

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 Membership #4 a.)

FOREWORD

The *Ottawa Voyageurs Walking Club* 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, herein after referred to as “the Club”.

OBJECTIVE AND PURPOSE

2. The objective 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 in the entire Ottawa area and surroundings with a long term objective of having an Ottawa-wide club to match the new City of Ottawa boundaries as well as reflect the official bilingual status of both of Canada’s official languages.
3. The Club, being a non-profit organization, is established for the following purposes:
 - a. to organize a program of walking and other IVV approved events such as 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 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. 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.

- b. For services rendered, any regular member may be admitted to life membership status upon reaching:
 - (1) 75 years of age, or (2) the number 75 by adding up age of the regular member with full years of service to volkssporting, 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 fill the Club Membership Application Form annually, in order 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 send a representative to the CVF Annual General Meeting and cover expenses for same to the extent of available funds and that the are reasonable.

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 February. 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 mailed to each of the Regular Members in sufficient 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.
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

¹ Amended 11 Feb 04

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 10 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 for a third year 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; and
- g. the Trail Director.

TRAIL COMMITTEE

16. A standing committee named "Trail Committee" can be established by the Trail Director, consisting of the Trail Director as Chairman and as many regular club members as deemed necessary by the Trail Director.
17. The Trail Committee shall select the route and facilities for the annual IVV Volksmarches. 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 such as but not limited to social activities, special events and Website and would be assigned for accountability 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.

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 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 the agenda for Club General Meetings;
 - d. prepare and distribute notification of club meetings;
 - e. maintain a multi-purpose administrative database; and
 - f. 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 an audited financial statement to the Annual General Meeting.

MEMBERSHIP COORDINATOR

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

- a. maintain current membership list of names, addresses, phone and fax numbers and e-mail addresses;
- b. provide all necessary material at each event in order to recruit new members;
- c. collect membership fees for deposit with the treasurer;
- d. plan and conduct membership drives; and
- e. administer all aspects of the membership card.

PUBLICITY COORDINATOR

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

- a. promote our club and volkssporting in the community;
- b. disseminate information on all club events to the local media and the Ottawa-Carleton Hotline;
- c. ensure that all our event brochures are available for at least the Ottawa-Carleton event preceding the next club event;
- d. publicize club events where appropriate;
- e. organize club displays at community events; and
- f. maintain records of contacts useful to the club.

TRAIL DIRECTOR

27. The specific responsibilities of the Trail Director are to:

- a. chair the Trail Committee;
- b. arrange CVF sanctions for Club events;
- c. meet deadline with respect to publication of Club events in IVV World Book and CVF Footpath/Sentiers;

- d. report results of Club events to sanctioning authority; and
- e. direct Trail Operations at the annual Club Volksmarches, walks and Marathon.

DELEGATION

28. In addition, the President will delegate each of the following responsibilities to the member of the executive committee most suited:
- a. maintain a current listing of upcoming IVV events;
 - b. contact person for event information;
 - c. maintain a stock of CVF supplies for sale at events;
 - d. manage the club stock of sale items and supplies;
 - e. manage the club Year Round Events;
 - f. prepare the club Newsletter; and
 - g. recruit and coordinate volunteers to run events.

ELECTION OF OFFICERS

29. 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. nomination 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 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

30. 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.
31. Honorary members are not entitled to vote.
32. All constitutional issues to be voted on will be decided by a simple majority vote at a General Meeting.

FINANCES

33. 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.

34. 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.
35. The club fiscal year shall be 1 January to 31 December. An operating budget shall be tabled for approval at the Annual General Meeting.
36. The executive committee will provide a financial report annually to the general membership.
37. Surplus monies acquired through Volksmarches or other regular club activities may be disbursed to appropriate community agencies selected by the Executive Committee and approved at a general club meeting.
38. 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

39. 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.
40. 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.