

CONSTITUTION AND BYLAWS

Adopted March 6, 2013



SURREY TREKKERS VOLKSSPORT CLUB

Est. April 12, 1991

Revision Number: 2, Dated March 7, 2017

Surrey Trekkers Volkssport Club CONSTITUTION AND BYLAWS

The Constitution and Bylaws are divided into several parts using a decimal numbering system throughout the document. The first number indicates the Article; the second, the Section in the Article; the third, the Sentence and the fourth, the Clause. The structure is illustrated as follows:

3.	Article
3.1	Section
3.1.2	Sentence
3.1.2.b)	Clause

ARTICLE 1. – CLUB, CONSTITUTION AND BYLAWS

Section 1.1. - General

- 1.1.1. The name of this Club is the SURREY TREKKERS VOLKSSPORT CLUB (STVC).
- 1.1.2. The purpose of the Club is to:
 - a) Promote physical activity and encourage members to enjoy the outdoors by participating in a family oriented, non-competitive sport;
 - b) Plan and organize walking events; and
 - c) Keep members advised of Volkssporting activities by publishing a periodic newsletter and annual calendar of scheduled events in the Lower Mainland area.
- 1.1.3. The Club shall be affiliated with the Volkssport Association of British Columbia and the Canadian Volkssport Federation and shall conform to the applicable rules and regulations of these organizations.
- 1.1.4. No article of this Constitution and Bylaws shall conflict with the applicable rules of the Canadian Volkssport Federation.
- 1.1.5. Should the Canadian Volkssport Federation revise a rule or enact a new rule whereby such action results in a conflict with this Constitution and Bylaws, the Canadian Volkssport Federation rule overrules such conflict.
- 1.1.6. The Executive Committee shall take measures to eliminate such conflict and amend this Constitution and Bylaws at the next Annual General Meeting following the Canadian Volkssport Federation enactment or, if an urgent matter, at a Special General Meeting. Notwithstanding, such rules and regulations shall have the force and effect only until the next Annual General Meeting, and from that time cease to have any force and effect.

ARTICLE 2. - MEMBERSHIP

Section 2.1. - General

- 2.1.1. The size of the membership shall be unlimited and open to all individuals.
- 2.1.2. For the purpose of this Constitution and Bylaws, a "*Member In Good Standing*" means a member with current dues fully paid to the Club.
- 2.1.3. "*Voting Member*" means an adult member being 19 years of age or older and a member in good standing, except for an honorary member who has no voting privileges.
- 2.1.4. "*Honorary Member*" means a member appointed as such by the Executive Committee. Upon appointment, the Honorary Member receives a life time membership in the Club.

ARTICLE 3. - OBLIGATIONS OF MEMBERS

Section 3.1. - General

- 3.1.1. Members shall conduct themselves in a manner that provides for the peace and enjoyment of all members and their guests and shall refrain from conduct injurious, abusive or offensive while participating in Volkssporting events.
- 3.1.2. Members and participants at Club events shall not solicit other members for personal charities, sponsorship, fundraising or other causes without obtaining prior Executive Committee approval.
- 3.1.3. Members shall actively participate in Club activities.
- 3.1.4. Members should lend their time and talents to projects or events of the Club or Volkssporting events when called upon.

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3.1.5. Members shall comply with all rules and regulations of the Club and its affiliates.

3.1.6. Members shall familiarize themselves with the Constitution and Bylaws.

ARTICLE 4. - EXECUTIVE COMMITTEE

Section 4.1. - General

4.1.1. The Club shall be served by an Executive Committee which is herein referred to as the Committee.

4.1.2. The Officers of the Committee shall be elected by the membership at the Annual General Meeting in accordance with Section 4.3.

4.1.3. An Officer of the Committee shall be an active voting member of the Club and shall be in good standing.

4.1.4. The term for an elected Officer commences April 1 following the Annual General Meeting at which the Officer was elected and shall be as follows:

a) Two years having odd calendar years:

- President;
- Vice-President;
- Secretary; and
- Trail Master.

b) Two years having even calendar years:

[Rev #1]

- Treasurer;
- Membership Coordinator; and
- Map Walk Coordinator.

4.1.5. No Officer shall serve for more than four (4) consecutive full elected years in the same position immediately prior to the Annual General Meeting.

[Rev #2]

Section 4.2. – Officers

4.2.1. The Officers of the Club shall be the President, Vice-President, Treasurer, Secretary, Membership Coordinator, Map Walk Coordinator and Trail Master.

4.2.2. In the interest of the Club membership, the Committee shall conduct the daily business of the Club.

4.2.3. Committee actions may be subject to review by the general membership during a scheduled meeting when deemed appropriate by the President or a majority of the Executive Committee.

Section 4.3 - Elections

4.3.1. Officers shall be elected at the Club's Annual General Meeting, except as referenced in Sentences 4.3.12. and 4.3.14.

4.3.2. The President shall, not less than thirty (30) days prior to the Annual General Meeting, appoint a nominating committee consisting of three members in good standing, who shall have the responsibility to:

- a) Nominate members in good standing for the Officers of the Committee;
- b) Receive nominations and confirm such nominations are in accordance with Sentences 4.3.3. and 4.3.4.
- c) One member of the nominating committee shall be appointed as electioneer to announce at the Annual General Meeting, the nominations for each Officer of the Committee whose term has ended in the order as presented in Sentence 4.1.4.
- d) For any required election voting, the other two nominating committee members shall distribute, collect, scrutinize and count ballots.
- e) Confirm which members present are eligible to vote.
- f) The electioneer shall announce the results

4.3.3. Any voting member of the Club can nominate a member in good standing for an Officer of the Committee.

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- 4.3.4.** Nominations, as referenced in Sentence 4.3.3., shall:
- a) be in writing;
 - b) have the consent of the nominee; and shall
 - c) be in the hands of the nominating committee at least fifteen (15) days prior to the Annual General Meeting.
- 4.3.5.** The electioneer shall, for each Officer of the Committee, announce the Nominating Committee's nomination; any received nominations and then asks three times to those present, "Are there any further nominations for 'position X'".
- 4.3.6.** When there are no further nominations for the position, the electioneer closes the nomination. This is to follow for each Officer of the Committee in order as referenced in Sentence 4.1.4.
- 4.3.7.** When there is only one nomination for an Officer of the Committee, the electioneer shall declare the nominee elected by "acclamation".
- 4.3.8.** When there is more than one nomination for an Officer of the Committee, a vote shall be held by secret ballot and shall be decided by a simple majority. When three or more nominations are received for an Officer of the Committee, a winner is declared when he has a simple majority of the total ballots cast. If no winner is declared during a vote, the nominee with the lowest number of ballots is dropped and a subsequent vote is cast until a winner is declared.
- 4.3.9.** When voting is required for more than one Officer of the Committee the voting shall follow the order as presented in Sentence 4.1.4. A winner is to be declared for each vote prior to a vote taking place for another Officer of the Committee.
- 4.3.10.** An election becomes final when the electioneer announces the result, if the nominee is present and does not decline or is absent but has previously consented in writing to serve.
- 4.3.11.** Adult members 19 years and older are eligible to vote except for honorary members who have no voting privileges.
- 4.3.12.** If there are no nominations for an Officer of the Committee, the President has the authority to appoint a member as an Officer of the Committee, except for Vice-President. In the case of either the President or the Vice-President, the Committee may appoint a member to the position.
- 4.3.13.** An Officer may be removed from office by adoption of a motion by a majority vote of the members.
- 4.3.14.** If an Officer vacates a position during the term of office, the President has the authority to appoint a member to complete the term of office. In the case of President, the Vice-President would fill the President position and the Committee would appoint a member to the Vice-President position.

Section 4.4. - Responsibilities

- 4.4.1.** The Committee shall consist of the Officers as provided in Sentence 4.2.1.
- 4.4.2.** Any Club member may attend a Committee meeting but has no vote. To attend a meeting the member must contact the President or Vice-President to request attendance and to confirm whether the next meeting location can accommodate the additional attendance. The member may address the Committee on matters directly concerning the Club.
- 4.4.3.** The Committee is responsible for:
- a) The overall conduct of Club business; and
 - b) Coordinates and supervises the activities of the Ad-hoc committees.
- 4.4.4.** The Committee shall have general administrative authority and such power as granted by the Constitution and Bylaws. The Committee shall transact such business as necessary and present appropriate recommendations to the general membership for action.
- 4.4.5.** A majority of the Committee members shall constitute a quorum for a Committee meeting (4 of the seven elected Officers).
- 4.4.6.** Ad-hoc committees shall be established by the Committee as required.
- 4.4.7.** Selections to Ad-hoc committees shall be appointed by the President.

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Section 4.5. - Signing Authority

- 4.5.1. The President, Vice-President and Treasurer have authority to sign documents on behalf of the Club.
- 4.5.2. All cheques and other official documents which obligate the Club in any manner shall be signed by the President and the Treasurer and/or the Vice-President.
- 4.5.3. In the absence of the President, the Vice-President and Treasurer may sign, only with prior approval from the President to do so.
- 4.5.4. The committee may empower one other Officer as a signing authority when one of the three Officers referenced in Sentence 4.5.1. is vacated.

ARTICLE 5. - DUTIES OF OFFICERS

Section 5.1. – Appendix A –“Duties for Officers of the Committee”

- 5.1.1. Appendix A – “Duties for Officers of the Committee” is attached to this Constitution and Bylaws.
- 5.1.2. Amendments to Appendix A – “Duties for Officers of the Committee” are exempted from the requirements in Article 8.
- 5.1.3. Amendments to Appendix A – “Duties for Officers of the Committee” shall be made by a two thirds (2/3) majority vote of the Committee. (Five of the seven Officers)

Section 5.2. - President

- 5.2.1. The President shall be responsible for the overall administration, general direction and functions of the Committee and the Club.
- 5.2.2. The President shall carry out duties as contained in Appendix A, “Duties for Officers of the Committee”.

Section 5.3. - Vice-President

- 5.3.1. In the absence of the President, the Vice-President shall perform all of the duties of the President.
- 5.3.2. The Vice-President shall carry out duties as contained in Appendix A, “Duties for Officers of the Committee”.

Section 5.4. - Treasurer

- 5.4.1. The Treasurer shall be responsible for the collecting, safeguarding, maintaining, accounting for and disbursing of all revenues generated by or paid to the Club.
- 5.4.2. The Treasurer shall carry out duties as contained in Appendix A, “Duties for Officers of the Committee”.

Section 5.5. - Secretary

- 5.5.1. The Secretary shall be responsible for the recording of the minutes of all General meetings and Committee meetings.
- 5.5.2. The Secretary shall carry out duties as contained in Appendix A, “Duties for Officers of the Committee”.

Section 5.6. - Membership Coordinator

- 5.6.1. The membership coordinator shall be responsible for all aspects of membership.
- 5.6.2. The Membership Coordinator shall carry out duties as contained in Appendix A, “Duties for Officers of the Committee”.

Section 5.7. - Map Walk Coordinator

- 5.7.1. The Map Walk Coordinator shall be responsible for all functions related to the organizing and running of map and guided walks and Club Volksmarch events.
- 5.7.2. The Map Walk Coordinator shall carry out duties as contained in Appendix A, “Duties for Officers of the Committee”.

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Section 5.8. - Trail Master

- 5.8.1. The Trail Master shall be responsible for the layout, measurement and marking of all trails.
- 5.8.2. The Trail Master shall carry out duties as contained in Appendix A, "Duties for Officers of the Committee".

ARTICLE 6. - MEETINGS

Section 6.1. - Annual General Meeting

- 6.1.1. The Committee shall convene an Annual General Meeting to be held at a date and location based on the Committee's planning schedule.
- 6.1.2. The Committee shall give written notice to the membership, a minimum of 30 days prior to the meeting, announcing the place, date and time of the meeting.
- 6.1.3. The order of business shall be:
 - a) Reading and Approval of Minutes
 - b) Reporting of Officers
 - c) Old Business
 - d) New Business
 - e) Notice of Motions
 - f) Elections
 - g) Adjournment

Section 6.2. - Special General Meeting

- 6.2.1. The President or the Committee may convene a Special General Meeting, provided however, that the meeting shall be convened in the same manner as the Annual General Meeting as referenced in Section 6.1. and, further, that the notice of such a meeting shall include the purpose of the meeting.
- 6.2.2. The only business to be considered shall be the business stated in the notice convening such a Special General Meeting.

Section 6.3. - Committee Meetings

- 6.3.1. Committee meetings shall be convened at the call of either the President, or three (3) other Committee members, should the President refuse to do so.
- 6.3.2. The President, or in his absence, the Vice-President, shall preside at Committee Meetings.
- 6.3.3. There shall be at least two Committee Meetings each year.

Section 6.4. - Quorums

- 6.4.1. The assembly of members at any General Meeting shall constitute a quorum.
- 6.4.2. A majority of the Committee members shall constitute a quorum for a Committee meeting (4 of the seven elected Officers).
- 6.4.3. The assembly of any appointed Ad-Hoc Committee members at any Ad-Hoc Committee Meeting shall constitute a quorum.

Section 6.5. - Minutes of Meetings

- 6.5.1. Minutes of all General or Committee Meetings shall be kept in a special minute book.
- 6.5.2. The minutes of all meetings shall be made available to any member on request.
- 6.5.3. The minutes shall be in keeping with the manner recommended by parliamentary authorities.

Section 6.6. – Voting Privileges

- 6.6.1. Voting at General Meetings (Annual or Special); only eligible Voting Members, as referenced in Sentence 2.1.3., can cast a vote as follows:
 - a) On any motion at a General Meeting. A simple majority of eligible members voting decides a motion.

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- b) During an election at a General Meeting. Election voting shall comply with Sentences 4.3.7. to 4.3.10.
- c) On a special resolution motion to amend the Constitution and Bylaws. Not less than a two thirds (2/3) majority of those eligible to vote and present to do so, decides a special resolution motion.
- 6.6.2. Voting at Committee Meetings;**
- a) Confirm quorum.
- b) Only elected Officers in good standing are eligible to vote on Committee motions. A simple majority of those present decides a motion.
- c) Only elected Officers in good standing are eligible to vote on motions amending the "Appendix A, Duties for Officers of the Committee". Not less than a two thirds (2/3) majority vote of the Committee (five of the seven Officers) decides an amending motion.
- 6.6.3. Voting at Ad-Hoc Meetings:**
- a) Only appointed members and ex-officio members are eligible to vote on Ad-Hoc motions. A simple majority decides a motion.
- b) Motions are recommendations to the Committee and have no ability to change the Club's Constitution and Bylaws or Appendix.

Section 6.7. - Proxies

- 6.7.1.** Proxy or absentee voting shall not be allowed.

ARTICLE 7. - FINANCIAL

Section 7.1. - Policy

- 7.1.1.** The policy shall be that all income be applied as follows:
- a) Firstly for operating expenses;
- b) Secondly for the benefit of members; and
- c) Thirdly for the advancement of Volkssporting in British Columbia.

Section 7.2. - Membership Dues

- 7.2.1.** Annual membership dues, for a calendar year being January 1st – December 31st, shall be payable by all members except honorary members as follows:
- | | |
|--|---------|
| c) Adult being 19 years of age or older, full year | \$15.00 |
| d) After October 1 | \$ 5.00 |
| e) Child under 19 years of age | Free |

Section 7.3. - Banking

- 7.3.1.** Income from all sources shall be deposited in a general operating account at an established financial institution.
- 7.3.2.** Income received from donations and designated for a specific purpose must be used for that purpose.

Section 7.4. - Expenditures

- 7.4.1.** Expenditures shall be in accordance with Section 7.1.
- 7.4.2.** All transactions shall be itemized on the financial statements.
- 7.4.3.** Reimbursable expenses and allowances shall be paid to members in accordance with specific guidelines established by the committee.
- 7.4.4.** No monies of the Club shall ever incur to the benefit of any individual member except as reimbursement for expenses incurred.

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Section 7.5. - Audit

7.5.1. The President shall initiate annually, or upon change of Treasurer, a financial audit by a member not serving on the Committee or a non-member auditor.

ARTICLE 8. - AMENDMENTS

Section 8.1. - General

8.1.1. Amendments to the Constitution and Bylaws may be submitted by any member in good standing provided the amendment has been submitted in writing to the Committee at least fourteen (14) days prior to the Annual General Meeting at which time it will be presented for discussion and vote.

8.1.2. A request received at a later date can be acted upon only when the Committee determines it to be an urgent business item and the request is presented at the Annual General Meeting for discussion and vote

8.1.3. A late request can be acted upon when it is considered a matter of urgency by a unanimous vote of the assembly at an Annual or Special General Meeting.

Section 8.2. - Procedures

8.2.1. The Club may amend the Constitution and Bylaws by adopting a special resolution at any General Meeting by a majority of not less than two thirds (2/3) of those eligible to do so.

ARTICLE 9. - WINDING UP OR DISSOLUTION

Section 9.1. - General

9.1.1. Members may wind up the operations of the Club on the adoption of a special resolution proposing the winding up of the Club.

9.1.2. Proceeds from the liquidation of the Club's assets shall be distributed in accordance with a special resolution adopted following the adoption to dissolve the Club.

ARTICLE 10. – INTERPRETATION

Section 10.1. - General

10.1.1. In this Constitution and Bylaws and Appendix A, 'Duties for Officers of the Committee' hereafter passed, the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa.

ARTICLE 11. - RULES OF ORDER

Section 11.1. - General

11.1.1. The rules contained in "Robert's Rules of Order – Newly Revised" shall govern in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Club.

ARTICLE 12. – ADOPTION

Section 12.1. - General

12.1.1. This amended Constitution and Bylaws were adopted at an Annual General Meeting and supersede all previous Constitutions and Bylaws.

ORIGINALLY SIGNED BY:

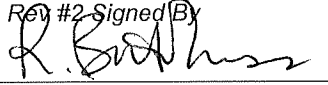
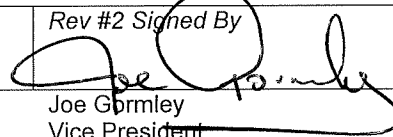
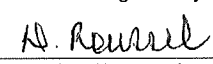
Adopted at the Annual General Meeting, **March 6, 2013**

<i>Original Signed By</i>	<i>Original Signed By</i>	<i>Original Signed By</i>
Brenda Dudfield President	Patricia Lomax Vice President/Acting Treasurer	Sandi Walton Membership Coordinator/Acting Treasurer

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Revision Number 2 SIGNED BY:

Adopted at the Annual General Meeting, **March 7, 2017**

<i>Rev #2 Signed By</i>  Rick Bortolussi President	<i>Rev #2 Signed By</i>  Joe Gormley Vice President	<i>Rev #2 Signed By</i>  Denise Roussel Treasurer
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Annual General or Special Meeting dates of Amendment to the Surrey Trekkers Volkssport Club's Constitution & Bylaws:

1. March 4, 2014	6.	11.
2. March 7, 2017	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.