

TRUCKERS ASSOCIATION OF NOVA SCOTIA – POLICIES and PROCEDURES			
BOARD OF DIRECTORS POLICIES		APPROVED:	December 5, 2015
CATEGORY B:	MEMBERSHIP MATTERS	REVISED:	May 11, 2023
SECTION 2:	APPLICATION FOR MEMBERSHIP PROCESS POLICY	Page 1 of 3	

APPLICATION FOR MEMBERSHIP PROCESS POLICY

NOTE: Unless otherwise defined in this document, each of the capitalized terms contained herein shall have the meaning ascribed to them in the By-laws of the Association.

The Association has the power and authority in its respective capacity as determined by the Board of Directors of the Association to approve or reject applications for membership in the Association.

This Application for Membership Process Policy sets out the approved process for completion, submission, processing and acceptance of an applicant’s application for membership in the Association and the reassessment/review options available for rejected applications.

Application Form: Application for membership in the Truckers Association of Nova Scotia (TANS) shall be made on an application form prescribed and supplied by the Association each year.

Application Process

The process for completion, submission and processing of an application for membership in the Association is as follows:

1. **(a) Application Completion and Submission:** Application for membership must be made by an applicant to the Local County Branch in which the applicant is Resident. Application must be made on the prescribed form, be fully-completed and signed by the applicant and all other required documentation, as prescribed by the Board of Directors from time to time, together with the prescribed Association and Local County Branch Member annual fees and dues for the class of membership for which application is made, must be submitted with the application to the Local County Branch for pre-approval recommendation by the strict deadline of the **15th day of February each year**, or such other date as the Board of Directors of the Association may from time to time determine. **The county must submit an electronic copy of each members application Form to the TANS office by midnight of the 16th day of February each year.**
 - (b) **One Time Membership Acceptance beyond Feb 15th deadline:** A one-time membership acceptance for new members with a **sliding scale of fees applies until the end of May**. A “New” member refers to a member who was not a member in the previous membership year. This will be a one-time only opportunity giving the member a new membership number and activation date. ** See Appendix 1
2. **Application Approval Process.** Once an applicant’s application for membership has been submitted to their local county branch and meets the requirements set out as prescribed in the Qualifications and Criteria for Membership Policy, and signed by the local county President, all applications will be submitted to the Association for final approval.

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- (a) **Recommendation Granted:** Once recommended by the Local County Branch, the applicant’s application will be forwarded to the Association by the Local County Branch for final approval. Each Local County Branch must complete the processing and recommendation of all membership applications and supporting documents and payment of membership dues and fees received by it as of the submission deadline date and forward to the Association all such documents, dues and fees for receipt by the Association by the last day of February each year for final processing and approval, or such other date as the Board of Directors of the Association may from time to time determine. An applicant is not approved as a Member of the Association until confirmed by the Association in accordance with the current Application for Membership Process.
3. **Final Approval by Association and Confirmation of Membership.** Once an application for membership has been processed by the Association, an applicant will receive from the Association written notice of either rejection or confirmation of their final approval as a Member. In making such determination, the Association will take into consideration the adequacy and accuracy of information it receives in satisfaction of the current membership eligibility and Qualifications and Criteria for Membership Policy requirements approved by the Board of Directors; it being understood that Member status in the Association will not be effective until approved by the Association and confirmation of such approval is provided to the applicant. On the confirmation date the Member may begin receiving the benefits of membership.
4. **Application Rejected by Association – Review Process:** An applicant may request in writing for the review by the Executive Committee of the Board of Directors of the Association of a decision by the Association to reject their application for Membership in the Association. The request must be made within three (3) days of being notified of the rejection. The Executive Committee will respond to the request for a review within five (5) business days and will proceed to conduct a review. The timing of receipt of a review response from the Executive Committee will depend on the timing of receipt of the applicant’s notice for review, the timing of receipt of any further or other supporting documents required or requested by the Executive Committee in conducting its review, the time taken by the applicant to satisfy any outstanding eligibility and Qualifications and Criteria for Membership Policy requirements, and the time required for the Executive Committee to conduct and process all documents and information provided for the review. The decision of the Executive Committee shall be final. If the decision of the Executive Committee is to approve the application, the applicant will become a Member on the effective date determined by the Executive Committee and confirmed in writing to the applicant.
5. **Refunds:** Members who wish may request a **one time** refund if they do not wish to join TANS for the stated Membership year and have submitted their payment and application form **prior** to March 31st of the same Membership application year. In the event this request is requested, TANS will retain the provincial portion of the dues as compensation for administrative costs and the county portion will be left to the discretion of the county association as to mitigate their costs. Any Member wishing to recall their membership for a **full** refund must contact their county association 3 days prior to their Feb. 15th submission date to the TANS Office.

Policy Revisions:

This policy may be amended by the Board of Directors of the Association as deemed necessary from time to time.

Related Documents:

- The Association’s By-laws
- Membership Dues and Fees Policy

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APPLICATION FOR MEMBERSHIP PROCESS POLICY

Appendix: 1

Allowing new members to join past the yearly February 15th County deadline of application.

I _____, of _____ county, do acknowledge that I have accepted the terms and conditions of joining the Truckers Association of Nova Scotia on a one-time application for new membership past the February 15th deadline.

I acknowledge that this will allow me to join the organization as a new member for the _____ season and should I wish to remain a member in future years, I will adhere to the application deadline of February 15th. I will NOT be granted the privilege of joining as a new member at any other time.

As a new member, I will receive a new membership number, and my membership date will begin in the year I am joining as a new member once my application for membership has been approved by the Provincial Office of the Truckers Association of Nova Scotia.

I acknowledge that I understand the fee structure:

March 1 – 31, 100% of existing County Dues + 50% of existing County Dues + 100% of TANS fees + 50% of TANS fees – **Due in the TANS office by March 31,2024**

April 1 – 30, 100% of existing County Dues + 75% of existing County Dues + 100% of TANS fees + 75% of TANS fees – **Due in the TANS office by April 30,2024**

May 1 – 31, Double existing County Dues + Double TANS fees – **Due in the TANS office by May 31,2024**

Signed: _____

Dated: _____

County President: _____