



## **Membership Policy**

### **1. Membership of the Provincial Sport Organization – Canoe Kayak Ontario**

Canoe Kayak Ontario (CKO) - the Association - shall be composed of those individuals' resident in Ontario interested in promoting and supporting canoeing, kayaking and paddle sports in Ontario who meet the requirements for membership hereunder stated:

All individuals who are: either registered athletes with their Affiliate; and or are qualified instructors, educators or coaches in their respective Affiliate; and or are individuals who support the objectives of the Association and who are active volunteers to the extent that the Board of Directors determines that they are qualified to be members of the Association; and, who's Association fees have been paid and who are covered by the Canoe Ontario insurance program in accordance with the requirements of their individual Affiliate.

### **2. Association Duties and Privileges**

- i. All Members shall have the privilege of attending all open General and Special Meetings of the Association and shall have the right to vote, subject to voting rights as defined below, at any such meeting. All members will have access to all Association services.
- ii. All Members shall pay an annual fee to the Association. The Board of Directors shall set the amount for Annual Fees at the time of the Annual General Meeting and the manner and time for payment of such fees. Unless otherwise stated in notice given such fees shall be due and payable on or before April 1<sup>st</sup> in any calendar year.

### **3. Voting Rights**

All Members who are sixteen years of age or older shall have the right to exercise a vote at any General or Special Meeting of the Association upon the basis of one vote per individual.

### **4. Proxy Voting Rights**

There shall be no vote by proxy practiced in the Association.

### **5. Association Membership Meetings**

- i. The Annual General Meeting of the Association shall be held yearly at a time and place to be determined by the Board of Directors. Notice of the Annual Meeting in proper form, setting forth the place, date and time of such meeting and the affairs to be discussed, shall be sent to all members at least thirty (30) days before the date set for the meeting.
- ii. Each Member, in good standing, shall be entitled to one vote at Annual General Meetings and Special Meetings of the Association upon any ballot or called vote.
- iii. Each member of the Board of Directors shall be entitled to one vote at an Annual General Meeting or Special Meeting of the Association.
- iv. In the event of any tie vote, at any such meeting, the motion in question shall be considered defeated.

## **6. Members' Meetings**

### **6.1 Annual Meeting**

The annual meeting shall be held on a day and at a place within Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than 21 days before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or articles.

The business transacted at the annual meeting shall include:

- i. receipt of the agenda;
- ii. receipt of the minutes of the previous annual and subsequent special meetings;
- iii. consideration of the financial statements;
- iv. report of the auditor or person who has been appointed to conduct a review engagement;
- v. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
- vi. election of Directors; and
- vii. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

### **6.2 Special Meetings**

The Directors may call a special meeting of the Members. The Board shall convene a special meeting on written requisition of not less than one-tenth of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

### **6.3 Notice**

Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken.

### **6.4 Quorum**

A quorum for the transaction of business at a Members' meeting is a majority of the Members entitled to vote at the meeting and present in person. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

### **6.5 Chair of the Meeting**

The Chair shall be the chair of the Members' meeting; in the Chair's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

### **7. Voting of Members**

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

1. each Member shall be entitled to one vote at any meeting;
2. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
3. an abstention shall not be considered a vote cast;
4. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
5. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
6. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.