



Membership Policy 2026

“Organization” refers to Ottawa Women’s Cycling Club (OWCC)

Purpose

1. The purpose of this Policy is to describe the application, rights, conditions and obligations for membership within the Organization.

Scope and Application

2. This policy applies to all Members as defined in the Organization’s Bylaws.

Membership Year and Dues

3. Membership within the Organization is granted upon an annual basis and will terminate on December 31 of each year, subject to re-registration in accordance with this Policy and the Organization’s Bylaws. Membership dues are established annually at the discretion of the Organization’s Board of Directors.

Renewal of Membership

4. No Member will be accepted or renewed as a Member, unless:
 - a) The potential Member has made an application for membership in a manner prescribed by the Organization
 - b) The potential Member has agreed to comply with, and meets the requirements of, the Organization’s Bylaws, policies, procedures, rules and regulations
 - c) The potential Member has paid membership dues owing from any previous membership period
 - d) If, at the time of applying for membership the potential Member is a Member in Good Standing as defined in this Policy, unless approved otherwise by the Board.
 - e) The potential Member meets the requirements listed in the Organization’s Bylaws and in this Policy.

Minimum Requirements for Renewal

5. Potential Members must comply with the following minimum requirements to maintain and renew membership with the Organization:
 - i. Name
 - ii. Address
 - iii. Telephone number
 - iv. Email address
 - v. Date of Birth
 - vi. Gender identity

Good Standing

6. A Member of the Organization 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, fees and payments as required by the

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- Organization;
 - d) Has complied with the Bylaws, policies, procedures, rules and regulations of the Organization;
 - e) Is not subject to a disciplinary investigation or action by the Organization, 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 Organization, if any.
7. 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.

Membership Rights and Privileges

8. Members in good standing are entitled to:
- a) Receive communications and up to date financial reports from the Organization
 - b) Attend the Organization's Annual and Special Meetings
 - c) Nominate and vote for the Organization's Directors in accordance with the Organization's Bylaws
 - d) Call a Special Meeting at any time, upon the written requisition of Members holding not less than ten percent of the total Members' votes
 - e) 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
 - f) Amend the Bylaws in accordance with applicable legislation
 - g) Submit a proposal for consideration at a meeting of the Members in accordance with applicable legislation
 - h) Examination of the following documents during the Organization'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 applicable legislation
 - iii. Any further information respecting the financial position of the Organization
 - i) A copy or summary of the documents described in subsection (h) twenty-one (21) days prior to the Annual Meeting
 - j) Examination, on payment of any reasonable fee, the following Organization 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 Organization
 - v. A register of Directors
 - vi. A register of Officers
 - vii. A register of Members, requested in accordance with

applicable legislation

Withdrawal and Termination of Membership

9. Membership in the Organization 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 the Organization in which case the resignation becomes effective on the date specified in the notice. Resignation as a Member does not relieve the Member of its obligation to pay any outstanding dues or fees
- c) Liquidation or Dissolution of the Organization
- d) The Member no longer meets the definition of Member as defined in the Organization's Bylaws
- 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 Organization by the prescribed deadline dates, or
 - ii) Having had disciplinary sanctions imposed in accordance with the Organization's Bylaws and/or policies relating to the discipline of Members
- f) By Ordinary Resolution of the Board or of the Members at a duly called meeting, provided fifteen (15) days' notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the member receiving the notice will be entitled to submit a written submission opposing the termination
- g) The Member's death

Interpretation

10. In the event that this Policy conflicts or contradicts the Organization's Bylaws, the Bylaws shall take precedence.