Appendix “J”

Club Affiliation Requirements

CANADIAN AUTOMOBILE SPORT CLUBS
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AMENDED TO THE CASC ONTARIO REGION MANUAL OF POLICIES March 13, 2008

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PURPOSE OF CLUB AFFILIATION POLICIES

The purpose of the Club Affiliation Policies for CASC-OR is as follows;

- Ensure that affiliated clubs have structures and aims that are consistent with those of CASC-OR
- Verify that clubs receiving the benefit of affiliation continue to meet the requirements of affiliation on an ongoing basis
- Verify that the information on club directors and officers is correct and up to date for insurance purposes

REQUIREMENTS FOR INITIAL AFFILIATION

Clubs must be registered as either Ontario or Canadian non-profit corporations located within Ontario, maintaining a schedule of regular meetings held under observance of common procedural practice.

On applying for affiliation, a club must provide

- A copy of the club's constitution and letters patent.
- A copy of the club's bylaws.
- A cheque payable to CASC-OR for the annual affiliation fee (the amount current fee can be obtained by contacting the CASC-OR offices).
- A copy of a resolution duly approved by members of the Club, written on Club letterhead and signed by the Secretary, similar to the following: "The (club) desires affiliation with CASC-OR, and will abide with the rules and regulations of CASC-OR as now recorded or as may be recorded from time to time. The (club) further agrees to pay to CASC-OR the affiliation fee as set by CASC-OR."
- An updated club member list, including all relevant contact information for each member.
- Minutes of at least 4 club meetings

Clubs that have existed for under a year or which have not yet held four club meetings can be affiliated on a probationary basis. CASC-OR voting and other privileges are held from a club until the end of its probationary period.

When affiliating, clubs must purchase Directors and Officers insurance as instructed by CASC-OR and forward a copy of the insurance certificate to the CASC-OR offices.

MAINTAINING AFFILIATED STATUS

In order to maintain its affiliated status, each affiliated club must annually provide the following to CASC-OR on a date set by the CASC-OR Board of Directors.

- Proof of their current incorporation status (as required by Ontario and Canadian law)
- A copy of the club's current bylaws
- The names and full contact information for the current members of the club's board of directors (as specified in the club's bylaws)
- The club's current membership information
- Proof of D&O insurance
- Current CASC-OR affiliation fees

Affiliated clubs shall advise CASC-OR in writing of any changes to the composition of their board of directors during the calendar year.

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FAILURE TO MAINTAIN STATUS

Should a club fail to meet the requirements of maintaining affiliation, they shall be declared a club not in good standing and shall not be recognized by CASC-OR (or ASN Canada FIA) for any services or privileges until such time as their affiliation information is provided as required. A club whose affiliation has lapsed may not;

- Be the club of record for anyone applying for a competition license
- Organize a sanctioned competition event
- Obtain insurance for a competition event, either sanctioned or a club event through CASC-OR and ASN Canada FIA
- Vote in any CASC-OR meetings or committees

Officials licenses issued to members of clubs whose affiliation has lapsed shall remain valid until their expiry date.

Directors and officers insurance through the CASC-OR/ASN Canada FIA insurance program will not be available to a club which has not met the other requirements of affiliation.

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