

### MEMBERSHIP INFORMATION SHEET

- A Membership Application Form must be filled out and returned to the Cooperative.
- All applicants must be registered with True Source **and** with the Canadian Food Inspection Agency (CFIA). A copy of each certificate must be included with the application form. Applications that do not include both of these documents **will not be processed.**
- All applicants **must** be registered with the Department of Agriculture in their province and the registration number provided to the Cooperative.
- Once an application form and copies of the True Source and CFIA certificates has been received, the applicants name will go on a waiting list.
- The waiting list is reviewed by the Board of Directors for approval.
- Once approved for membership, two Plan A Marketing Agreements will be mailed out to be signed by the producer. **Both** copies must be returned to the Cooperative. When they are signed and sealed, one copy will be mailed back to the producer for their file.
- If the contracts are not signed and returned to the Cooperative within 30 days of receipt, the producers' name will be taken off the waiting list and will have to re-apply for membership.
- A member account will be set up for the new member. All transactions will flow through this account (honey that is posted, honey payments, cheques, direct deposits, bee supply charges, interest, etc.)
- A copy of the members' fiscal year statement is mailed out in August and a calendar year statement is mailed out in January. Quarterly/monthly statements will be issued upon request.
- **All honey must be delivered in Bee Maid barrels.** No deposit is required on drums for contract members.
- A crop year runs from August 1<sup>st</sup> – July 31<sup>st</sup>. All honey must be received **by January 31<sup>st</sup>** each year.
- **ALL honey must be delivered to the Cooperative.** Members are only allowed to hold back up to a maximum of 7,500 lbs. for farm-gate sales.

- Payments for honey delivered are made throughout the year and are determined by the Board of Directors at quarterly meetings.
- An initial payment is made upon delivery of honey.
- Interim payments are typically made January 15<sup>th</sup>, March 15<sup>th</sup>, June 15<sup>th</sup> and a final payment November 15<sup>th</sup>.
- All other policies related to the Cooperative are in the Members Policy Handbook.