

Saint John Cycling Club

Constitution & Rules

Rev.2 (Published May 2017)

1. Name

The name of the club shall be Saint John Cycling Club.

2. Objectives

The objectives of the club shall be to foster, encourage and promote all types of recreational cycling within the greater Saint John area.

3. Membership

Membership shall be open to any applicant. Those who flagrantly breach the constitution and rules of the club may be suspended or denied membership in the Saint John Cycling Club at the discretion of the executive.

4. Executive Officers

The executive officers of the club, who shall be elected each year for the term of one year at the Annual General Meeting, will be as follows:

President

Who shall direct the activities of the club and act as the chair at all meetings of the club including the executive meetings

Vice President

Who shall assist the president and assume the president's duties in the president's absence.

Secretary

Who shall record the minutes of all club meetings as well as attend to the correspondence of the club.

Treasurer

Who shall record all financial transactions of the club and be the custodian of the club bank account

MTB / Trail Building & Maintenance lead

Who shall organize and action any duties or requirements pertaining to mountain biking, Trail Building & Maintenance activities within the club.

Road lead

Who shall organize and action any duties or requirements pertaining to road cycling activities within the club.

Racing / Events / Cyclocross lead

Who shall organize and action any duties or requirements pertaining to racing, events and cyclocross activities within the club.

Youth development & programs lead

Will promote and direct the club youth program

Women's Cycling lead

Who shall organize and action any duties or requirements pertaining to getting women involved in cycling.

SJC Government Liaison

Who shall serve as a liaison between the club and governmental bodies with business directly related to and affecting cycling.

5. Management

5.1 The management of the club affairs shall be governed by the executive committee, which shall consist of the officers of the club. Club affairs are defined as the normal business of running the club within concepts laid out in the constitution, rules and records. It shall not include purchase of real property, borrowing of money or anything contrary to the objectives of the club.

5.2 The executive committee shall endeavour to meet quarterly in order to conduct club affairs. A quorum of two thirds of the elected officers is necessary. All decisions shall be based on a majority vote.

5.3 A summary of the minutes of executive committee meetings can be made available to the membership.

5.4 Officers of the committee shall account to the committee for their actions and activities in the period since the preceding meeting.

5.5 The treasurer shall open and operate a bank (or similar financial institution) account in the name of the club. Signing authorities shall be in compliance with the articles of incorporation but in any event not less than two elected officers so designated in section 4 of this constitution, one of whom shall be the treasurer.

5.6 No liability shall be incurred by any officer of the club nor shall those with signing authority have authority to pay any bill, which exceeds \$500 that has not been authorized by the executive committee as to the purpose and amount.

5.7 The executive is empowered to fill vacancies in the committee caused by the resignation or other loss of one of its member or by the failure of the AGM to elect same.

5.8 The executive shall set fees for membership in the club and for club events.

5.9 Any requests to external agencies made on behalf of the club shall be formally published on SJC letterhead and approved (written or verbal) by minimum one other executive member.

The request shall be copied to the club Secretary for official record keeping.

6. Constitutional Changes

6.1 The club constitution and rules may only be amended once a year at the Annual General Meeting with a two thirds vote in favour from the executive committee outlined in Section 4.

6.2 Any proposed changes or additions to the club constitution and rules must be published and distributed to the club members thirty (30) days preceding the Annual General Meeting or the proposed extraordinary meeting. Such publication shall be either by way of the club website or, if necessary, by email notification to each club member (with permission of the executive).

6.3 If a member in good standing is opposed to the changes proposed, they should submit a request to halt the changes in writing (submitted to the Secretary). If formal request is received by 20% of the membership in good standing prior to the Annual General Meeting, the proposed changes will not take effect

7. Annual General & Extraordinary Meeting(s)

7.1 The Annual General Meeting of the club will occur before the last day of November of each year for the purpose of electing club officers, amending the club constitution and attending to the general business of the club.

7.2 An Extraordinary Meeting shall be held either...

- a) at the behest of the executive committee or
- b) at the written request (submitted to the executive) of 10% or more of the membership in good standing.

8. General Rules

8.1 The membership year will run from January 1 through to December 31st.

8.2 All members shall take it upon themselves to actively promote the club in all aspects and shall endeavour to recruit new members.

8.3 Club members shall obey all rules of the road as laid out under the Motor Vehicle Act.

8.4 The Constitution shall be made available on the club web page for the membership to view.

Revision Record

The following is the latest revision record for this document

Rev. # Date Page Section Comments

1/2 4 o Addition of Women's section head

o Addition 1 2011/10/25 of an ATSJ Liaison

2 5.9 o New

05/2017

- | | |
|---------|---|
| Sec 4. | Delete SJC liaison with ATSJ position
Add SJC Governmental Liaison position |
| Sec 6.1 | Amend constitutional changes to be made by vote in executive and only one per year at the AGM versus general membership |
| Sec 6.2 | Amend proposal notice from 14 days to 30 days prior to AGM |
| Sec 6.3 | New section |
| Sec 8.1 | Amend membership year to be May 31 st to May 30 th . |
| Sec 8.4 | New section |