

**POLICY ON MEETING AND MAINTAINING THE
REQUIREMENTS FOR ACTIVE MEMBERSHIP**

1. PREAMBLE

- a) Membership in Sport North Federation (referred to as “Federation” in this policy) offers many benefits and privileges. Conversely, members are expected to fulfill certain requirements and obligations. Failure to do so may result in membership being restricted, suspended or revoked in accordance with this policy.

2. PURPOSE

- a) The purpose of this policy is to specify the requirements for membership in the Federation and to set out procedures for monitoring and enforcing compliance with such requirements, including procedures for dealing with disputes about membership status.

3. APPLICATION OF THIS POLICY

- a) This policy applies to all active members of the Federation, as defined in Article 2 of the Federation’s *Constitution and Bylaws*. For ease of reading the terms “member” and “membership” are used throughout this policy to refer to “active member” and “active membership”, respectively.

4. APPLICATION FOR MEMBERSHIP

- a) The following requirements must be met in order for an organization to be considered for membership in the Federation:
- The activity of the organization must meet the Federation’s definition of sport, as set out in Attachment “A” to this policy; and
 - The organization must demonstrate in its Constitution, other governing documents or planning documents that its mission, goals and objectives are consistent with, and contribute to, the mission, goals and objectives of the Federation; and
 - The organization must be incorporated under the NWT *Societies Act* and must have been in existence as such for a period of at least one year prior to application for membership ; and
 - The organization must demonstrate in its Constitution that its mandate and programs are territorial in scope and that it offers participation and leadership opportunities to residents of the NWT; and

- The organization must have a minimum of twenty registered members representing at least two communities in the NWT; and
 - The organization must operate on a not-for-profit basis and must be volunteer-driven; and
 - The organization must demonstrate that it is able to generate revenues equivalent to at least twenty percent of its annual operating revenue, and that funding requested from the Federation will at no time exceed eighty percent of the organization's annual operating revenue; and
 - The organization must demonstrate that it includes among its members, satisfactory numbers of appropriately certified officials and coaches to enable the organization to deliver its programs; and
 - The organization must not duplicate the services of another organization. In order to give greater clarity to this requirement, the Federation will admit as a member only one organization to serve as the governing body for a particular sport or group of similar sports in the NWT. The Federation may consult with the Government of the NWT or with a national sport federation to determine whether a territorial organization is recognized as the governing body for a particular sport.
- b) The Board of Directors (referred to as "Board" in this policy) will have the sole discretion to interpret these requirements and to render all decisions on applications for membership.

5. CONTINUING TO MEET MEMBERSHIP REQUIREMENTS

- a) Once admitted as a member, an organization must at all times maintain compliance with the requirements for admission to membership set out in Section 4. Failure to do so will result in the organization's membership being restricted, suspended or revoked by the Board.
- b) In addition to complying with the requirements for admission to membership as set out in Section 4, all members will, on a continuous basis, and as directed by the Federation, fulfill the following obligations:
- Pay membership dues;
 - Complete all required documentation pertaining to the request for, use of, and accounting for funding supplied by the Federation;
 - Submit proof of good standing with the NWT Registrar of Societies;
 - Submit an updated short and long term plan ;
 - Provide such other information as may be requested from time to time by the Federation;

- Attend all General Meetings (e.g. Annual General Meetings and Special General Meetings);
- Ensure fairness and equity in the treatment of all members;
- Ensure fairness and equity in the distribution of Sport North funding and;
- Ensure accountability to your membership, including holding transparent and democratic elections.

6. PROBATIONARY MEMBERSHIP

- a) If, in the discretion of the Board, an Active Member meets all but one or a few of the requirements set out in Section 5, probationary membership may be granted for a period of one year.
- b) During this probationary period, the Federation will assist the probationary member in fulfilling all membership requirements.
- c) Probationary membership status is granted at the sole discretion of the Board and may be revoked at any time by the Board.
- d) If after a one-year period all membership requirements have not been met the membership will be revoked.
- e) Probationary members will pay membership dues and will be entitled to the benefits of membership.

7. FAILURE TO FULFILL MEMBERSHIP REQUIREMENTS OR OBLIGATIONS

- a) Once admitted as a member, should any member fail to continue to meet the requirements of membership set out in Section 4 or fail to fulfill the additional obligations of membership set out in Section 5, the Board may investigate the matter and may, at its discretion:
 - Advise the member in writing within fourteen days of the violation that it has failed to comply with membership requirements or additional membership obligations;
 - Provide the member with a reasonable time period within which membership requirements or additional obligations must be complied with;
 - Describe any specific actions that the member must undertake to demonstrate compliance with membership requirements or additional obligations within the specified time period;
 - Advise the member of the consequences that will be imposed by the Board should the member fail to achieve compliance within the specified time period, where such consequences may include, but are not limited to, removal of voting privileges, removal

of other membership privileges, partial or full removal of funding, suspension of membership for a designated period of time, or revocation of membership.

- b) Where membership is revoked, the member may apply to be reinstated as a member after two years. The Board will receive and consider such applications for reinstatement, and where reinstatement is granted, the Board may, in its discretion, impose terms and conditions.

8. DISPUTES PERTAINING TO MEMBERSHIP

- a) In the event there arises a dispute regarding:
- Application for membership;
 - The status of a probationary member;
 - Continuing compliance with membership requirements or fulfillment of additional membership obligations as set out in 4 and 5;
 - Restrictions, suspensions or revocation of membership; or
 - Reinstatement to membership;

Where a written complaint is received the Alternate Dispute Policy will be enacted.

9. FUNDING

- a) Active members will receive their funding in accordance with the Funding Allocation Handbook.
- b) New members and probationary members admitted prior to March 1st or June 1st will receive their funding in accordance with the Funding Allocation Handbook.
- c) New members and probationary members admitted after March 1st or June 1st will receive their funding in the next funding year.

10. APPROVAL OF THIS POLICY

- a) In approving this policy, the Board rescinds the policy on “Criteria for Recognition as an Active Member”.
- b) This policy should be reviewed on an annual basis by the Board and may be amended, deleted or replaced by a resolution of the Board.

President

Date

Executive Director

Date

This policy was created on April 20, 2002

This policy was updated on:

February 04, 2006

May 03, 2008

Attachment "A"

DEFINITION OF SPORT

The definition of sport for the purpose of membership in the Federation is:

"Sport is physical activity involving disciplined use of muscle groups requiring mental preparation and strategic method and whose outcome is determined by skill, not chance. It occurs in an organized structure, and competitive environment in which a winner is declared", therefore, "Physical activities are those activities in which bodily movements are valued. Because the movements are valued there is a reason for making up games and contests where the movements have a central role, and are necessary. It is obvious that different features of movements are valued in different physical activities. In some physical activities, speed is the feature valued; in others, accuracy; in others, great force; in others, grace; in others, the length of time the movements can be continued; in others, the feeling and so:

- *There must be competition;*
- *Practice and training are required;*
- *The dominant component must be physical and physical endurance of the entrant must be a factor in the outcome*
- *A reasonable person must consider the activity to be a Sport*
- *The outcome must be dependent upon the physical exertion, direction and participation of the entrant whether or not a machine or animal is used."*