| --- |
| **I declare adherence to the ACDS Ethical Principles (attached):** |
|       |       |
| **(Name and Title)** | **(Date)** |

Ethical Principles of the

Alberta Council of Disability Services

## Respect for the Dignity of Persons

* Demonstrates, in all activities, their respect for the dignity of service recipients, professionals, and the other individuals and organizations with which they interact.
* Acts in a fair and non-discriminatory manner in selecting, assessing and providing services.
* Treats their employees justly and in a non-discriminatory manner.
* Conducts business with service providers and professionals in a fair and non-discriminatory manner.

## Responsible Caring

* Demonstrates their commitment to quality supports and services to people with disabilities in all their activities.
* Cares about the well-being of the people served, and work with service recipients and their legal representatives to secure and provide services that maintain and improve the recipient’s well-being.
* Are committed to the well-being of their employees.
* Makes business decisions that reflect the fact that the primary business of disability service agencies is the provision of quality supports and services to people with disabilities.

## Integrity in Relationships

* Honest in all their dealings with service recipients, professionals and other individuals and organizations.
* Represents the type, limitations, and appropriateness of their services to recipients and their legal representatives honestly and accurately.
* Acts with integrity in their dealings with their employees.
* Represents themselves and their services honestly to service recipients and to other organizations in the community.

## Social Responsibility

* Advocates for changes that will benefit the people served; in the belief that society’s welfare is affected by its treatment of those who are in the margins of society.
* Are committed to developing and providing the best services available.
* Encourages employees to question policies and practices that may harm people with disabilities.
* Educates individuals and organizations with whom they do business regarding how best to accommodate people with disabilities.

Approved: September 2012