



## Membership Compliance Policy

### 1. DEFINITIONS

1.1. In the Membership Compliance Policy, except as context otherwise requires,

- (a) “**Association**” means the Languages Canada Association,
- (b) “**Board**” means the board of directors of the Association,
- (c) “**Code of Conduct**” means the Code of conduct of the Association,
- (d) “**Members**” includes a full member, novice member, listed member and assisted member of the Association, and
- (e) “**Quality Assurance Scheme**” means the quality assurance scheme owned by the Association.

### 2. COMPLIANCE

In order to maintain membership, Members must adhere to the following:

#### **Compliance with Qualitative Conditions**

- 2.1. Members must continue to meet the qualitative accreditation conditions as provided in the Quality Assurance Scheme for the duration of their membership.
- 2.2. The Board may, from time to time, amend the Quality Assurance Scheme at its sole discretion and without prior notice.
- 2.3. Members must, on an annual basis, provide the secretary of the Association or any person whom the president of the Association so designates with an affidavit signed by the Member’s president or designate and in which the Member warrants that it is complying with the terms, conditions and representations described in the Quality Assurance Scheme.

## **Code of Conduct**

- 2.4. Members must comply with the Code of Conduct at all times.
- 2.5. On an annual basis, Members must submit a copy of the Code of Conduct signed by a duly authorized representative of the Member to the Association.

## **Notification**

- 2.6. If a Member no longer complies, for any reason whatsoever, with the qualitative accreditation conditions as provided in the Quality Assurance Scheme, they must immediately notify the secretary of the Association in writing.
- 2.7. A Member planning to sell their school must notify the buyer, copying Languages Canada, that the buyer will be required to follow the Transfer of Ownership process once the sale has been completed to obtain their Languages Canada accreditation. The buyer should be made aware of all their transfer of ownership obligations (financial and other) before the transaction is completed. Languages Canada must be advised by email within 10 days of the completion of the sale.

## **Conferences**

- 2.8. Members must participate in the Association's conferences at least once every two (2) years.

## **Fees**

- 2.9. Members must pay annual membership fees to the Association within thirty (30) days of invoicing.
- 2.10. If a Member fails to pay such annual membership fees within thirty (30) days of invoicing, the annual membership fee will bear interest at ten percent (10%) per annum and the Member will pay both the annual membership fee and any interest accrued until the date of payment to the Association.

## **3. ACCREDITATION AUDITS**

- 3.1. Independent bodies selected by the Board will conduct accreditation audits of Members, without prior notice, in order to verify compliance with the Association's policies, Quality and Assurance Scheme, Good Character Requirements, Qualifications and Conflicts of Interest Disclosure Policy, bylaws and Code of Conduct in whole or in part.

### **Access to Premises**

- 3.2.** Members will allow any independent body selected by the Board to access their premises and undertake the necessary accreditation compliance audits during normal business hours.

### **Report**

- 3.3.** In the event that the independent body selected by the Board notes any irregularities during an accreditation compliance audit, it will draft a report and remit the report to the secretary of the Association.

## **4. COMPREHENSIVE SITE VISITS & MAINTENANCE REVIEWS**

### **Comprehensive Site Visit**

- 4.1.** An independent body selected by the Board will conduct comprehensive site visits of Language Canada members in order to verify compliance with the Association's policies once every four (4) years.

### **Maintenance Review**

- 4.2.** An independent body selected by the Board will conduct maintenance reviews of Members in order to verify compliance with the Association's policies two (2) years after each comprehensive site visit.

### **Access to Premises**

- 4.3.** Members will allow any independent body selected by the Board to access their premises and undertake a comprehensive site visit or maintenance review, as applicable, during normal business hours.

**5. AMENDMENTS**

**5.1.** The Board may, from time to time, amend this Membership Compliance Policy at its sole discretion and without prior notice.

**6. EFFECTIVE DATE**

**6.1.** The Membership Compliance Policy will take effect on March 1<sup>st</sup>, 2025.