



## Conditions of Membership

### Conditions of Full, Novice, Assisted and Listed Membership

#### 1. DEFINITIONS

1.1. In the conditions of Membership, except as context otherwise requires,

- (a) “**Association**” means the Languages Canada Association,
- (b) “**Board**” means the board of directors of the Association,
- (c) “**Language Program**” means the program created in order to teach either English as a second/foreign language or French as a second/foreign language,
- (d) “**Good Character Requirements, Qualifications and Conflicts of Interest Disclosure Policy**” means the good character requirements, qualifications and conflicts of interest disclosure policy approved by the Board, and
- (e) “**Governor**” means senior staff members in positions of leadership, including all directors, members occupying a role equivalent to that of a director, trustees, partners, officers, owners and senior members of staff responsible for academic issues, marketing, administration, finance, student fee trust funds or student services in a given corporation or other legal entity with its primary purpose being the provision of training in English as a second/foreign language or French as a second/foreign language. For public sector members, Governor means senior staff members responsible for the member program,
- (f) “**Quality Assurance Scheme**” means the quality assurance scheme owned by the Association, and
- (g) “**Full, Novice, Assisted, and Listed**” means the membership categories as defined in the Languages Canada Bylaws.

#### 2. SUBSTANTIVE CONDITIONS OF MEMBERSHIP

In order to become members of the Association, Language Programs must, at the very least, satisfy the following criteria:

**Qualitative Conditions**

- 2.1.** Meet and adhere to the qualitative accreditation conditions as provided in the Quality Assurance Scheme and as verified by an independent body selected by the Board from time to time.
- 2.2.** The Quality Assurance Scheme may be amended from time to time by the Board at its sole discretion and without prior notice.

**Good Character Requirements, Qualifications and Conflicts of Interest**

- 2.3.** Language Programs must be owned, operated and staffed by persons of good character as provided in the Good Character, Qualifications and Conflicts of Interest Disclosure Policy.
- 2.4.** The Board may from time to time amend the Good Character, Qualifications and Conflicts of Interest Disclosure Policy without prior notice.

### **3. MEMBERSHIP APPLICATION PROCEDURE**

#### **Documentation**

**3.1.** All Language Programs applying for membership with the Association must submit to the Association:

- (a) A duly completed Languages Canada Application including any applications on the Languages Canada portal and other information and documents as may be requested by the Association;
- (b) Three (3) references from reputable institutions or organizations, including at least one (1) from an existing LC member. For greater clarity, an institution or organization will be deemed reputable if it:
  - (i) has been in operation for at least five years; and
  - (ii) has a proven track record of unfaltering commitment to a high standard of quality within its sector or a reputation of excellence within the education community.
- (c) A bank reference and an appropriate credit report, or a chartered professional accountant's statement of solvency based on professionally prepared financial statements.
- (d) All Governors named in the application must submit a recent Criminal Record Check and consent to credit checks conducted by an independent body the Association so designates from time to time;
- (e) These documents will be submitted to the Association's secretariat for review and approval; and
- (f) Payment for all application, accreditation, financial viability verification fees and other fees as may be prescribed by the Board from time to time.

#### **Accreditation**

**3.2.** Once these conditions have been satisfied, the Language Program will be referred to commence the quality accreditation process administered by the independent body the Association designates from time to time.

#### **Fees**

- 3.3. The payment of the application fee is due upon submission of the application.
- 3.4. Once accreditation is granted and all conditions of membership are met, payment of annual/prorated membership fees is due on receipt of invoice. Once payment has been received, membership will be granted.
- 3.5. Once accreditation is granted and all conditions of membership are met, payment of SEAF contribution is due on receipt of invoice. Once payment has been received, membership will be granted.

**Notification**

- 3.6. Upon notification of the successful accreditation of all additional locations, facilities, branches and operations (whose primary purpose is the provision of training in English as a second / foreign language or French as a second / foreign language) that the program owns or operates or shares common branding with, the program(s) will be accepted as Full, Novice, Listed or Assisted members and the board of directors and membership will be notified accordingly.

**4. PUBLIC SECTOR MEMBERS**

- 4.1. The provisions herein apply to Public Sector Members, as defined in the Languages Canada Association By-Law No. 1, according to the circumstances, usage or law, so as not to cause injury, harm or impose an undue burden on them.

**5. EFFECTIVE DATE**

- 5.1. The Conditions of Membership Policy will take effect on March 1<sup>st</sup>, 2025.