



# **Brampton Cycling Club**

## **Constitution**

Last Revised November 30, 2016

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## NAME

This organization shall be known as the Brampton Cycling Club.

## OBJECTIVES

- To encourage, conduct and promote recreational bicycling, bicycle racing and safe bicycling.
- To carry on its objectives in affiliation with the Canadian Cycling Association, the Ontario Cycling Association, and the Brampton Parks and Recreation Department.

## MEMBERSHIP

Membership is open to any person interested in the aims and purposes of the Brampton Cycling Club.

## GOVERNMENT

The government of the Brampton Cycling Club shall be vested in an Executive group. The Executive group shall consist of eight individuals, to be elected by the members of the Brampton Cycling Club. The officers of the Brampton Cycling Club shall be a President, a Vice-President Racing, a Vice-President Cyclosporitif/Touring, a Secretary, a Treasurer, Racing Assistant, Membership Secretary, Webmaster, and Events Director. (A Past-President shall also be included in organizational decision-making processes.)

The Executive group shall appoint all other officers as specified in the by-laws. The term of office for each officer shall be one year. The position of Past-President will be held only by the previous year's President. If the current President retains his/her position, then the office of Past-President will remain vacant.

Any vacancy occurring during the term of office of an Executive member shall be filled by appointment by the Executive group. A member with membership fees fully paid shall be eligible to hold an office or position of the Brampton Cycling Club.

## **ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held during the final quarter of the year, and before the Ontario Cycling Club Association Date Fixing Meeting.

The Executive Group shall give at least fifteen days notice of such meetings either in writing, or in the event of unforeseen circumstances, a telephone call.

A proxy, nomination and nomination acceptance form will be accepted.

### Procedure

- Minutes of the last Annual General Meeting
- Reports of all the Executive of the Brampton Cycling Club
- Election of the new Executive
- Voting on the amendments to the Constitution or the By-Laws
- New business

## **MEETINGS**

The Executive group shall meet as requested by either the President, or the Vice-President Racing, or the Vice-President Cyclosporitif/Touring.

## **COMMITTEES**

The Vice-President Racing shall form, if necessary, a committee to discuss and plan racing activities. This committee shall be called to meet as deemed necessary by the Vice-President Racing.

The Vice-President Cyclosporitif/Touring shall form, if necessary, a committee to discuss and plan touring activities. This committee shall be called to meet as deemed necessary by the Vice-President Cyclosporitif/Touring.

Committee chairpersons shall be responsible and report to their particular Vice-President.

## AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The constitution and by-laws may from time to time be changed or amended. No changes or amendments shall be in force or acted on until ratified by the members at a special meeting or at the Annual General Meeting of the Brampton Cycling Club.

## EXECUTIVE DUTIES

### a) **President**

The President shall preside at all meetings of the Brampton Cycling Club and the Executive meetings. The President may fill temporarily any vacancy in any office or committee until a new member can be appointed for the remainder of the term of office. The President shall exercise a general overview of the affairs of the Brampton Cycling Club and shall be ex-official member of all committees.

### b) **Vice-President Racing**

The Vice-President Racing, in the absence, incapacity, or resignation of the President, shall be the acting President. The Vice-President Racing shall, with his/her Racing Assistant and/or appointed committee, plan and organize all racing activities promoted by the Brampton Cycling Club, such as time-trials, road races, and criteriums.

### c) **Vice-President Cycloportif/Touring**

The Vice-President Cycloportif, in the absence, incapacity, or resignation of both the President and the Vice-President Racing, shall be the acting President. The Vice-President Cycloportif/Touring shall, with his/her Tour Leaders and/or committee, plan and organize all recreational cycling activities, and report to the Executive and the membership on past and future activities.

### d) **Secretary**

The Secretary shall record the minutes of each meeting and assist with any secretarial tasks of the club when possible.

### e) **Treasurer**

The Treasurer shall be responsible for the financial status of the Brampton Cycling Club. The Treasurer shall deposit all monies received in a reliable banking company and issue all payment (cheques), in the name of the Brampton Cycling Club.

**f) Racing Assistant**

The Racing Assistant shall support and work with the Vice-President Racing in planning and organizing all racing activities of the club.

**g) Membership Secretary**

The Membership Secretary shall assist the Treasurer in all matters pertaining to the club membership applications.

**h) Webmaster**

The webmaster will maintain the Brampton Cycling Club web site in order to keep the membership and the cycling community at large apprised of information, scheduling events and activities of interest.

**i) Events Director**

The events director will plan and organize in-season and off-season club activities including but not limited to: the annual banquet, annual bike shows, Spring and Autumn road clean-up, Club Picnics, Fun Days, Family Days and other social events with the assistance of the executive body and other club members.

**BY-LAWS**

1. Annual membership dues shall be ratified at the Annual General Meeting
2. Membership
  - a. Single memberships shall apply to any person eighteen years of age or older.
  - b. memberships shall apply to any person seventeen years of age or younger.
  - c. Family memberships shall apply to any parent or guardian and/or members of the same family.
3. Termination of Membership
  - a. The interest of a Member in the Corporation is not transferable and lapses and ceases to exist:
    - i. When the Member's period of membership expires;
    - ii. If the Member resigns in writing, in which case the resignation shall be effective from acceptance thereof by the Executive, provided that such Member shall remain liable for payment of any outstanding membership dues levied or which became payable by the Member to the Club prior to such person's resignation;
    - iii. If the Member dies;
    - iv. If a Member is expelled by resolution of the Executive, provided that such expulsion is done in good faith and in a fair and reasonable manner.
  - b. For the purposes of paragraph 3(a)(iv), an expulsion is fair and reasonable if,
    - i. A Member is given at least fifteen (15) days' notice of the expulsion with reasons; and
    - ii. The Member is given an opportunity to be heard by the Executive, orally or in writing, not less than five (5) days before the expulsion becomes effective.
4. Quorum needed for voting shall be 1/10th of the total membership.
5. Voting Rights: Any member thirteen years of age or over shall be entitled to cast one vote at every Annual General Meeting or any meeting where a matter is brought to a vote.
6. Monies
  - a. A time limit of one month shall be set for all monies to be received by the Treasurer from the time another member receives the monies.
  - b. Executive member shall not spend in excess of one hundred dollars of club monies without the approval of at least two other Executive members.