



BC ASSOCIATION OF KINESIOLOGISTS
102 – 211 Columbia Street
Vancouver, BC V6A 2R5
p: 604-601-5100 f: 604-681-4545
e: office@bcak.bc.ca www.bcak.bc.ca

November 28, 2008

Dear BCAK Member,

Re: BCAK & CKA 2009 Membership Renewal – Deadline is 4:30 p.m. Wednesday, December 31st, 2008.

This Membership Renewal Package applies to Student, Academic, & Associate (includes former Affiliate) Members.

A separate Membership Renewal Package applies to Practicing Members (formerly 'Registered Members').

Contents of this 2009 Membership Renewal Package

This membership renewal package contains the following documents:

1. This covering letter (included for information purposes only & to be kept by the member).
2. The '2009 BCAK & CKA Membership Renewal Form & Annual Invoice' (**required** to be completed, sign, & returned with full payment by the deadline)(keep a copy for your files).
3. A covering letter & invoice for any other monies owed to the BCAK (**only included** if you owe the BCAK monies for services provided – **required** to be paid in full by the deadline).
4. A CKA member benefit sheet (included for information purposes only & to be kept by the member).

Meeting the Conditions for Membership Renewal

- Members are required to and it is the sole responsibility of members to meet all the conditions of membership renewal by the deadline.

The 2009 BCAK & CKA Membership Renewal Form & Annual Dues Invoice

General Information

- This is the only notice of annual membership renewal & annual dues you will receive.
- It renews your membership in the British Columbia Association of Kinesiologists (BCAK) & the Canadian Kinesiology Alliance (CKA) & identifies your membership dues & fees for the 2009 membership year (January 1 through December 31st, 2009).
- The deadline for return of your signed form & full payment of dues and fees is 4:30 p.m., Wednesday, December 31, 2008 to the BCAK office, by regular mail, hand, courier, or facsimile.
- Renewals received January 1st through January 30th, 2009 must include a \$75.00 late renewal fee.
- Those who do not renew by the end of January 30th, 2009 will cease to be members of the BCAK, as set out in its bylaws, & the CKA.
- Those who do not want to renew their membership are required to indicate this on the Form where indicated, sign it, and return it to the BCAK by the renewal deadline.
- This is required so that the BCAK can meet its administrative requirements as an incorporated society.

Changes to BCAA Member Categories & Titles

- The BCAA's new bylaws, which were approved by the members at the November 1, 2008 AGM and filed by the Registrar of Companies, contain changes to its member categories and titles. (The bylaws can be viewed at www.bcaa.bc.ca in the members' only section)
- The bylaws set out five member categories with the titles & definitions as follows:
 1. A Practicing Member (formerly 'Registered Member') as a person who
 - a) has received a four year university degree in kinesiology from a post-secondary educational institution in Canada that is recognized by the Board, or who has educational qualifications deemed by the Board to be equivalent,
 - b) is employed or practices in British Columbia as a kinesiologist, and
 - c) meets the continuing education requirements set by the Board.
 2. A Non-Practicing Member (new category) is person who
 - a) was but no longer is a Practicing Member, and
 - b) is not currently employed or practicing in British Columbia as a kinesiologist.
 3. A Student Member is a person who is enrolled in a course of studies leading to a bachelor's, master's or doctoral degree in kinesiology from a post-secondary educational institution in Canada that is recognized by the Board.
 4. An Academic Member is a person who is or was employed as a professor, instructor, or member of the faculty of a post-secondary educational institution in Canada that is recognized by the Board, in a faculty or department which offers courses in kinesiology, human kinetics, and related subjects.
 5. An Associate Member (includes the former 'Affiliate Member' category) is a corporation, association, organization, or individual that supports the purposes of the Society.
- The renewal form & annual dues notice reflects your current membership category using the new titles in the bylaws.
- If you wish to change membership categories for the coming year, contact the BCAA office immediately to meet the renewal deadline.
- The membership dues, rights, privileges, & access to BCAA programs & services by member category will be posted at www.bcaa.bc.ca shortly.

2009 BCAA/CKA Membership Dues:

- The BCAA and the CKA are separate organizations, have their own membership categories, and set their own annual membership dues.
- The BCAA Board and Members approved dues increases to all member categories for 2009.
- An increase in dues was approved to support the strategic direction of the BCAA outlined to the members at the November 1, 2008 AGM, which is to build the brand of Kinesiology & Kinesiologists in BC, and to strengthen the foundation of the BCAA, build on its successes, and to move in new directions.
- The 2009 CKA dues remain at their 2008 level.

Cover Letter & Invoice for Any Other Monies Owed to the BCAA

- Payment in full of all outstanding debts to the BCAA is a condition of renewal.
- Some members owe monies to the BCAA for services provided.
- If you owe the BCAA any other monies a cover letter and invoice is enclosed.
- Full payment is required by the deadline.

2009 BCAA & CKA Membership Renewal Cover Letter

CKA Membership Benefits Sheet

- A sheet outlining the benefits of membership in the CKA is enclosed.
- It is for information purposes only and requires no action in relation to your membership renewal.

Suspension of BCAA On-Line Membership Renewal for 2009

- On-line membership renewal has been suspended and is not available.
- The BCAA Board of Directors is reviewing how this service is provided.

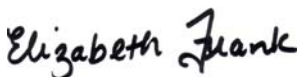
Membership Renewal Processing, Membership Dues Receipts, & Renewal Information:

- Processing of membership renewals is done in batches, and is done once a sufficient number of renewals have been approved to warrant processing.
- The earlier renewal information is submitted and renewals are approved, the earlier that renewal batches can be processed.
- The BCAA attempts to process all renewals as quickly as possible and within 4 weeks.
- Member renewal information that arrives at the BCAA office that is either incomplete or inaccurate will delay membership renewal.
- The BCAA office will telephone the member once using the telephone number supplied on the renewal form to alert them to any problems with their renewal information.
- This delay, the correcting of the incompleteness, & providing the required information to the BCAA office to meet the renewal deadline are the sole responsibility of the member.
- When members submit their renewal information is beyond the control of the BCAA, and the BCAA cannot be held responsible for consequences caused by the submission date.
- It is up to the members to submit their renewal information early enough to provide sufficient processing times to meet their needs.
- Renewal processing time increases for those renewals received after the December 31st, 2008 deadline and by the January 30th, 2009 late renewal deadline.
- Fewer renewals mean longer waits to provide sufficient numbers to justify processing.
- A receipt for 2009 membership dues which verifies membership in the BCAA and CKA, and other member renewal information are mailed to members as quickly as possible.

Questions About this Renewal Package, BCAA & CKA Membership Questions, & Additional Information

- If you questions about this renewal package or your membership in the BCAA, please contact the BCAA in Vancouver at 604-601-5100 or by e-mail at office@bcak.bc.ca.
- Additional information on membership in the BCAA is available at www.bcak.bc.ca.
- If you have any questions about your membership in the CKA, please contact the CKA in Mississauga, Ontario Toll Free at 1-877-252-5467 or by e-mail at info@cka.ca.
- Additional information on membership in the CKA is available at www.cka.ca.

Sincerely,



Elizabeth Frank, BCAA President
On Behalf of the BCAA Board of Directors