

# Oakville Cycling Club

## MEMBERSHIP POLICY

### Purpose

1. The purpose of this Membership Policy is to ensure continued participation growth and development of Oakville Cycling Club members in a safe and organized environment by providing members the rules and regulations regarding fees and terms and conditions of membership.

### Membership Categories

2. The Oakville Cycling Club, has only one single category of membership, Individual Member.

An Individual Member is an individual who has paid membership dues and who, if in good standing, has one (1) vote in the affairs of the Oakville Cycling Club and, subject to Oakville Cycling Club bylaws is eligible to be nominated for election or appointment as a board member.

3. No Individual shall be admitted as a member of the Oakville Cycling Club unless:
- a) The individual has made a written application for membership in a manner prescribed by the Board.
  - b) The individual has been approved as a Member by the Board or by an individual or committee delegated this authority by the Board;
  - c) The individual has paid membership dues as determined by the Executive.
  - d) It is strongly encouraged that all individual members order an Oakville Cycling Club jersey from the list of available options offered each season.

### Membership Process

4. Each individual member and incorporating principals application for membership must be made in the following matter:
- a. Register using the Oakville Cycling Club's online membership registration system through CCN.
  - b. Complete all current required fields as requested (ex. First and Last Name, Date of Birth, Email Address, Mailing Address, Phone Number, Emergency Contact).
  - c. Agree to and sign/confirm acceptance of the CANADIAN CYCLING ASSOCIATION WAIVER, RELEASE and ASSUMPTION of RISK AGREEMENT.
  - d. Pay ALL membership dues.
  - e. Provide proof of current seasons OCA affiliate licence purchase.
  - f. Not mandatory but strongly encouraged - purchase a choice of provided jersey.
  - g. Need to add in text that we will need to have a signed waiver for parking

Individual Member, applicants who have submitted an application for membership or affiliation will be contacted, by email, should there be any outstanding items keeping the membership from being completed. It is the responsibility of the applicant to ensure all required items are submitted for membership consideration to be granted.

### Membership Dues

5. Year – The membership year of the Oakville Cycling Club is January 01 – December 31. Memberships for the upcoming season are typically granted early in the new year however this is subject to approval by the Oakville Cycling Club Executive.

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6. Dues – Membership dues for all members shall be determined by the Oakville Cycling Club Executive.

### **Withdrawal, Suspension and Termination of Membership**

7. Resignation – A Member may resign, and is assumed to have resigned from the Oakville Cycling Club by not registering for membership within the registration timeline.

8. Discipline – In addition to resignation for failure to pay membership dues, a Member may be suspended or expelled from the Oakville Cycling Club, or have other membership restrictions or sanctions imposed upon him or her, in accordance with the Oakville Cycling Club's policies and procedures relating to discipline of Members.

9. Notice and Opportunity to be Heard - A Member shall be given at least fifteen (15) days' notice of, with reasons for, a proposed action under the above point and shall be given an opportunity to be heard, orally or in writing, not less than five (5) days before the disciplinary action or termination of membership becomes effective, by the person with authority to impose or revoke the disciplinary action or termination.

### **Good Standing**

10. Discretionary – A member of the Oakville Cycling Club shall, in the discretion of the Executive, be deemed to not be in good standing in the event that:

d) The Member has failed to comply with any of the Articles, By-laws, policies, or rules of the Oakville Cycling Club; or

11. Non-Discretionary – A Member of the Oakville Cycling Club shall be deemed not to be in good standing in the event that:

a) The Member has ceased to be a Member; or

b) The Member has been suspended or expelled from Membership or had other membership restrictions or sanctions imposed on him or her.

12. Cease to be in Good Standing – Members who cease to be in good standing shall not be entitled to vote at meetings of members (including the Annual General Meeting) AND shall lose all other Member privileges until such time that the Board is satisfied that the Member is back in good standing. A Member who is not in good standing may not be a Director.

### **Membership Registration Refunds**

13. Membership refunds will not be granted once a rider participates in any activity with their Oakville Cycling Club membership regardless of whether that be in a club activity, sanctioned event, Meeting of Members or other Oakville Cycling Club approved activities.

14. Any requests for refund of membership registration fees must be remitted in writing to the Oakville Cycling Club prior to participating in any of the activities listed above.

15. Refunds for membership will be at the sole discretion of the Oakville Cycling Club Executive will be based on the cost after all administrative and online registration provider charges have been deducted.

### **Transfer of Membership**

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16. Memberships may not be transferred from one applicant to another nor from one season to the next.

### **Review and Approval**

17. This policy is reviewed annually.

18. This policy was approved by the Oakville Cycling Club Executive.

19. This policy went into effect March 26, 2018