Rideau Lakes All Terrain Vehicle Club Bylaws

Version 2.1

Updated April 8th, 2025

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Version History

Date	Version	Description
September 10, 2015	1.1	Initial Document
June 1, 2022	1.2	Updates to Section 1.4, 3.1, 3.4, and 9.2
April 4, 2023	2.0	New layout
April 8, 2025	2.1	Added new ARTICLE XIII Policies, Section 2.14 and Section 3.12

Version _____ signed and approved by the board on this _____ day of _____ , 20____.

_____
President

_____
Vice-President

_____
Treasurer

_____
Secretary

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Name, Definition and Purpose

Section 1.1

The name of the club shall be the Rideau Lakes All Terrain Vehicle Club Inc., with an abbreviated title "RLATVC" and hereafter referred to as "the club".

Section 1.2

The word "ATV" is defined as All Terrain Vehicles as prescribed by Ontario provincial legislation.

Section 1.3

RLATVC is a registered not for profit corporation in the Province of Ontario that strives to promote safe and responsible recreational ATV riding. Trails are built with every effort to protect the environment and to have minimal impact on wildlife. The club works with landowners to provide a trail system mutually beneficial to landowners and ATV enthusiasts. The club works with the township and local authorities to link our trails.

Section 1.4

RLATVC will be a member of the Ontario Federation of ATV Clubs (OFATV). The OFATV provides a $15 million dollar insurance policy. Once a land use agreement is signed, the landowner in covered by this third-party insurance.

Section 1.5

The club will meet monthly on a regular basis. Meeting date and time can be changed and will be communicated to the members through email, website, and social media channels.
The AGM is held on the regular meeting time no later than the last month of the fiscal year (current fiscal year end is May 31st) Must give 30 days notice should the AGM be earlier than the last month of the fiscal year.

Article II – Board of Directors

Section 2.1 Board of Directors

The Board of Directors shall serve without pay and consist of five members.

- President of the Board of Directors
- Vice President of the Board of Directors
- Board Treasurer
- Secretary of the Board
- Past president of the Board of Directors

Section 2.2 President

The President of the Board shall preside at all meetings of the club and of the Board of Directors and shall oversee and co-ordinate such committees as are authorized by the Executive Board of Directors. The President is also responsible for coordinating long term planning activities of the club and reviewing club policy.

Section 2.3 Vice President

The Vice President of the Board, during the absence or temporary incapacity of the President or any other Officer, shall perform the duties and have the powers of the President or Officer, as well as assisting the President in his duties where required.

Section 2.4 Treasurer

The Board Treasurer shall keep all financial records of the club and have charge of its funds. The Treasurer shall keep records of the club's funds in a financial
institution approved by the Executive Board of Directors and in the name of the club. He or she shall disburse such funds of the club under the direction of the Board of Directors. Withdrawals shall be made by cheques signed in such a manner as may be approved from time to time by the Board of Directors. (refer to article 9.1) A Treasurer's report shall be prepared and submitted at each meeting or as directed by the club President.

Section 2.5 Secretary

Secretary of the Board shall keep, store, and preserve all club records, except financial records, including minutes of meetings, lists of committees and their members. The Secretary shall also provide an agenda for each meeting and shall post the minutes in a timely fashion. The Secretary may also maintain a permanent mailing address, preferably a local post office box, for the club and direct incoming correspondence to the appropriate club official.

Section 2.6 Past President

Past President of the board of Directors is a position reserved for the last President of the Board. Unlike the other directors, the Past President is not elected by member quorum and may be served by the same individual until such a time that a new President of the board is elected. If the past president is unable or unwilling to serve as Past President, the Board may elect to fill this position by another current club member who has served as President in the past or any active club member as determined by a membership vote, until such a time that a new President of the Board is elected.

Section 2.7 Board Member Requirements

Board members must be active members of the club, and members in good standing of the OFATV and RLATVC.

Section 2.8 Term

Board members shall serve two-year terms and are elected by member quorum at the AGM, with the exception of the Past President position.

Section 2.9 Vacancies

If vacancies on the Board of Directors should occur by reason of death, resignation, or otherwise, the remaining Directors may, at their option and majority vote, elect a successor for each unexpired term.

Section 2.10 Dismissal

Board members with three consecutive absences from regular club meetings may be dismissed from the Board.

Section 2.11 Elections

No more than four of the five Directors can be replaced in any one election, with the elections for President being held on even numbered years and Vice President on odd numbered years.

Section 2.12 Number of Positions

No one person can hold more than one Director position at any one time.

Section 2.13 Code of Conduct and Ethics Policy

All board members must sign and adhere by the Code of Conduct and Ethics Policy policy (RLATVC-02). A copy of all signed forms will be saved and available upon request.

Section 2.14 Consent to be Director

All elected Directors must complete the Consent to be Director or Officer form (RLATVC-05) within 10 days of being elected accepting the role and duties outlined in the by-laws. A copy of all signed forms will be saved and available upon request.

Article III – Elected Club Officers

Section 3.1 Officer Positions

The elected club Officers shall serve without pay and consist of eight members.

- Chief Warden
- Trail Coordinator
- Membership Coordinator
- Volunteer Coordinator
- Marketing and Sponsorship Coordinator
- Trail Maintenance Coordinator
- Webmaster
- Quarter Master

Section 3.2 Chief Warden

The Chief Warden is responsible for ensuring proper training for all wardens, keeping track of the warden volunteer hours, recruitment and all other issues concerning trail wardens.

Section 3.2 Trail Coordinator

The Trail Coordinator is responsible for keeping maps up to date, tracking landowner forms and reporting trail statistics to the OFATV on an annual basis (or as required).

Section 3.4 Marketing and Sponsorship Coordinator

The Marketing and Sponsorship Coordinator directs and organizes sponsors of the club and coordinates the use of sponsor advertisements at club events and in printed material such as the website brochures, etc. The Marketing and Sponsorship Coordinator is also responsible for managing all social media promotions including recognizing sponsors, promoting the club and events, and answering questions. The coordinator will also be responsible for any merchandise material.

Section 3.5 Volunteer Coordinator

The Volunteer Coordinator is responsible for keeping track of volunteer hours, recruiting new volunteers, and holding the semi-annual volunteer draw.

Section 3.6 Sponsorship Coordinator

The Sponsorship Coordinator directs and organizes sponsors of the club and coordinates the use of sponsor advertisements at club events and in printed material such as the website, brochures, etc.

Section 3.7 Trail Maintenance Coordinator

The Trail Maintenance Coordinator directs and organizes the maintenance of trails, as well as maintaining a list of maintenance work that needs to be completed and materials required.

Section 3.8 Webmaster

The Webmaster is responsible for posting new content to the website and making updates as requested by the Board or Officers.

Section 3.9 Quarter Master

The Quarter Master shall maintain a current list of all club assets purchased, donated, or otherwise acquired, with pertinent information such as type, model number, purchase value, quantity, location, and condition. This list can be presented upon request of the Board or any active member.

Section 3.10 Officer Term

Officers shall serve one-year terms and are elected by member quorum at the AGM.

Section 3.11 Officer Eligibility

Officer positions may be held by any active member of the RLATVC. A current Director may also simultaneously hold an Officer position(s).

Section 3.12 Consent to be Officer

All elected Officers must complete the Consent to be Director or Officer form (RLATVC-05) within 10 days of being elected accepting the role and duties outlined in the by-laws. A copy of all signed forms will be saved and available upon request.

Article IV Members

Section 4.1 Eligibility

Any member in good standing of the OFATV who has specified their "home Club" as RLATVC are considered to be members of the club.

Section 4.2 Renewal

Membership must be renewed annually, or as specified by the OFATV.

Section 4.3 Termination

Club member status may be terminated by majority vote by the Board of Directors, in the event of reasons inconsistent with the club's best interests.

ARTICLE V Associate Members

Section 5.1 Definition

Associate members are non-riding members, as defined by the OFATV.

Section 5.2

Associate members are required to adhere to all the by-laws of the club & OFATV.

Section 5.3 Purpose

The Associate Member category was created to encourage active members spouses, family and friends to become involved with and support the club.

Section 5.4 Application

Applications for associate membership shall be made to club with all applicable forms, completed written or electronically.

Section 5.5 Eligible Positions

Associate Members may belong to any committee or hold any club position.

Section 5.6 Voting

Associate Members have the same voting privileges as regular club members.

Section 5.7 Resignation

Associate Members may resign from the club at any time upon written notice to the Membership Coordinator.

Section 5.8 Termination

Associate membership status in the club may be terminated by majority vote by the Board of Directors, in the event of reasons inconsistent with the club's best interests.

ARTICLE VI Committees

Section 6.1

The Board of Directors may appoint club committees, fill any vacancies, or change the membership in club committees. The Board shall always have the power to abolish any committee.

Article VII Voting

Section 7.1 Quorum

A majority of Board members shall constitute a quorum for the transaction of club business.

Section 7.2

The President of the Board will not vote, except in the event of a tie.

Section 7.3 Absence of Quorum

In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

Section 7.4 Elections

Elections are determined by majority vote amongst current club members present at the AGM or other monthly meetings as required.

ARTICLE VIII Conflict of Interest

Section 8.1

Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

Section 8.2

Any member in a paid position as an employee or contractor of the club will first participate in a fair and transparent competitive process between a minimum of three independent parties and have the lowest quote. This member will relinquish any position of authority and voting rights as they pertain to the deliverables until completion of the work being done.

ARTICLE IX Fiscal Policies

Section 9.1 Signing Authority

Any two (2) Board members are required to sign on all RLATVC cheques, transfers or withdrawals. The Board may appoint signing authority to any of the Officers as they see fit.

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Section 9.2 Fiscal Year

The fiscal year of the board shall be June 1st to May 31st.

ARTICLE X Mileage

Section 10.1 Mileage Rate

The Rideau Lakes ATV Club allows $0.34/km to be paid out to volunteers for mileage incurred on their personal vehicles for approved club business.

Section 10.2 How to claim.

Mileage must be submitted on the appropriate Mileage Form.

Section 10.3 Approval

Mileage must be approved by any two (2) members of the executive board of directors.

Section 10.4 Sponsorship Collection

Payment will only be for one visit and will not reimburse for multiple visits to a business for the same sponsorship. All volunteers collecting from sponsors must have pre-approval from the Sponsorship Coordinator before the trip.

Section 10.6 Club Work

The Rideau Lakes ATV Club will reimburse any volunteer performing tasks with the club trailer including grooming destinations, equipment maintenance transportation, pickup and delivery of any club related equipment rentals and supplies.

The club will not reimburse for personal use on club equipment or reimburse on volunteer's equipment that the club already owns (chain saws, trimmers, ATV). Any trailer task of moving equipment or materials must be approved by any two (2) members of the executive board of directors.

Volunteers using trailer are responsible for trailer and returning it in same condition it left in – anything broken or damaged will be evaluated by club executive and handled accordingly, vehicle used to tow must be correct for the application and have a commercial safety. The club will not pay for any tickets or fees charged to trailer license plate when used.

ARTICLE XI OFATV AGM

Section 11.1 Mileage

The Rideau Lakes ATV Club will cover mileage incurred for two voting delegates to travel to the OFATV AGM with the assumption that the two voting delegates will travel together in the most economical means feasible. (see section 10)

Section 11.2 Accommodations

The Rideau lakes ATV Club will cover the costs of hotel accommodations for the two voting delegates to attend the OFATV AGM with the assumption that the two voting delegates will make all attempts possible to choose accommodations in the most economical means feasible.

Section 11.3 Registration

The Rideau Lakes ATV Club will pay the registration fees of the two voting delegates attending the OFATV AGM.

ARTICLE XII Amendments

Section 12.1

Club by-laws may be amended by the affirmative vote of a majority of the active members of the club present at the AGM.

Section 12.2

All By-law updates to be signed and dated in acceptance by the Board of Directors upon ratification.

ARTICLE XIII Policies

The following policy documents have been accepted by the Club and members representing the club are expected to adhere by them.

- RLATVC-01 - Workplace Violence Harassment Policy
- RLATVC-03 - Alcohol and Recreational Cannabis Policy (link to Website)
- RLATVC-04 - Anti Bully Policy