

## Membership Terms & Conditions

Applicable to all members of the Canada Green Building Council (“CAGBC”)

Version 1.0 - January 2024

### Table of Contents

Membership Principles: BUILDING OUR WAY FORWARD .....	2
General Principles .....	2
No Representation .....	2
Types and Categories of Membership.....	2
Membership Types.....	2
Corporate Members.....	2
Individual Members .....	2
Membership Fees, Classifications, Renewals and Expiration, Restrictions .....	3
Membership Fees.....	3
Membership Effective and Expiration Dates .....	3
Member Standing .....	3
Renewals .....	3
Expired Memberships .....	3
Refund of Fees.....	3
Transfers.....	4
Member Rosters and Key Contacts .....	4
Membership Information Update .....	4
Revocation or Restriction of Membership .....	4
Separate Memberships and Roster Limits .....	4
Benefits of Membership .....	4
General Benefits.....	4
Member Communications .....	6
Non-Solicitation & Privacy.....	6
Voting Entitlements.....	7
General Voting Entitlements .....	7
Voting Eligibility.....	7
Voting Contact(s) and Designate.....	7
Member Conduct.....	7
Member Code of Conduct.....	7
Other Codes and Conduct Requirements .....	7
Use of CAGBC Member Logo and Marks .....	8
CAGBC Member Logo.....	8
Certification Marks.....	8
Inappropriate Use .....	8



Canada  
Green  
Building  
Council

Conseil du  
Bâtiment  
Durable du  
Canada

Other Useful Member-Related Links.....	8
Application of this Document .....	9

## Membership Principles: BUILDING OUR WAY FORWARD

**General Principles.** The Canada Green Building Council (“CAGBC”) champions green buildings because we believe they are an effective solution to combat climate change. Our objectives are broad: to support carbon emissions reduction, skills development, and innovation in the building sector so that healthy, resilient, zero carbon buildings put Canada on a path to a more sustainable future.

Through our leading certifications and standards, programs, research, education and government advocacy, we work with a diverse range of likeminded stakeholders who desire to make green buildings the norm in Canada.

**No Representation.** Membership and participation in CAGBC programs is voluntary. While CAGBC actively encourages its members to engage in conduct and practices that align with and support our objectives, each Member bears the sole responsibility for their own business activities. CAGBC does not prescribe, direct, control or otherwise influence our members' business activities, nor do we “represent” or advance individual business interests in any way. We work only to advance the green building sector's interests as a whole and do not advocate for the interests of any member or any group or segment of our membership. CAGBC bears no responsibility whatsoever for the activities or actions of its members.

## Types and Categories of Membership

**Membership Types.** CAGBC offers two types of membership: 1) membership for companies or organizations (“**Corporate Members**”); and 2) membership for persons (“**Individual Members**”). Upon acceptance by CAGBC, a member in good standing will be entitled to the membership benefits that correspond to their membership category (see table of [Member Benefits](#) below).

**Corporate Members.** An employee or other representative with authority to act on behalf of an organization may apply for their organization to become a Corporate Member in one of two categories: a *Corporate Advocate Member* or a *Corporate Specialist Member*. All regular, full-time and contract employees of the Corporate Member (“Corporate Member Employee”) are entitled to avail themselves of the Corporate Member benefits, provided that the Corporate Member Employee has an up-to-date member profile registered with CAGBC in the Member’s roster and the Corporate Member is in good standing. Membership benefits do not extend to part-time or casual employees or third parties acting on behalf of or representing a Member.

**Individual Members.** Persons who are not employees of a Corporate Member may apply for Individual Membership on their own behalf. Full-time Students may apply to become an Individual Member at a reduced rate with reduced access to benefits. Only the person who applied to become the Individual Member is eligible to utilize benefits associated with Individual Membership provided they have an up-to-date profile registered with CAGBC and their membership remains in good standing.



Conseil du  
Bâtiment  
Durable du  
Canada

CAGBC reserves the right, at any time and for any reason, to decline any membership application or to revoke any membership for any reason as provided herein and in accordance with CAGBC Bylaws.

## Membership Fees, Classifications, Renewals and Expiration, Restrictions

**Membership Dues.** CAGBC will, at its discretion, set annual membership dues according to prescribed categories and classifications. Except for certain exempt classifications, classifications and associated annual Corporate Member dues are based on organization size as determined by “total organization” Canadian gross revenue. CAGBC reserves the right to require that any Corporate Member provide verification of its total Canadian gross revenue to determine if the Member is applying for or renewing in the correct revenue classification.

**Membership Effective and Expiration Dates.** Membership is annual beginning at the time payment is processed for the membership (“Effective Date”) and expires on the anniversary of the Effective Date (the “Renewal Date”).

**Member Standing.** A member will be considered to be “in good standing” if the Member is current on all fees as required.

**Renewals.** Members may renew their membership on or before their Renewal Date either online or by contacting CAGBC. CAGBC will endeavour to advise members in advance that their membership is due for renewal; however the responsibility for renewal rests solely on the Individual or Corporate Member. Any membership not renewed by the Renewal Date will be deemed to have lapsed, and access to member benefits will be automatically suspended following the lapse until a renewal payment is received.

No matter when payment is processed, a payment to renew membership will extend the membership one year from the Renewal Date, **NOT** from the date upon which the payment is received or processed. There is no refund or prorating of fees for any time period during which membership is lapsed prior to its renewal.

**Expired Memberships.** Any membership expired for more than 12 months will result in the Member ceasing to be a CAGBC member for all purposes. CAGBC reserves the right to remove the Member registration and Member information from its systems. To renew beyond 12 months, the Individual Member or the primary contact of a Corporate Member must contact CAGBC Member Services at [info@cagbc.org](mailto:info@cagbc.org) and will be required to complete a new application for membership.

CAGBC may, in its discretion, make exceptions to the foregoing if it can be demonstrated that an unforeseen circumstance outside of the control of the Member has led to the expiration of the membership and that the Member intends to renew in reasonable due course.

**Refund of Fees.** A refund for membership fees will be issued if the membership is cancelled within 48 hours of acceptance of the original application provided that no benefits have been used. In any event, no refund will be issued for the cancellation of membership beyond the 48-hour window or following



Conseil du  
Bâtiment  
Durable du  
Canada

any subsequent renewal. No refund will be issued for the revocation of membership for cause by CAGBC or for memberships that are otherwise abandoned or resigned by the Member.

**Transfers.** Memberships are not transferable. However, a Corporate Member Employee who ceases to be employed by the Corporate Member can have their roster information transferred without charge to a new employer if that employer is also a Corporate Member or can apply to become an Individual Member at the appropriate fee if any new employer is not a CAGBC Corporate Member.

**Member Rosters and Key Contacts.** Each Corporate Member, at the time of the original application for membership or at the next required renewal for existing members, will provide to CAGBC upon request, and in the form specified by CAGBC, at least one name and the contact details for the following membership roles to be identified in their roster: Membership Administrator (Primary Contact); Billing Contact; Marketing & Communications Contact; and Voting Contact (see [Voting Entitlements](#) section below)

**Membership Information Update.** CAGBC reserves the right to require that every Member update its roster from time to time and/or provide up-to-date roster information prior to any membership renewal.

**Revocation or Restriction of Membership.** CAGBC reserves the right in its sole discretion in accordance with its Bylaws, to revoke a membership or restrict or deny access to any membership benefits, including participation in any programs or events, for any Individual Member, Corporate Member or Corporate Member Employee which CAGBC deems has violated these terms and conditions or the policies, codes and procedures referred to herein.

**Separate Memberships and Roster Limits.** To preserve the fair distribution of membership benefits for all Members, CAGBC reserves the right, where a Corporate Member comprises multiple divisions, departments or related entities, each acting or operating separately and/or independently, to require that separate memberships for each division, department or entity be taken out or may put a cap on the total roster size of the member. Examples of independent operation include, without limiting the generality, separate departments with independent budget or revenue lines, separate operations; or different public-facing branding.

## Benefits of Membership

**General Benefits.** Corporate Members and Individual Members in good standing are entitled to the following benefits of membership. CAGBC reserves the right at any time to augment, modify, substitute or reduce the benefits described below in accordance with the CAGBC Bylaws.

Member Types	Member Benefits**
<b>Corporate Members</b>	
<b>Advocate Member</b> <i>Organizations that actively support the green building sector but do not regularly use certification services, technical</i>	<ul style="list-style-type: none"><li>• Eligible to exercise a vote (see <a href="#">Voting Entitlements</a> section below)</li></ul>



*resources or certification products and standards.*

- Eligible to run for and nominate candidates for CAGBC Board of Directors (subject to Director classification and prerequisite requirements)
- Eligible to participate in, speak at and sponsor CAGBC events, programs and conferences (may require sponsorship participation, specific subject-matter expertise and/or invitation to participate from CAGBC)
- Eligible to participate in select non-technical groups, accelerators, task forces and committees (may require specific subject-matter expertise and/or invitation to participate from CAGBC)
- Eligible to submit nominees for CAGBC Awards
- Access to select member-only research, reports, webinars and other information not available to non-members
- Access to CAGBC news, industry news and research (CAGBC Newsletters)
- Member pricing to attend events, programs, workshops and on-demand learning courses (where applicable)
- Eligible to use the CAGBC Member Logo
- Access to and listing in the CAGBC Member Directory

#### **Specialist Member**

*Organizations that desire to use certification products and services and have access to technical resources, programs and committees*

#### **Member Benefits include ALL Advocate Member benefits above plus:**

- Access to project certification programs and standards and member pricing (where applicable)
- Eligible to access technical assistance services including Canadian customer service, LEED Coach Canada and LEED Online.
- Eligible to participate in select non-technical AND technical groups, accelerators, task forces and committees (may require specific subject-matter expertise and/or invitation to participate from or election submission by CAGBC)
- Access to select member-only technical research, reports, webinars and other information
- Access to technical news, bulletins and updates.

#### **Individual Members**

**Individual Member – Regular**

*Persons, not companies or organizations, who support and would like to be involved in the green building community.*

- Eligible to participate in select, non-technical groups, accelerators (may require specific subject-matter expertise and/or invitation by CAGBC)
- Eligible to submit nominees for CAGBC Awards
- Access to select member-only research, reports, webinars and other information
- Access to general CAGBC news, industry news and research (CAGBC Newsletters)
- Member pricing to attend events, programs, workshops and on-demand learning courses (where applicable)

**Individual Member – Student**

*Persons who are full-time students (university or college) or recent graduates (<1 year) committed to building a career in the green building.*

*Proof of eligibility will be required. Valid ID includes student card or graduation certificate.*

- Eligible for Andy Kesterloo Memorial Project Award (full-time undergraduate students only)
- Access to select member-only research, reports, webinars and other information
- Access to general CAGBC news, industry news and research (CAGBC Newsletters)
- Member pricing to attend events, programs, workshops and on-demand learning courses (where applicable)

\*\*Eligibility for all benefits are subject to selection, approval, election and/or participation requirements and prerequisites as determined by CAGBC from time to time. Eligibility to access benefits requires that a Member be in good standing.

**Member Communications.** CAGBC understands the importance of its member relationships and is committed to ensuring compliance with the [Canadian Anti-Spam Legislation \(CASL\)](#). By becoming a member or completing a member roster, all Members and Corporate Member Employees will have consented to receive communications from CAGBC in accordance with the provisions of CASL for the duration of the membership and for a period of 24 months thereafter. CAGBC will from time to time communicate with Members to manage and administer their account or to provide information about available benefits, where communications are non-commercial in nature such as updates on the activities of CAGBC, or where an Individual Member or Corporate Member Employee has consented to receive communications such as by signing up for an event, course or CAGBC group, has submitted a request directly to CAGBC or has otherwise expressly consented to receive communications.

**Non-Solicitation & Privacy.** CAGBC provides access to its Member Directory to members in good standing as a member benefit to facilitate connections between Members. Members may, at any time, request that their information be removed from the Member Directory. Members are prohibited from solicitation and shall at all times comply with and respect the [Canadian Anti-Spam Legislation \(CASL\)](#) and other relevant federal and provincial privacy legislation as may be in effect.



Canada  
Green  
Building  
Council

Conseil du  
Bâtiment  
Durable du  
Canada

## Voting Entitlements

**General Voting Entitlements.** CAGBC is governed by an elected Board of Directors that represents CAGBC's entire broad-based membership and from time to time passes bylaws to govern the strategies and activities of CAGBC, including setting out provisions for voting where required in regular meetings of members or under other designated special circumstances (a "Meeting of Members").

**Voting Eligibility.** Only Corporate Members are eligible to vote. Where a Meeting of Members is called or provisions for member votes, such as in elections, are required, each Corporate Member in good standing is entitled to exercise one (1) vote. Any employee on behalf of the Corporate Member may attend as the Member's representative at any Member Meeting to exercise the vote or as otherwise required.

Individual Members are not entitled to vote in any Meeting of Members but are entitled to receive notice of and may attend any meeting.

**Voting Contact(s) and Designate.** Each Corporate Member shall identify in its Member roster and keep up to date as required, a person or persons to receive notifications regarding any Meeting of Members or other calls to vote. This is to ensure that each Member receives proper notice of all calls to vote.

Before any Meeting of Members, each Corporate Member shall register and designate, at a time and in such form as required by CAGBC, one (1) Corporate Member Employee who the Member will authorize to act and vote on its behalf at the meeting. More than one Corporate Member Employee may attend the meeting; however, voting will be limited to one (1) person on the Member's behalf. A Corporate Member may change its voting designate from meeting to meeting or at any time with notice to CAGBC.

## Member Conduct

**Member Code of Conduct:** CAGBC fosters a professional environment with the expectation that all individuals associated with CAGBC are treated with the utmost respect, dignity and integrity. To this end, CAGBC has instituted a Member Code of Conduct to ensure that Members and all Member representatives conduct themselves in line with this objective. The code of conduct can be viewed and downloaded at [Member Code of Conduct](#).

It is the responsibility of each Corporate Member to ensure that its Corporate Member Employees, or other representatives as defined, are aware of and act in compliance with the provisions of the Member Code of Conduct and the requirements contained therein.

**Other Codes and Conduct Requirements.** Certain CAGBC Groups, Committees and other bodies may require participants to abide by separate terms of reference, operating procedures and individual participant codes of conduct necessary to administer that group, committee or body. Individual participants will be provided with copies of any such document when CAGBC accepts their participation.





Conseil du  
Bâtiment  
Durable du  
Canada

## Use of CAGBC Member Logo and Marks

**CAGBC Member Logo.** The **CAGBC Member Logo** is available for download and use by all current Corporate Members, provided that the Member abides by current CAGBC guidelines for use of the logo. Guidelines for using the CAGBC Member logo can be downloaded at [CAGBC Branding Guidelines](#). A Member's use of any CAGBC logo is limited to the Member version of the logo. **At no time may any Member use the CAGBC corporate brand or logo without the express written permission of CAGBC.**

Only Corporate Members whose accounts are in good standing may use the CAGBC Member logo in their normal business situations. Examples of acceptable use include: company business cards, website, corporate letterhead and stationery, business correspondence, e-signatures, annual reports, tradeshow banners, advertisements. Questions as to the acceptability of any particular use may be addressed to [info@cagbc.org](mailto:info@cagbc.org).

The CAGBC Member Logo is **not permitted** to be used by Individual Members or by Corporate Member Employees outside of the business of the Corporate Member or for any reason for their own individual purposes.

Once the Corporate Member no longer belongs to CAGBC, the membership expires or is otherwise not in good standing, all use of the CAGBC Member Logo must immediately cease and be removed.

**Certification Marks.** Certification under any of CAGBC's standards or rating systems demonstrates to the public a commitment to the utmost achievements in sustainability leadership and, therefore must be vigorously protected. Members may only use a certification mark in reference to a project that has met all requirements and prerequisites set out by CAGBC from time to time and should never be referred to or applied outside of this context. Members may find further information regarding the proper application and use of certifications and certification marks, including available CAGBC marketing support, on the CAGBC website located at the following pages: [Certification](#) and [Marketing Support](#).

**Inappropriate Use.** If CAGBC determines that a Member has inappropriately, mistakenly or fraudulently, whether knowingly or unknowingly, used any CAGBC logo, mark or other CAGBC intellectual property and, if such infraction is not corrected within a reasonable timeframe following notice of the infraction by CAGBC, CAGBC reserves the right to take any necessary follow-up action to rectify the situation including, but not limited to, legal action, revocation of membership under the Bylaws or denying access to Member Benefits.

## Other Useful Member-Related Links

[Privacy Policy](#)

[Website Accessibility Policy](#)

[Purchase Terms and Conditions](#)

[Frequently Asked Questions](#)

[Contact Us](#)





Canada  
Green  
Building  
Council

Conseil du  
Bâtiment  
Durable du  
Canada

## Application of this Document

Upon being accepted as a Member, each Member is entitled to a copy of the CAGBC Bylaws, as amended from time to time, and all Members and Corporate Member Employees are required to abide by the terms, requirements, conditions, policies and codes as set out in the Bylaws or herein as may be amended from time to time. Upon renewal of any membership, the Member and all Member Employees are deemed to have accepted and agree to abide by the foregoing until such time as the Member is no longer a Member of CAGBC.

For further clarification of the application of this and other provisions governing CAGBC Members, contact [info@cagbc.org](mailto:info@cagbc.org).