

BULK MEMBERSHIP SUBMISSION GUIDELINES

Updated February 2017

Bulk Membership

The Conservative Party of Canada allows memberships to be purchased in bulk by EDAs and Nomination Campaigns on behalf of those wishing to become members of the National Party.

Bulk memberships are memberships and fees collected and deposited by the EDA or Nomination Campaign. The EDA or Nomination Campaign deposits the membership fees received from individuals and issues an EDA cheque from the same account for those membership fees collected. This allows the EDA to accept membership fees paid via personal cheques that include a donation to the EDA in addition to the membership fee, deposit the funds to their account and submit one cheque from the EDA to the National Office with the membership forms collected.

Once a nomination bank account has been opened, the Conservative Party will allow nomination contestants to submit bulk memberships paid with funds from the nomination bank account provided they meet the guidelines below.

Submitting Bulk Memberships:

1. Bulk Membership packages must be submitted by a representative of the EDA or by the Nomination Contestant to Membership Services at 130 Albert St, Suite 1720 Ottawa, ON K1P 5G4.
2. Memberships in the Conservative Party of Canada **will be considered effective as of the date they arrive at the National Office**. Where memberships are being submitted to the National Office to meet a deadline for membership, those memberships must be received by 5pm [local time] the day of the deadline. Should the deadline fall on a weekend or statutory holiday, please ensure the membership submission will be delivered to the National Office during our regular office hours prior to the deadline.
3. All bulk membership purchases must be accompanied by a type-written Membership Summary Spreadsheet which summarizes the memberships being submitted. The signed membership forms must also be submitted.

We strongly suggest that EDAs and Nomination Contestants keep a copy of all Membership Summary Spreadsheets and membership forms submitted for their records.

Electronic versions of the Bulk Membership Purchase Spreadsheet can be obtained by emailing membership@conservative.ca.

Payment for Bulk Memberships:

4. The Conservative Party will accept a cheque from the EDA or Nomination Campaign bank account as payment for bulk memberships. The full membership fee must be forwarded to the National Office. EDAs may not hold back their portion of the membership fee. Cheques should be made payable to Conservative Fund Canada.

Please Note...

Personal cheques, credit cards, money orders and cash will not be accepted as payment for bulk memberships.

5. Membership forms received by EDAs or Nomination Contestants with personal credit cards or personal cheques made payable to Conservative Fund Canada from individuals are not required to be batched as bulk memberships. If you choose to batch these together, please use a separate Bulk Membership Spreadsheet for each payment type. (i.e. One spreadsheet for all the membership covered by the EDA or Nomination Account Cheque, one spreadsheet for all of the forms with personal credit cards and one spreadsheet for all of the forms with personal cheques attached.) **The National Office does not accept cash as a method of payment for Bulk Membership submissions.**
6. Memberships will not be processed without valid payment. In the event of a deadline for membership submission **only those memberships received with accompanying valid payment will be said to have arrived on time.** If the form of payment is not valid, (i.e. NSF cheque, post-dated cheque, credit card, money order, or cash) memberships will not be processed and will be returned to the individual whose name is supplied on the Membership Summary Spreadsheet. When contact information is missing, the package will be returned to the EDA Financial Agent.
7. Conservative Fund Canada is unable to process credit card donations on behalf of EDAs. Please ensure at the time of membership purchase that members wishing to make a donation to the EDA make their cheque payable to the EDA or that the EDA is able to process credit cards for their own donations. In these cases, the EDA should deposit the cheque or process the credit card and forward only the membership fee to the National Office.

Membership Terms:

8. All EDA memberships sold by EDAs or Nomination Contestants must comply with regular Conservative Party of Canada Membership terms as follows:
- Memberships fees are \$15.00 for 1 year \$25.00 for 2 years, \$35.00 for 3 years, \$45.00 for 4 years and \$50.00 for 5 years.
 - Membership in the Conservative Party may not extend past 5 years (i.e. those with existing 5 year memberships cannot renew until their 5 year membership has expired or they are within 3 months of the expiry date).
 - Memberships expire on the last day of the month throughout the calendar year, depending on the start date of the membership
 - All members must agree with the founding principles of the Conservative Party of Canada
 - Member must have reached the age of 14 and be a Canadian citizen or permanent resident of Canada
 - Do not hold membership in another federal political party
 - **Members must pay the membership fee from their own funds.**
 - Payment by cash, corporate cheque or corporate credit card is not permitted.
9. Problem memberships, such as those that go past the 5 year limit or those that are not signed will be returned to the individual that provided payment for the membership. If the payment was by personal cheque or personal credit card, a letter indicating the problem will be sent to the member directly. If the payment was provided by the EDA or Nomination Contestant, a letter indicating the problem will be sent to the contact name on the bulk submission form. If no name is present, the information will be sent to the EDA Financial Agent.

Intention to Join the Party:

In order to process a membership, the member must show their intention to join the Conservative Party in one of the following ways:

- A membership form signed by the individual
- Payment by personal cheque where the prospective member has signed the cheque
- Payment by personal credit card, where the prospective member is the cardholder.
- In the case of a household/family membership, one family member may submit membership for him/herself and up to 5 other family members provided the members live at the same address and are related. The individual paying for the memberships must certify that the

other household members meet the terms of membership (listed above), consent to joining the Conservative Party of Canada, **and have paid for the membership with their own funds.**

- In the case where the EDA or Nomination Contestant has received a membership fee by personal cheque or credit card and is depositing these fees into their accounts for future bulk submission, the National Office requires one of the following as proof of the member's intention to join **if the form is not signed by the member:**
 - a) a copy of the personal cheque or
 - b) the credit card number with all but the last 4 numbers blocked out as well as the name on the credit card.

Please Note...

Bulk membership packages that are missing signatures or that do not prove the members intention to join will be returned to the EDA or contact name on the bulk submission form and the **membership will not be processed.** Bulk membership packages that are received with missing payment or incorrect payment will be returned in full to the EDA or Nomination Contestant to be corrected before the memberships are processed. When contact information is missing, the package will be returned to the Financial Agent. These payment and intention issues must be corrected and re-submitted before the deadline to be eligible to vote in upcoming events.

** Should you have any questions about the bulk membership submission guidelines, please do not hesitate to Contact Membership Services at the Conservative Party of Canada National Office. We can be reached at 1-866-808-8407 or membership@conservative.ca.