

Horizon 100 Cycling Club Club Constitution

Article 1- NAME

Section 1

This organization shall be known as “The Horizon 100 Cycling Club”, hereafter known as “the Club”.

Section 2

“The Club” is recognized as a non-profit corporation with the Province of Saskatchewan as “The Horizon 100 Cycling Club Inc”. The Club’s fiscal year runs from November 1st to October 31st.

Article 2 - PURPOSE

Section 1- Vision Statement

To provide the most positive experience possible to the Saskatoon road biking community.

Section 2 - Mission Statement

The Horizon 100 Cycling Club exists to develop and enhance road biking opportunities for cyclists at various ability levels in the community of Saskatoon.

Section 3 - Core Values

In order to achieve our vision we will:

- respond to the changing needs of the members,
- practice responsible stewardship of Club funds,
- respect all cyclists in the community,
- respect the environment,
- provide a fun, welcoming environment for all cyclists,
- provide an environment for safe cycling.

Section 4 - Core Strategies

To achieve our vision, our core strategies are to:

- provide appropriate and consistent programming,
- communicate with members,
- meet financial objectives,
- promote the Horizon 100 Cycling Club,
- provide support for members,
- educate and assist members in responsible cycling,
- practice safe cycling,
- provide the opportunity for technical skill development.

Section 5 - Core Actions

To achieve our vision, our core actions are to:

- start all rides, events, and socials at the published start time,

- ride against the wind for the first half of the ride and with the wind on the return ride,
- ride in groups that best represent the abilities of the participants.

Article 3 - AFFILIATION

Section 1

The Club is affiliated with the Saskatchewan Cycling Association, hereafter referred to as the SCA, and the Canadian Cycling Association. The Club has agreed to abide by the rules and regulations of both organizations.

Article 4 - MEMBERSHIPS

Section 1

No person shall be refused membership or any member discriminated against because of race, sex, age, religion, political affiliation, handicap, or sexual orientation.

Section 2

Membership is open to all Saskatchewan residents interested in cycling. As the Club is an SCA affiliated club, members must join the SCA as well as the Club.

Section 3

Membership in The Horizon 100 Cycling Club expires on December 31 of each year, in conjunction with the SCA membership expiration.

Section 4

Membership may be revoked for violations of the statutes of this constitution, for behaviour at Club or SCA events that is contrary to the guiding principles of either organization, for misrepresenting the Club or the SCA or for other actions deemed unfit by the entire executive of the Club.

Article 5 - EXECUTIVE OFFICERS

Section 1

The Club executive shall be composed of the following officers: a President, a Vice-President, a Secretary, a Treasurer, a Race Coordinator, a Statistician, a Special Events Coordinator, a Communications Coordinator, a New Members Coordinator, and a Past President.

Section 2

The President, Vice-President, Secretary, and Treasurer will be listed as the official Directors of the Club to comply with the Club's registration as a non-profit corporation. Therefore, to hold one of the above positions the candidate must be a member in good standing with the Horizon 100 Cycling Club and the SCA. The member must be 18 years of age. In accordance with the Non-Profit Corporations Act, 1995, any member who has been found to be of unsound mind by a court in Canada or elsewhere, or who has a status of bankrupt, is automatically disqualified from being a director. In addition to this, to serve as President, it is recommended that the candidate must have held a position on the Club's executive for a period of at least one year.

Section 3

The Club executive will be elected at the Annual General Meeting (AGM). Members must be present to be nominated, or have named a proxy prior to the AGM. Voting will be done by secret ballot. In the event of a tie, a second vote will be held, excluding those nominees who were not in the tie. The same procedure will be followed for subsequent ties, until a winner is chosen.

Section 4

In the event that an executive position is not filled at the AGM, said positions may be filled at a later date following the procedures, outlined in Article 8, Section 4 of this document, for replacing an executive officer.

Section 5

An officer's term lasts for approximately one year, from one Annual General Meeting to the next. An executive officer may not hold the same position for more than three years consecutively. A person may serve in one position for three years, then move to a new position, or may serve three years in one position, take one year off, and then hold their previous position again.

Article 6 - DUTIES OF THE EXECUTIVE OFFICERS

Section 1

The executive is responsible for handling the day-to-day business of the Club, organizing Club events and managing the Club resources. The executive will at all times abide by the principles and procedures laid out in this constitution. The executive will always act with the best interests of the Club in mind, and always consider the vision and mission statements of the Club.

Section 2

The Club operates as a registered non-profit corporation. The directors of the Club (President, Vice-President, Secretary, and Treasurer) are responsible for ensuring that the corporation remains in good standing, that annual returns and other required documents are submitted to the appropriate parties on time. The fiscal year runs from November 1st to October 31st. Executive Director Reports are to be submitted by November 5th to the President.

Section 3

All officers have the following duties in their job descriptions:

- Provide support and assistance to all executive members.
- Promote the Club and the sport of cycling.
- Help all members enjoy their time spent with the Horizon 100 Cycling Club and welcomed as part of the Club.
- Handle questions and concerns from members.
- Attend all executive meetings and the Horizon 100 Cycling Club Annual General Meeting.

Section 4 -President

The specific duties of the President are:

- Call and chair regular Horizon 100 Cycling Club Executive meetings.
- Call and chair the Annual General Meeting.
- Help publicize the Club and club sponsored events.

- Ensure that the Club is operating according to its principles.
- Ensure that the Club, and its corporate status, remains in good standing, that annual returns and other required documents are submitted to the appropriate parties on time.
- Represent the Club at the SCA level (Board of Directors meetings, AGM, etc.)
- Secure funding from the SCA and other sources.
- Provide guidance and direction to all the executive members.
- Solicit sponsorship opportunities for the Club.

Section 5 - Past President

The specific duties of the Past President are:

- Provide council to the executive.
- At the AGM act as the scrutineer for the election of officers.

Section 6 - Vice-President

The specific duties of the Vice-President are:

- Assist the President with all duties including meetings, functions and projects.
- Assist members in finding information regarding coaching.
- Promote the Club and all of its functions.
- Act as an ambassador of the Club and the SCA on all occasions.
- If club events require a phone call to club members, the vice president is responsible for organizing volunteers to phone members.
- Manage the Club inventory of merchandise.
- Assist the President in securing club sponsorship.

Section 7 - Secretary

The specific duties of the Secretary are:

- Take notes/minutes during meetings.
- Have available a copy of the last meetings minutes for the next meeting.
- Maintain a binder of all the minutes and meetings for the year, as well as reports submitted by the treasurer and any other pertinent official Club correspondence.

Section 8 - Treasurer

The specific duties of the Treasurer are:

- Create and maintain Financial Statements. Keep track of Income/Expenses for the Club.
- Create Financial Proposals for the Club.
- Prepare Membership Assistance Program (MAP) grant applications.
- Prepare Annual Financial Report to send to Saskatchewan Justice.
- Ensure that all required reports (i.e. Incorporation form and fees) are submitted to Saskatchewan Justice by September 5th of each year to maintain status as a non-profit organization.
- Present the yearend financial statement to the membership at the AGM.

Section 9 - Special Events Coordinator

The specific duties of the Special Events Coordinator are:

- Gather volunteers to assist with the organization and running of Club events.

- Chief organizer of the fall Harvest Century 100 mile event.
- Plan and organize club socials.
- Assist with the annual social aspects of the Horizon 100 Cycling Club.

Section 10 - Communications Coordinator

The specific duties of the Communications Coordinator are:

- Keep the Club website up to date including information about club activities, special events, and notes of interests for cyclists.
- Find a qualified web master to perform technical maintenance of the website.
- Ensure that information that needs to be sent to the Horizon 100 Cycling Club List via email is sent out.
- Ensure that the Horizon 100 Cycling Club List used to send email is up to date.
- Ensure the SCA is notified in advance of all organized Club events.
- Coordinate distribution of information to all Club members as required by email.

Section 11 - Race Coordinator

The specific duties of the Race Coordinator are:

- Inform members of upcoming events either by the Club or by other organizations.
- Publicize the results of Club members in race events.

Section 12 - Statistician

The specific duties of the Statistician are:

- The statistician will take attendance at each ride.
- Submit the mileage standings to the web site for regular publication.

Section 13 - New Members Coordinator

The specific duties of the New Members Coordinator are:

- To gather volunteers from the membership to oversee new riders who may require aid throughout the riding season.
- Be responsible for and arrange the Road Ready Boot Camp(s) and Veteran Boot Camp(s) and find a qualified person to carry out these training sessions.
- Be responsible to oversee the operation of the Monday Night Women's Rides including finding a qualified female coach to conduct the Monday Night Women's Ride.
- Update the Horizon 100 Cycling Club brochure to include new information about the executive and any other additional information about club activities. This should be done by the end of March each year. Approximately 200 copies of the brochure should be made.
- Ensure that all the bike stores in Saskatoon have copies of the brochure in their store by the middle of March. It may be necessary to check again in July to see that the stores still have brochures.
- Ensure that posters pertaining to club activities are posted at stores and places that will allow them.

Section 14

The executive is responsible for the recruitment of people for specific programs when it is deemed necessary. Examples of such positions include the Golden Triangle and The Half Moon events.

The executive is empowered to dispense grants and honorariums to people and programs if the financial state of the Club allows.

Article 7 - MEETINGS

Section 1

The executive will meet as required, at a time and location mutually acceptable to its members. The President will preside over meetings. Any member not able to attend should send their regrets in advance.

Section 2

The quorum for the executive shall be six of the committee members, with at least one of President, Vice-President or Secretary or Treasurer present.

Section 3

The Club will hold an Annual General Meeting (AGM) each November. All members will be notified of the meeting no less than one month prior. The President will preside over the meeting. Members unable to attend may transfer their vote by proxy to another member of the Club. This will be done by a proxy form available by request from the President or from the Club website. The proxy form should be filled out and presented to the President at the AGM, before the official opening of the meeting.

Section 4

The Secretary will keep minutes of all executive meetings and the AGM. These minutes will be provided to all executive members, and are available to the general membership upon request.

Article 8 - REMOVAL OF OFFICERS

Section 1

In the event that an officer is not fulfilling the noted duties of the position, a petition to remove may be submitted in writing to the executive. The petition will be brought up at the next executive meeting where discussion of the petition and a vote will be held.

Section 2

To hold a vote at least seven members of the executive must be in attendance. The vote will be held by secret ballot, with one officer receiving one vote. Proxy votes will not be allowed. An executive officer of the Club may only be removed by a two-thirds majority vote.

Section 3

In the event an officer cannot fulfill his/her duties and wishes to resign, he/she may resign by submitting a formal written resignation to the Club President and/or one of the directors.

Section 4

If an executive position becomes vacant during the year, due to removal or resignation of an officer, the executive may temporarily assign the duties to another officer, or divide the duties between several officers. If there is more than 60 days until the AGM, notice of the vacancy shall be provided to the general membership by the executive. Nominees must be submitted within 10 days

of the notice. In the event of multiple nominees for the position, the names will be written on paper, put into a hat and one name will be drawn. The person whose name was drawn will assume the vacant position from that date until the next AGM.

Article 9 - CONSTITUTIONAL AMMENDMENTS

Section 1

Amendments to the constitution shall be presented to a member of the executive in writing at least two weeks prior to the Annual General Meeting. Announcement of the proposed amendment must be presented to the general membership at least one week prior to the Annual General Meeting.

Section 2

Amendments to the constitution will be put to a vote at the Annual General Meeting. An amendment will be incorporated into this constitution if it is passed by a two-thirds majority vote. The vote will be conducted by secret ballot.

Amendments will be submitted with the form in Appendix A

Appendix A - Proposed Amendment to the Horizon 100 Cycling Club Constitution

I name of member propose that the Horizon 100 Cycling Club Club Inc. constitution be amended as follows:

 Addition (This amendment adds to the existing constitution.)

 Modification (This amendment changes the text of the existing constitution.)

 Deletion (This amendment removes text in the existing constitution.)

Example

I John Doe propose that the Horizon 100 Cycling Club Inc. constitution be amended as follows:

 Addition (This amendment adds to the existing constitution.)

X *Modification (This amendment changes the text of the existing constitution.)*

 Deletion (This amendment removes text in the existing constitution.)

Article 6, Section 3 should be amended so that all Horizon 100 Cycling Club executive members have the following included in their job descriptions: Wear some article of Horizon 100 Cycling Club clothing at the Annual General Meeting.