

## **By-Laws for the Deep River Cross Country Ski Club (DRXC)**

### **Article I: Name**

This organization shall be known as the Deep River Cross Country Ski Club or the DRXC.

### **Article II: Eligibility**

All people who are interested in cross country skiing are eligible to be members.

### **Article III: Object of the DRXC**

The DRXC will promote and support the recreational, competitive and touring aspects of cross country skiing.

### **Article IV: Executive and Elections**

- i) The Executive of the DRXC shall be President, Vice-President, Treasurer, Secretary, Membership Secretary and Past President. Only executive members may vote at executive meetings. Executive members may not vote on any motion that involves them in a financial conflict of interest.
- ii) The Executive shall be elected annually for a term of one (1) year at the Annual General Meeting, by a plurality vote of members participating in a hand count vote. The Executive shall serve until their successors are elected at a General Meeting, and qualified, at which time, all monies, official records and documents, and all property belonging to the club shall be turned over to such successors.
- iii) The Executive shall be supported by such committee chairs as Trail Coordinator, Jackrabbit Head Coach, Jackrabbit Coordinator, Junior Racing Coach, Publicity chair, Silver Spoon Ski Fest chair, Head Groomer, Adult Instructor, Chalet Maintenance chair, and any others who are required to operate the club efficiently. These positions shall be filled by appointment (Article V).

Committee chairs may organize committees of the membership to assist them.

**Article V: Executive Duties**

**President**

The President shall:

- a) chair all meetings, preserve order and decide all questions of order;
- b) have the right to vote on all motions and at all elections, and, when the members are equally divided, shall have the deciding vote;
- c) ensure that these by-laws are followed;
- d) provide general direction for the club and deal with issues as they arise;
- e) represent the club in dealings with external organizations;
- f) appoint all committee chairs and determine their duties (with input from the incumbents), subject to approval by majority vote of the executive;
- g) in the event of a vacancy occurring in any of the elected offices, appoint a DRXC member to fill such vacancy until a successor has been elected at the next General Meeting;
- h) perform other duties that the membership may assign.

**Vice President**

The Vice President shall:

- a) assist the President in the discharge of his duties and, during his absence, shall perform the duties of the President;
- b) in the event that a vacancy occurs in the office of the President, act as President for the unexpired term.

**Treasurer**

The Treasurer shall:

- a) receive all money due to the club and deposit it into a club bank account;
- b) keep accurate accounts of the club finances, and at all times have the books open for examination by the members;
- c) make a financial report to the Annual General Meeting, and at other times to the executive, if requested;
- d) issue receipts when necessary, and pay all expenses in a timely manner;
- e) assist in recording and maintaining a membership record if a membership secretary is not available.

## **Secretary**

The Secretary shall:

- a) retain all correspondence directed to the club and report to the Executive all communications that require attention;
- b) take minutes at all meetings, distribute these minutes to the executive and make the minutes available to any member of the club who requests them.

## **Membership Secretary**

The Membership Secretary shall:

- a) maintain an accurate membership list, which may include updating the membership process at the beginning of each season and providing relevant information to Cross Country Canada or to any other organization of which the DRXC is a part;
- b) work closely with the treasurer to ensure that all dues are paid;
- c) ensure that personal information provided by club members, is used only for matters pertaining to the operation of the club and will not be shared otherwise.

## **Past President**

The Past President will share his experience with other club executives in the day-to-day running of the club, and may take on special projects.

## **Article VI: Signing Authority and Fiscal Year**

- i) All withdrawals from the bank shall require two signatures.
- ii) The President and Treasurer shall be two of the signatories. A third elected member shall be an additional signatory in the event that the President or Treasurer is not available. This person shall be designated by the executive.
- iii) Cheques payable to one signatory shall be signed by the other signatories.
- iv) The fiscal year shall begin on August 1.

**Article VII: Meetings, Membership and Dues**

- i) The club will hold an Annual General Meeting in the spring of each year at a time and location set by the President. The date of the meeting will be announced publicly at least two weeks in advance.
- ii) On receipt of a written request signed by ten (10) members of the club, a General Meeting shall be called during the months of December, January, February or March. The date of the General Meeting will be announced publicly at least two weeks in advance.
- iii) The annual membership dues shall be set by the executive.
- iv) A member shall pay his annual membership dues on or before December 31. The executive reserves the right to accept dues beyond this date should circumstances require it.

**Article VIII: Additions and Amendments**

Proposed amendments to these by-laws must be submitted in writing to the membership at least seven (7) days in advance of a General Meeting. Such amendments will be adopted if accepted by a two-thirds (2/3) majority vote of the membership present at that meeting.

**Article IX: Contributions to Other Organizations**

- i) It will be the general policy of this club to support Cross Country Canada and Cross Country Ontario through payment of the annual membership fees. Should this amount exceed twenty five percent (25%) of the total club membership dues, the executive reserves the right to discuss the benefits of this association and whether or not to continue associating with it.
- ii) The DRXC shall continue membership in the Deep River Community Association and make the annual payments to the Association.
- iii) No money will be donated by the DRXC to any other organization unless agreed upon by a two-thirds (2/3) majority of those present at a General Meeting.

*These by-laws were approved on June 23, 2011 at the DRXC AGM.*