

NATION VALLEY ALL TERRAIN VEHICLE CLUB BYLAWS

Version 1.2

Revised: May 10, 2010

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ARTICLE I Name, Definition and Purpose

- Section 1.1 The name of the club shall be the Nation Valley All Terrain Vehicle Club Inc., with an abbreviated title “NVATVC” 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 NVATVC 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 NVATVC is 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 second Tuesday 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
- 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 NVATVC.
- 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
- 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 Officers shall serve one year terms and are elected by member quorum at the AGM.
- Section 3.10 Officer positions may be held by any active member of the NVATVC.
A current Director may also simultaneously hold an Officer position.

ARTICLE IV Members

- Section 4.1 Any member in good standing of the OFATV who has specified their “home

- club” as NVATVC 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 NVATVC 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 Feb 1 to Jan 31.

ARTICLE X
Amendments

- Section 10.1 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 10.2 All By-law updates to be signed and dated in acceptance by the Board of Directors upon ratification.

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