

J R A | autobus

MEMBERSHIP POLICY

Purpose

1. The purpose of this Membership Policy is to ensure continued participation growth and development of JRA Autobus Inc. 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 JRA AUTOBUS INC., as per its bylaws has the following categories of membership:

- a) Incorporating Principals
 - Anton Volek, President
 - Kerry Gallagher, Vice President
 - Laura Oliver, Treasurer/Secretary
- b) Individual Member as part of General Membership
- c) Honorary member – does not pay dues; determined by incorporating principals through a vote.

Description of Membership Categories

3. JRA Autobus Inc. defines each of the above mentioned memberships categories as:

a) **Incorporating principals** – An incorporating principal is an individual who is listed on the articles of incorporation, paid membership dues and who, if in good standing, has one (1) vote in the affairs of the JRA Autobus Inc. and, subject to JRA AUTOBUS INC. bylaws is holding permanent roles as indicated in 2a. Said individuals cannot be voted out by general membership unless said individual is in breach of JRA Autobus Inc. code of conduct and policies.

b) **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 JRA Autobus Inc. and, subject to JRA AUTOBUS INC. bylaws is eligible to be nominated for election or appointment as a board member.

4. No Individual shall be admitted as a member of the JRA AUTOBUS INC. 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 Board.
- d) The individual has ordered a JRA Autobus Inc. jersey from the list of available options as outlined by the online sign-up form.
- e) The individual wears the Autobus Cycling Club branded jersey on Autobus Cycling Club rides.

Membership Process

5. Each individual member and incorporating principals application for membership must be made in the following manner:

- a. Register using the JRA AUTOBUS INC.'s online membership registration system.
- 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, Rowan's Law sign-off, and Waiver/Policy sign-off.
- d. Pay ALL membership dues.
- e. Provide proof of current seasons OCA affiliate licence purchase.
- f. Purchase a choice of provided Jersey.



g. Wear the Autobus Cycling Club branded jersey on Autobus Cycling Club rides.

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

6. Year – The membership year of the JRA Autobus Inc. is January 01 – December 31.

Memberships for the upcoming season may be granted as early as November of the current year however this is subject to approval by the JRA AUTOBUS INC. Board of Directors.

7. Dues – Membership dues for all categories of members shall be determined by the JRA AUTOBUS INC. Board of Directors.

Withdrawal, Suspension and Termination of Membership

8. Resignation – A Member may resign from the JRA AUTOBUS INC. by giving written notice to the Board, except in cases where the Member is subject to a disciplinary investigation or proceeding of the JRA AUTOBUS INC..

9. Arrears – A Member may be suspended from the JRA AUTOBUS INC. for failing to pay membership dues by the deadline date prescribed by the Board. Should membership dues remain unpaid for an additional thirty (30) days, the Member may be suspended or expelled from the JRA AUTOBUS INC. in accordance with the JRA AUTOBUS INC.'s policies and procedures relating to discipline of Members.

10. Discipline – In addition to suspension or expulsion for failure to pay membership dues, a Member may be suspended or expelled from the JRA AUTOBUS INC., or have other membership restrictions or sanctions imposed upon him or her, in accordance with the JRA AUTOBUS INC.'s policies and procedures relating to discipline of Members.

11. 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 two points 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

12. Discretionary – A member of the JRA AUTOBUS INC. shall, in the discretion of the Board of Directors, be deemed to not be in good standing in the event that:

- a) The Member owes outstanding membership dues or other debts to the JRA AUTOBUS INC.;
- b) The Member owes outstanding required items for membership including but not limited to:
 - i. Waivers, Declarations or other required paperwork for membership;
- c. All required applicant information
- d) The Member has failed to comply with any of the Articles, By-laws, policies, or rules of the JRA

AUTOBUS INC.;

or

13. Non-Discretionary – A Member of the JRA AUTOBUS INC. 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.

14. 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

15. Membership refunds will not be granted once a rider participates in any activity with their JRA AUTOBUS INC. membership regardless of whether that be in a club activity, sanctioned event, Meeting of Members or other JRA AUTOBUS INC. approved activities.

16. For all membership categories, any requests for refund of membership registration fees must be remitted in writing to the JRA AUTOBUS INC. prior to participating in any of the activities listed above.

17. Refunds for membership will be at the sole discretion of either the JRA AUTOBUS INC. Chief Executive Officer and will be based on the cost after all administrative and online registration provider charges have been deducted.

Transfer of Membership

18. Memberships may not be transferred from one applicant to another nor from one season to the next. Review and Approval

19. This policy is reviewed annually.

20. This policy was approved by the JRA AUTOBUS INC. Board of Directors.

21. This policy went into effective on ____ January 1, 2017_____.

Appendix A – Membership Prices Charts

Individual Member \$40 + choice of jersey

Incorporating Principal \$40 + choice of jersey