



Squash Canada

Membership Policy

(June 21, 2018)

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*PTA Member*” – Provincial/Territorial Association Member of Squash Canada
 - b) “*National Team Athlete*” - Athlete Class of Members of Squash Canada
 - c) “*Individuals*” – All categories of membership defined in the Squash Canada Bylaws or PTA Bylaws, as well as all individuals engaged in activities with Squash Canada or its PTAs including, but not limited to, athletes, coaches, mission staff, chefs de mission, officials, volunteers, committee members, parents or guardians, and Directors and Officers.

Purpose

2. The purpose of this Policy is to describe the application, rights, conditions and obligations for membership within Squash Canada and the relationship between Squash Canada and its Members.

Scope and Application

3. This Policy applies to all PTA Members as well as National Team Athlete Members as defined in Squash Canada’s Bylaws.

Membership Year and Dues

4. Membership within Squash Canada is granted on an annual basis and will terminate on December 31st, subject to renewal in accordance with this Policy.
5. Membership dues for National Team Athlete Members will be as determined by the Board and will be due to Squash Canada by the date as determined by the Board.
6. Membership dues and assessments for PTA Members will be as determined by the Squash Canada National Board and ratified by the PTA Members at Squash Canada’s Annual Meeting, and will be due to Squash Canada by March 31. (See Squash Canada Membership Dues Policy)

Renewal of PTA Members

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

Renewal Minimum Requirements for PTA Members

8. PTA Members must comply with the following minimum requirements to maintain and renew membership within Squash Canada by submitting the information at a date as determined by Squash Canada:

- a) Register with Squash Canada all clubs, players, coaches, officials or other designation and submit the following information of such registrants:
 - i. Designation (player, coach, official, or other designation)
 - ii. Name
 - iii. Address
 - iv. Telephone number
 - v. Date of Birth
 - vi. Gender identity
 - vii. Email Address
- b) Appoint an individual to act as the Member's point of contact.
- c) Submit to Squash Canada the Member's contact information including address, telephone number, fax number, email and web address.
- d) Submit to Squash Canada a copy of the Member's most recent constitution, bylaws, rules, regulations, policies and procedures.
- e) Submit to Squash Canada copy of the Member's audited financial statement for the last completed fiscal year.
- f) Submit to Squash Canada the identities and contact information of the Member's staff and directors.
- g) Submit to Squash Canada the name of any Individual for whom the PTA Member has administered a Disciplinary Sanction (refer to the Pan Canadian Discipline Reciprocation Policy for further information).
- h) Submit to Squash Canada any other information requested by Squash Canada.

Good Standing

9. A Member of Squash Canada will be in good standing provided that the Member:
 - a) Has not ceased to be a Member;
 - b) Has not been expelled or is currently suspended, or had other restrictions or sanctions imposed;
 - c) Has completed and remitted all documents as required by Squash Canada;
 - d) Has complied with the Bylaws, policies, procedures, rules and regulations of Squash Canada;
 - e) Is not subject to a disciplinary investigation or action by Squash 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 Squash Canada, if any.

10. 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

11. Members in good standing are entitled to:
 - a) Submit a bid to host a Squash Canada national championship
 - b) Receive communications and up to date financial reports from Squash Canada
 - c) Attend Squash Canada's Annual and Special Meetings
 - d) Nominate and vote for the Squash Canada Directors and/or the Athlete Director in accordance with Squash Canada's Bylaws
 - e) Call a Special Meeting at any time, upon the written requisition of Members holding not less than five percent of the total Members' votes, as may be superseded by Squash Canada by-Laws.
 - f) 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;
 - g) Submit an application to the membership to amend the Bylaws in accordance with Squash Canada By-laws and consistent with Canada's Not-for-Profit Corporations Act
 - h) Submit a proposal for consideration at a Members Meeting in accordance with Canada's Not-for-Profit Corporations Act

- i) Examination of the following documents during Squash 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 Canada’s Not-for-Profit Corporations Act
 - iii. Any further information respecting the financial position of Squash Canada
 - iv. A copy or summary of the documents described in subsection (h) 21 days prior to the Annual Meeting
- j) Examination, on payment of any reasonable fee, the following Squash 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 Squash Canada
 - v. A register of Directors
 - vi. A register of Officers
 - vii. A register of Members, requested in accordance with Canada’s Not-for-Profit Corporations Act

Working Relationship between Squash Canada and PTA Members

- 12. Squash Canada expects PTA Members to work together with Squash Canada for the benefit of all participants and stakeholders involved with the sport of Squash throughout the country.
- 13. Squash Canada requires PTA Members to recognize and respect Disciplinary Sanctions administered by Squash Canada or other PTA Members, and likewise will recognize and respect Disciplinary Sanctions administered by a PTA Member, pursuant the Pan-Canadian Discipline Reciprocation Policy.
- 14. At its discretion, Squash Canada may prepare policies and operational procedures that PTA Members may adopt and use. These “Pan-Canadian” policies, if adopted by the PTA Member, may not be changed or modified by the PTA Member once adopted without consultation and approval from Squash Canada.

Voting

- 15. Each PTA Member in good standing is entitled to the following votes, based on the Percentage of total dues paid to Squash Canada by all PTA Members by March 31 of the previous fiscal year:

a) None - Less than 1 percent	1 vote
b) 1 to 9.99 percent	2 votes
c) 10 to 19.99 percent	4 votes
d) 20 to 29.99 percent	6 votes
e) 30 to 39.99 percent	8 votes
f) 40 to 49.99 percent	10 votes
g) Over 50 percent	12 votes
- 16. Each National Team Member in good standing is entitled to the following votes:
 - a) For the purposes of electing the Athlete Director, one vote each.
 - b) For the purposes of a special class vote under Section 199 of the Canada’s Not-for-Profit Corporations Act, one vote each.
 - c) For all other purposes, total votes for the class are capped at two votes, to be exercised by a representative or representatives designated by the National Team Athlete Members for that purpose.
- 17. Members may vote at meetings of the Members in accordance with Squash Canada’s Bylaws. Alternatively, Members may vote by proxy assigned to a PTA Member in good standing from their Province/Territory.

Withdrawal and Termination of Membership

18. Membership in Squash 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 Squash Canada 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 Squash Canada
- d) The Member no longer meets the definition of a Member as defined in the Squash Canada 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 Squash Canada by the prescribed deadline dates, or
 - ii) Having had disciplinary sanctions imposed in accordance with Squash Canada By-laws 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

Interpretation

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

Amendments

20. Squash Canada's Board of Directors may waive or modify any or all of the above criteria or procedures, if it deems that waiving or making modifications to this Policy is in the best interests of Squash Canada.

AMENDED, June 21, 2018