

NEW BRUNSWICK ABORIGINAL PEOPLES COUNCIL



MEMBERSHIP HANDBOOK AND GUIDE

Updated March 2014

This guide was produced for the Community Locals, their Membership Clerks and the
New Brunswick Aboriginal Peoples Council Membership Committee

The Membership Handbook and Guide is a joint effort of the New Brunswick Aboriginal
Peoples Council and the Department of Indian Affairs Office of the Interlocutor.

MEMBERSHIP HANDBOOK

The New Brunswick Aboriginal Peoples Council Membership Handbook and Guide is a joint effort of the NBAPC Membership Committee, the Executive and Board of Directors, the NBAPC Membership Clerk, and the NBAPC Community Locals. It is a result of the “Enhancement of Membership System I, II” projects funded by the Department of Indian and Northern Affairs Canada: Office of the Interlocutor.

The purpose of the Handbook is to ensure that the policies and procedures regarding full membership in the New Brunswick Aboriginal Peoples Council are without prejudice and followed by everyone involved in the membership process from the Community Locals to the NBAPC Membership Clerk and the NBAPC Membership Committee who reviews the applications and makes the final recommendations for approval to the Board of Directors of the New Brunswick Aboriginal Peoples Council.

The Handbook will be used as a guide at the Community Local level by the Community Local membership clerk or the person responsible for membership.

The Community Locals will refer the potential full members after they have been accepted into their community. Each local should have a Membership Clerk or person who will take on the role of the Community Local Membership Clerk. He/she can assist the applicant to fill out the application form correctly and verify that all the appropriate original documents are included in the application before it is sent to the Council. He/She may also be able to assist the potential member with his or her genealogical research and/or give them some direction in finding the appropriate documents.

There are resources available in some community libraries, church records, genealogy groups, and of course the internet. The New Brunswick Archives located at the University of New Brunswick in Fredericton, NB has some information available online through your local library, and the locals all have a copy of the information presented at the Genealogy workshops held at the NB Archives for the Community Local Membership Clerks.

All information submitted with your application from the NB Archives must be date stamped and certified.

Application for Full Membership with the New Brunswick Aboriginal Peoples Council

The Membership Clerk must ensure that the application was date stamped upon receipt, signed by the applicant or parent/guardian, and the local executive. The application must have the name and number of the NBAPC Local that is accepting this individual as a full member once their application is approved.

APPLICATION FORM

This form should be filled out by the person applying for full membership in NBAPC unless he/she is under the age of 16.

A. Side 1 Personal Information:

This section includes the complete name and address of the applicant. The name on the application is the name that will go on the Membership Card. This information is used to send out the “Mal-I-Mic News” and all correspondence will go to this address. The parent or guardian must include the age of the applicant in the box in the upper right hand corner if the applicant is under 16 years old. If the applicant is under 16 years of age the application is signed by the parent/guardian.

B. Family Information:

Should include the names, ages, gender and last grade completed of all their children whether dependant or not.

C. Side 2 Genealogical Chart:

The genealogical chart traces only one Aboriginal line to a person who was a known Aboriginal since July 1, 1867.

The applicant is the 1st Generation

The person on the front of the green application form is the person who is applying for membership. This is the 1st generation whether the application is for a minor or not. The full name that will go on the membership card is the name of the applicant and will be the name on the first line.

Maiden name: if applicable there must be proof of a name change ie. Marriage certificate
Birth date: day, month and year. This must be the same as on the birth records because it also goes on the membership card as day, month and year.

Birth place: Where the applicant was born needs to be the same as indicated on the birth record.

Parent 2nd Generation

This must be **one** of the parents, either the mother **or** the father. **(This is where some people get off track and list ancestors from both mother and fathers sides.)** The genealogy chart chooses one side to trace only. Proceed the same as with the first generation, checking to see that all the supporting documents are included. All of the next 5 generations are done the same way.

Note: Stop at the known Aboriginal person on or before the July 1, 1867 cut-off date.

Grandparents 3rd Generation to 7th Generation

If the applicant is tracing the Aboriginal Ancestor back to the July 1, 1867 cut off date each generation box is filled out the same way and all the certified documents must be included with the application. The NBAPC Membership Clerk will make copies of all original documents, stamp them with the Membership Stamp, date and initial each copy. The application and its documents are place in an orange folder and put in a location designated for files that are ready to go to the next NBAPC Membership Committee meeting. The original documents are then returned to the applicant or the Community Local Membership Clerk who submitted them with the applications.

The following documentation is acceptable when applying for Membership;

- Status cards
- Birth records
- Baptismal
- Clan records
- Church records
- Certified genealogies
- Census records

Membership Application Process for NBAPC

Step 1: Contact the Local in your Area; discuss the requirements for becoming a member.

Step 2: Obtain a GREEN Application form from your Community Local, fill out all sections CORRECTLY.

Step 3: Obtain ALL supporting documents, which need to be CERIFIED ORIGINAL or ORIGINAL. No Photo copies will be accepted.

NOTE: Documents, as per the Constitution & By-Laws, filed will not be accessed or copied for another file. Provided you meet the criteria as per the Constitution & By-Laws, onus is on the individual to provide proper documentation to support the application. All information is confidential.

Step 4: When ALL documentation has been obtained, take it to your LOCAL MEMBERSHIP person and have them review your file and sign.

Step 5: Once your local membership representative has confirmed that your file is COMPLETE, forward the application to head office NBAPC.

Step 6: When the file is reviewed at head office, the Membership Clerk will process the application to ensure all documentation is present. If ALL documentation is present, the Membership Clerk will copy original documents and send the originals back to the applicant. Applicants, who have incomplete files, should more information be required by the applicant, will be notified in writing.

Step 7: COMPLETED files will be taken to the Membership Committee where it will be reviewed, if criteria for Membership has been met and all documentation is present;

Step 8: Membership Clerk will forward names of applicants as a Motion, who have met requirements, to the NBAPC Board of Directors for ratification and acceptance.

Step 9: ACCEPTED applications will be added to the database and applicants will be notified in writing.

Step 10: Once a picture and signature of applicant is received, a card will be issued.

Step 11: It is the responsibility of the Member to obtain their Membership Card from Head Office or from the local Membership Clerk.

NBAPC MEMBERSHIP APPLICATION GUIDE

This guide has been developed to assist in completing the Application for Membership at the New Brunswick Aboriginal Peoples Council. Please read it carefully before you complete the Application for Membership. Should you have any questions, please contact the NBAPC Membership Clerk at 1-506-458-8422. NBAPC has criteria for membership in its Constitution and By-Laws and it reads as follows:

“1.A. FULL MEMBERSHIP: In the Council shall be open to persons of Aboriginal Ancestry 16 years of age and older who ordinarily reside in New Brunswick and not on a Reserve. Only a Full Member shall be eligible to vote at Assemblies or Special Meetings or to hold elective office at the Executive or Board of Director Level of the Council. To be eligible for Full Membership, the Aboriginal Person must:

- i) Application for Full Membership must be made at the community local level and forwarded to the Membership Clerk at Head Office with recommendation for approval.;*
- ii) Be ordinarily resident of New Brunswick, off a Reserve, for six (6) months prior to applying for Membership;*
- iii) Meet the requirements of Membership and must fill out and have approved a Membership form prescribed for such purposes;*
- iv) Be a descendant of a verified and known Aboriginal person since July 1st, 1867;*
- v) Documents to support Aboriginal Ancestry must be certified, Photocopies of the certified documents shall be made by the Membership Committee and certified documents returned thereafter to the applicants;*
- vi) Requests for new membership to be acted within a 90-day period. Withdrawing memberships to be processed within a 90-day period.”*

How to Complete Our Membership Application (Green Form)

<p>Section A. Clearly print your full name including middle name. For married women, please include your maiden name in brackets. Your full mailing address including postal code must also be completed. Beside Community Local please print the name and number of the Community Local you belong to. Please fill in the date you completed the form.</p>
<p>Section B. Please fill in the full names of your children along with their ages, family information, gender and grade completed.</p>
<p>OFFICE USE ONLY: This section is for the Membership Clerk and Membership Committee. You do not have to complete anything in this section.</p>
<p>Section C. This section must be completed ACCURATELY. Applicants are reminded to only trace their Aboriginal Ancestry. Applicants are reminded to provide copies of all documents necessary to prove their ancestry. Status cards, birth records that list names of parent’s clan records, church records (ie baptismal marriage or death certificates) and certified genealogists are examples of necessary documents.</p>
<p>Section D. This section is for applicants with a Status Card, please check the box that applies.</p>
<p>SIGNATURE: It is very important to sign this application form. NO UNSIGNED APPLICATION WILL BE PROCESSED.</p>
<p>PHOTOS: Applicant must submit 3 photo ID’s (1” X 1”)</p>

Annex A

NEW BRUNSWICK ABORIGINAL PEOPLES COUNCIL

320 St. Mary's Street
Fredericton, NB
E3A 2S4
Phone: 506-458-8422
Fax: 506-451-6130
E-mail: mebership@nbapc.org



Date: _____

Applicant: _____

Address: _____

Dear: _____:

This letter is to acknowledge receipt of your application which was received by our office and date stamped on _____, _____. Your file will be reviewed by the membership clerk and if all is in order, he/she will forward the application onto the Membership Committee for their consideration. Should your application be approved, the form will be forwarded to the Board of Directors for ratification. After a member of the Executive Committee has given their final signature, you will be contacted to submit photo identification for the membership card.

We have allowed a 90 day period in which to review all the membership applications which come into our office. Please note that for some applications, we will need all the time allotted for processing. We will notify you of any problems with your application once the membership clerk has reviewed your file.

Thank You for your membership application with the New Brunswick Aboriginal Peoples Council. If you have any questions or concerns about your application or any other matter to membership, please feel free to contact our Vice-Chief who is the Chair of the Membership clerk at the above numbers.

Sincerely,

Sacha Boies Novak
Membership Clerk & Communications Officer

Annex B

NEW BRUNSWICK ABORIGINAL PEOPLES COUNCIL

320 St. Mary's Street
Fredericton, NB
E3A 2S4
Phone: 506-458-8422
Fax: 506-451-6130
E-mail: membership@nbapc.org



Applicant: _____ Date: _____

We have reviewed your application for membership with the New Brunswick Aboriginal Peoples Council and have noted that the following items are missing:

_____ Birth Certificate proving your link to your parent(s)

_____ Copy of your Status Card

_____ Copy of your parent(s) Status Card

_____ Other

Additional Comments:

Please forward the requested certified documents so that we may process your application. If you have any questions, please contact the membership clerk at the above numbers. Thank you for your cooperation in this matter.

Waliwon/Thank you,

Sacha Boies Novak
Communications Officer / Membership Clerk
New Brunswick Aboriginal Peoples Council

Annex C

NEW BRUNSWICK ABORIGINAL PEOPLES COUNCIL

320 St. Mary's Street
Fredericton, NB
E3A 2S4
Phone: 506-458-8422
Fax: 506-451-6130
E-mail: membership@nbapc.org



Membership Permission Slip

Please note that the Membership Permission Slip can only be used for your immediate family. Immediate family includes, parents, siblings, children, grandchildren and great grandchildren. This permission slip allows the NBAPC Membership Clerk, to access your file on behalf of your immediate family. By filling out this permission slip, you are consenting to the Membership clerk photocopying your genealogical documents and providing a copy for the person/people listed below.

I _____ **(Please Print Name)** give the Membership Clerk of the New Brunswick Aboriginal Peoples Council permission to access my membership file for _____ **(Please Print Name)**, my _____ **(Please list relation, i.e daughter/son)** may be able to prove his/her Aboriginal ancestry in order to gain Membership to the New Brunswick Aboriginal Peoples Council.

Signature of NBAPC Full Member: _____

Dated the _____ day of _____, 20_____.

Signature of NBAPC Applicant _____

Dated the _____ day of _____, 20_____.

***Please note you may only list one person per form. Thank you**

Annex D

New Brunswick Aboriginal Peoples Council (NBAPC) **MEMBERSHIP APPLICATION**



Parent/guardian must sign if applicant is under 16. Please indicate Age here...

IN ORDER TO BE APPROVED FOR MEMBERSHIP YOU MUST PROVIDE US WITH CERTIFIED DOCUMENTS TO SUPPORT PROOF OF ABORIGINAL ANCESTRY (see membership application guide)

A. PERSONAL INFORMATION

NAME (Please Print): _____ Male _____ Female _____

ADDRESS: _____

CITY/TOWN: _____ POSTAL CODE: _____

HOME PHONE: _____ WORK PHONE: _____

LOCAL: _____ Date of Application: _____

Local Executive or local membership clerk must sign here: _____

PROOF OF RESIDENCY: _____

B. FAMILY INFORMATION

Name of Children	Age	Gender	Grade Complete
1.			
2.			
3.			
4.			
5.			

OFFICE USE ONLY

Date Received: _____ Date Approved: _____

Committee Signature and date of Review: _____

Executive Signature: _____ Date: _____

C. GENEALOGICAL CHART
THE FOLLOWING CHART IS INTENDED TO ALLOW APPLICANTS FOR FULL
MEMBERSHIP TO TRACE THEIR ABORIGINAL ANCESTRY

Circle One

Circle One

Applicants 1st Generation	Name: _____ Maiden Name: _____ Birth Date: _____ Birth Place: _____	Mi'kmaq Maliseet Passamaquoddy Other	Status Non-Status
Parent 2nd Generation	Name: _____ Maiden Name: _____ Birth Date: _____ Birth Place: _____	Mi'kmaq Maliseet Passamaquoddy Other	Status Non-Status
Grandparent 3rd Generation	Name: _____ Maiden Name: _____ Birth Date: _____ Birth Place: _____	Mi'kmaq Maliseet Passamaquoddy Other	Status Non-Status
Great- Grandparent 4th Generation	Name: _____ Maiden Name: _____ Birth Date: _____ Birth Place: _____	Mi'kmaq Maliseet Passamaquoddy Other	Status Non-Status
Great, Great Grandparent 5th Generation	Name: _____ Maiden Name: _____ Birth Date: _____ Birth Place: _____	Mi'kmaq Maliseet Passamaquoddy Other	Status Non-Status
Great, Great, Great Grandparent 6th Generation	Name: _____ Maiden Name: _____ Birth Date: _____ Birth Place: _____	Mi'kmaq Maliseet Passamaquoddy Other	Status Non-Status
Great, Great, Great, Great, Grandparent 7th Generation	Name: _____ Maiden Name: _____ Birth Date: _____ Birth Place: _____	Mi'kmaq Maliseet Passamaquoddy Other	Status Non-Status

D. STATUS INDIAN DECLARATION FORM
IF YOU CIRCLED STATUS IN THE APPLICANTS BOX ABOVE, PLEASE
INDICATE HOW YOU OBTAINED YOUR STATUS INDIAN CARD.

How did you, the applicant, obtain your Status Indian Card?: Please check one

- Aboriginal Ancestry (Please circle which applies, Mi'kmaq, Maliseet, Passamaquoddy or other)
- Marriage: Indian Status through marriage (this does not entitle you to full membership with NBAPC)
- Adoption: Adopted by an Aboriginal male or female

Terms and Conditions:

- 1) At any time NBAPC has the right to ask for further documentation proving your Aboriginal Ancestry before and/or after applicant has become a member of NBAPC.
- 2) Upon the applicant's approval for Membership, an electronic copy of documents will be stored in an Archive Database for membership of future generations.
- 3) Documents to support Aboriginal Ancestry must be **originals or certified copies.**
- 4) Please enclose two passport photos.

I hereby certify that all of the above information is correct and true to the best of my knowledge & understand that NBAPC has the right to withdraw or suspend my membership if incorrect information has been provided and has led to the approval of this application.

Signature of Applicant (Parent or Guardian must sign for minor children)