

# **MEMBERSHIP POLICY**

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## **Purpose**

1. The purpose of this Policy is to govern the admission and denial of Membership within Ringette Canada and the responsibilities of accepted Members in order to stay in good standing.

## **Application of this Policy**

2. This policy applies to all Ringette Canada Members and potential Members.

## **Categories of Membership**

3. Membership requirements are defined in Ringette Canada's By-laws.

## **Application of Membership**

4. Application for Membership is defined below and in Ringette Canada's By-laws.

## **Admission of Members**

5. No entity will be admitted as a Member of Ringette Canada unless:
  - a) The candidate Member has made an application for Membership in a manner prescribed by Ringette Canada;
  - b) The candidate Member has been approved by majority vote as a Member by the Board or by any committee or individual delegated this authority by the Board;
  - c) If, at the time of applying for Membership the candidate Member is currently a Member, the candidate Member is a Member in good standing;
  - d) If the candidate Member was at any time previously a Member, the candidate Member was a Member in good standing at the time of ceasing to be a Member; and
  - e) The candidate Member has submitted, if applicable, the following:
    - i. Proof of incorporation and By-laws;
    - ii. Operating Guidelines;
    - iii. Official contact\* and mailing address;
    - iv. Name and addresses of its directors;
    - v. Jurisdictional area;
    - vi. Number of registered athletes and estimate of total number of athletes residing in jurisdiction;
    - vii. Proof that it has registered all its athletes, officials and coaches and paid the prescribed fees;
    - viii. Its membership list to Ringette Canada and paid dues as prescribed by the Board.

*\*NOTE: Ringette Canada assumes that the President/Chair of each Member is the official contact in all matters unless directed otherwise in writing by the said Member. It shall be the responsibility of this contact to disseminate information to the Member's membership as appropriate.*

## **New Provincial/Territorial Association**

6. Ringette Canada will not recognize a new provincial/territorial association without the approval of the existing provincial/territorial Member.

## **Expiration of Membership**

7. All Memberships within Ringette Canada will expire on June 30<sup>th</sup> of each year.

## **Renewal of Membership**

8. Membership within Ringette Canada does not renew automatically.

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9. No Ringette Canada Member will be renewed as a Member of Ringette Canada unless:
- a) The renewing Member has made an application for Membership renewal in a manner prescribed by Ringette Canada;
  - b) The renewing Member has registered all its athletes, officials and coaches and paid the prescribed fees;
  - c) The renewing Member has been approved by majority vote as a Member by the Board or by any committee or individual delegated this authority by the Board;
  - d) The renewing Member is a Member in good standing; and
  - e) The renewing Member has submitted, if applicable, the following:
    - i. Proof of incorporation and By-laws\*
    - ii. Operating Guidelines\*;
    - iii. Official contact and mailing address\*;
    - iv. Jurisdictional area\*;
    - v. Name and addresses of its directors;
    - vi. The number of registered athletes and estimate of total number of athletes residing in its jurisdiction;
    - vii. Membership list and dues as prescribed by the Board.

*\*NOTE: Renewal of Membership in consecutive years does not require resubmission of proof of incorporation and By-laws, operating guidelines, mailing address or jurisdictional unless they have been changed or amended.*

### **Membership Fees**

10. Membership fees will be determined annually by the Board.
11. Membership fees will be payable by May 30<sup>st</sup> of each year. Failure to pay Membership by May 30<sup>st</sup> will result in a penalty of 25% of the Membership fee. Failure to pay Membership fees by June 30<sup>th</sup> will result in expulsion from Ringette Canada.

### **Good Standing**

12. A Member of Ringette Canada will be in good standing provided that the Member:
- a) Has not ceased to be a Member;
  - b) Has not been suspended or expelled from membership, or had other restrictions or sanctions imposed;
  - c) Has completed and remitted all documents as required by the Association;
  - d) Has complied with the By-laws, policies, procedures, rules and regulations of the Association;
  - e) Is not subject to a disciplinary investigation or action by the Association, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
  - f) Has paid all required membership dues or debts to the Association, if any.
13. Members who cease to be in good standing may have privileges suspended and will not be entitled to vote at meetings of Members or be entitled to the benefits and privileges of Membership until such time as the Board is satisfied that the Member has met the definition of good standing as set out above.

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### **Privileges of Membership**

14. Members of Ringette Canada are entitled to:

- a) A copy of the By-laws and Policies and Procedures of Ringette Canada;
- b) A copy of the minutes of Annual and Special General Meetings;
- c) Take part in national programs and events, if eligible;
- d) Enter teams to participate in the Canadian Ringette Championships, if eligible;
- e) Enter teams to participate in the Canada Winter Games, if eligible;
- f) One free rule book at the time of publication;
- g) Attend Annual and Special General Meetings;
- h) Attend technical/program Meetings;
- i) Voting privileges as defined in the Ringette Canada By-laws;
- j) Regular correspondence;
- k) Register athletes, subject to all fees and assessment as determined by the Board; and
- l) Other privileges as determined by the Board.

### **Withdrawal and Termination of Membership**

15. Withdrawal and termination of membership is defined below and in the Ringette Canada By-laws.

16. A Member may resign from Ringette Canada by giving a written notice to the Board. The Member's resignation will become effective the date on which the request is approved by the Board.

17. A Member may not resign from Ringette Canada when the Member is subject to disciplinary investigation or action.

18. A Member will be expelled from Ringette Canada for failing to pay Membership dues or monies owed to the Ringette Canada by the deadline dates prescribed by Ringette Canada.

19. In addition to expulsion for failure to pay Membership dues, a Member may be suspended or expelled from Ringette Canada in accordance with Ringette Canada's policies and procedures relating to discipline of Members.

This Policy is subject to review at least once every three years

**Date of last review: September 2015**

*The publication of Ringette Canada policies will be in the English and French languages. In the case of conflicting interpretations, the English version will prevail.*