

# Burnaby Horsemen's Association Policy: **Membership**

Approved: **OCTOBER 7 2024**

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## Applicability

Burnaby Horsemen's Association (BHA) is a non-profit organization that provides equestrian activities and boarding exclusively for its members. While we welcome members from across the lower mainland, our facility is located on land generously leased to us by the City of Burnaby. As a result, we prioritize Burnaby residents for membership and stall rentals.

## Policy

- a) The Board of Directors reviews all membership applications at their monthly meeting.
  - i) New members or those changing their membership type, can participate in barn activities only after being notified of acceptance.
- b) The membership year runs from January 1 through December 31.
  - i) New members joining in October thru December, will have the membership fee prorated if the following year's membership is also paid in full.
- c) Membership is non-transferable.
- d) Membership fees are non-refundable.
- e) Membership expiry occurs as of Dec 31st.
  - i) Non-Burnaby members will be placed on a membership waitlist without a guarantee of immediate renewal,
  - ii) Members on the stall waitlist will be removed and must rejoin once their membership has renewed where the most recent membership date will be applied.
- f) Membership renewals are due by December 31st of each year.
  - i) A late fee of \$25 will apply for renewal applications received after Dec 31st.
  - ii) Stall holders who have not renewed their membership on or before Dec 31st and intend to continue to hold a stall sub-lease, will become a member not in good standing until all outstanding application information and/or fees have been received.
- g) Membership categories:
  - i) Senior: Person who is 19 years of age or older on January 1st, holds voting privileges and is eligible to hold a stall sublease.
  - ii) Junior: Person who is a person who is fewer than 19 years of age on January 1st. Non-voting.
  - iii) Burnaby: Person who is ordinarily a resident in the City of Burnaby.
  - iv) Non-Burnaby: Person who is not ordinarily a resident in the City of Burnaby.

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- v) Non-Riding: Available to Burnaby residents only and offers local family members or community members, who do not handle horses outside the horse stall, the opportunity to be active within the facility. Non-voting.
- vi) Associate Membership: Person who can only participant in a public equestrian program provided by the Society or its agent. Non-voting.
- h) All Senior & Junior Full memberships must be current members of Horse Council of BC (HCBC).
- i) Current Risk & Liability Waiver is required to be on file annually for all members.
- j) Annual application for membership (new, renewal) must be in writing, submitted by email to [burnabyhorsemensassociation@gmail.com](mailto:burnabyhorsemensassociation@gmail.com) or hard copy (mailed or placed in Barn mailboxes).
  - i) Membership applications (one person per application) include current membership form posted on the BHA website, Risk & Liability Waiver, associated fees, and may also require the following:
    - (1) Horse Council of BC proof of membership
    - (2) Proof of Burnaby residence: BC Drivers Licence or BC Services Card (BCID)
    - (3) Stall sublease application
- k) Non-Burnaby residents may be placed on a membership waitlist.
  - i) Participating in facility activities is not allowed until membership has been accepted.
  - ii) For those placed on a waitlist, the associated fees are not due until membership has been accepted.
- l) Changes of Membership: Requests for changes to membership categories must be made in writing to [burnabyhorsemensassociation@gmail.com](mailto:burnabyhorsemensassociation@gmail.com). Updated membership forms, information and additional fees, where applicable, will be required to be submitted.
- m) The Board may in its sole discretion accept, postpone, or refuse an application (new, renewal) for membership.
- n) Active member lists will be published in each barn on a regular basis to support awareness and confirmation of current members.

## Supporting Documents

- 1) Related BHA Policy & Procedure
  - a) Payment Policy
  - b) Stall Rental
  - c) Volunteering Policy

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- 2) Related BHA Constitution & Bylaws
  - a) Bylaw - Part 2: Membership
- 3) References
  - a) BHA Annual Membership form

## Review Schedule

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|-------------------------------|------------------------|
| <b>Policy Adopted:</b>        | <b>Oct 7 2024</b>      |
| <b>Policy Owner:</b>          | Director of Membership |
| <b>Next Review Scheduled:</b> | Oct 2025               |

## Version History

| Date       | Version Number | Details                                         |
|------------|----------------|-------------------------------------------------|
| OCT 7 2024 | 1.0            | Initial version adopted & posted on BHA website |
|            |                |                                                 |
|            |                |                                                 |