

# Collingwood Offroad Cycling Constitution and By-laws

## **1. NAME**

1.1 The name of the club shall be: Collingwood Offroad Cycling

1.2 This name shall be registered with the Government of Ontario under the requirements of the Corporations Act.

1.3 This name shall also be registered with the appropriate governing bodies of cycling sport.

1.4 Where necessary, such as on jerseys, the name may be abbreviated to CORC

1.5 In the following items 'the club' means Collingwood Offroad Cycling

1.6 The club with ensure that any operations under different names are registered wherever necessary

## **2. AFFILIATIONS**

2.1 The club shall be registered with limited liability with the Oasis Insurance

2.2 The club shall be registered with Oasis Insurance

2.3 The club may affiliate with any other cycling organizations if this is proposed by the club executive, provided that it is beneficial to all members, or a significant number of members, or becomes a requirement of either of the Government or the O.C.A. or if it is approved by a simple majority at the Annual General Meeting.

2.4 Club members may join other bodies without restriction provided that this is not precluded by either of the two affiliate organizations noted above.

2.5 Members joining other clubs must clearly inform all concerned clubs and must designate one as their 'first claim' club if participating in sanctioned events (e.g. O.C.A. racing)

### **3. OBJECTIVES**

3.1 Collingwood Offroad Cycling (CORC) has a vision of: Connecting our Community through Trails

3.2 The club shall organize a Thursday Social Ride or marked routes in the spring/summer and continue to improve the quality and quantity of trails in the Collingwood Area.

### **4. OFFICERS**

4.1 Officers of the club shall be elected for a term of two years commencing at the annual general Meeting at which they are elected and running until the Next Annual General Meeting when the following executive is elected.

4.2 Officers of the club shall be paid-up members in good standing

4.3 The President shall direct the activities of the club and shall act as chairman at all meetings.

4.4 The Club Secretary shall keep minutes of all meetings, shall receive and send all correspondence for the club, shall fill in all forms, shall prepare agendas for meetings after discussions with the other officers and shall collect all matters relating to the club and retain it in such a manner that a complete records of the club activities can be maintained.

4.5 The Club Treasurer shall attend to all financial matters of the club and shall keep complete records of all moneys in and out of the club account. They shall further take charge of any cash amounts received for the club and shall account for these and enter them into the accounts.

4.6 Until such time as the size of the club precludes it, the positions of Club Secretary and Club Treasurer May be combined, or completed by admin staff, and/or other board members.

4.7 Directors of Trails will direct, oversee and plan things related to trail building and network development. They may also elicit outside contractors, volunteers

4.8 - Director of Land-Owner Relations will maintain current relationships and uphold agreements. They will work with trails and advocacy directors to plan out future network developments and Social Ride locations.

4.9 Director of Advocacy will help with grant writing and developing areas related to improving trail user relations and land access.

4.10 Vice President - assists in administration and supports President. Chairs committees and projects.

4.11 Director of Community - Liaison to members of CORC and the greater Collingwood Community. Arrangements for events, especially extra events to riding (e.g. trail work and pre/post season)

## **5. MANAGEMENT**

5.1 The management of the club shall be vested in the elected officials.

5.2 The term of the elected officials in one year, as noted in Section 4. If however any official becomes unable or unavailable to perform the requisite duties the remaining officials shall co-opt an additional club member to fulfill the duties of the replaced official.

5.3 Remedies exist in the constitution for the replacement of any or all of the club officials by means of a special general meeting and an appropriate vote.

5.4 The elected officials may co-opt or appoint any other members of the club to any other offices and functions which will enhance the club and its operations.

5.5 The appointment of such members and their terms of reference will be published in the club newsletter after their appointment.

5.6 All such co-opted officials shall be responsible to the executive and for any matters affecting the image or the financial affairs of the club shall refer to the executive for confirmation.

5.7 In the event that any co-opted official is unable to perform the duties, or if their methods are not in conformation with the approach for the management, then the duties of such official shall be terminated by mutual agreement with the committee, or, in the event of serious disagreement, by the elected officials alone.

5.8 In the event that the membership is in substantial disagreement with any of the elected officials, the membership has the option of calling a Special General meeting and offering a vote of confidence in regards to the official(s). In the event that the vote of confidence is not passed the official(s) concerned shall resign and a replacement shall be voted into office.

5.9 All club members are welcome at any club executive meeting. Your cooperation is requested in prior warning so that suitable space provisions can be made.

## **6. ANNUAL GENERAL MEETING**

6.1 An Annual General Meeting shall be held in Late April or early May of each year after the club's fiscal year is completed on December 31st.

6.2 The A.G.M. will be held virtually on a video platform (e.g. Zoom) and will be advised to all members in the club newsletter, via social media, and published on the website calendar.

6.3 The first purpose of the A.G.M. will be to receive reports from all elected officials and all others having conducted club business since the last Annual General Meeting.

6.4 The second purpose of the A.G.M. will be to consider amendments to the constitution and bylaws.

6.5 The A.G.M. will consider general business as well as any business raised by those present.

## **7. OTHER MEETINGS**

7.1 A Special General Meeting may be called by the secretary if so required by a petition from 20 or more paid-up members provided that the petition lists the business to be discussed at the special general meeting.

7.2 The secretary is to give written notice of the meeting to all members as noted in 6.2 above. Provided also there be not more than one Special General Meeting in one operating year.

7.3 The business at a Special General Meeting will be conducted in a similar manner to the Annual General Meeting.

## **8. ELIGIBILITY**

8.1 Each paid up member in good standing shall be entitled to attend and shall have one vote.

8.4 Proxy voting will be allowed at A.G.M.s and S.G.M.s provided that no member shall vote more than 10 proxies. Proxies shall generally be vested in the executive unless solicited by others. In this eventuality the person soliciting shall clearly indicate to the vote holder his position at the intended meeting.

## **9. CONDUCT OF MEETINGS**

9.1 The Club President shall chair the meetings, or in his absence some other member of the executive.

9.2 The meeting shall be generally run in accordance with Roberts Rules of Order.

9.3 Motions shall be proposed and seconded and sufficient discussion shall be voted on by the body of the meeting.

9.4 Voting shall be by a show of hands and shall be carried or defeated by a simple majority.

9.5 The president, chairman need not vote, except in the event of a tie in which case this shall be the deciding vote.

9.6 A quorum consists of 5 members.

## **10. FEES**

10.1 Membership fees shall be determined annually by the executive committee.

10.2 Fees shall be set for the following categories of members:

- Adult Membership
- Children's Membership

## **11. FINANCE**

11.1 The treasurer is to keep account of the club funds and is to maintain a bank account with chequing privileges. In the event that the funds may be more than required in the short term he may also open a higher interest account.

11.2 Cheques may be issued by any two of the executive, subject to checking with the treasurer as to the balance available and the correctness of the proposed transaction.

## **12. NEWSLETTER**

12.1 A newsletter shall be issued to Paid-Up Current Year Members to keep members advised of forthcoming events, news, changes, etc.

12.2 Social Media (Instagram and Facebook) will be used to advise members of events and updates for events.