



Application Guidelines

Completing Your Application for Membership

ABOUT THE CLUB

Thank you for your interest in joining the Arbutus Club. We are proud of our Club and welcome applicants who share our enthusiasm and values. Our informal motto, "Putting Families First", reflects the priority we place on accommodating generations of families. We strive to be a welcoming, respectful, and collegial community.

The Club offers a wide range of athletic, recreational, social, and cultural activities for all ages of Members. We aspire to provide premier facilities and services while operating in an environmentally progressive and responsible manner.

Enjoyment of the Club is enriched by our community of Members and staff from a wide variety of ethnic and cultural backgrounds. We do not discriminate on the basis of race, colour, ancestry, religion, gender, or sexual orientation. Members and their guests are expected to be respectful and courteous to all people in the Club, including staff. Harassment or rude behaviour will not be tolerated.

We seek as Members, individuals, and families who share our values and who want to interact and communicate with other Members. Culturally exclusive behaviours or social cliques are not consistent with that philosophy. To foster social interaction and a sense of inclusiveness among our multi-lingual, multi-cultural, and multi-generational community, English is the language shared by Club Members, administration, and staff. The Club often seems like a home away from home for Members and we hope you will share this feeling should you join us.

The Club is operated by professional staff as a non-profit society under the direction of a governing Board of Directors comprised of Members. Beyond our excellent staff, a hallmark of the success of the Club is the leadership and participation of Members on activity and administration committees. We welcome (and need) Members willing to volunteer and to contribute time and skills to the Club, when they are able.

These guidelines are intended to assist you in completing your application for Membership. If you have any questions please do not hesitate to contact our Membership Manager.

LOCATION

The Club is located on the west side of Vancouver in the Shaughnessy/Kerrisdale residential area on a seven acre site next to a convenient north/south corridor.

BYLAWS AND RULES

- The Club was incorporated and operates under the Society Act (British Columbia). Please make yourself familiar with our bylaws and rules (online at www.arbutusclub.com/membership.aspx) before submitting your application.
- If you have questions regarding the bylaws or rules, please advise the Membership Manager before you submit your application. The Membership Manager will arrange to have your questions addressed.
- Members are bound by the bylaws and rules in force at the date of their becoming a Member and as the bylaws or rules may be amended from time to time.

APPLICANT INFORMATION

- An applicant must be 19 years of age or older.
- The individual applying for Membership is the 'Applicant' and when accepted becomes a Member and the applicant's spouse/partner/children become 'Associates'.



REFERENCES

- An application must include the names of three (3) persons who have agreed to provide references, at least two (2) of whom must be Arbutus Club Members or Associates. It is the applicant's responsibility to obtain prior permission from each person before listing them on the application form.
- A Member or Associate providing a reference must meet the following criteria:
 - a) Be a Member or Associate in good standing for at least the past 12 months; and
 - b) Be at least twenty-seven (27) years of age.
- Certain factors may disqualify a person from providing a reference:
 - a) Such person may not be closely related to an applicant by birth or marriage (e.g. parent, sibling, child, grandparent, uncle, aunt, first cousin, step family, etc.); and
 - b) Such person may not be on the same Membership account as another person providing a reference for the same applicant.
- For all persons providing a reference:
 - a) It is expected that he or she will have known the applicant for a considerable period of time, and is in a position to comment reliably on the applicant's suitability to be a Member; and
 - b) A reference form provided by the Membership Manager must be dated and signed by the person providing the reference and returned in confidence directly to the Membership Manager.
- The applicant will not have access to the reference forms or supporting correspondence: each reference is to be kept confidential by the person providing it.

IDENTIFICATION REQUIRED

- A photocopy of government-issued photo ID (e.g. BC driver's license or passport) for the applicant and if applicable, the applicant's spouse.
- A photocopy of birth certificates must also be included for children under age 27.

IMPORTANT FACTS

- All membership application materials are confidential and will not be disclosed to parties outside the application evaluation process and membership administration.
- Your application and, if accepted, Membership is **NON TRANSFERABLE**, and all fees (entrance and otherwise), dues and other payments are **NON REFUNDABLE** if you are accepted and put on the wait list. Your application forms the basis of a legal contract with the Club. If you are accepted as a Member, you are agreeing to follow and be bound by the bylaws and rules of The Club, as each is amended and in force from time to time and which empower the Club in certain circumstances to expel Members and Associates without compensation.
- You will not be permitted to use any facilities at the Club, even after your application is accepted until you are granted Full Membership. Until that time you will be placed on a wait list (as described in the rules).
- Any estimation of the duration of the wait list by the Membership Manager or other staff is not binding on the Club.
- The Club's Board of Directors has sole discretion to decline considering or processing any application without providing a reason.



WAIT LIST

Once the Club has accepted and approved your application for Membership, you will be placed on the applicable wait list. Applicants on a wait list have no user privileges and are not assessed monthly dues. Once space becomes available, movement is made onto Full Membership.

ENTRANCE FEE

The current entrance fee is \$65,000. GST of 5% is due with payment(s).

PAYMENT OPTIONS

There are two options for payment of the entrance fee:

- (1) Payment in full of the entrance fee upon application for membership.
- (2) Four payments of \$17,500 + GST. If an applicant on a wait list defaults on a required payment, the Club reserves the right at its sole option to reposition the applicant on the wait list or terminate the application with no compensation or refund of funds previously paid by the applicant.

CHECKLIST

It is important to ensure that your application is complete as incomplete applications will not be processed. Please ask questions prior to submitting your application. The Club wants you to understand, and feel comfortable with, the process and be aware of all requirements and conditions.

A complete application should include:

- A completed application form, signed by the applicant in the presence of a witness.
- Copies of government issued photo ID for the applicant and, if applicable, the applicant's spouse.
- Copies of birth certificates for children under age 27.
- Appropriate payment in the form of a cheque or bank draft.

The application must not include copies of reference forms. Persons providing references must send completed reference forms directly to the Membership Manager in confidence and may not share the content or copies of such with the applicant.

CONTACT INFORMATION

Christine Piner, Membership Manager

Direct: 604.269.8770 Email: cpiner@arbutusclub.com

The Arbutus Club, 2001 Nanton Avenue, Vancouver, BC V6J 4A1