



SASKATCHEWAN ASSOCIATION OF IMMIGRANT SETTLEMENT AND INTEGRATION AGENCIES

May 4th, 2020

Dear Prospective Member:

I am excited to present to you the benefits of becoming a SAISIA member and relay the different membership opportunities to you and your organization. SAISIA was established in 1987 as an umbrella organization of immigrant serving agencies across Saskatchewan. It is the official Settlement Umbrella organization in our province, and works collaboratively with other provincial Umbrella's across Canada. Its mandate is to provide an association through which its members can work towards addressing the needs of newcomers themselves, the agencies that serve them, and the larger communities that welcome them. With the vision of fostering excellence in settlement and integration services across Saskatchewan and continuing to elevate newcomer services, SAISIA's activities on behalf of its members include:

- Representation in advocacy work with municipal, provincial and national bodies. Opportunities for you to **relay your concerns** and **identify barriers** that affect your organization as well as provide **recommendations/best practices** that you feel would **improve service delivery for the newcomers you serve**. These issues will be voiced clearly to influence and steer policy changes through various mediums such as :
 - NSIC Council – National Settlement and Integration Council
 - CISSA-ACSEI – The Canadian Immigrant Settlement Sector Alliance – Alliance canadienne du secteur de l'établissement des immigrants
 - National Umbrella meetings with the Honorable Marco Mendicino – Minister of Immigration, Refugees and Citizenship Canada
 - Meetings with the Saskatchewan Provincial Government on issues of settlement and integration
- **Free Professional Development Opportunities** for your frontline staff that are based on member input through identifying pressing needs and areas of importance
- **Direct input** on SAISIA priorities and activities
- **Resource development and support** – We will work on providing and developing resources that can best support your organization and enhance programming for management and frontline staff
- Participate in face-to-face and virtual member meetings where **networking, knowledge, and best practices can be exchanged**.
- **Organizational news, events, job postings** and other initiatives can be circulated throughout the sector, posted on the SAISIA Website and relayed through our SAISIA newsletter
- **Representation at the SAISIA Annual General Meeting**, nominating and voting on the SAISIA Board of Directors
- **Organizational information posted on SAISIA Website** which includes contact information, website links and member maps

Also, SAISIA has a second boardroom that members can use at no cost. This can be arranged by contacting our office to place your booking. We have established strong relationships with key stakeholders over the years and have undertaken many initiatives, several of which include provincial Summits, national partnerships, annual sector surveys, coordination of provincial response to the Syrian refugee crisis, and establishment and coordination of sector working groups.

We continue to find new and innovative ways to serve our members more proactively. Over the past several years we have modified our constitution and bylaws to make it more inclusive of all organizations and individuals that support SAISIA's vision, mission and values.

Please do not hesitate to contact me if you have any questions or concerns.

Thanks and take care



Ahmad Majid
Executive Director

Attached please find an application package:

1. Description of Membership Categories (**Full membership, Associate membership, and Friends of SAISIA**)
2. Membership fillable application form
3. Membership fee schedule

Please note that the Nominations Committee will accept nominations for Board members until **May 31, 2020**. Therefore, if you intend to apply for a full membership **it is important that you do so quickly** if you also wish to nominate someone for the Board. The **AGM** has been scheduled for _____, **2020, in Saskatoon**. We hope that you or your agency will consider joining SAISIA under one of the categories by completing the membership application form and mailing it with relevant documents to:

SAISIA
104 - 407 Ludlow Street,
Saskatoon, SK S7S 1P3

Electronic application package will be accepted providing all required documentation are completed and signed by the authorized personnel. **E-mail to info@saisia.ca, SUBJECT: Membership**. We can also set up an account to invoice your organization if preferred when paying membership fees.

For further information, please contact our office by email or phone located at the bottom of this letter. Thank you in advance for your time and attention.

Sincerely,



Ahmad Majid
Executive Director

Attachments

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Excellence in Settlement and Integration Services in Saskatchewan

104 - 407 Ludlow Street, Saskatoon SK S7S 1P3
306-651-4390 info@saisia.ca www.saisia.ca



NEW MEMBER - SAISIA MEMBERSHIP 2020 - 2021

APPLICANT INFORMATION - Please Print and Mark **N/A** for Not Applicable Items

Name of Organization/Individual	Name and Title of Key Contact (Organizational Application)
Address:	Business Phone Number:
Website:	Email:

CATEGORY OF MEMBERSHIP

Full Membership

Associate Membership

Friends of SAISIA

SCOPE OF SERVICES

If applying for Full Membership, must check at least one box below.

For Associate Membership and Friends of SAISIA, only complete if it applies to you or your organization.

Not Required for Individual Applicants.

Needs Assessment & Referral Services

Information & Orientation Services

Language Training & Skills Development

Provincial Related Services

Community Connections Services

Employment Related Services

Support Services e.g. Caring for Newcomer Children

Settlement Support Workers in Schools

Families in Transition Programs

Translation and Interpretation Program

Connections to Health Care Services

Settlement Advising

Other:

ORGANIZATIONAL MANDATE & CULTURAL DIVERSITY

Full Membership Application: please describe your organizational mandate and cultural diversity of client groups that your organization serves.

Not Required for Individual Applicants

REQUIRED DOCUMENTS

FULL and ASSOCIATE Membership

Completed and signed Application Form

Letter of Intent to become a member of SAISIA, stating reasons for interest in becoming a member and a commitment to upholding its mission and values

Non-profit organizations should include a statement confirming Board authorization of application

Cheque payable to: SAISIA for relevant fees (please refer to Schedule of Fees)

Organizational profile, eg) brochures, reports, etc, containing descriptions of organization's history, programs and services related to settlement sector

PLUS

For Non-Profit Organizations that Provide Settlement Services ONLY

Most recent audited financial statement approved at an AGM

Certificate of incorporation and articles of incorporation

Most recent annual return as filed with ISC

OR --> For Non-Profit Organizations that Provide Settlement Services Along with Other Services

Most recent audited financial statement approved at an AGM

Signed statement from the Executive Director or President indicating expenses and revenues used for settlement services in the financial year of the audited financial statement

Certificate of incorporation and articles of incorporation

Most recent annual return as filed with ISC

OR --> For Other Agencies / Institutions that are Not Incorporated Non-Profit Organizations and Providing Settlement Services Along with Other Services

Signed statement from CEO, CFO or equivalent indicating expenses and revenues used for settlement services for the most recent financial year

FRIENDS OF SAISIA

Completed and signed Application Form

Cheque payable to SAISIA for the annual membership

Membership application form indicating interest in membership as a Friend of SAISIA

NAME (PRINT)

Signature

Date

Mail completed application and relevant documents to:
SAISIA
104 - 407 Ludlow Street
Saskatoon SK S7S 1P3

SASKATCHEWAN ASSOCIATION OF IMMIGRANT SETTLEMENT AND INTEGRATION AGENCIES

May 4th, 2020

SAISIA Membership Renewal

Dear Colleagues,

I am writing to let you know that it is time to renew your membership with SAISIA. General information and forms are attached here:

1. SAISIA Membership General Information and Benefits
2. Fillable Application Form

Full members can nominate a position(s) on the SAISIA Board, so it is important that membership be in good standing by the time of the Annual General Meeting (ie. membership must be renewed and fees paid). The Nominations Committee will be accepting nominations until **June 15th, 2020**. Renewal must be completed before then.

Due to COVID-19 realities, our AGM this year will more than likely follow a virtual format, and a formal notice of the AGM will be sent soon.

Our new accounting system allows us to set up an account and send invoice to members. If you prefer this process, please notify our office. Electronic application package will be accepted providing all required documentation are completed and signed by the authorized personnel. **E-mail to info@saisia.ca**, with the subject line as **Membership**. If you have further questions, please do not hesitate to contact us.

Sincerely,



Ahmad Majid
Executive Director

Attachments

EXCELLENCE IN SETTLEMENT AND INTEGRATION SERVICES IN SASKATCHEWAN



SAISIA Membership, what's in it for you?

- Representation in advocacy work with municipal, provincial and national bodies. Opportunities for you to **relay your concerns** and **identify barriers** that affect your organization as well as provide **recommendations/best practices** that you feel would **improve service delivery for the newcomers you serve**. These issues will be voiced clearly to influence and steer policy changes through various mediums such as :
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DESCRIPTION OF SAISIA MEMBERSHIP CATEGORIES

CLASSES OF MEMBERSHIP

Full Membership is open to any organization/agency in Saskatchewan whose policies, programs and services foster or promote the settlement, adaptation and integration of immigrants or refugees and upon the fulfilment of the relevant membership criteria.

Associate Membership and **Friends of SAISIA Membership** shall be open to:

- i. Unincorporated agencies which do not qualify for Full Membership, for profit registered business organizations.
- ii. Individuals, incorporated non-profit organizations that promote social justice issues supporting SAISIA's mission in principle, or upon their satisfactory fulfilment of the conditions relevant to either class of membership.

CONDITIONS OF MEMBERSHIP

Full Membership – An agency or organization which subscribes to the vision, mission, goal, and objectives of SAISIA will be eligible if it meets ONE of the two following criteria:

Criteria Option 1:

- i) It is an incorporated organization/agency that provides at least one settlement service in Saskatchewan to newcomers to Canada.
- ii) Meets federal/provincial funding criteria for settlement programming vis-à-vis its incorporation status as a non-profit organization in Saskatchewan.

Criteria Option 2:

- i) Has a division or department, the primary function of which is the provision of at least one settlement service in Saskatchewan to newcomers to Canada.
- ii) Meets federal/provincial funding criteria for settlement programming vis-à-vis its good standing with the appropriate regulatory body.

Associate Membership – Any agency, organization, or individual that does not meet the criteria for full membership or does not wish to apply for full membership, yet subscribes to the vision, mission, goal, and objectives of SAISIA, may be eligible to become an Associate Member with approval by the Board of Directors based on the recommendation of the standing Membership Committee.

Friends of SAISIA Membership - Individuals, groups, agencies, organizations, or businesses shall be eligible to become Friends of SAISIA if they are committed to contributing resources to the building and development of the Corporation's organizational capacity as a sustainable umbrella organization.

RIGHTS OF MEMBERSHIP CATEGORIES

For many potential members, the most significant differences in powers of the classes of members are those associated with voting at general meetings and an opportunity to participate at the Board level. A member must be in good standing in order to exercise the rights identified on the table below.

- **Full Members:** have **two (2)** votes at general meetings and **can nominate up to two (2)** agency representatives for Board positions, and are eligible to have agency representatives sit on the Board executive
- **Associate Members:** have **one (1)** vote at general meetings but cannot sit on the Board
- **Friends of SAISIA:** have **no** voting power and cannot sit on the Board

FULL MEMBERS RIGHTS

- i. Be represented at the Annual General Meeting (AGM) or Special General Meeting (SGM) by a maximum of two agency delegates appointed by the Executive Director, one of which may be the Executive Director;
- ii. Its delegates attending and speaking by way of introducing motions, proposing issues for discussion, or making suggestions or comments at an AGM or an SGM;
- iii. Appoint proxies when the agency's regular delegates are unable to attend;
- iv. Carry two (2) votes at an AGM or an SGM whether one or two representatives attend;
- v. Nominate a maximum of two (2) agency representatives to stand for election to the Board of Directors;
- vi. Be eligible to hold an office, including an Executive position, on the Board of Directors;
- vii. Belong to a standing or ad-hoc committee established by the Board, although the Board has the right to determine and/or limit the number of persons on each committee;
- viii. Participate in professional development, learning and networking events, conferences and community consultations;
- ix. Inspect SAISIA's financial records/books;
- x. Have access to resources developed by SAISIA;
- xi. Provide input to SAISIA through the appropriate channels;
- xii. Receive newsletters, annual reports, notices of general meetings, information updates and, upon request, other non-confidential or public materials;
- xiii. Terminate its membership in SAISIA by giving a written notice to the Secretary of the Board of Directors;
- xiv. Have access to the right of appeal against termination of membership and/or any disciplinary action against said agency member within sixty (60) days of the date of the decision;
- xv. Attend and be heard, in accordance with the rules of due process and fairness, for the purposes of any appeals.

ASSOCIATE MEMBERS RIGHTS

- i. Be represented at the Annual General Meeting (AGM) or Special General Meeting (SGM) by a maximum of one agency delegate. This may be the Executive Director or an agency representative appointed by the Executive Director;
- ii. Its delegate attends and speaks by way of introducing motions, proposing issues for discussion, or making suggestions and comments at an AGM or an SGM;
- iii. Appoint a proxy when the agency's regular delegate is unable to attend;
- iv. Carry **one (1)** vote at an AGM or an SGM;
- v. Belong to a standing or ad-hoc committee established by the Board, although the Board has the right to determine and/or limit the number of persons on each committee;
- vi. Participate in professional development, learning and networking events, conferences, and community consultations;
- vii. Inspect SAISIA's financial records/books;
- viii. Have access to resources developed by SAISIA;
- ix. Provide input to SAISIA through the appropriate channels;
- x. Receive newsletters, annual reports, notices of general meetings, information updates and, upon request, other non-confidential or public materials;
- xi. Terminate its membership in SAISIA by giving a written notice to the Secretary of the Board of Directors;
- xii. Have access to the right of appeal against termination of membership and/or any disciplinary action against said agency member within sixty (60) days of the date of the decision;
- xiii. Attend and be heard, in accordance with the rules of due process and fairness, for the purposes of any appeals.

FRIENDS OF SAISIA RIGHTS

- i. Attend Annual General Meetings (AGMs);
- ii. Participate in professional development, learning and networking events, conferences and community consultations for a fee;
- iii. Provide input to SAISIA through the appropriate channels;
- iv. Receive newsletters, annual reports, notices of general meetings, information updates and, upon request, other non-confidential or public materials.

SCHEDULE OF FEES

Income Level (\$)	Full Members	Associate Members	Individual Associate Members	Friends of SAISIA
			100.00	25.00
Above 6 million	1000.00	500.00		
Up to 6 million	875.00	437.50		
Up to 5 million	750.00	375.00		
Up to 2 million	600.00	300.00		
Up to 800,000	375.00	187.50		
Up to 400,000	225.00	112.50		

For Institution such as colleges that have a single unit that provides one or more settlement services within a larger organization, the "income level" used for fee determination will be the income level of those parts of the organization providing settlement services

RENEWAL - SAISIA MEMBERSHIP

APPLICANT INFORMATION - Please Print and Mark **N/A** for Not Applicable Items

Name of Organization/Individual	Name and Title of Key Contact (Organizational Application)
Address:	Business Phone/Fax Number:
Website	Email:

CATEGORY OF MEMBERSHIP

Full Membership

Associate Membership

Friends of SAISIA

If applying for a different category than previous year, please use NEW MEMBER Application Form

SCOPE OF SERVICES

Full Membership: Please check the services your organization provides.

For Associate Membership and Friends of SAISIA, only complete if it applies to you or your organization.

Not Required for Individual Applicants.

Needs Assessment & Referral Services

Language Training & Skills Development

Community Connections Services

Support Services e.g. Caring for Newcomer Children

Families in Transition Programs

Connections to Health Care Services

Information & Orientation Services

Provincial Related Services

Employment Related Services

Settlement Support Workers in Schools

Translation and Interpretation Program

Settlement Advising

Other:

REQUIRED DOCUMENTS

FULL and ASSOCIATE Membership

Completed and signed Application Form

Cheque payable to: SAISIA for relevant fees (please refer to Schedule of Fees)

PLUS

For Non-Profit Organizations that Provide Settlement Services ONLY:

Most recent audited financial statement approved at an AGM

Most recent annual return as filed with ISC

OR

For Non-Profit Organizations that Provide Settlement Services Along with Other Services

Most recent audited financial statement approved at an AGM

Most recent annual return as filed with ISC

Signed statement from the Executive Director or President indicating expenses and revenues used for settlement services in the financial year of the audited financial statement

OR

For Other Agencies / Institutions that are Not Incorporated Non-Profit Organizations and Providing Settlement Services Along with Other Services

Signed statement from CEO, CFO or equivalent indicating expenses and revenues used for settlement services for the most recent financial year

FRIENDS OF SAISIA

Completed and signed Application Form

Cheque payable to SAISIA for the annual membership enclosed

Please send invoice for membership fee

NAME (PRINT)

Signature

Date

Mail completed application and relevant documents to:
SAISIA
104 - 407 Ludlow Street
Saskatoon SK S7S 1P3

OR --> VIA E-mail: **info@saisia.ca**