



Policy Statement: (A simple sentence that defines the policy. All Policy Statements start with "It is the policy of the JCCC that")

It is the policy of the JCCC that all who participate in courses at the JCCC be members in good standing.

Rationale: (This explains the reason why the policy exists.)

This policy was developed to provide administrative direction to those who are responsible for the establishment and operation of courses at the Centre.

References: (External content considered part of the policy.)

Definition: (This contains definitions of terms needed to understand the policy. Example:

Adult membership - 18 years of age or older

Senior membership - 65 years of age

This policy applies to all individuals who organize and participate in a course at the Centre.

A course is defined as an ongoing program or a defined period program that has a teacher or course leader and is considered an ongoing activity at the Centre. Courses are known under the headings: Activities and Workshops, Martial Arts and Cultural Classes.

Examples of courses are: Aikido, Kendo, E-Tegami, Activities in Nihongo and Sumi-e.

This policy is not intended to apply to activities that are held at arm's length such as facility rentals where the Centre is not considered the organizer of the activity or that the activity is considered as an event.

Description: (Detailed description of the policy. This excludes procedures which are not considered part of a policy)

Individuals participating in any Centre program are required to be members in good standing of the JCCC.

The Centre may offer workshops or short-term events, which are there to stimulate interest in the Centre itself. At the sole discretion of the Centre, the membership requirement may be waived.

The Executive Director will manage specific rules governing the execution of this policy.

Ownership: (Policies are owned by a VP position on the board. Ownership is allocated to the board VP position that has the moral authority to best oversee the ongoing administration of the policy. Ownership is determined by the board and assigned at the time of approval.)

To be determined

Policy History

Approved: (first effective date assigned at approval)

December 16, 2002



JAPANESE CANADIAN
CULTURAL CENTRE
日系文化会館

Operations Policy:

OPS 05

Membership Policy

Revised: (next date of approval)

To be approved