

Ontario PC Party
Rules Governing the Provincial Membership Registry (the "Registry")
(as amended by the PCPO Executive on September 9, 2017)

1 Purpose of the Registry

- 1.1 To encourage and facilitate the recruitment of new members of the Ontario PC Party (the "Party") in a manner that respects the role of each Recognized Association ("Association") of the Party.
- 1.2 To maintain the most current membership list of members of the Associations of the Party.
- 1.3 To provide updated lists of members listed on the Registry for each Association to that association on a regular basis.
- 1.4 To provide a current list of members with whom the Party can communicate quickly and effectively.
- 1.5 To provide for a province-wide mechanism for annual membership renewals.
- 1.6 To maintain a permanent voters' list for the purpose of leadership elections.
- 1.7 To protect the confidentiality of data of members listed on the Registry, and to ensure that the Registry is used only for Party purposes, and not for any other or improper purpose. No other database is acceptable for use of this information other than the Registry prescribed by the Ontario PC Executive.

2 Administration of the Registry

- 2.1.1 The Registry shall be administered by the Membership Chair of the Party, or his/her designate, under the general direction of the Party Executive. If there is a discrepancy between the membership list of an Association and the Registry with respect to the eligibility of membership, the Registry shall be the official record of members of the Party as set out in Article 8.2 of the Party Constitution.

3 Membership Fees

- 3.1 Membership fees in each Association shall be set by the executive of the Association, subject to the following minimum membership fees:
 - 3.1.1 Membership fees in any Association shall not be less than ten dollars (\$10.00) per year
- 3.2 Nothing in paragraph 3.1 of these Rules prohibits the executive of an Association from offering family memberships to its members at a fee prescribed by the

Association. The names of each individual covered by the family membership shall be entered on the Registry, provided that the appropriate fees are paid to the Party for each individual as set out in paragraph 3.4.

- 3.3 For memberships purchased through the Member Recruitment System, the party shall charge ten dollars (\$10.00)
- 3.4 For a member to be listed on the Registry, his or her prescribed membership fee must be accepted by an Association or the Party. When an application for membership is accepted by an Association, that Association may submit the application to the Party registry through the system prescribed by the Party Executive or other methods for the fees indicated in paragraphs 3.4.1, 3.4.2 and 3.4.3. When an application for membership is accepted directly by the Party through the Member Recruitment System, the Party's portion of the fee will be held back by the Party and the balance of the fee outlined in paragraph 3.3 will be forwarded to the Association. Membership fees shall be allocated between Associations and the Party as follows:
 - 3.4.1 Subject to paragraph 3.4.2, the Recognized Association shall forward an annual processing fee to the Party of two dollars fifty cents (\$2.50) for each membership that includes the applicant member's email address or three dollars seventy-five cents (\$3.75) if the applicant member does not provide an email address.
 - 3.4.2 In the case of memberships sold through the Membership Recruitment Program, the Party shall reimburse to the appropriate Association the full amount of the membership fee, less the processing fees as noted in paragraph 3.4.1.
 - 3.4.3 If a multiple-year membership is purchased in accordance with paragraph 6.5 of these Rules, any monies owing to an Association or the Party for any subsequent year(s) of membership shall not be due and payable until the first scheduled reconciliation in the calendar year to which the subsequent year(s) of membership relate(s).

4 Membership Application Form

- 4.1 The Membership Chair of the Party will prepare an application for membership and a membership renewal form, which shall be accepted by any Association. A reasonable number of forms shall be provided to each Association, upon request, at no charge.
- 4.2 However, an Association may also issue and use its own application form for membership or renewal form for membership, provided that the application or renewal form requests the following information:

- 4.2.1 Applicant's full name;
- 4.2.2 Applicant's current residential address and mailing address if different;
- 4.2.3 Contact information such as telephone, facsimile, and e-mail information;
- 4.2.4 Acknowledgement that the applicant agrees with and supports the Party's principles and objects;
- 4.2.5 The Applicant's consent to the collection, and use of their membership information by the Party and the Association for the political purposes of communications;
- 4.2.6 The Applicant's date of birth if the applicant is applying for a youth or senior membership; and
- 4.2.7 The date that the application was received by the Association, or by the Party through the Member Recruitment System.
- 4.2.8 The Applicant's agree that they are using their own money or money of an immediate family member to purchase the membership residing in the same household.

5 Reporting of Memberships and Reconciliation of Association Accounts and Transfer of Fees

- 5.1 On or before the 15th day of each month, the Membership Secretary or other designated individual of each Association shall submit to the Party any new memberships sold in the previous month, or any changes or corrections to the Registry that the Association has collected.
- 5.2 On or before the last business day of each month, the Party shall update the Registry for each Association with any new memberships sold through the Member Recruitment System, or any changes or corrections that have been collected by the Party over the previous month. Fees for any new memberships, less the prescribed processing fee, shall be deposited into an account in the name of the Association and held in trust by the PC Ontario Fund for that Association.
- 5.3 The Party shall reconcile the new memberships submitted by each Association and any memberships sold through the Member Recruitment System on a regular basis, and in any event, no less than every three months. Any monies owed to the Association shall be paid by cheque to the Association. Any monies owing to the Party shall be billed by the Party and payment shall be made to the PC Ontario Fund from the Association.

6 Membership Renewals

- 6.1 The Party shall communicate renewal information at least once per year on an annual basis to all members on the Registry whose memberships expired.
- 6.2 Members may renew either through their Association or through the Member Recruitment System.
- 6.3 A membership in the Party and in any Association, other than a Recognized Campus Association, shall be valid for one year following the final day of the month in which the membership purchased.
- 6.4 Membership in any Recognized Campus Association shall be valid for one year following the final day of the month in which the membership purchased.
- 6.5 Members may purchase multiple-year memberships through the Member Recruitment System in any Recognized Riding Association. Members may also purchase multiple-year memberships in any Recognized Riding Association, provided that this is in accordance with the Association's Constitution. Subject to paragraph 8.1, Membership may be purchased for up to maximum of five (5) years.

7 Change of Residence

- 7.1 Upon receiving notice, the Party shall transfer on the Registry the membership in an Association of a member who changes residence during the term of the membership .
- 7.2 When a member of the Party wishes to transfer their membership in an Association due to a change of residence, the Association into which the membership is to be transferred shall add the member's name to their membership list, provided that the member provides sufficient proof of their current membership in the Party. Associations shall report the change to the Party in accordance with paragraph 7.6.
- 7.3 Upon a change of residence, there shall be no additional membership fees paid by the member, nor any further allocation of membership fees between the Party and the Association.
- 7.4 Nothing in paragraph 7.2 prevents Recognized Riding Association from verifying the qualification and eligibility for membership in the Association, provided that that the verification is carried out on a timely basis without undue impediment.
- 7.5 Each Association shall notify the Party, in its monthly report, of any members who have transferred from or to their association due to change of residence.

8 Life Members

- 8.1 It is understood that some recognized associations grant life memberships as special recognition to long-standing members. A life membership is only valid in the Association that granted the membership, and is not transferable to any other Association.
- 8.2 The Party shall recognize and record such life memberships on the Registry, provided that the application fee is paid to the Party by the Association for each member. The fee shall be two dollars fifty cents (\$2.50) per year per life member.

9 Residence

- 9.1 Any membership sold through the Member Recruitment System shall be directed to the Association in which the individual maintains his or her residence as defined by the Ontario *Election Act*.
- 9.2 To be eligible to vote in a leadership election, a member must be listed on the Registry as a member of the Association in which the member maintains his or her residence as defined by the Ontario *Election Act*.

10 Challenges

- 10.1 The Party Executive shall carry out its obligations under this section through the Chair of the Membership Committee and a Board of Appeal.
- 10.2 An Association may challenge a decision of either the Party or the Association with respect to acceptance or denial of an application for membership, or regarding an individual's eligibility to be listed on the Registry. An individual member, or membership applicant, may also challenge a decision by the Party or any Association with respect to the acceptance, denial, processing, or transfer of his or her membership. The grounds for any challenge must be based on a contravention of the Association Constitution, the Party Constitution or these Rules.
- 10.3 Any challenges made under paragraph 10 of these Rules must be made by an Association, an individual member, or individual membership applicant by submitting a complaint in writing to the President and the Membership Committee Chair of the Party.
- 10.4 Upon receipt of such written complaint, the Membership Committee Chair shall review the complaint and determine within seven (7) days if it raises a question that merits a hearing. Such decisions shall not be subject to any appeal.
- 10.5 In the event that a hearing is ordered, the Membership Committee Chair shall select three (3) members of the Party Executive to sit as a Board of Appeal, and

shall appoint a date and place for the hearing within thirty (30) days of the date that the Complaint was received. Notice of this meeting shall be provided to the Complainant and the affected Association(s).

- 10.6 The Board of Appeal shall render its decision within ten (10) days of its consideration of the matter to the complainant(s), and the affected Association(s). In its consideration of the matter, the Board may require and request additional evidence or information from any party. The Board of Appeal shall have full power to make order it sees fit.
- 10.7 The decision of the Board of Appeal may be appealed to the Party Executive. Any appeals to the Party Executive must be filed in writing with the President and Secretary of the Party within thirty (30) days of the Board's decision, and set out the grounds for the appeal.
- 10.8 The Party Executive may consider any appeal if it believes that the decision made by the Board is patently unreasonable, or if the Board's decision has not been made in accordance with the Party Constitution, the Association Constitution, or these rules. If the Party Executive decides to hear the appeal, the appeal will take place at the next regularly scheduled Executive meeting.
- 10.9 The decision of the Party Executive shall be final.

11 Use of the Registry

- 11.1 The entire Registry may be used by the Party for the following purposes:
 - 11.1.1 For distribution to registered leadership candidates of the Party for their use, upon payment of any prescribed fee and execution of an appropriate use agreement;
 - 11.1.1.2 For communication purposes by the Party, including without limitation, for the purpose of soliciting membership renewals or the distribution of Party newsletters or other promotional material.
 - 11.1.1.3 For the purposes by the Party to help elect Progressive Conservative Members of Provincial Parliament
- 11.2 A portion of the Registry listing the active members of an Association may be provided to the President, Secretary, or Membership Secretary of that Association upon written request, or to the Progressive Conservative MPP for that riding, provided that the list is used for the Association's activities and for no other or improper purpose.

- 11.3 The Registry, and any portion thereof, may not be used or disclosed for any other purpose without the prior written approval of the Party Executive.
- 11.4 Any complaints related to an improper use of the Registry, or any part thereof, shall be directed in writing to the President and the Membership Chair of the Party.

12 Revocation and Denial of Memberships

- 12.1 The Party Executive, by majority vote, may revoke the membership of any person, or deny any person the right to be a member of the party, should the person violate any part of the party constitution or any applicable laws, or for any other justifiable cause, at the sole discretion of the Party Executive.