

The New Brunswick Aboriginal Peoples Council

COMMUNITY LOCAL MANUAL



Version 1.10

Table of Contents

Preamble	5
Starting a Community Local.....	6
Local Executives	6
Chartering Process	7
Rights of a Community Local	8
Overview of Responsibilities of Community Local Executives	9
Local Membership Clerk	9
Overview	9
Responsibilities.....	9
How to Help Those Who Need It	10
Local President/Chairperson	11
Overview	11
Responsibilities.....	11
Rights	11
Vice-President/Vice-Chairperson	12
Overview	12
Responsibilities.....	12
Secretary and/or Treasurer	13
Overview	13
Responsibilities.....	13
Youth Representative	14
Overview	14
Responsibilities.....	14
Map of Zones & Locals	15
Zone Elections	16
Zone Director Responsibilities During an Election.....	17
Constitution	18
By-Laws.....	19

Committees	20
Meetings.....	21
How to Conduct a Meeting.....	21
Introduction to Membership	22
Full Membership	22
Spousal Membership.....	22
Membership in Good Standing	23
Membership List	23
Associate Membership	23
Youth Membership.....	23
Non-Resident Members	24
Lifetime Membership	24
Honorary Membership	25
Supporting Membership.....	25
Local Membership Clerk Process	26
Introducing the Applicant to Membership Types and Qualifications.....	26
Instructions for Processing NBAPC Membership Applications.....	27
I. I have a Status Card that was obtained through Aboriginal Ancestry	30
II. I have a Living Ancestor who has a Status Card that was obtained through Aboriginal Ancestry	31
III. I have a Status Card that was obtained through Marriage.....	32
IV. I have a Status Card that was obtained through Adoption	32
V. I do not have a Status Card, and do not have a Living Ancestor with a Status Card	32
Full Genealogical Chart Procedure, Section C.....	33
The Membership Committee	35
Membership Cards	36
Confidentiality.....	37
Applicant's Supporting Documents	38
Historical Terms:	38
Resource Lists and Forms	39
Notes When Using the Local Membership Clerk Checklist	39

Local Membership Clerk Checklist Side 1	40
Local Membership Clerk Checklist Side 2	41
Appendix	41
Sources for Historical Data	42
Certified Genealogists	Error! Bookmark not defined.
Confidentiality Agreement	44
Chartering Package Sample	46
Glossary	52
Notes	53

Preamble

This document is designed to be a simplified guide for Community Locals. If there is a discrepancy between this document and the NBAPC Constitution or By-Law, the Governing Document will take precedence.

NBAPC By-Laws and Constitution can be accessed through <http://www.NBAPC.org>

Any references to positions such as President, Vice-President, Membership Clerk, Secretary, Treasurer, or Youth Representative, are referring to the specific Community Local Executive position, and not the positions held at the NBAPC Head Office.

NBAPC is not liable for any costs incurred by Applicants procuring genealogical data.

A Glossary has been provided to define any terms that may be unclear. See [Glossary](#)

Starting a Community Local

To start a Community Local, there must be at least 5 people who are, or qualify for Membership with New Brunswick Aboriginal Peoples Council.

In order to assist Locals to become effective and more organized the following are some areas for consideration.

Local Executives

Each Local Executive should have four elected representatives:

- President (Chairperson)
- Vice-President (Vice-Chairperson)
- Secretary and/or Treasurer
- Membership Clerk

Elections should be held in time to meet the Chartering deadline on or before April 1st of each year. Contact the NBAPC Head Office for Charter Packages. Chartering packages will be mailed out via mail-carrier to each Community Local President in December of every year.

Chartering Process

The Charter is due to the Council on or before April 1st of each year. The chartering process is like a registration process. Each Local wishing to participate within NBAPC must submit a Charter. The Charter is a list of the Local Members. In order to participate at the Annual General Meeting (AGM) a Member must be in good standing and have their name appear on the charter.

ANNUAL FEES: Each Community Local must pay an annual charter fee of \$25.00 per Local. Each individual member of a Community Local, as well as youth members must also submit an annual membership fee of \$1.00 to their Local executive for submission to the Council. Each Non-Resident member must submit their \$5.00 annual membership fee directly to their Locals. Supporting members must pay an annual membership fee of \$25.00 (Twenty-five dollars) directly to the NBAPC Head Office. Lifetime members are not required to pay annual membership fees, nor are Spousal, Associate or Honorary members. All fees must be submitted on or before April 1st of each year.

The Charter packages should be sent out to the Local's via mail carrier in December of each year, followed up with an email in January with the charter package attached. In March a reminder email should be sent out to all Locals, reminding them of deadline. The deadline is on or before April 1st of each year.

When Local packages are returned to NBAPC, the receptionist will provide a copy for the Membership Clerk at Head Office, with the original & payments going to the financial officer. Once all Chartering packages have been received a list must be compiled for the Board of Directors. This list must have the date the charter was received, the amount of money received, Local Number & Location, all names and the type of Membership each member holds within the Council.

When the list is completed, a copy shall be provided to the Chief, Vice-Chief & Director of Operations. Once the Charter is accepted by the Board of Directors, a copy may be provided in the next Monthly Mail-Out for all Locals to view.

Rights of a Community Local

1. Any five or more persons residing in the same Locality and who are eligible for Full Membership in the Council may form a Community Local.
2. Every Community Local shall have the right to levy an Annual Membership Fee.
3. Every Community Local shall have the right to send up to 10 delegates and where possible include one youth and one elder to Annual Meetings and Special Meetings of the Council, provided that only Full Members shall have the right to vote at such meetings.
4. Every Community Local shall maintain accurate lists of its Members and shall make such information available to the NBAPC Head Office.
5. All Community Locals are required to hold an Annual Local Meeting in the First Quarter (January, February or March) of each calendar year to elect its Officers, including a Community Local Youth Rep (who may or may not have to be a youth). Minutes and attendance of this Annual Meeting shall be sent to the NBAPC Head Office on or before April 1st of each year. Any Community Local that does not comply with the By-Law will have revoked their right to send delegates to the Council's Annual Assembly or Special Meetings.
6. No Member shall belong to more than one Community Local.
7. A new Community Local cannot be formed within a ten (10) mile radius of an existing Community Local and Members should, except where otherwise authorized by the Board of Directors, belong to the Community Local in the area of their residence.
8. Every Community Local shall have a right to create their own Constitution and By-Laws.

Overview of Responsibilities of Community Local Executives

Local Membership Clerk

Overview

The primary role of the Local Membership Clerk is to act as a Local Community contact to the Membership Clerk at the NBAPC Head Office. Below, your roles will be:

1. Help Applicants with clerical questions about their Membership Application and provide a list of helpful resources.
2. Verify Membership Applications before signing and approving them to be sent to the NBAPC Head Office by the Applicant.
3. Communicate with Applicants in person, through email, or by phone.
4. Give new Membership Cards to successful Membership Applicants.

Responsibilities

1. Be the contact person for prospective NBAPC Members in your Local Community.
2. Provide clerical assistance to prospective Members when they fill out their Membership Applications.
3. Provide Applicants with a list of resources to guide them through their research, if they want to do the research themselves. Provide the Applicant with a list of certified genealogists if they need support.

NOTE:

- a. NBAPC is not liable for any losses or costs incurred by Applicants gathering historical data.
 - b. NBAPC cannot guarantee the accuracy of genealogical data provided by genealogists.
 - c. NBAPC will still require originals or certified copies.
4. Review incoming Membership Application packages to guarantee that necessary documents and details are present before submission.
 5. Sign green Membership Application Forms.
 6. Return Membership Application Package to Applicant, who will then send the package to the NBAPC Head Office.
 7. Handle distributing new Membership Cards to Members.
 8. Process Local transfers of Members.
 9. Other duties related to the position.

How to Help Those Who Need It

It is not the obligation of the Membership Clerk position to fill out Membership Applications for Applicants, or help Applicants find genealogical information.

The intent of this policy is to:

- Protect the Membership Clerk from feeling obligated to fill out Membership Applications or find genealogical information for Applicants.
- Prevent the Membership Clerk from having sensitive and private information in their possession that could be lost, stolen or seen by others.
- Prevent the Membership Clerk from accumulating extra work that makes their normal responsibilities difficult.

Membership Clerks can **choose** to help Applicants and Members in need that they feel have legitimate reasons.

Please be aware of the section on [Confidentiality](#) when helping Members and Applicants. The Membership Clerk should:

- Always have the Member or Applicant with them when helping fill out forms.
- Always return all the Member's or Applicant's documents when they leave.

Local President/Chairperson

Overview

The Local President shall be the Chief Executive/President of their Community Local and shall preside as Chairperson at their Local Meetings. The President shall be ex-officio on all Committees of their Local. The President shall represent their Local at all official functions. The Local President shall be one of the Signing Executives of their Local and is expected to call meetings at appropriate times as decided by the Members. The term of office shall be for a period of one year.

Responsibilities

1. Call the Meeting to order.
2. Announce each item of business as it comes up, and where necessary, ask the appropriate person to speak.
3. When a motion has been moved and seconded, state the motion clearly before opening the meeting to discussion on the subject.
4. Disallow any motion which in his/her opinion is out of order.
5. When several Members raise hands at the same time indicate the order in which they may speak.
6. Interrupt any Member who speaks without permission, or who violates any of the Member Rules of Conduct at a meeting.
7. When a point of privilege or order is raised, give a clear ruling.
8. When the ruling is challenged, allow the challenger to explain, then submit the question, shall the decision of the Chairperson stand?
9. Before allowing the original mover of the motion to speak for the second time (replying debate), inform the meeting that the Mover's comments will close the discussion, and a vote be taken.
10. Share Monthly Mail-Out information and emailed information with the Local Members at each meeting.

Rights

1. The Chairperson may not take part in regular discussion.
2. They may inform the meeting of fact within his/her knowledge.
3. They may explain the effect of a proposed measure and draw attention to departure from policy or procedure.
4. If the Chairperson wishes to express a personal opinion, they may call on another Executive to take the Chairpersonship temporarily. They may then take part in the debate.

5. The Chairperson may only vote in a case of a tie vote in the meeting. They then cast the deciding vote.

Vice-President/Vice-Chairperson

Overview

In the absence, sickness etc., of the regular Chairperson (President), the Vice-President (or Vice-Chairperson) shall preside at meetings and carry out the normal duties of the Chairperson. The NBAPC By-Laws may also outline that a Vice-President is to head a Committee, department or activity. They are usually a Signing Executive of their Local as well.

Responsibilities

1. Be available to perform all the duties and functions of the President, as listed above, in their absence.
2. Have authorization to perform all duties and functions of the President in their absence.
3. Perform duties assigned by the President.
4. Head activities, departments, or Committees they have been assigned to by the President.
5. Be a Signing Executive for their Local.

Secretary and/or Treasurer

Overview

The Secretary and/or Treasurer shall be responsible for keeping accurate minutes of all meetings, keeping all records relating to financial transactions of their Local, and shall submit proper financial statements to all meetings of their Local. The Secretary and/or Treasurer shall be one of the Signing Executives of their Local. The term of office shall be for a period of one year.

Responsibilities

1. To keep and mark the Membership/attendance roll (if so required).
2. To keep the minute book and other relevant material of the Local.
3. To take the minutes of meetings, recording the motions, decisions or actions taken (what was done), not the debate (what was said).
4. To read the minutes of the previous meeting.
5. To handle and report on important correspondence.
6. To notify Members of meetings, if possible, circulating minutes of last meeting and agenda of upcoming meeting.
7. To sign official documents of the Local as appropriate.
8. To receive, oversee, pay-out (as authorized) the money of the Local (including the issuing and securing of receipts).
9. To record all financial transactions correctly in the Treasurer's Books or bookkeeping records of the organization.
10. To present to the Local, as required a financial report showing amounts received and spent and the balance on hand.
11. To make recommendations on ways and means of raising funds.
12. To carry out banking procedures, make deposits and withdrawals from account, issue cheques etc.
13. They are normally a signing Executive of the Local.

Youth Representative

Overview

The Youth Representative can be anyone in the Local, it does not necessarily have to be a Youth. It can be anyone willing to keep the Youth informed on NBAPC-YC Activities and Initiatives. A Youth is anyone up to the age of 30.

Responsibilities

1. Responsible to keep their Community Zone informed of NBAPC-YC Activities and Initiatives.
2. Carry the views, perspectives, concerns and interests of their Community Zone and respective Youth to the Provincial level through the NBAPC-YC.
3. Be available for in-between meetings and consultations.

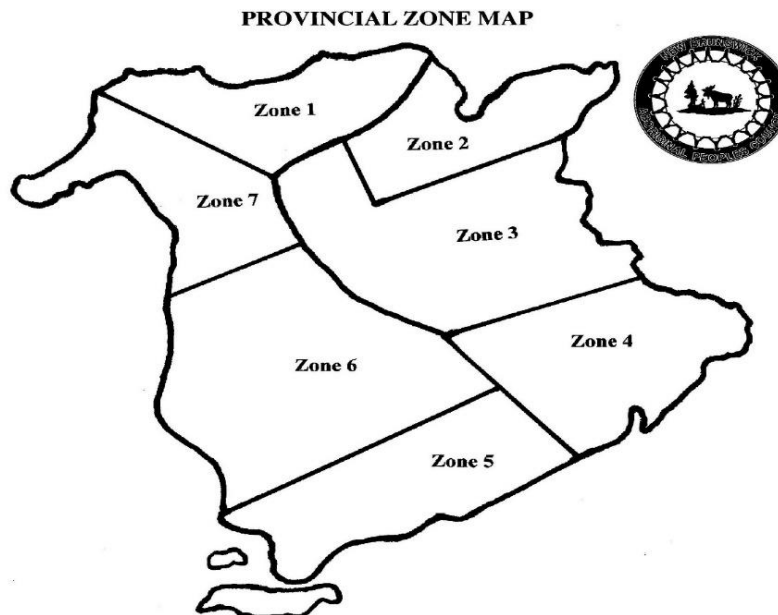
For more information, refer to the Youth Constitution and By-Laws

Map of Zones & Locals

NBAPC has divided the Province into 7 Zones, and within these 7 Zones there are 17 Locals. Each Zone has a Zone Director who sits on the Board of NBAPC. Each Local has a President, Vice-President, Secretary, Treasurer, Membership Clerk, Youth Representative and a Fisheries Representative.

Below you will find a Map of the Province and the Zones.

Zone 1 #30 Campbellton #18 Dalhousie #31 St. Maure	Zone 4 #28 Moncton #29 Cormierville
Zone 2 #14 Allardville #15 Bathurst #16 Lameque	Zone 5 #10 Saint John
Zone 3 #4 Baie Ste. Anne #5 Miramichi #6 St. Louis de Kent	Zone 6 #7 Durham #8 Geary #21 Harvey #25 Mazerolle Settlement
	Zone 7 #24 Edmundston



Zone Elections

Zone Elections take place each year. Some years it is for the Zones with an odd number and other years it is for the Zones with an even number. For example: Zone 1, 3, 5 & 7 elections would fall on years that end in an odd number such as 2015, 2017 & 2019. Zone 2, 4 & 6 elections would fall on years that end in an even number, such as 2016, 2018 & 2020. Generally, it is the responsibility of the Vice-Chief to Chair Meetings, but often, the responsibility falls to the Membership Clerk at the NBAPC Head Office.

When preparing for a Zone Election there are a few things to keep in mind.

1. Zone Elections must take place during the second quarter of the year April, May & June prior to the Annual General Meeting (AGM).
2. Election must take place within the Zone.
3. Zones must be given 30 days' notice of an Election.
4. It is the responsibility of the Local President to inform all Full Members of the Election.
5. After the Election is completed, leave time for Q&A with Members. If you are unable to answer any questions, please take note and pass along the questions to the NBAPC employee who can and have them respond to the individual or Local.

Zone Director Responsibilities During an Election

The Following is to be read to the Members during the Zone Election, regarding the role and responsibility of a Zone Director.

1. Any person who is elected to a Board of Director's position cannot have a criminal record involving a conviction for fraud, embezzlement or theft or any indictable offence, unless that person received an absolute discharge or conditional discharge or has been pardoned has, the Board of Director has 30 days after the Annual General Meeting to provide an abstract of their current criminal record check that is no older than 30 days in order to accept the position they are elected to as Board of Director.
2. Directors are to submit written reports to:
 - a. The Annual General Assembly.
 - b. All Community Locals in their respective Zones following every Board Meeting.
3. Upon the President and Chief of the Council receiving a formal written complaint from the majority of Community Locals in the affected Zone, any Director failing to comply with these requirements shall lose their status as a Board of Director.
4. Any director missing more than two consecutive Board Meetings, without sufficient reasons, will be asked to resign as Director.
5. No Member may be a Board of Director if They is not of proven aboriginal ancestry, under the age of nineteen or if They is of unsound mind and has been found so by a court in Canada or elsewhere.

Constitution

Each Local should have a constitution which is a foundation document which makes clear and basic structure of any Local group or organization. Following is some basic information which a Constitution should contain.

1. The name and address of the group.
2. The purpose of the group (this should be clearly defined but expressed in terms that are broad and general rather than narrow and limiting.)
3. Qualifications of Membership of your Local.
4. The officers of the Local, their duties and term of office.
5. Meetings of the Local.
6. Explanation of the powers of the Local to govern itself through By-Laws and the manner by which these By-Laws can be enacted or amended.
7. The method by which your Local may change its own Constitution. This usually requires a notice to Members and a 50% + 1 vote.

By-Laws

The By-Laws contain the standing rules of the group (not already contained in the Constitution). By-Laws normally contribute to the stability of the group and placed beyond the power of any one meeting to change at the meeting. By-Laws are usually prepared to cover the following points:

1. Privileges and responsibilities of Membership.
2. Discontinuation or loss of Membership.
3. Types, frequency notice, quorum, voting requirements, etc of meeting.
4. The order of business.
5. Manner of making reports.
6. Structure of Local and it's Committees.
7. Method of authorizing and paying expenses.
8. Financial powers and/or borrowing powers.
9. Additional By-Laws and amendments.
10. Minutes and records.
11. Records of Financial transactions.
12. Policy on profits.
13. Dissolution of the Local & disposal of assets and liabilities.

Committees

It is important for a Local to establish Committees to assist in running the Local, and to engage Members.

Committees are normally appointed to carry out on a regular basis the everyday responsibilities of that Local (routine work, specific projects or functions etc.)

Committees normally hold office for a year. Some typical Committees are Membership, Social, or Reporters of the group, etc.

Committees carry out their meetings on a less formal basis than meetings at the Local level.

Committees normally report to the Local president a brief outline of activities, recommendations or progress to date. The Committee chairperson usually makes the report and moves its approval at a Local Meeting.

Meetings

Meetings of the Local take a variety of forms. A few of the main types of meetings are as follows:

1. Obtaining information: Meetings called to gather information from Members or invite resource persons for immediate needs or future work or research purposes.
2. Giving Information: Meetings called to provide necessary facts, new policies, directions or specific assignments to Members in order to keep them well informed.
3. Co-ordinating Activities: Meetings called to allow for reporting and discussion of various projects or tasks to ensure effective co-ordination of individual efforts, in the best interest of the Local.
4. Problem Solving: Meetings called to deal with and undertake the resolution of a specific problem or difficulty facing the Local or some of its Members and plan appropriate follow-up action.
5. Decision Making: Meeting called to consider and make a definite decision on a particular issue or proposal that concerns the Local as a whole.
6. Team Building: Meetings called to seek ways of developing improved group relationships, communication and group morale.

How to Conduct a Meeting

Meetings which occur on a regular basis for business or work-related purposes are usually conducted according to an established procedure.

A Typical order of a business for such meeting is as follows:

1. Call to order by Chairperson
2. Roll Call (optional) this is more necessary in large groups to determine who of those in attendance have the right to make motions, debate and vote.
3. Reading of minutes by Secretary. (Followed by the approval and signing).
4. Reporting on Correspondence by Secretary (Motions arising out of correspondence may be taken up immediately or dealt with under New Business.
5. Unfinished (old) Business: 1. Arising out of the minutes presented. 2. Other unfinished business.
6. Reports: 1. Officers (President, Vice-President, Secretary & when applicable the Zone Director) 2. Chairperson of Regular Committees. 3. Convenors of special, Ad Hoc or temporary Committees.
7. New Business: 1. Itemize. 2. (Elections or appointments if appropriate.) 3. Other New Business. 4. Announcements.
8. Adjournment: (Declared by Chairman or move by a Member.)

Introduction to Membership

NBAPC has criteria for Membership in its Constitution and By-Laws, and it reads as follows:

Full Membership

See Section 1.A. in the NBAPC Constitution and By-Laws

In the Council shall be open to persons of Aboriginal Ancestry 16 years of age and older and 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 officer at the NBAPC Head Office with recommendation for approval.
- ii. Be ordinarily resident in 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.

Spousal Membership

See Section 1.B. in the NBAPC Constitution and By-Laws

Shall be open to the spouse of a Full Member. No formal Membership Application is required for Spousal Membership, but Spouse's name shall be included in the Annual Charter list from Community Locals. Spousal Members shall not 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.

Membership in Good Standing

See Section 1.C. in the NBAPC Constitution and By-Laws

A Member in Good Standing is any Aboriginal person eligible for Full Membership in the Council and who subscribes to the aims, goals and objectives of the Council. A Member in Good Standing is also required to pay their annual Membership fees as provided for in section 1.K. of Council's Constitution and By-Laws. The annual Membership fee for each Membership category must be submitted on or before April 1st of each year. Members in Good Standing include Full Members, Non-Resident Members and Lifetime Members which all carry the full range of participatory and voting rights allowed under this Constitution and By-Laws for Members in Good Standing.

Membership List

See Section 1.D. in the NBAPC Constitution and By-Laws

Each Member in good standing shall have their name added to an annual Membership list that shall be maintained and prepared by the Council on or before the 15th day of April each year. Such lists shall be sent to all Chartered Locals on or before the 30th day of April of each year.

Associate Membership

See Section 1.E. in the NBAPC Constitution and By-Laws

Shall be open to those persons who wish to support the Council but who are not eligible for Full Membership. Associate Members shall not be entitled to vote and hold elective office at the Executive Committee or Local Level of the Council or on the Board of Directors. Associate Members shall not be entitled to vote at the Annual Assembly.

Youth Membership

See Section 1.F. in the NBAPC Constitution and By-Laws

Shall be open to those persons who are the children of the Full Members but cannot apply because of the age limit. Youth Members will be entitled to Membership cards and shall not be entitled to vote or hold office at the community Local level, zone level or at the provincial level of NBAPC.

Non-Resident Members

See Section 1.G. in the NBAPC Constitution and By-Laws

Shall be open to those who were Full Members of the Council but have since moved out of the Province of New Brunswick. Non-Resident Members will be required to pay an annual Membership fee of \$5.00 directly to their Locals on or before April 1st of each year. Non-Resident Members will be considered Members in good standing and entitled to the same constitutional rights as regular Members, except where specifically provided in this section. Non-Resident Members shall be entitled to vote and run for elected office at the provincial level (President and Chief and Vice-Chief), vote at AGM's, vote in the universal suffrage process and any special meetings or referendums.

For Clarification, Non-Resident Members may also put forward Notices of motion and resolutions for the AGMs as well as attend AGMs as delegates. Each year, the Board of Directors shall determine whether and to what extent any financial assistance can be provided to Non-Resident Members in order to attend the AGM, referendums or special meetings of the Council. Should limited or no funding be available for Non-Resident Members to attend these meetings, they will still hold their constitutional rights to attend, vote, bring forward resolutions, etc., but will be responsible for their own travel and other-related expenses. In the event that a Non-resident Member runs for and is elected as President and Chief or Vice Chief, they will be required to relocate to the general Locality of the NBAPC Head Office of the NBAPC (for the position of President and Chief) or to the province of New Brunswick (for the position Vice-Chief) and will be responsible for their own relocation expenses.

Lifetime Membership

See Section 1.H. in the NBAPC Constitution and By-Laws

May, at the discretion of an Annual General Meeting by way of a motion, be granted to Full Members whose efforts on behalf of the People of Aboriginal Ancestry warrant such recognition. Lifetime Members shall be voting delegates at each special or Annual General Meeting of the Membership or in the Universal Suffrage process or referendums. Lifetime Membership can only be removed by way of a motion at an Annual General Meeting.

Honorary Membership

See Section 1.I. in the NBAPC Constitution and By-Laws

May, at the discretion of the Council, be granted to any persons whose efforts on behalf of the People of Aboriginal Ancestry warrant such recognition.

Supporting Membership

See Section 1.J. in the NBAPC Constitution and By-Laws

Individual people, churches, businesses and other organizations who wish to support our work may obtain a Supporting Membership upon payment of an Annual Fee of \$25.00, but such Members will have no voting rights. It is a direct Membership in the Council rather than in our Locals.

Local Membership Clerk Process

Introducing the Applicant to Membership Types and Qualifications

NOTE: *Documents, as per the Constitution & By-Laws, 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.*

1. Review qualifications to see if the Applicant qualifies for a Full Membership.
See [Introduction to Membership: Full Membership](#).
 - I. If the Applicant does not qualify for Full Membership, but would still like to pursue Membership with NBAPC, [see other Membership Types](#).
2. Provide information and clarification on the requirements for submitting a Membership Application and answer general questions about the process.
3. If an Applicant requires additional genealogical data, refer them to NBAPC's [list of Certified Genealogists and Resources](#), and inform them of other common sources for genealogical information in their area, such as churches, relatives, public archives, etc... All associated costs with gathering genealogical information is the responsibility of the Applicant.
4. If Applicant believes they qualify for Full Membership, the Local Membership Clerk may provide a green Membership Application Form to be completed by the Applicant. The Applicant can also choose to pick up a Membership Application form from the NBAPC Head Office.

Instructions for Processing NBAPC Membership Applications

These instructions are designed to be used as reference for processing Membership Applications.

Use the [Local Membership Clerk Checklist](#) if you are processing a Membership Application before signing off and approving it to be sent to the NBAPC Head Office.

1. Check that the green Membership Application Form meets these requirements before being sent to the Membership Officer at the NBAPC Head Office or there may be delays processing the Application.

- I. The form **MUST** be printed by the NBAPC Head Office on **GREEN** security paper.
- II. **ALL SECTIONS** of the form **MUST** be completed.
- III. The form **MUST** be completed **CORRECTLY**.

2. Include **ALL** supporting documents with the Membership Application.

NOTE: Supporting documents **MUST MEET THESE REQUIREMENTS** before being sent to the Membership Officer at the NBAPC Head Office or there may be delays processing the Application.

- I. They must be **CERTIFIED ORIGINAL** or **ORIGINAL**.
- II. **NO PHOTOCOPIES** will be accepted.

3. Include **TWO (2) PHOTOGRAPHS** of the Applicant with the Membership Application.

NOTE: Included photographs **MUST MEET THESE REQUIREMENTS** before being sent to the Membership Officer at the NBAPC Head Office or the Membership Application will experience delays.

- Provide **TWO (2)** passport sized **PHOTOGRAPHS** [50mm (2") x 70mm (2 ¾")].
- **PRINT** the Applicant's name **ON THE BACK OF BOTH** photographs in **BLACK INK**.

4. Include a paper with the Applicant's **SIGNATURE**.

- I. Must be in **BLACK INK**.
- II. Must be on **WHITE PAPER LARGER THAN 90mm (3.5") x 50mm (2")**
- III. Must be **ATTACHED** to the Membership Application.

5. Once the Applicant has put together their Membership Application, carefully **REVIEW ALL DOCUMENTATION** for errors or omissions using the Checklist.

Confirm that the green Membership Application form has:

- I. **Section A: Applicant Personal Information**

- i. All fields are completed.
- ii. A valid off-reserve address in New Brunswick.

- II. **Section B: Family Information**

- i. Names of children they wish to include are written.

6. **Section D: Status Indian Declaration Form**

- I. Ask the Applicant if they are Registered Indian under the Indian Act of Canada. If so, did they receive their Status Card through Aboriginal Ancestry, Marriage, or Adoption.
- II. Check that the Applicant has checked a box, if applicable.
- III. Check that the Applicant has signed the Status Indian Declaration Form.

7. **Using a Status Card to Prove Their Aboriginal Ancestry**

If the Applicant is using a Status Card to prove their Aboriginal Ancestry, move forward in the guide to the section that applies to the Applicant:

- I. [I have a Status Card that was obtained through Aboriginal Ancestry](#)
- II. [I have a Living Ancestor who has a Status Card that was obtained through Aboriginal Ancestry](#)

If the Applicant is not using a Status Card to prove their Aboriginal Ancestry, move forward to the section that applies to the Applicant:

- III. [I have a Status Card that was obtained through Marriage](#)
- IV. [I have a Status Card that was obtained through Adoption](#)
- V. [**I do not have** a Status Card, and do not have a Living Ancestor with a Status Card](#)

I. I have a Status Card that was obtained through Aboriginal Ancestry

A. Verify and copy the Status Card.

- i. Verify that the card's details match the Applicant's.
- ii. Copy the front and back of the card.
- iii. Have the Applicant sign the copy.
- iv. Membership Clerk to initial and date the copy.
- v. Include the copy of the Status Card with the Application Package.

B. Verify and copy the Long Form Birth Certificate.

- i. Verify that the Birth Certificate's details match the Applicant's.
- ii. Make a colour copy of both sides of the Birth Certificate.
- iii. Membership Clerk to initial and date the copy.
- iv. Include the copy of the Long Form Birth Certificate with the Application Package.

C. Then move to Section C: Genealogical Chart

- i. Check that the 1st Generation is completed. This should be the Applicant's information.
- ii. Verify if Long Form Birth Certificate of Applicant matches **SECTION A: PERSONAL DETAILS**.
- iii. Verify if Long Form Birth Certificate of Applicant matches 1st Generation section details.
- iv. Include Long Form Birth Certificate or Copy of Long Form Birth Certificate of Applicant in Membership Application Package.
- v. The remainder of Section C can be left blank.

II. I have a Living Ancestor who has a Status Card that was obtained through Aboriginal Ancestry

A. Verify and copy the Ancestor's Status Card.

- i. Verify that the card's details match the Ancestor's details on the Genealogical Chart.
- ii. Copy the front and back of the card.
- iii. Have the Ancestor sign the copy.
- iv. Membership Clerk to initial and date the copy.
- v. Include the copy of the Status Card with the Application Package.

B. Verify and copy the Long Form Birth Certificate.

- i. Verify that the Birth Certificate's details match the Applicant's.
- ii. Make a colour copy of both sides of the Birth Certificate.
- iii. Membership Clerk to initial and date the copy.
- iv. Include the copy of the Long Form Birth Certificate with the Application Package.

C. Then move to Section C: Genealogical Chart

- i. Check that the 1st Generation is completed. This should be the Applicant's information.
- ii. Verify if Long Form Birth Certificate of Applicant matches their Application Form details.
- iii. Verify if Long Form Birth Certificate of Applicant matches 1st Generation **SECTION A: PERSONAL DETAILS**.
- iv. **Include Long Form Birth Certificate OR Copy of Long Form Birth Certificate** of Applicant in Membership Application Package.
- v. Move through each Generation, checking that the documents provided match the Genealogical Chart, and that the documents show a definite connection between the Applicant and the Generation that has a Status Card.

III. I have a Status Card that was obtained through Marriage

A Status Card obtained through Marriage cannot be used as proof of Aboriginal Ancestry for NBAPC Full Membership. Double-check that the Applicant qualifies for Full Membership without the Status Card obtained through marriage, and if so, proceed to the [Full Genealogical Chart Procedure](#). If they do not qualify for Full Membership, there may be other Membership Types that they do qualify for, such as a Spousal Membership, Associate Membership, or Supporting Membership.

See [Introduction to Membership](#)

Go to [Full Genealogical Chart Procedure](#) if the Applicant meets the requirements for Full Membership without the Status Card through Marriage.

IV. I have a Status Card that was obtained through Adoption

A Status Card obtained through Adoption cannot be used as proof of Aboriginal Ancestry for NBAPC Full Membership. Double-check that the Applicant qualifies for Full Membership without the Status Card obtained through Adoption, and if so, proceed to the [Full Genealogical Chart Procedure](#). If they do not qualify for Full Membership, there may be other Membership Types that they do qualify for, such as a Spousal Membership, Associate Membership, or Supporting Membership.

See [Introduction to Membership](#)

Go to [Full Genealogical Chart Procedure](#) if the Applicant meets the requirements for Full Membership without the Status Card through Marriage.

V. I do not have a Status Card, and do not have a Living Ancestor with a Status Card

Go to [Full Genealogical Chart Procedure](#).

Full Genealogical Chart Procedure, Section C

- I. Check that the 1st Generation is complete. This should be the Applicant's information.
- II. Verify that the personal information on these documents MATCH:
 - i. Long Form Birth Certificate of Applicant.
 - ii. 1st Generation on Genealogical Chart.
 - iii. SECTION A: PERSONAL DETAILS.

III. Include Long Form Birth Certificate OR Copy of Long Form Birth Certificate of Applicant in Membership Application Package.

- IV. Move through each Generation, checking that the documents match the Genealogical chart, and that the documents show a definite connection between the Applicant and the last Generation.
- V. Check that the last Generation listed in the Genealogical chart was a known Aboriginal Person since July 1st, 1867, and that the supporting documents show this.
- VI. Check that a Death Certificate is included for the last known Aboriginal Ancestor, and that the personal information matches the Genealogical Chart.

VII. Include all supporting documents in the Application Package or the Membership Application may experience delays.

8. **If the Membership Application meets the requirements**, the Membership Clerk signs the green Membership Application Form where it says:

Local Membership clerk must sign here: _____

9. The Applicant can now submit their Membership Application package to the NBAPC Head Office.
10. The Membership Clerk at the NBAPC Head Office will copy and certify all original documents, then send the originals back to the Applicant with a Confirmation Letter and to notify the Applicant that the originals are being returned, and a certified copy has been placed in their file.
11. If **ALL** documentation is present, the Membership Application is processed. If the Membership Application is incomplete, the Applicant will receive a letter indicating what they will require to complete their membership application.
12. When the Membership Clerk at Head Office determines that the Membership Application is complete, it is taken to the Membership Committee.

13. The Membership Committee reviews the Membership Application for acceptance, or request changes if the Membership Application is missing details.
14. The Membership Committee will forward names of Applicants who have met requirements for Membership to the NBAPC Board of Directors for ratification.
15. **ACCEPTED** applications are added to the database and NBAPC Membership card is created for the New Member.
16. The Member can then obtain their Membership Card from the NBAPC Head Office, or from their Local Membership Clerk who will receive the Card and the Card Issuance Form from Membership Clerk at the NBAPC Head Office.

***Note:** Approving an Application for Membership is an involved process. Your patience is appreciated.*

The Membership Committee

The Membership Committee is required by the Constitution & By-Laws to meet every 90 days. Due to the lack of funding, the Membership Committee generally meets every 120 days.

The Vice-Chief is the Chair of the meeting and generally has an agenda for the Meeting. The Membership Clerk at Head Office will prepare files and bring the completed files to the Committee for review. If there is a concern or question regarding a particular file, that too can be brought to the Committee for discussion.

The Membership Committee is responsible for recommending Applicants for approval to the Board of Directors. The Membership Committee is also responsible for making recommendations in the form of Motions to the Board of Directors. These motions may be a result of decisions made at the AGM level, which directly affect the Membership.

Membership Cards

The photographs and signature that the Applicant provides with the Membership Application are used to print an NBAPC Membership Card for the new Member. Once the Membership Card is printed, correspondence will be sent to both the new Member and the Local Membership Clerk. The new Member will be advised of their Local Membership Clerk's contact information to make arrangements to pick up their Membership Card and sign off on the Membership Card Issuance Form.

Membership Cards: All Full Members of the Council shall be entitled to a FREE Membership card upon approval.

Replacement cards, with the exception of minors, have a \$25.00 fee payable to the NBAPC Head Office.

Payment options are:

1. Certified cheques to New Brunswick Aboriginal Peoples Council
2. E-transfer to finance@nbapc.org and the password is membership

Confidentiality

Confidentiality is very important at NBAPC and taken very seriously. All information contained in the Membership Files are highly confidential.

There should never be any physical Member or Applicant information kept on premises. All documentation and applications must be given back to the Applicant for the Applicant themselves to send to the NBAPC Head Office. The onus is on the Applicant to fill out, complete and submit the Membership Application to the NBAPC Head Office.

The only person at a Community Local who is allowed to see Member Applications and files is the Local Membership Clerk and the Applicant or Member themselves.

Once voted in each year, the Local Membership Clerk will receive a confidentiality agreement from the NBAPC Head Office that must be signed and returned to the NBAPC Head Office to be kept on file for each Local. Until this is complete, any new Local Membership Clerks cannot have access to Member information.

Information cannot be taken from any file to be shared with another Applicant. Even something as small as mentioning that another Member has a genealogical document that another Applicant may need, is a breach of privacy.

Even if you don't work with Applicant and Member files, all NBAPC Local Executives must sign a confidentiality agreement, even summer students, or those who are hired for contract work. Once the agreement is signed it must be sent to the Membership Clerk at the NBAPC Head Office.

Applicant's Supporting Documents

Historical Terms:

The term "Native" was not used to describe Aboriginal people until the 1950's. Any historical documents from before 1950 that refer to a person as "Native" are referring to a person born in a specific place or associated with a place by birth.

Terms that were used to identify an Aboriginal person in the census records and/or Birth Records were:

- Sauvage
- Sauvagesse
- Savage
- Peaux Rouges / Red Skinned
- Malecete
- Maliseet
- Micmac
- Mi'kmaq
- Mic
- Indian
- In rare cases Aboriginal women were referred to as Squaw.

If you have encountered any terms that you would like added to this list, contact Membership@NBAPC.org

Resource Lists and Forms

Notes When Using the Local Membership Clerk Checklist

- Print the Checklist.
- Use the Checklist to help you check that the Applicant has not forgotten anything in their Membership Application Package.
- Refer to [Instructions for Processing NBAPC Membership Applications](#) for additional information about the process.

Local Membership Clerk Checklist Side 1

Section A. PERSONAL INFORMATION

☐ Application on NBAPC Green Paper ☐ Guardian/Minor Box in Top Right & Age ☐ Legal Name ☐ No Aliases

☐ If Name Changed, Birth Name in Brackets ☐ Local Complete ☐ Date of Application Correct

Proof of Residency

☐ Have License **OR** ☐ Have Provincial ID ☐ Address Matches Form

☐ Copy of Both Sides ☐ Clerk's Initials on Copies ☐ Copies Dated ☐ Applicant Signed Copies

Section B. FAMILY INFORMATION

☐ Children's Information Complete ☐ *OFFICE USE ONLY* Section Left Blank

Section D. STATUS INDIAN DECLARATION FORM

If Applicant Is Using Their Status Card to Prove Aboriginal Ancestry ☐ Section Complete

Application Attachments

☐ Two (2) Color Photographs ☐ Applicant's Name Printed on Both ☐ Paper with Applicant's Signature

☐ Applicant's Long Form Birth Certificate (BC)

☐ BC Name Matches 1st Generation Genealogical Chart ☐ BC Name Matches PERSONAL DETAILS

Local Membership Clerk Checklist Side 2

Genealogical Chart
<input type="checkbox"/> Check That All Fields Are Complete
Applicant's 1st Generation
<input type="checkbox"/> Long Form Birth Certificate <input type="checkbox"/> Status Card <input type="checkbox"/> Marriage Certificate
Applicant's 2nd Generation
<input type="checkbox"/> Birth/Baptismal Record <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Other _____
<input type="checkbox"/> Clear Connection to Previous Generation Shown
Applicant's 3rd Generation
<input type="checkbox"/> Birth/Baptismal Record <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Other _____
<input type="checkbox"/> Clear Connection to Previous Generation Shown
Applicant's 4th Generation
<input type="checkbox"/> Birth/Baptismal Record <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Certified Census <input type="checkbox"/> Other _____
<input type="checkbox"/> Clear Connection to Previous Generation Shown
Applicant's 5th Generation
<input type="checkbox"/> Birth/Baptismal Record <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Certified Census <input type="checkbox"/> Other _____
<input type="checkbox"/> Clear Connection to Previous Generation Shown
Applicant's 6th Generation
<input type="checkbox"/> Birth/Baptismal Record <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Certified Census <input type="checkbox"/> Other _____
<input type="checkbox"/> Clear Connection to Previous Generation Shown
Applicant's 7th Generation
<input type="checkbox"/> Certified Census <input type="checkbox"/> Death Record <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Known Aboriginal Person Since July 1 st , 1867
<input type="checkbox"/> Birth/Baptismal Record <input type="checkbox"/> Other _____
<input type="checkbox"/> Clear Connection to Previous Generation Shown
<input type="checkbox"/> Sign Section A., 'Local Membership Clerk Must Sign Here' to Confirm Application is Complete

Appendix

Sources for Historical Data

These sources for historical data are intended for Applicants to use when starting research into their genealogy. Unsourced websites cannot be used to prove Aboriginal Ancestry, and any copies of historical documents that are used for an Applicant's Membership Application require being certified by a professional.

Resource Description	URL
Acadian Cemeteries - Cap-Pele Cemetery	http://acadian-cemeteries.acadian-home.org/INDEXES/Cap-Pele-Cemetery-1.html
Acadian Home - the history of Menoudie	http://www.acadian-home.org/menoudie.html
Acadian Home - Doiron Family History	http://www.acadian-home.org/doiron-family-history.html
Ancestry	https://www.ancestry.ca/
Association des Familles Laroche et Rochette Inc. - LA GRANDE FAMILLE DES LAROCHE	http://www.rolaro.ca/grande_famille_des_laroche.htm
Association des Familles Laroche et Rochette Inc. - Joseph Rognon	http://www.rolaro.ca/Gagnon/Joseph_Rognon_gen3.htm
Automated Genealogy - Links	http://www.automatedgenealogy.com/uidlinks/Links.jsp
Census 1871 Library and Archives Canada	http://www.bac-lac.gc.ca/eng/census/1871/Pages/about-census.aspx
Census 1881 Library and Archives Canada	http://www.bac-lac.gc.ca/eng/census/1881/Pages/about-census.aspx
Census 1901 Library and Archives Canada	http://www.bac-lac.gc.ca/eng/census/1901/Pages/about-census.aspx
Census 1911 Library and Archives Canada	http://www.bac-lac.gc.ca/eng/census/1911/Pages/about-census.aspx
Census 1921 - Ancestry	http://www.Ancestry.com
Church of St. Teresa of Avila - Cap-Pele	http://www.gcatholic.org/churches/canada-east/14280.htm
Descendants of Pierre Lejeune-Briard & Marie Kagigonias	https://firstmetispeople.ca/wp-content/uploads/2017/11/Lejeune-Analysis_K-Dumont_2015.pdf
Family History Daily - 50 Free Genealogy Sites	https://familyhistorydaily.com/genealogy-resources/50-free-genealogy-sites/
Family Search	https://ident.familysearch.org/
Family Search Quebec	https://www.familysearch.org/wiki/en/Quebec
Find A Grave	https://www.findagrave.com/

Genealogical Institute of the Maritimes	http://nsgna.ednet.ns.ca/gim/wordpress/?page_id=674
Genealogie Acadienne	https://www.genealogie-acadienne.net/?action=indiDetails&l=24195
Geneanet	https://en.geneanet.org/
Libraries and Archives Canada - Indigenous Genealogy	https://www.bac-lac.gc.ca/eng/discover/aboriginal-heritage/Pages/genealogy.aspx
Musee Acadien - Search for Laroc Line	http://museeacadien.org/lapetitesouvenance/?s=laroc
New Brunswick Archives	https://archives.gnb.ca/
North Cumberland Historical Society	http://ncumbhistorical.wixsite.com/genealogyhistory/our-past?fbclid=IwAR33gtUNeTyM5Yb59cyVaJbCMOTaZyaDH5CckqRk5eJy8dMDSZXaBbjDg7A
Nova Scotia Census Project - Package containing historical census data	http://ncns.ca/wp-content/uploads/2017/07/ns-census.zip
Provincial Archives of New Brunswick	https://archives.gnb.ca/Search/Cemeteries/Default.aspx?culture=en-CA
Provisional Government of Assiniboia - Acknowledging the Contribution of Original North American Peoples to the Creation of Manitoba	https://hallnjean2.wordpress.com/
Quebec Census Documents	http://www.bac-lac.gc.ca/eng/census/1901/Documents/1901-Quebec-Schedule-2.pdf
Quebec Census Documents	http://www.bac-lac.gc.ca/eng/census/1901/Pages/about-census.aspx
Quebec Census Documents	http://www.bac-lac.gc.ca/eng/census/Pages/census.aspx#b
RootsWeb Archive	https://wc.rootsweb.com/cgi-bin/igm.cgi?op=SHOW&db=gbonnet&recno=92460
Sainte-Marie-Saint-Raphaël - Linked Census documents in References	https://en.wikipedia.org/wiki/Sainte-Marie-Saint-Rapha%C3%ABl
The Canadian Encyclopedia	https://www.thecanadianencyclopedia.ca/en/article/quebec
The Government of Canada's Response to the Descheneaux Decision	https://www.aadnc-aandc.gc.ca/eng/1467227680166/1467227697623

CONFIDENTIALITY AGREEMENT

Date:

Between: NEW BRUNSWICK ABORIGINAL PEOPLES COUNCIL (the “Council”)

-and-

I, _____ understand that duties are conditional upon my agreeing to sign this Confidentiality Agreement and upon my complying with the terms and conditions of this Agreement.

I acknowledge that I will acquire or have access to confidential and/or valuable personal including types of information described in particular in this Agreement, belonging to the Council, its members or others while so elected (the “Confidential Information”).

I understand that if I disclose the confidential Information to third parties or use the Confidential Information for any unauthorized purpose, the Council and its members can suffer financial and other loss.

During and after this position, I will not use for my own purpose or release to anyone any information concerning the Council’s and the Local’s personal information.

I promise to:

1. maintain the Confidential Information in confidence;
2. Not use the Confidential Information for any purpose other than on behalf of the Council;
3. not disclose the Confidential Information to others;
4. keep any Confidential Information only in my possession will be kept confidential.

Any Local Membership Representative who is uncertain about their obligations under this agreement should consult the Council on or prior to making any disclosure.

As soon as my position with the Local ends, I will give to the Local Membership Representative in my Local all books and documents or copies and any material in electronic format relating to the Council and Local, its members or constituents. I will provide copies of any material on my computer to the Local Membership Representative in

readable form and delete permanently any record from any computer that is not in the possession and control of the Council.

I agree that this Confidentiality Agreement will remain in force regardless of any change in duties, title or function and notwithstanding any period of interruption of my term as Local Membership Representative. This Agreement shall continue through any existing or future term of as the Local Membership Representative with the Local plus two years, provided that with respect to any personal information on a Council affiliate, member or constituent, this Agreement shall have no expiry.

If I am requested in any legal proceeding to disclose any of the Confidential Information, I will immediately notify the Council so that an appropriate protective order may be sought.

I acknowledge having read and understood this Agreement. I confirm that I have sought such advice as I saw fit before signing it. I confirm that I am not signing this Agreement under any duress or influence. I agree to be bound by the terms of this agreement and acknowledge that Council is relying on the terms hereof in its dealings with me.

Witness

Witness

Date

Name of Member

Date

New Brunswick Aboriginal Peoples Council

Per: _____

Chartering Package Sample

Local Presidents will receive updated Charter Packages in December of every year. They must be completed and submitted to NBAPC Head Office along with Membership Fees.

Included is a sample of what the Chartering Package will look like.

DO NOT USE THIS SAMPLE FOR SUBMISSION.

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



December 19, 2018

Re: Application for Charter 2019-2020

Dear Community Local Executives,

Please find enclosed forms for NBAPC local chartering which must be completed and submitted to the NBAPC Head Office no later than April 1st, 2019 and accompanied by a \$25 Chartering fee, plus \$1 for each member and \$5.00 for each non-resident member.

***** NEW *****

Example: *Name, * Complete Address, * Phone Number, * Membership number, * Member Type

- All areas with an * are required fields that **MUST** be **COMPLETED** for a complete charter, the areas marked as * are marked as **Name, Complete Address, Phone Number, Member number, Member Type**. Please see example below.

EXAMPLE CHARTER LIST

* NAME	*COMPLETE ADDRESS	*Phone Number	*Member Number	*Member Type
Jane Doe	320 St. Mary's St, Fredericton, NB, E3A-2S4	458-8422	012345	FULL
Jon Doe	320 St. Mary's St, Fredericton, NB, E3A-2S4	458-8422	N/A	SPOUSAL
Brenda Sacobi	17 West St, Calgary, AB, Y1Y-2Q4	403-779-1234	81760	NON-RESIDENT
Peter Paul	95 Soutter St., Miramichi, NB, E3B-2K7	440-9824	N/A	ASSOCIATE
Sara Polches	28 Vimmy St, Moncton, NB, E1r-2S8	506-204-1432	59130	YOUTH
Kate Beudin	912 Sark St, Fredericton, NB, E3A-2S4	506-455-3344	86437	LIFETIME
Susan Bear	18 Ganong Road, St. John, NB, E2J-5A9	506-696-5573	N/A	HONORARY
Joe's Diner	17 Paul St, Bathurst, NB, T5K-9H2	472-0092	N/A	SUPPORTING

Please ensure that members contact information be updated before submitting the Charter and please use the following forms that we have provided. It is very important that we receive the current contact information for each member with your charter. All information is confidential and used by the New Brunswick Aboriginal Peoples Council only.

If or when you have any scheduled Local meetings you can contact head office and we can share the information on NBAPC Facebook site and calendar.

“Annual Fees: Each Chartered Local is required to pay an Annual Charter Fee and individual membership fee on or before April 1st of each year to the Head Office of the New Brunswick Aboriginal Peoples Council, 320 St. Mary’s Street, Fredericton, New Brunswick. The Charter Fee shall be \$25.00 plus the fee for individual membership shall be \$1.00 per member and \$5.00 for each non-resident member.”

Also included is a form to record the minutes and the election of the Local Executive at the Local Annual Meeting. This form must be submitted no later than one week prior to the NBAPC Annual General Assembly which will be announced at a later date.

“Every Community Local shall maintain accurate lists of its members and shall make such information available to the Head Office.”

“All Community Locals are required to hold an Annual Local Meeting in the First Quarter (**January, February or March**) of each calendar year to elect its Officers, including a Community Local Youth Representative (who may or may not have to be a youth) and the AFS Representative. Minutes and attendance of this Annual Meeting shall be sent to the Head Office at least a week before the annual general meeting of the council. Any Community Local that does not comply with this By-Law will have revoked their right to send delegates to the Council's Annual Assembly or Special Meetings.”

Membership in Good Standing: A Member in Good Standing is any Aboriginal person eligible for Full Membership in the Council and who subscribes to the aims, goals and objectives of the Council. A Member in Good Standing is also required to pay their annual membership fees as provided for in section 1.K of the Council’s Constitution and By-Laws. The annual membership fee for each membership fee for each membership category must be submitted on or before April 1st of each year. Members in good standing include Full Members, Non-Resident Members and Lifetime Members which all carry the full range of participatory and voting rights allowed under this Constitution and By-Laws for Members in Good Standing.

Membership Cards: All full members of the Council shall be entitled to a membership card.

Approval of this application for Charter will be decided by a majority vote of the Council’s Membership Committee and is subjected to ratification by the New Brunswick Aboriginal Peoples Council’s Board of Directors.

If you have any questions or concerns please feel free to contact me at your earliest possible convenience.

In Friendship,

Membership Clerk

Enc.

**2019-2020 APPLICATION FOR CHARTER**

This form is to be filled out by the Community Local Executives. This form must be submitted **NO LATER** than April 1st of each year.

List of Full Members (**Note:** New Locals must have five or more Full Members; A new Community Local cannot be formed within ten-mile radius of an existing Local and Members should belong to the Local in the area of their residence. Note: This should never be interpreted as a must).

NAME	COMPLETE ADDRESS	Phone Number	Member Number	Member Type
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

***PLEASE NOTE:** For any additional Full Members, please add another sheet of paper. Please ensure to write your local name and local # on the bottom of every sheet.

Charter Fee: \$25.00

of Members x \$1.00

Total Enclosed:

Local Name: _____

Local # _____



2019-2020 APPLICATION FOR CHARTER

- Please include an updated copy of your Community Local By-Laws.
- Fee Structure: \$25.00 per Community Local + \$1.00 per individual Member.
- Please list the Executive Officers of the Local:

President: _____ **Phone#:** _____

Address: _____ **Email:** _____

Vice-President: _____ **Phone#:** _____

Address: _____ **Email:** _____

Secretary: _____ **Phone#:** _____

Address: _____ **Email:** _____

Treasure: _____ **Phone#:** _____

Address: _____ **Email:** _____

Membership clerk: _____ **Phone#:** _____

Address: _____ **Email:** _____

Treasure: _____ **Phone#:** _____

Address: _____ **Email:** _____

Fisheries: _____ **Phone#:** _____

Address: _____ **Email:** _____

Approval of this application for Charter, will be decided by a majority vote of the Council's Membership Committee, and is subject to ratification by the New Brunswick Aboriginal Peoples Council's, Board of Directors.

Signature of Local Executive

Date

Local Name: _____ **Local #** _____



2019-2020 APPLICATION FOR CHARTER

NBAPC COMMUNITY LOCAL MEETING MINUTES

COMMUNITY LOCAL NAME: _____

LOCAL NUMBER: _____

DATE _____ TIME: _____ Place: _____

DETAILS: _____

LOCAL EXECUTIVE OFFICER, SIGNATURE
TO VALIDATE AUTHENTICITY OF MINUTES

Local Name: _____ Local # _____

Glossary

Certified Copy

A copy of an original document that has been certified as a true copy by a professional with authority to certify historical documents.

Certified Genealogist

An individual who has met the requirements to hold a valid and current Certified Genealogist CG(C) or Genealogical Record Searcher GRS(C) membership from an institution recognized by Library and Archives Canada.

<https://www.bac-lac.gc.ca/eng/discover/genealogy/how-to-begin/Pages/learn-more.aspx>

Non-Status

Referring to individuals who **are not** registered Indian under the Indian Act of Canada.

Status

Referring to individuals who **are** registered Indian under the Indian Act of Canada.

Status Card

Referring to the card given to individuals who are registered Indian under the Indian Act of Canada.

Notes

