



# Membership Policy

Approved by the Board of Directors January 12, 2019  
Revised October 29, 2019

## 1. DEFINITIONS

Act: the Canada Not-for-Profit Corporations Act, S.C. 2009, c.23.

Members: the organizations recognized by Archery Canada as the sole governing bodies for the sport of archery in each Province or Territory of Canada. These organizations are commonly referred to as Provincial and Territorial Associations or Federations.

Registrants: individuals or clubs registered with the Members, or directly with Archery Canada, as defined in the Archery Canada Bylaws.

## 2. PURPOSE

The purpose of this Policy is to describe the application, rights, conditions and obligations for membership within Archery Canada/ Tir à l'Arc, also known as the Federation of Canadian Archers Inc. (FCA), herein referred to as Archery Canada.

## 3. SCOPE AND APPLICATION

This policy applies to all Provincial and Territorial Association/Federation Members as defined in Archery Canada's Bylaws.

## 4. MEMBERSHIP YEAR AND DUES

Membership within Archery Canada is granted upon an annual basis and will terminate on December 31<sup>st</sup> of each year, subject to re-registration in accordance with this Policy.

## 5. RENEWAL OF MEMBERS

No Member will be renewed as a Member, unless:

- a) The Member has made an application for membership in a manner prescribed by Archery Canada.
- b) The Member has agreed to comply with, and meets the requirements of, the By-laws, policies, procedures, rules and regulations of Archery Canada.
- c) The Member has paid membership dues owing from any previous membership period.
- d) If, at the time of applying for membership the Member is currently a Member, the Member is a Member in Good Standing as defined herein, unless approved otherwise by the Board.

## 6. RENEWAL MINIMUM REQUIREMENTS FOR MEMBERS

Members must comply with the following minimum requirements to maintain and renew membership within Archery Canada:

- a) Register with Archery Canada all of the Member's archery related clubs and individual Registrants (archers, coaches, officials, guests (i.e. short-term participants or other designation) and submit the following applicable information of such archery related clubs and Registrants:

- i. Designation (archers, coaches, officials, guests or other designation)
  - ii. Name
  - iii. Address
  - iv. Telephone number
  - v. Email address
  - vi. Date of Birth
  - vii. Gender
- b) Be the Provincial/Territorial Archery Association/Federation recognized by a Province's or Territory's recognized sport authority (special exceptions may be considered).
- c) Appoint an individual to act as the Member's point of contact.
- d) Appoint a delegate to represent the Member at meetings of Members, provided that such delegate is a registrant in that Member's jurisdiction.
- e) Submit, upon request, to Archery Canada the Member's contact information including address, telephone number, fax number, email and web address.
- f) Submit, upon request, to Archery Canada a copy of the Member's most recent constitution, bylaws, and archery related rules, regulations, policies and procedures.
- g) Submit, upon request, to Archery Canada a copy of the Member's most recently completed annual or multi-year financial statements, that pertain to all archery related operations and that have been reviewed by an independent accountant.
- h) Submit, upon request, to Archery Canada the identities and contact information of the Member's staff and directors.
- i) Submit, upon request, to Archery Canada any other information requested by Archery Canada.
- j) Submit, upon request, a dispute resolution mechanism for complaint and discipline management.

## **7. GOOD STANDING**

A Member of Archery 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, or had other restrictions or sanctions imposed;
- c) Has completed and remitted all documents as required by Archery Canada;
- d) Has complied with the By-laws, policies, procedures, rules and regulations of Archery Canada;
- e) Is not subject to a disciplinary investigation or action by Archery Canada, 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 Archery Canada, if any.

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.

## **8. MEMBERSHIP RIGHTS AND PRIVILEGES**

Members in good standing are entitled to:

- a) receive subsidy for the travel, meals and accommodation costs of the following:
  - i. the Representative representing the Member attending the Annual General Meeting; and
  - ii. the 3D Archery Representative representing the Member, attending the AC 3D Archery Committee meeting.

The cost coverage provided by AC is as follows:

- one (1) Air Canada Tango class or equivalent priced class of ticket with other airlines such as WestJet, Porter;
  - one (1) day meal allowance per AC Financial policy unless the meals are included for meetings or events organized and hosted by AC;
  - one (1) night accommodation at \$110.00 maximum (double occupancy).
  - For those that travel by car, AC provides a reimbursement rate per AC Financial policy to a maximum equal to the above described airline ticket cost. It is the lesser amount of the two (ground or air transport) that is reimbursed by AC.
- b) Receive up to date financial reports from Archery Canada and commitments as outlined in the Archery Canada Financial Policy.
  - c) Receive communications regarding policy changes that impact Members.
  - d) Attend Archery Canada's Annual and Special Meetings.
  - e) Nominate and vote for the Archery Canada Directors, and vote on motions and resolutions presented at meetings of Members, in accordance with the Archery Canada Bylaws.
  - f) Call a Special Meeting at any time, upon the written requisition of Members holding not less than five percent of the total Members' votes.
  - g) Remove a Director by ordinary resolution, provided that the Director has been given proper notice and the opportunity to respond at a meeting duly called for that purpose.
  - h) Amend the Bylaws in accordance with the Act.
  - i) Submit a proposal for consideration at a Members Meeting in accordance with the Act.
  - j) Examination of the following documents during Archery Canada's usual business hours and make copies free of charge:
    - i. The report of the public accountant, if any
    - ii. Prescribed comparative financial statements that conform to the requirements of the Act
    - iii. Any further information respecting the financial position of Archery Canada
  - k) A copy or summary of the documents described in subsection (h) 21 days prior to the Annual Meeting.
  - l) Examination of the following Archery Canada documents:
    - i. The Articles and Bylaws
    - ii. Minutes of Meetings of Members and any committee of Members
    - iii. The Resolutions of Members and any committee of Members
    - iv. Any debt obligation issued by the Archery Canada
    - v. A register of Directors
    - vi. A register of Officers
    - vii. A register of Members, requested in accordance with the Act
  - m) Host a national event or register sites for tournaments or programs, in accordance with Archery Canada applicable policies.
  - n) Archery Canada insurance coverage, which is contingent on the Member opting into the national liability insurance policy provided through Archery Canada.
  - o) The exclusive right to recruit/maintain Registrant clubs, officials, coaches, individuals and families residing within the Member's jurisdiction.
  - p) The jurisdiction over the development and training of those identified in paragraph n) through the use of the NCCP, Archery Canada programs and/or programs developed by the Member as appropriate.
  - q) Collaborate with Archery Canada and other Members, through participation on the Members Council and representation on Archery Canada Committees, on the development of programs, services and projects that would potentially benefit the sport of Archery across Canada.

- r) General Archery Canada communications with Registrants aside from reasonable communications such as the Archery Canada newsletter, National Team Program communications, direct response to inquiry, and discipline-related matters, are driven through the Members whose Registrants are within their jurisdiction.

## **9. WITHDRAWAL AND TERMINATION OF MEMBERSHIP**

Membership in Archery Canada will terminate immediately upon:

- a) The expiration of the Member's membership, unless renewed in accordance with this Policy.
- b) Resignation by giving written notice to Archery Canada in which case the resignation becomes effective on the date specified in the notice. Note however that resignation as a Member does not relieve the Member of its obligation to pay any outstanding dues or fees.
- c) Liquidation or Dissolution of Archery Canada.
- d) The Member no longer meets the definition of Members as defined in the Archery Canada By-laws.
- e) The Member ceases to be in good standing by virtue of:
  - i) Failing to pay membership dues, fees or other monies owing to the Archery Canada by the prescribed deadline dates, or
  - ii) Having had disciplinary sanctions imposed in accordance with Archery Canada By-laws and/or policies relating to the discipline of Members

## **10. PRIVACY**

Archery Canada will comply with applicable privacy legislation and Archery Canada's Privacy Policy.

## **11. INTERPRETATION**

In the event that this Policy conflicts or contradicts the Bylaws of Archery Canada, the Bylaws shall take precedence.

## **12. JURISDICTION**

This policy shall be governed and construed in accordance with the laws of the Province of Ontario.

## **13. REVIEW AND APPROVAL**

Archery Canada Board of Directors and Executive Director, in consultation with the Members, shall review this policy every four (4) years on the Summer Olympic/Paralympic Games cycle.

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Review: 2023

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