



## **Report from Membership Structure Review Working Group**

*Objective: To review the membership structure, fees, and approval process for Cycling BC membership and make recommendations to the Board regarding changes to be presented at the AGM in June 2024. Any changes to the membership structure will be for implementation starting January 1, 2025.*

We all agree that CBC needs to improve the way it communicates with its membership. In this day and age this can be a challenge to get the important information out in a way that can be retained by members. In this light we suggest the following.

1. CBC starts an Advisory board. This Board will be the main conduit between the membership and both CBC and the Board. This is the basis of what we hope will be a great base that will allow all parties to communicate effectively and in a way that is positive and productive. Ontario Cycling has a similar Advisory Board and it has proved effective for them. The details of this are below.
2. Start the process for a bylaw change that will allow the Board to set the membership dues for the year. We acknowledge that not having the ability to determine fees without going to the membership in the form of an extraordinary meeting takes a lot of time and energy. We also feel that, in the past CBC has had challenges in getting information out to the members. In addition some of those challenges have been out of the control of CBC but this has led to a lack of trust when it comes to some aspects of the budget and fee structure. Other jurisdictions have had the same challenges but most have the ability to set the fees without going to the membership.
3. Communication improvements. In addition to the Advisory Board the Committee feels that CBC needs to get its message out in a more effective way. This is a bit of a Pandora's box but if there was a more "personal " look to the website it would be helpful. More information on what the day to day workings and a bit of a behind the scenes look may be effective. Concentrating on rebuilding the trust of the membership should be the underlying theme.

**Steve Crowe**

Chair of the Membership Structure Review Working Group

## **Bylaw suggestion changes and creation of Members Advisory Council:**

### **Cycling BC Bylaw: Membership dues**

#### **Current:**

##### Section 2.02 Membership Dues and Duration

1. Year – unless determined by the Board, the membership year of the Society will be from January 1st until December 31st of the calendar year;
2. Dues – membership dues will be determined annually by Cycling BC Staff, recommended for approval by the Board and ratified by the Members at a General Meeting.
3. Duration – membership duration is accorded on an annual basis and the Members will reapply for membership annually.

#### **Recommendation**

##### Section 2.02 Membership Dues and Duration

4. Year – unless determined by the Board, the membership year of the Society will be from January 1st until December 31st of the calendar year;
5. Dues
  - a. Authority to Set Dues
    - i. The Board of Directors will have the authority to set, review, and adjust membership dues for all categories of members up to an increase of 25% annually.
    - ii. Any increases to membership fees that equal or exceed 25% shall be presented to the Membership for ratification at a General Meeting.
    - iii. In determining membership dues, the Board will consider the financial needs of the organization, comparable dues in similar organizations, feedback from relevant committees, the overall strategic objectives of the organization, and other factors it considers appropriate.
  - b. Communication and Transparency
    - i. Any changes to the membership dues will be communicated to the members at least 30 days prior to implementation.
    - ii. The Board will ensure transparency by providing the rationale for any changes to membership dues, including an overview of the considerations and analysis undertaken.
6. Duration – membership duration is accorded on an annual basis and the Members will reapply for membership annually.

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#### **Rationale for the Bylaw Change**

This bylaw change is based on best practices among Provincial Sport Organizations (PSOs) across Canada, including Ontario, Quebec, Alberta, Saskatchewan, and Manitoba. It aims to provide the Board with the necessary authority and flexibility to adjust membership dues in response to changing financial conditions and organizational needs, while ensuring transparency and member engagement through the Members Advisory Committee. This structure ensures that the organization remains accountable, responsive, and aligned with national best practices.

How other PSO's set their membership dues:

**Ontario:** 8. Dues – Membership dues for all categories of members shall be determined by the Board.

**Quebec:** Membership dues (clubs, athletes, coaches, officials, volunteers, etc.) are revised annually and approved by resolution by the board of directors.

**Alberta:** 4.5 dues – Membership dues will be determined by the Board. In the event that the annual membership due change is greater than 25% in any given year it shall be presented as a motion to be considered at the Corporation's Annual General Meeting.

**Saskatchewan:** 2.6 dues – Membership dues will be determined by the Board.

**Manitoba:** 2.6 dues – Membership dues will be determined annually by the Board.

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## Cycling BC Bylaw: Standing Committees

Amend standing committees to include Members Advisory Council

Current in black, in blue recommendation

### Section 6.03 Standing Committees

- A. The Standing Committees of the Society are:
  - a. Financial Oversight & Audit Committee
  - b. Nominations Committee
  - c. HR/Governance Committee
  - d. Ethics & Risk Committee
  - e. Diversity, Equity, and Inclusion Committee
  - f. **Members Advisory Council**

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Terms of Reference & further information on the Members Advisory Council:

### Members Advisory Council

- A. The Members Advisory Council is a primary and essential advisory body to the Board of Directors of Cycling British Columbia (CBC), ensuring engagement, communication, and a consistent connection between the clubs, board, and executive director.

- B. The Members Advisory Council shall review and provide recommendations on membership dues and other matters of member interest, ensuring that the perspectives of the broader membership are considered in Board decisions.
- C. Terms of Reference for the Members Advisory Council [click here](#).

## **DRAFT - Members Advisory Council Terms of Reference**

### **Policy Statement**

The Members Advisory Council is a primary and essential advisory council to the board of Directors of Cycling British Columbia (CBC), that ensures engagement, communication and a consistent connection between the clubs, board and executive director.

### **Membership**

The Members Advisory Council:

Term: 2 years, to a maximum of three consecutive terms (6 years). Council members may put their name forward after a one year break. A minimum of 6 seats shall be available for election or appointment each year. It is acknowledged that in the first two years, some members may be asked to put their names up for re-election.

- Will be composed of senior members from clubs and teams, with seats reserved to include each discipline & various geographic representation,
  - Minimum of 6, Maximum of 16 members
  - 6 positions available for nomination by Clubs & Teams and 1 for members not affiliated with a Club or Team. If nominations exceed the number of positions, an online vote will be held.
    - 3 available for renewal each year
  - If the nomination process does not fully represent all disciplines and geographic areas then:
    - The board may appoint up to a maximum of 5 discipline positions (Mountain, Road, BMX, Cyclocross, Track) and appoint up to a maximum of 4 positions based on geography (Lower Mainland, Interior, Northern & Vancouver Island)
    - These appointments are at the discretion of the board to ensure diversity on the council.
- The committee will elect a Chair and Vice-Chair and any other officers they consider necessary from among its members.

### **Terms of Reference**

The Members Advisory Committee has the mandate to:

- Advise the Board or appropriate committees on issues that impact their and CBC's strategic goals;

- Be a forum for the clubs to discuss items of mutual interest; and
- Interact with the Executive Director and other CBC staff on the provision of services.

The Members Advisory Committee will:

- Formulate its advice that is always in support and alignment of CBC's purpose;
- Strive for and provide its consensus-based views to the Board, considering the diversity of viewpoints. When not possible ensure that all perspectives are shared with the board and ED for consideration; and
- Provide timely input and where applicable, within required time frames.

The Members Advisory Committee will:

- Provide feedback to the CBC Board or Governance Committee Chair on proposed changes to CBC's fees, constitution, bylaws, or policies;
- In collaboration with other standing committee chairs, the board and the ED, raise and / or respond to emerging issues that could affect the achievement of CBC's purpose or that could affect CBC's ability to carry out the functions;
- Participate in the development of CBC's strategic plan;
- Meet regularly with the CEO and Board to ensure that discussions and engagement are meaningful and effective;
- Discuss the implications of items and issues brought forward by the Board, Clubs' Advisory Council members, or the ED;
- Receive administrative support from operational staff as directed by the ED.
- Will raise any issues with the ED that impact on more than one member

The Board may:

- Task the Members Advisory Committee with studying or providing input on issues.

**Note:** The relationship between the Members Advisory Committee and the ED does not preclude discussions and the resolution of issues between a club and the ED that does not affect other Full Members.

Although not directors, Members Advisory Committee members will adhere to CBC policies, in particular policies:

- Code of Conduct, Conflict of Interest, Non-compliance, Human Rights Protection, *In camera* meetings

By accepting to serve on the Members Advisory Committee, members agree to be bound by the conditions of the Terms of Reference as well as agree to publicly support the committee decisions and recommendations.

The Board and Members can see and share the:

- Members Advisory Committee Terms of Reference;
- Names of the Members Advisory Committee members;
- Meeting agendas; and
- Summaries of the outcomes of the meetings.

The CBC Board Chair and the chair of the Members Advisory Committee:

- May discuss changes to these Terms of Reference at any time; and
- Will notify Members of any changes.