

# CHILLIWACK OUTDOOR CLUB

## CONSTITUTION

The purpose of the club shall be to foster the outdoor experience for its members and to provide events encompassing all those non-motorized activities that the members deem consistent with the purpose of the club. In addition, the club shall promote and encourage activities through training and informational programs in the interest of safety and education and stewardship of the outdoors.

## BYLAWS

### *The Executive*

In order to run the club on behalf of its members, the club will elect an Executive with duties consisting of.

#### **President:**

1. To chair the Executive and general meetings and to oversee the operation of the club.
2. The term of office shall be one year to a maximum of three consecutive one-year terms.

#### **Vice-President:**

1. Shall perform all the duties of the president in the absence of the president.
2. Coordinates welcoming committee
3. Oversees public relations
4. Term of office is one year to a maximum of three consecutive one-year terms.

#### **Immediate Past-President:**

1. Acts as support for the President and the Executive
2. Chairs the nominating committee
3. Term of office shall be for one year only after a new president is elected. (this is a non-elected position)

#### **Secretary:**

1. Shall record the minutes of the executive and general meetings.
2. Shall retain files and historical data, except financial documents, for the club.
3. Receives and dispatches correspondence and newsletters.
4. Term of office - one year.

#### **Treasurer:**

1. Receives and deposits all monies into the club's bank account from member dues and other sources of income.
2. Makes payments on all approved accounts payable.
3. Maintains a ledger system reflecting the club's financial transactions.
4. Keeps the membership informed of the club's financial position.
5. Submits a financial statement to the membership at least once a year.
6. Term of office - one year.

## **Membership Secretary**

1. Shall be responsible for the collection of dues and forwards dues to the treasurer to be deposited into the club's bank account.
2. Maintains a current list of members.
3. Advises the treasurer on a periodic basis of the amount owing to FMCBC on behalf of the membership.
4. Maintains a file of liability waivers signed by every member.
5. Distributes information to the membership via email.
6. Term of office - one year

## **Executive at Large:**

1. The club shall annually elect at least four, but not more than six, Members at Large.
  2. They shall provide input into the executive meetings on behalf of the membership.
  3. They can be appointed to duties as required.
  4. Term of office - one year.
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## **Governance Bylaws**

### **1) Club Services and Activities**

The COC Executive, at the direction of the membership, shall provide services and activities in support of the club's Mission goals. The COC executive may set up sub-committees as they see fit. The Policies and Procedures pertaining to these services and activities shall be compiled in a Services and Activities Policies and Procedures Manual. The day-to-day responsibility for these services and activities shall be assigned to Members at Large on the Executive or be assigned to designated club members at the discretion of the Executive.

### **2) Membership in the Federation of Mountain Clubs of British Columbia.**

The COC shall be a member in good standing of the FMCBC. The Executive shall appoint a representative of the COC to attend FMCBC meetings and report to the COC Executive and general membership on FMCBC activities. NOTE: Said representative shall be reimbursed for reasonable travel expenses.

### **3) Club Operating Expenditure**

- a) The Executive has the power to authorize operating expenses or purchases up to \$300.00 each item and then notify the membership at the next general meeting.
- b) Expenditures or purchases over \$300.00 must be approved by the membership with a simple majority vote of those present and eligible to vote at a regular general meeting of the club.

### **4) Other Bylaws**

- a) The Executive shall have the power to amend, delete, or add to the duties of any of its members.
- b) The Executive shall have the power to remove any Executive member due to absenteeism or other extenuating circumstances with an affirmative vote of 2/3rds of all the members on the executive committee.
- c) Election of the Executive will be held at the Annual General Meeting each April.
- d) Club dues will be reviewed each year at the Annual General Meeting, however, if necessary the dues may be adjusted at any time with a simple majority vote, of those eligible to vote, at a General Meeting.
- e) The Chilliwack Outdoor Club may purchase appropriate levels of insurance to indemnify and protect

club and Executive members.

f) These bylaws may be amended by a two-thirds affirmative vote of those present and eligible to vote at a regular club general meeting. Members will be given advance notice by email of the proposed changes and meeting date.

g) A minimum of 10% of total club membership, in good standing, shall constitute a quorum to conduct business at the general meetings of the club.

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## **SERVICES AND ACTIVITIES - POLICIES and PROCEDURES**

### **1) Trip Coordinator / Trip Participant Responsibilities**

*“ see attached documents ”*

### **2) Club Newsletter (called The Tripper)**

The Executive shall appoint a Newsletter Editor to be responsible for:

- a) the collection of material for the club newsletter.
- b) distributing the newsletter to members at each general meeting and/or via email

### **3) Equipment**

- a) Chilliwack Outdoor Club will make available to its members (within approved budgetary limits) equipment to use in the pursuit of self-propelled outdoor recreation. The principle purpose for this is so members can experience and try “new” outdoor activities and have access to some specialized equipment for limited use. This is not intended to be a substitute for members acquiring their own equipment.
- b) The Executive shall manage the purchase and use of club owned equipment.
- c) The Executive shall appoint an equipment manager(s) to maintain the equipment and manage the loan system.
- d) The Executive will review equipment usage patterns and determine what equipment to retire, replace, or add to benefit the majority of the membership.
- e) Access to Club equipment will be at no charge beyond the payment of annual membership dues.
- f) Repairs for fair wear and tear will be done at club expense. The borrower will be responsible for cleaning and timely return of equipment and for repairs or replacement caused by misuse or loss of club equipment.
- g) Some club equipment requires specialized training or skills for safe and proper use. It is the borrower’s responsibility to have, or be in the process of acquiring, such knowledge to be allowed use of the equipment. The equipment manager may deny loan of any equipment that he/she feels the borrower may not have the required training or knowledge for its safe and proper use.

### **4) Library**

- a) The Executive shall appoint a Library Manager to be responsible for the management of a Club Library.
- b) Club members can sign out books on a monthly basis.
- c) Books must be returned at the following general meeting.

### **5) Vedder Mountain Trails Association**

- a) The COC will participate and maintain active membership in the Vedder Mountain Trails Association.
- b) The Executive shall appoint a representative of the COC to attend VMTA meetings and report to the COC Executive and general membership on VMTA activities