

**ALBERTA WATER POLO ASSOCIATION (AWPA)
CLUB MEMBERSHIP POLICY**

1. Purpose

1.1 The purpose of this policy is to describe the concept and criteria to obtain Club membership in the AWPA.

2. Application of this Policy

2.1 This policy applies to all Club Members defined in the AWPA Bylaws and those Clubs applying for membership in the AWPA.

3. Admissions for Club Membership

3.1 No Club will be admitted as a member of AWPA unless:

- a) The candidate Club has made an application for membership in a manner prescribed by the AWPA.
- b) The candidate Club has met the definition for Club membership defined within the AWPA Bylaws.
- c) The candidate Club has met the minimum requirements described within this policy and the AWPA Bylaws.
- d) The candidate Club has been approved by majority vote as a member by the Board or by any committee or individual delegated this authority by the Board;
- e) While reapplying for Club membership, the candidate Club was previously a Club Member and when ceasing to be a Club member, the candidate Club member was a Member in good standing; and
- f) The candidate Club has paid dues as prescribed by the Board.

3.2 Clubs must comply with the following minimum requirements to secure membership within the AWPA:

- a) Register with the AWPA all Club teams, players, coaches and administrators and submit the following information of such registrants:
 - i. Designation (Team, Player, Coach and/or Administrator)
 - ii. Name
 - iii. Address
 - iv. Telephone number
 - v. Date of Birth
 - vi. Sex
- b) Appoint an individual to act as the Club's point of contact.
- c) Submit to the AWPA Club contact information including address, telephone number, fax number, email and web address.
- d) Submit to the AWPA a copy of the Club's most recent constitution, bylaws and policies.
- e) Submit to the AWPA copy of the Club's audited financial statement for the last completed fiscal year.
- f) Submit to the AWPA any other information requested by the AWPA.

3.3 A Club's Constitution and Bylaws will include, but is not limited to, the following:

- a) Name and location of the Club
- b) Object or objectives of the Club
- c) Definition of member types or classes and applicable voting rights
- d) Criteria for accepting and terminating membership

- e) A statement that the Club will be governed by a Board of Director which will consist of at least three directors who will comply with the Club's Conflict of Interest Policy
- f) The length of term of directors
- g) The election mechanism for directors, their removal and filling a vacancy
- g) Mechanism for calling members meetings
- h) Definition of Quorum for member and directors meeting
- i) Statement that there must be an Annual General Meeting held within a specified period of time with a specified agenda include the presentation of the Club's financial statements
- j) Mechanism to amend the Club's By-laws or Constitution

3.4 A Club's policy manual will include, but not limited to, the following policies:

- a) Code of Conduct (Including Harassment)
- b) Discipline and Complaints Policy
- c) Appeal Policy
- d) Confidentiality Policy
- e) Conflict of Interest Policy
- f) Privacy Policy
- g) Screening Policy

4. Conditions for Membership

4.1 Upon acceptance as a member, Clubs are required to adhere to and abide by the policies, rules, regulations and bylaws of the AWPA.

5. Membership Year and Dues

5.1 Unless otherwise determined by the AWPA, the membership year of the AWPA will be September 1st - August 31st. Club membership terminates annually on August 31st. Clubs must reapply for membership on an annual basis.

5.2 Club membership dues will be determined annually by the Board and are non-refundable.

6. Withdrawal and Termination of Membership

6.1 A Club member may resign from the AWPA by giving a written notice to the Board. The Club's resignation will become effective the date on which the request is approved by the Board

6.2 A Club member may not resign from the AWPA when the Club member is subject to disciplinary investigation or action by the AWPA.

6.3 A Club member will be expelled from the AWPA for failing to pay membership dues or monies owed to the AWPA by the deadline dates prescribed by the AWPA.

6.4 In addition to expulsion for failure to pay membership dues, a Member may be suspended or expelled from the AWPA in accordance with the AWPA's policies and procedures relating to discipline of Members.

7. Good Standing

7.1 A Club member of the AWPA will be in good standing provided that the Club member:

- a) Has not ceased to be a Member;
- b) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
- c) Has completed and remitted all documents as required by the AWPA;
- d) Has complied with the Constitution, Bylaws, policies and rules of the AWPA;

- e) Is not subject to a disciplinary investigation or action by the AWPA, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board.
- f) Had paid all required membership dues.

7.2 Subject to the AWPA Bylaws and other governing documents of the AWPA, Club members in good standing may be entitled to the following privileges:

- a) Voting rights in accordance with the AWPA Bylaws
- b) Attendance and participation in the meetings and affairs of the AWPA
- c) Participation in sanctioned games, tournaments or competitions
- d) Participation in other events associated with the AWPA

7.3 Club members who cease to be in good standing may have privileges suspended until such time as the Board is satisfied that the Club Member has met the definition of good standing as set out above.

8. Interpretation

8.1 In the event that this policy conflicts or contradicts the Bylaws of AWPA, the Bylaws will take precedence.