

ARTICLE 2

MEMBERSHIP, FEES AND PAYMENT

Section 1. NOTE: See Canadian Collegiate Athletic Association Constitution Article 3 Membership and Article 7 Finance for the following definitions:

- Type of Membership
- Recognized Member Conference
- Membership dues
- Withdrawal and Termination of Membership
- Audit

Section 2. Definition

Members of the Association shall be institutions of higher learning or affiliate(s) thereof, located within the Dominion of Canada, and offering full time programs leading to diplomas, certificates or approved credentials, satisfactory to the Association.

Section 3. Conditions of Membership

Institution members shall be active members of a Member Conference or a reasonable substitute thereof acceptable to the Association as required by the Association.

- 3.1 Institution Members shall pay when due, membership fees for the current year determined by the Association at the Annual General Meeting, and any additional monies in payment of charges levied by the Association for fines, services rendered, etc. Membership dues shall be paid by Member Conferences to the National Office on or before September 1st of that calendar year. **Other charges shall have an invoicing grace period of thirty (30) days from the date of invoice**, after which interest charges shall be assessed at the rate of 2%/30 days, following which a 5% interest rate per month shall be assessed against all outstanding accounts.
- 3.2 Institution membership and sport participation (Level 1 and open sport) declarations shall be made at MC AGMs. Deadline for admission or withdrawal is the start of the CCAA AGM annually. Requests for inclusion (either general membership or sport participation) or refunds resulting from withdrawal, received after the start of the CCAA AGM will be denied.
- 3.3 Only members in good standing shall be eligible to participate in activities, championships, programs and committees of the Association.
- 3.4 Member Conferences shall pay or cause to be paid CCAA membership fees for each institution once that institution has been accepted as a member of the Association. Institution members which do not renew their annual memberships shall be required to make application for membership to the CCAA prior to receiving membership rights.

Section 4. Application

Application for new membership in the Association shall be directed to the Association National Office with a \$100 registration fee prescribed prior to consideration by the membership at an Annual General Meeting. A two-thirds majority of the votes cast shall be required for admission to membership.

- 4.1 The respective Member Conference shall make application to the CCAA Annual General Meeting on behalf of new member institutions. Such applications shall include appropriate documentation including:
- Membership Registration form
 - Letter of support from the President of the Recognized Conference
 - Letter of support from the President and Athletic Director of the Institution.

Section 5. Termination

A member institution and/or MC may be expelled by a two-thirds majority of the votes cast on an Extraordinary Resolution at an Annual General Meeting of the Association.

Section 6. Withdrawal

A member may withdraw from the Association upon one month's written notice thereof delivered to the Association Vice President Finance and Administration. A withdrawing member shall be liable for and pay to the Association any and all monies owing by the said member to the effective date of withdrawal.

Section 7. Fees

7.1 The Institution membership fee structure is calculated as follows:

7.1.1 Membership Fees are calculated by dividing Operating Expenses (Expenses less Revenue) by the total number of CCAA Member Institutions

7.1.1.1 Operating Expenses include Administration, Special Awards, Marketing, Meeting and Staff

7.1.2 Sport Specific Fees are calculated by dividing the total sport specific expenses by the number of CCAA Member institutions in each specific sport

7.1.2.1 Sport Specific Expenses include Championship Awards, Framing, Banners, Medals, convenors expenses at Nationals , officials air travel and game feesand Executive travel to National Championships

7.2 The membership fee structure for 2011-12 and 2012-2013 is as follows:

7.2.1 Membership Fees

7.2.1.1 Full Institution Member \$725/member

7.2.1.2 Affiliate Institution Member \$370/member

7.2.1.3 Associate Institution Member \$200/member

7.2.2 Sport Specific Fees

7.2.2.1 Badminton \$205/member

7.2.2.2 Men’s Basketball \$177/member

7.2.2.3 Women’s Basketball \$196/member

7.2.2.4 Men’s Soccer \$149/member

7.2.2.5 Women’s Soccer \$168/member

7.2.2.6 Men’s Volleyball \$168/member

7.2.2.7 Women’s Volleyball \$157/member

7.2.2.8 Cross Country Running \$150/member

7.2.2.9 Golf \$140/member

Section 8. Payment

8.1 Each Member Conference shall be invoiced by the National Office by **July 1st** of each year. If payment is not received by **September 1st** of that academic year, institutions within that Member Conference shall become “Members Not in Good Standing” (see item 9. Below) and lose their right to compete at the National Championship Tournaments. To regain the right to participate in the National Tournament(s), a request for the acceptance of late fees must be submitted to the National Office, accompanied by supporting documentation, the fees due and a **\$500** cheque payable to the CCAA. A decision on the request shall be immediately recommended by the Eligibility Committee to the Executive Committee and hence delivered to the petitioning team(s).

8.2 Guiding principles for the CCAA Equity fund

8.2.1 That that equity fund be capped at a level which would enable the CCAA to continue programs for one year in the event of change of funding (30% operating budget)

8.2.2 That the interest earned from the Equity Fund be put directly back into the income of the next operating budget.

8.2.3 When the equity fund target is met; any surplus made in an operating year would be carried forward as income to the next operating budget.

Section 9. Members Not in Good Standing

The following sanctions shall apply to members not having paid any outstanding dues or fines by **September 1:**

- shall not be eligible for entry to any CCAA recognized or Invitational Championships;
- student-athletes and coaches shall not be eligible for any National Awards;
- shall not receive any CCAA services or publications;

9.1 These sanctions shall apply at least until outstanding dues or fines are paid in full.

9.2 The CCAA has a 5% fine per month on all outstanding accounts.

9.3 If a member is considered NOT IN GOOD STANDING for **twelve (12)** consecutive months then the Association may consider termination of that member's membership at the next Annual General Meeting.

Section 10. Fiscal Year

10.1 The financial year of the Association shall be the period commencing May 1 and ending April 30.

Section 11. Observance and Enforcement

Members of the Association shall be responsible for adhering both in letter and spirit to the provisions of the Association By-laws and regulations.

11.1 Violations of the Association By-laws may result in suspension, probation or expulsion from

Association activities or other action deemed appropriate under the circumstances, by written order of the Board of Directors.

Section 12 Bonafide Member Conference

12.1 Criteria

- 12.1.1 The MC shall be in possession of an approved and current Constitution and By-laws.
- 12.1.2 The MC shall have written expression of commitment to the development of athletic competition at the intercollegiate level.
- 12.1.3 The MC shall be incorporated or actively pursuing incorporation, or capable of ensuring other means of legal protection acceptable to the Association.
- 12.1.4 The MC members must provide professional athletic personnel whose duties include the organization and administration of intercollegiate athletic programs.
- 12.1.5 The MC must provide a competitive framework for determining its best athletic representative in sports conducted (i.e., a play-down system among conference members).
- 12.1.6 The MC must have an established reporting/communicating relationship with appropriate college administrators who must accept responsibility for the actions of their intercollegiate athletic teams.
- 12.1.7 MCs which do not compete in a MC-sanctioned TOURNAMENT ACTIVITY must petition the CCAA Annual General Meeting prior to the National Championships for the right to participate in the event.
- 12.1.8 Following 1.7 the CCAA Board of Directors shall decide one of the following:
 - 12.1.8.1 That the MC is ineligible to compete in the National Championships for the succeeding one year.
 - 12.1.8.2 The MC is eligible to compete at the National Championships upon a two-thirds vote of plenary.
- 12.1.9 Following a positive ruling from 1.7 the Board of Directors shall recommend a procedure, which would permit the MC(s) to have access to the National Championships. The Board shall recommend one of:
 - i) Direct access when a spot in the championships is open;
 - ii) A playoff procedure involving the host or another MC when the format does not provide for an open spot.
- 12.1.10 Travel and accommodation costs for any games resulting from 2.1 shall be borne by the team(s) seeking to gain access to the championships.
- 12.1.11 Winners of competitions described in (2.1) shall be eligible for proportionate funding for their team's travel to and from the National Championships.

12.2 New Conference membership Application Process

12.2.1 Application to the Canadian College Application to the Canadian Collegiate Athletic Association (CCAA) is subject to the conditions of its Bylaws, Part 3 and above Operating Code Section 12.1. Copies of the application are obtainable through the CCAA office or web site. Completed applications are to be received in the CCAA National Office no later than November 15th for consideration at the next CCAA Annual General Meeting..

12.2.2 Application to the CCAA is subject to non-refundable fees of \$10,000 to be submitted concurrently with their new conference application. Consideration of membership applications to the CCAA must meet the following process and timelines.

12.2.2.1 Steps of Process

- a) The submission of the application - November 15.
- b) The Executive Committee will Establish a Membership Review Committee that will consist of two Executive members, the Executive Director and Sport Convenors input as appropriate -December 1.
- c) The Membership Review Committee will meet to review application and to establish a site visitation date - January 15.
- d) A site visit will occur. All expenses associated with visit will be the responsibility of the applicant - January 16- March 1.
- e) A report will be produced from the site visit - March 15
- f) A copy of the report will be given to the applicant. The applicant will have 15 days to respond to the Committee with any changes/concerns/issues - March 15.
- g) A final report with the recommendation to approve, defer or reject the application will be distributed to the CCAA Membership - April 15
- h) The application will be placed on the CCAA AGM agenda. If accepted, membership will be granted for a three-year probationary period. Pending successful annual reviews access to national championships will be two years hence with all other full member rights and privileges during this probationary period. This period will be used to evaluate the MC's commitment to the level of athletics required by the CCAA - June AGM.
- i) At the conclusion of the first year of MC competition, the Membership Review Committee will review the MC's performance. Recommendations articulating any concerns/issues will be forwarded to the conference - April 1.
- j) At the conclusion of the second year of MC competition, the Membership Review Committee will review the MC's performance over the past two years. Recommendations articulating any concerns/issues will be forwarded to the conference - April 1. The Membership Review Committee will recommend either (1) access to the CCAA Championships in their third year of Probationary membership; or (2) no access to CCAA championships in their third year of Probationary membership

- k) Subsequent to this review, a Committee recommendation will be presented at the Annual General Meeting for Council approval - June.
- l) In March of the third year of competition, the Membership Review Committee will review performance over the past three years. The Committee will recommend either (1) acceptance of membership without any and all probationary restrictions; (2) a continuation on a probationary basis; or (3) rejection of membership.
- m) Subsequent to this review, a Committee recommendation will be presented at the Annual General Meeting for Council approval - June.