

Ottawa Voyageurs Walking Club

Le club de marche des Voyageurs d'Ottawa



CONSTITUTION

and

BY-LAWS

12 FEBRUARY 2002

(Amended 11 February 2004)

(Amended 9 February 2014)

(Amended 15 February 2020)

(Amended 24 April 2021)

FOREWORD

The *Ottawa Voyageurs Walking Club* (OVO) is associated with the Canadian Volkssport Federation (CVF) and in turn, the International Federation of Popular Sports (IVV).

The *Ottawa Voyageurs Walking Club* is the result of the amalgamation of two pre-existing clubs: Club Volkssport Orléans and the Rockcliffe Rovers Volksmarch Club which took place on October 1, 2001.

Ottawa Voyageurs Walking Club

Le club de marche des Voyageurs d'Ottawa

CONSTITUTION and BY-LAWS

NAME

1. The name of the organization shall be known as the ***Ottawa Voyageurs Walking Club – Le club de marche des Voyageurs d'Ottawa***, in short, Ottawa Voyageurs d'Ottawa, (OVO), herein after referred to as “the Club”.

OBJECTIVE AND PURPOSE

2. The objectives of the Club shall be to promote fun, fitness and friendship; to permit all participants to share the mental, physical and social benefits of non-competitive exercise within the City of Ottawa and its surroundings; with a long-term objective of having an Ottawa-wide club to match the City of Ottawa boundaries; and to reflect the official bilingual status of both of Canada’s official languages.
3. The Club, being a not-for-profit association, is established for the following purposes:
 - a. to organize a program of walking and other IVV approved events such as snowshoeing, swimming, skating, cycling and cross-country skiing;
 - b. to assist in the development of trails for community service; and
 - c. to support the concepts of the CVF and IVV.

The monies received by the Club shall be used to cover club operating expenses, to promote the above purposes and to the benefit of the membership. Nothing precludes the Club to donate surplus funds to worthwhile local charities.

MEMBERSHIP

4. The categories of membership are as follows:
 - a. Regular Members are those members who have paid their dues for the current calendar year and whose names appear in the Club records, (herein after referred to as “members”). Regular family membership includes both partners of a family. (Any child under 18 of their immediate family, residing at the same mailing address, is considered a family member, if so registered.) Regular membership entitles the member to receive the Club Newsletter, participate in Club activities and benefits and to vote at general meetings. Family member has no right to vote.⁽²⁾

(2) Amended 9 Feb 14

- b. Honourary Members are those members appointed by the Executive Committee. They have the same privileges as regular members but pay no annual fee, have no voting privileges and may not hold elected offices.
- c. Life Members are, any Regular Member, who as a result of services rendered, and upon reaching:
 - (1) 75 years of age, or (2) the number 75 by adding age of the regular member with the number of full years of service to our Walking Club, and after initiation by or submission to and approval of the Executive Committee. Life members have the same privileges as regular members but pay no annual fee and must complete the Club Membership Application Form annually, to maintain current, the Club members' records. ⁽¹⁾

Each member is expected to volunteer some of his/her time to assist in the operation of the Club.

HOUSE RULES

- 5. The Club shall conduct all of its activities in both of Canada's official languages to the extent that this is practicable.
- 6. All activities of the Club are conducted according to the Roberts Rules of Order except where provided for under its constitution or bylaws.
- 7. The Club will annually ensure that a representative attends the CVF Annual General Meeting and will cover reasonable expenses for the attendance of in-person meetings, to the extent that funds are available.

SUBSCRIPTION

- 8. There shall be a subscription of an annual fee to belong to the Club. Regular Members will vote each year on such a fee during the Annual General Meeting.

ANNUAL GENERAL MEETING AND GENERAL MEETINGS

- 9. The Annual General Meeting (AGM) shall be held in the month of April. Because of the importance of the Annual General Meeting, the President shall personally ensure that a specific time and place are set and that notice of the meeting is sent to each of the Regular Members and posted on our website in enough time to ensure maximum attendance. Without limiting the generality of what follows, the following subjects will be dealt with at the AGM: presentation of financial statement, election of officers, and approval of the budget, membership fee and general club business. ⁽³⁾

(1) Amended 11 Feb 04
(3) Amended 15 Feb 20

10. A general meeting can be called by the President at any time and must be called within 60 days, when requested in writing, by not less than five regular members.

11. Members must be notified by E-mail or mail, in advance, of general meetings.

QUORUM

12. The assembly of regular members present at any general meeting shall constitute a quorum, regardless of the number.

EXECUTIVE COMMITTEE MEETINGS

13. Executive Meetings will be held at least 8 out of the 12 months of the calendar year, or as often as required. Each member of the Executive Committee has a vote in the Club Executive Committee Meetings with the exception of the President who may only vote in the case of a deadlock. The members present constitute a quorum, regardless of the number.

EXECUTIVE COMMITTEE

14. The routine business of the Club will be conducted by an Executive Committee. Members of the Executive Committee shall be elected at the Annual General Meeting from the regular membership of the Club and shall normally serve for two consecutive years in the position to which they were elected. Members may be extended yearly as required, if so willing, with the vote of the regular membership at the AGM. The Executive Committee shall be responsible to the Club for the overall management of Club business. Honourary Members are not eligible to vote or serve on the Executive Committee.

15. The Executive Committee shall be composed of:

- a. the President;
- b. the Vice-President;
- c. the Secretary;
- d. the Treasurer;
- e. the Membership Coordinator;
- f. the Publicity Coordinator;
- g. the Trail Coordinator,
- h. the Communications Coordinator; and
- i. the Volunteer Coordinator.

TRAIL COMMITTEE

16. A standing committee named "Trail Committee" can be established by the Trail Coordinator, consisting of the Trail Coordinator as Chairman and as many regular club members as deemed necessary by the Trail Coordinator.

17. The Trail Committee shall select the route and facilities for all the OVO events and Permanents Trails (PTs) walks. It shall also approve the locations and arrange facilities for Club recreational and guided/map walks and marathon.

SUBCOMMITTEES

18. Subcommittees may be created by the Executive Committee for permanent and/or recurring activities including, but not limited to, social activities and special events. ~~and~~ Accountability and leadership of the subcommittee would be assigned to the most suitable member of the Executive Committee.

OTHER COMMITTEES

19. Other committees may be created, on the initiative of any member with the approval of the Executive Committee, for specific and/or temporary tasks.

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE AND CLUB OFFICERS

20. The Executive Committee, through the President, shall be tasked with the enforcement and application of the Club Constitution and Bylaws in accordance with the Canadian Volkssport Federation Policies, Rules and Regulations. The Club Officers are: the President, Vice-President, Secretary and Treasurer.

PRESIDENT

21. The specific responsibilities of the President are to:
- a. carry out all responsibilities normally expected of the position;
 - b. prepare the agenda for Executive and Annual General meetings;
 - c. chair all Club Executive and General Meetings;
 - d. be ex-officio member of all club committees;
 - e. provide information and general support at events;
 - f. monitor progress in the preparation of all events;
 - g. have overall responsibility for the conduct of all events;
 - h. represent the Club on CVF or other matters; and
 - i. manage the affairs of the club.

VICE-PRESIDENT

22. The specific responsibilities of the Vice-President are to:
- a. prepare annual budget;
 - b. assist the President; and

- c. assume the duties of President when necessary.

SECRETARY:

23. The specific responsibilities of the Secretary are to:

- a. process all Club correspondence on behalf of the President;
- b. record a set of minutes of all official meetings of the Club and of the Executive Committees. The minutes are to be signed by the Secretary and the President;
- c. prepare and distribute notification of club meetings;
- d. maintain a multi-purpose administrative database; and
- e. maintain the club's records.

TREASURER

24. The specific responsibilities of the Treasurer are to:

- a. process all financial transactions for the Club;
- b. prepare a monthly statement of all transactions of the past month for each Executive Committee Meeting;
- c. deposit receipts in the Club bank account;
- d. maintain accurate financial records;
- e. disburse payments for club expenses;
- f. prepare annual financial reports;
- g. assist the Vice-President with annual budget preparation; and
- h. present a financial statement and budget to the Annual General Meeting.

MEMBERSHIP COORDINATOR

25. The specific responsibilities of the Membership Coordinator are to:

- a. maintain a current membership list including names, addresses, phone numbers, email addresses, type of membership, renewal date, birthday and availability for volunteer work;
- b. provide all necessary material at club activities and events to recruit new members;
- c. collect membership fees for deposit with the treasurer;
- d. plan and conduct membership drives;
- e. prepare and circulate membership renewal notice and reminders to the members at the end of each calendar year; and
- f. draft the OVO annual membership fee motion for its submission and approval at the OVO AGM.

PUBLICITY COORDINATOR

26. The specific responsibilities of the Publicity Coordinator are to:

- a. promote our Walking Club activities in the community;
- b. disseminate information on all major club events to the local media such as, but not limited to, newspapers, radio stations and TV channels, and relying on free electronic postings where available and feasible;
- c. publicize club events wherever appropriate;
- d. organize club displays at community events; and
- e. maintain records of contacts useful to the club.

TRAIL COORDINATOR

27.

The specific responsibilities of the Trail Coordinator are to:

- a. chair the Trail Committee;
- b. arrange CVF sanctions for Club events and PTs;
- c. meet deadlines with respect to publication of Club events and PTs on the CVF Website, as established in the Dates and Deadlines document produced by the CVF;
- d. ensure that copies of our event publications are available at each and every one of our club events for publicity and distribution;
- e. maintain a current listing of OVO events and PTs;
- f. assign a contact person for each event and PTs;
- g. manage the Club events and PTs walks;
- h. report results of Club events and PTs to sanctioning authority; and
- i. supervise Trail Operations at all OVO events and Permanent Trails (PTs) walks.

COMMUNICATIONS COORDINATOR

28. The specific responsibilities of the Communications Coordinator are to:

- a. facilitate and put in place means of communications accessible to our membership and the public about information on our Club and its activities;
- b. establish, operate and update a website for the Club;
- c. create, manage and update a Club Facebook page;
- d. with the assistance of the Club Executive, create and publish documents that can be printed or distributed by electronic means or posted on the Club website, that provide information about our walking club, social activities, walking events and other activities (i.e., Bus Trip, etc.) to members and the public.
- e. produce "Voyageur" newsletters and communiqués, that provide updates on activities, achievements and future events and activities, for distribution to members.

VOLUNTEER COORDINATOR

29. The specific responsibilities of the Volunteer Coordinator are to:
- a. recruit and coordinate volunteers to assist with Club events;
 - b. maintain a Volunteer Book of the names and contact information of volunteers assigned to activities such as, but not limited to, pre-walking the routes, working at the registration desk and occasionally taking care of the food at certain events;
 - c. have the Volunteer Book accessible, as much as possible, to the membership for consultation and to sign-up for volunteer activities;
 - d. send a reminder to all the volunteers few days before the event as confirmation;
 - e. prepare a report on the volunteers as a record reference for the annual Volunteer Appreciation Day and be the coordinator of such event when hosted by our Club.

DELEGATION

30. In addition, the President will delegate each of the following responsibilities to the member of the executive committee most suited:
- a. maintain a stock of CVF supplies for sale at events;
 - b. maintain a stock of club supplies for sale at events;

ELECTION OF OFFICERS AND EXECUTIVE MEMBERS

31. The procedures for election of the Club Executive shall be as follows:
- a. election of the Executive Committee will be conducted at the Annual General Meeting;
 - b. nominations will be submitted from the floor and the simple majority vote method will be used; and
 - c. should a member of the Executive Committee be forced to relinquish a position prior to the end of their term of office, a replacement shall be appointed by either the Club President or the Executive Committee. The date of expiry of the term of office of the replacement shall be the same as the original expiry date for the office.

VOTING

32. Regular members each have a vote in the club general meetings with the exception of the President who may only vote in the case of a deadlock.
33. Honourary members are not entitled to vote.
34. All constitutional issues to be voted on will be decided by a simple majority vote at a General Meeting.

FINANCES

35. All financial transactions will be carried out by the Executive Committee. All extraordinary expenditures outside those of the operation and registration of events will be voted upon at a General Meeting preceding the expenditure of funds.
36. The club will conduct its financial transactions from a registered financial institution. Signing authority for cheques will be any two of the President, Vice-President and Treasurer or by any other member of the Executive Committee if required by the circumstances and approved by the Executive Committee.
37. The club fiscal year shall be 1 January to 31 December. An operating budget shall be tabled for approval at the Annual General Meeting.
38. The executive committee will provide a financial report annually to the general membership.
39. Surplus monies acquired through walks or other regular club activities may be disbursed to appropriate community agencies selected by the Executive Committee and approved at a general club meeting.
40. In the event of dissolution, all funds or assets of the Club remaining after all debts have been paid, shall be turned over to an organization that has similar aims of the Club (or to the Canadian Volkssport Federation).

RULES AND REGULATIONS TO SUPPLEMENT THE CONSTITUTION

41. The Constitution and Bylaws of the Club may be amended as follows:
 - a. Changes may only be considered at the Annual General Meeting of the Club, or other General Meetings called especially for this purpose; and
 - b. Notice of motion must be in the hands of the Secretary 30 calendar days prior to the meeting. The Secretary shall mail notice of the meeting to each of the Regular members in good standing as of the last scheduled General Meeting.
42. This Constitution and Bylaws shall form the general code of this Club, and it may not be altered, added to, or amended in any way except through the above procedure.