

# **Rideau Lakes All Terrain Vehicle Club Bylaws**

**Version 1.1**

**Created September 10, 2015**

# RIDEAU LAKES ALL TERRAIN VEHICLE CLUB BYLAWS

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Created September 11, 2015

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**ARTICLE I**  
**Name, Definition and Purpose**

- Section 1.1 The name of the club shall be the Rideau Lakes All Terrain Vehicle Club Inc., with an abbreviated title “RLATVC” and hereafter referred to as “the club”.
- Section 1.2 The word “ATV” is defined as All Terrain Vehicles as prescribed by Ontario provincial legislation.
- Section 1.3 RLATVC is a registered not for profit corporation in the Province of Ontario that strives to promote safe and responsible recreational ATV riding. Trails are built with every effort to protect the environment and to have minimal impact on wildlife. The club works with landowners to provide a trail system mutually beneficial to landowners and ATV enthusiasts. The club works with the township and local authorities to link our trails.
- Section 1.4 RLATVC will be a member of the Ontario Federation of ATV Clubs (OFATV). The OFATV provides a \$5 million dollar insurance policy. Once a land use agreement is signed, the landowner is covered by this third party insurance.
- Section 1.5 The club meeting is held on a monthly basis, the third Thursday of every month. The AGM is held on the regular meeting time in the first month of the fiscal year.

**ARTICLE II**  
**Board of Directors**

- Section 2.1 The Board of Directors shall serve without pay and consist of five members;
- President of the Board of Directors
  - Vice President of the Board of Directors
  - Board Treasurer
  - Secretary of the Board
  - Past president of the Board of Directors
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- Section 2.2 The President of the Board shall preside at all meetings of the club and of the Board of Directors and shall oversee and co-ordinate such committees as are authorized by the

Executive Board of Directors. The President is also responsible for coordinating long term planning activities of the club and reviewing club policy.

- Section 2.3 The Vice President of the Board, during the absence or temporary incapacity of the President or any other Officer, shall perform the duties and have the powers of the President or Officer, as well as assisting the President in his duties where required.
- Section 2.4 The Board Treasurer shall keep all financial records of the club and have charge of its funds. The Treasurer shall keep records of the club's funds in a financial institution approved by the Executive Board of Directors and in the name of the club. He or she shall disburse such funds of the club under the direction of the Board of Directors. Withdrawals shall be made by cheques signed in such a manner as may be approved from time to time by the Board of Directors.(refer to article 9.1) A Treasurer's report shall be prepared and submitted at each meeting or as directed by the club President
- Section 2.5 Secretary of the Board shall keep, store and preserve all club records, except financial records, including minutes of meetings, lists of committees and their members. The Secretary shall also provide an agenda for each meeting and shall post the minutes in a timely fashion. The Secretary may also maintain a permanent mailing address, preferably a local post office box, for the club and direct incoming correspondence to the appropriate club official.
- Section 2.6 Past President of the board of Directors is a position reserved for the last President of the Board. Unlike the other directors, the Past President is not elected by member quorum and may be served by the same individual until such a time that a new President of the board is elected. If the past president is unable or unwilling to serve as Past President, the Board may elect to fill this position by another current club member who has served as President in the past or any active club member as determined by a membership vote, until such a time that a new President of the Board is elected.
- Section 2.9 Board members must be active members of the club, and members in good standing of the OFATV and RLATVC.
- Section 2.10 Board members shall serve two year terms and are elected by member quorum at the AGM, with the exception of the Past President position.
- Section 2.11 If vacancies on the Board of Directors should occur by reason of death, resignation, or otherwise, the remaining Directors may, at their option and majority vote, elect a successor for each unexpired term.
- Section 2.12 Board members with three consecutive absences from regular club meetings may be

dismissed from the Board.

Section 2.13 No more than four of the five Directors can be replaced in any one election, with the elections for President being held on even numbered years and Vice President on odd numbered years.

Section 2.14 No one person can hold more than one Director position at any one time.

## **ARTICLE III**

### **Elected Club Officers**

Section 3.1 The elected club Officers shall serve without pay and consist of eight members;

- Chief Warden
- Trail Coordinator
- Membership Coordinator
- Volunteer Coordinator
- Sponsorship Coordinator
- Trail Maintenance Coordinator
- Webmaster
- Quarter Master

Section 3.2 The Chief Warden is responsible for ensuring proper training for all wardens, keeping track of the warden volunteer hours, recruitment and all other issues concerning trail wardens.

Section 3.3 The Trail Coordinator is responsible for keeping maps up to date, tracking land owner forms and reporting trail statistics to the OFATV on an annual basis (or as required).

Section 3.4 The Memberships Coordinator shall be responsible for receiving applications for new membership and renewals, collecting & recording & forwarding all pertinent active member and associate member information (addresses , e-mail, membership expirations) , interacting with the OFATV as required, creation and distribution of membership kits and new membership orientation to membership outlets.

Section 3.5 The Volunteer Coordinator is responsible for keeping track of volunteer hours, recruiting new volunteers, and holding the semi-annual volunteer draw.

- Section 3.6 The Sponsorship Coordinator directs and organizes sponsors of the club and coordinates the use of sponsor advertisements at club events and in printed material such as the website, brochures, etc.
- Section 3.7 The Trail Maintenance Coordinator directs and organizes the maintenance of trails, as well as maintaining a list of maintenance work that needs to be completed and materials required.
- Section 3.8 The Webmaster is responsible for posting new content to the website and making updates as requested by the Board or Officers.
- Section 3.9 The Quarter Master shall maintain a current list of all club assets purchased, donated or otherwise acquired, with pertinent information such as type, model number, purchase value, quantity, location, and condition. This list can be presented upon request of the Board or any active member.
- Section 3.10 Officers shall serve one year terms and are elected by member quorum at the AGM.
- Section 3.11 Officer positions may be held by any active member of the RLATVC. A current Director may also simultaneously hold an Officer position(s).

## **ARTICLE IV**

### **Members**

- Section 4.1 Any member in good standing of the OFATV who has specified their "home Club" as RLATVC are considered to be members of the club.
- Section 4.2 Membership must be renewed annually, or as specified by the OFATV.
- Section 4.3 Club member status may be terminated by majority vote by the Board of Directors, in the event of reasons inconsistent with the club's best interests.

## **ARTICLE V**

### **Associate Members**

- Section 5.1 Associate members are non-riding members, as defined by the OFATV.
- Section 5.2 Associate members are required to adhere to all the by-laws of the club & OFATV.
- Section 5.3 The Associate Member category was created to encourage active members spouses, family and friends to become involved with and support the club.

- Section 5.4 Applications for associate membership shall be made to club with all applicable forms, completed written or electronically.
- Section 5.5 Associate Members may belong to any committee or hold any club position.
- Section 5.6 Associate Members have the same voting privileges as regular club members.
- Section 5.7 Associate Members may resign from the club at any time upon written notice to the Membership Coordinator.
- Section 5.8 Associate membership status in the club may be terminated by majority vote by the Board of Directors, in the event of reasons inconsistent with the club's best interests.

## **ARTICLE VI**

### **Committees**

- Section 6.1 The Board of Directors may appoint club committees, fill any vacancies or change the membership in club committees. The Board shall have the power at all times to abolish any committee.

## **ARTICLE VII**

### **Voting**

- Section 7.1 A majority of Board members shall constitute a quorum for the transaction of club business.
- Section 7.2 The President of the Board will not vote, except in the event of a tie.
- Section 7.3 In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- Section 7.4 Elections are determined by majority vote amongst current club members present at the AGM or other monthly meetings as required.

## **ARTICLE VIII**

### **Conflict of Interest**

- Section 8.1 Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.
- Section 8.2 Any member in a paid position as an employee or contractor of the club will first participate in a fair and transparent competitive process between a minimum of three independent parties and

have the lowest quote. This member will relinquish any position of authority and voting rights as they pertain to the deliverables until completion of the work being done.

## **ARTICLE IX**

### **Fiscal Policies**

- Section 9.1 Any two (2) Board members are required to sign on all RLATVC cheques, transfers or withdrawals. The Board may appoint signing authority to any of the Officers as they see fit.
- Section 9.2 The fiscal year of the board shall be August 31 to August 30.

## **ARTICLE X**

### **Mileage**

- Section 10.1 The Rideau Lakes ATV Club allows \$0.34/km to be paid out to volunteers for mileage incurred on their personal vehicles for approved club business.
- Section 10.2 Mileage must be submitted on the appropriate Mileage Form.
- Section 10.3 Mileage must be approved by any two (2) members of the executive board of directors.
- Section 10.4 Membership Collection – In order to cover costs of the membership coordinator, the club has agreed to allow for collection of sold trail passes monthly. Therefore, on a monthly basis the membership coordinator will collect all sold passes from each retailer. There are currently no membership sponsored km, once our trail system is in place, this bylaw will be revised to account for cost of pickup of sold passes.
- Section 10.5 Sponsorship Collection -- Payment will only be for one visit and will not reimburse for multiple visits to a business for the same sponsorship. All volunteers collecting from sponsors must have pre-approval from the Sponsorship Coordinator before the trip.
- Section 10.6 Club Work – The Rideau Lakes ATV Club will reimburse any volunteer performing tasks with the club trailer including grooming destinations, equipment maintenance transportation, pickup and delivery of any club related equipment rentals and supplies. The club will not reimburse for personal use on club equipment or reimburse on volunteer's equipment that the club already owns (chain saws, trimmers, ATV). Any trailer task of moving equipment or materials must be approved by any two (2) members of the executive board of directors. Volunteers using trailer are responsible for trailer and returning it in same condition it left in – anything broken or damaged will be evaluated by club executive and handled accordingly; vehicle used to tow must be correct for the application and have a commercial safety. The club will not pay for any tickets or fees charged to trailer license plate when used.



## **ARTICLE XI**

### **OFATV AGM**

- Section 11.1 The Rideau Lakes ATV Club will cover mileage incurred for two voting delegates to travel to the OFATV AGM with the assumption that the two voting delegates will travel together in the most economical means feasible. (see section 10)
- Section 11.2 The Rideau lakes ATV Club will cover the costs of hotel accommodations for the two voting delegates to attend the OFATV AGM with the assumption that the two voting delegates will make all attempts possible to choose accommodations in the most economical means feasible.
- Section 11.3 The Rideau Lakes ATV Club will pay the registration fees of the two voting delegates attending the OFATV AGM.

## **ARTICLE XII**

### **Amendments**

- Section 12.1 Club by-laws may be amended by the affirmative vote of a majority of the active members of the club present at the AGM.
- Section 12.2 All By-law updates to be signed and dated in acceptance by the Board of Directors upon ratification.