

Rev. 1, Apr. 2014: Added co-chairs to Articles V and VII.

Rev. 2, Apr. 2016: Added Snowshoe Chair & clarified that notices of the Annual General Meeting could be sent electronically

Rev. 3, Apr. 2018: 1. Change the name of the club from “RA Ski & Snowboard Club” to “RA Ski & Outdoor Club.”
2. Change the name of the “Member-at-Large” to “Hiking & Cycling Chairperson.”
3. Quorum for Club meetings shall constitute 50 percent plus one of the filled Executive positions.”

RA SKI & OUTDOOR CLUB

BY-LAWS

ARTICLE 1

- Section 1 This club shall be known as the RA Ski & Outdoor Club, hereinafter referred to as “the Club”.
- Section 2 This club is organized and constituted under part IV of the Constitution and By-Laws of the Ottawa Civil Service Recreational Association, hereinafter referred to as “the Association”, and shall be governed by the Constitution, Club guidelines and other rules and regulations of the Association.
- Section 3 The headquarters of the Club shall be situated in the RA Centre, 2451 Riverside Drive, Ottawa, Ontario, K1H 7X7.
- Section 4 The club colours, crest and logo shall be defined in the Rules and Regulations.

ARTICLE II

AIMS AND OBJECTS

- Section 1 The aims and objects of the Club are to encourage, promote and organize recreational skiing activities, both downhill and cross-country, as well as snowshoeing activities.

ARTICLE III

MEMBERSHIP

- Section 1 Membership in the Club shall be open to all members of the Association whose application for membership in the Club and membership fees have been accepted, and to such other persons as the RA Board of Directors may from time to time determine upon the recommendation of the Club Executive. The only restriction may be a minimum age as specified in the Rules and Regulations of the Club.
- Section 2 The membership shall consist of the following classes:
- a) Regular Members: Regular Members shall be persons who are members of the Association and whose application for membership in the Club and membership fees have been accepted.

MEMBERSHIP – (Cont'd)

- b) Limited Members: Limited members shall be persons who are not eligible to become Regular Members of the Association but who wish to participate in the Club's activities, whose application has been approved, and whose annual Limited Membership fee has been paid. Limited Memberships shall be restricted in accordance with Part II, Section 4 (6) of the Association's Constitution and By-Laws.
- c) Club Life Members: Club Life Members shall be persons to who the Club Life Membership has been awarded by the Board of Directors, upon the recommendation of the Club, for meritorious service in the development of Club activities. The following criteria a) to e) must be followed in each Club Life Membership Nomination.
 - a) That nominees for Club Life Membership must have been a Member of the Club for 10 full years and must have served at one time on the Club Executive.
 - b) That no Club exceed 5% of its membership or a total of 10 persons (whichever is the lesser) as Life Members at any time.
 - c) That nominations for Club Life Membership be forwarded to the Recreation Committee for consideration and subsequent approval of the Board of Directors.
 - d) That consideration be given to persons who have contributed to the Club on Special Committees, ie., National Events, exhibits, tournaments, etc.
 - e) That Club fees be structured to include the administration and program costs of each Club Life Member.

ARTICLE IV

EXECUTIVE

- Section 1 The Club Executive shall consist of not more than thirteen members, all of whom must be Members of the Association, unless two-thirds of the members at the Annual General Meeting agree to waive this restriction.
- Section 2 The Officers of the Club shall include a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, a Membership Chairperson, a Publicity Chairperson, a Social Chairperson, a Weekend Chairperson, a Downhill Chairperson, a Cross Country Chairperson, a Snowshoe Chairperson, a Hiking & Cycling Chairperson, and the Immediate Past Chairperson.
- Section 3 The Executive shall be elected at the Annual General Meeting of the Club for a one year term of office.
- Section 4 The quorum for Club executive meetings shall constitute 50 percent plus one of the filled Executive positions.

- Section 5 The nominees for Chairperson of the Club shall be Regular Members of the Association unless special permission is granted by the Board of Directors of the Association in advance of the elections.
- Section 6 No person shall be eligible for election as Club Chairperson who has not served on previous Ski Club executive unless two-thirds of the members of the Annual General Meeting agree to waive this condition.
- Section 7 No person shall be eligible for election to a particular position on the Ski Club Executive if he/she has been the incumbent in that position for the previous two years, unless two-thirds of the members at the Annual General Meeting agree to waive this restriction.

ARTICLE V

POWERS AND DUTIES

- Section 1 The Executive of the Club shall be responsible for the administration and general management of the Club, including the establishment of rules, regulations, and procedures, and shall report to the Board of Directors of the Association.
- Section 2 Subject to the provisions of all sections of these By-Laws, the Executive of the Club may establish regulations pertaining to the operation and administration of the Club, and may, from time to time, amend, vary or repeal the same, subject to confirmation at the Annual General Meeting or a Special Meeting of the Club called for that purpose.
- Section 3 Should a vacancy or vacancies occur on the Executive of the Club, those members remaining on the Executive shall convene a meeting of said Executive, for the purpose of filling such vacancy or vacancies, and the member or members so appointed shall serve on the Executive until the next Annual General Meeting of the Club.
- Section 4 On or before May 15 of each year, the Executive of the Club shall submit to the Recreation Department, for approval of the Recreation Management Committee, a proposed budget for the Club for the ensuing fiscal year.
- Section 5 The Executive of the Club shall be empowered to appoint both Standing and ad hoc Committees, and shall define their terms of reference, consistent with the aims and objects of the Club.
- Section 6 If a member of the Club Executive absents himself from three consecutive meetings, his office shall be declared vacant unless he has been granted leave of absence by the Club Executive.
- Section 7 If a member of the Club Executive participates in activities conflicting with the interests of the Club, his office may be declared vacant by a majority vote at a General Meeting duly called for that purpose.
- Section 8 Activities which shall constitute prima facie evidence of conflict with the interests of the Club shall include:
- i) concurrent membership on the Executive of another Ski Club.
 - ii) concurrent employment in any capacity, whether remunerated or not, by any organization, profit or non-profit, which offers ski trips or packages for sale in the Ottawa area.

- iii) activities on behalf of any organization, profit or non-profit, which offers ski trips or packages for sale in the Ottawa area, which would lessen the number of Club members participating in Club-sponsored ski trips.

All other cases are to be considered on their own merit. A General Meeting pursuant to Article V, Section 7 must be called if a member of the Executive is deemed to be in conflict.

Section 9 Duties of Officers

- (1) Chairperson: The Chairperson shall preside at all Club and Executive Meetings. He/she shall not vote except in the case of a tie when he may cast the deciding vote. He/she shall be Ex-Officio Member of all Standing and ad hoc Committees.
- (2) Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in the latter person's absence or at his/her request, when he/she shall have all the powers and duties of the Chairperson. The Vice-Chairperson shall be responsible for the organization of all weeklong ski excursions.
- (3) Secretary: The Secretary shall issue notices of all meetings, maintain records of proceedings and meetings, shall have custody of all documents and records pertaining to the affairs of the Club, with the exception of the financial records which shall be held by the Treasurer, and forward to the Association copies of the minutes of the Annual, General and Executive Meetings.
- (4) Treasurer: The Treasurer shall have general supervision over all financial activities of the Club, shall maintain adequate ledgers when applicable, and shall submit a financial report at the Annual General Meeting of the Club.
- (5) Membership Chairperson: The Membership Chairperson shall maintain lists of names and addresses of all members.
- (6) Publicity Chairperson: The Publicity Chairperson shall be responsible for publicizing all activities of the Club and other duties related to publicity.
- (7) Social Chairperson: The Social Chairperson shall be responsible for the organization and management of all social functions.
- (8) Weekend Chairperson: The Weekend Chairperson shall be responsible for the organization of all downhill weekend ski excursions.
- (9) Downhill Chairperson: The Downhill Chairperson shall be responsible for the organization of all downhill day skiing.
- (10) Cross Country Chairperson: The Cross Country Chairperson shall be responsible for the organization of all cross country skiing.
- (11) Snowshoe Chairperson: The Snowshoe Chairperson shall be responsible for the organization of all snowshoeing activities.
- (12) Hiking & Cycling Chairperson: The Hiking & Cycling Chairperson shall be responsible for the organization of all hiking and cycling activities.

- (13) Immediate Past Chairperson: He/she shall act in an advisory role to the Chairperson and Executive in general.

Section 10 Other duties of the Executive shall be as defined in the Club's Rules and Regulations.

Section 11 A position may be held jointly by up to two co-chairs. In that case, the position is only permitted one vote. The co-chairs must submit a mutually-agreed upon vote or else be deemed to have abstained.

Section 12 The Executive may suspend or expel a member for cause.

Section 13 The Executive shall ensure that up-to-date copies of these By-Laws are available to Club Members upon request.

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ARTICLE VI

MEETINGS

Section 1 The Annual General Meeting of the Club shall be held at the RA Centre at such date and at such hour as the Executive of the Club shall determine each year, provided always that such Annual General meeting shall be held not later than the end of April.

Section 2 A notice of the Annual General Meeting of the Club shall be given to each member, at least ten (10) clear days before the meeting, the notice being given in such a manner authorized by the Board of Directors of the Association, which may include electronic formats.

Section 3 General Meetings of the members may be called at any time by the club Chairperson, or three members of the Club Executive or 10 percent of the members of the Club, upon notice stating the object of the meeting given ten (10) clear days in advance, in accordance with the procedures set out in Section 2 of this Article. This meeting is to be called within one month of receiving notice.

Section 4 The presence of 10 percent of the RA Ski Club members, or 25 RA Ski Club Members, whichever is the lesser number at the Annual or General Meeting, shall be deemed to constitute a quorum for the transaction of business.

Section 5 The order of business at the Annual General Meeting shall be as follows:

- (1) Call to order
- (2) Check for quorum
- (3) Adoption of Minutes of previous Annual General Meeting and General Meeting held since the previous Annual General Meeting
- (4) Business arising out of the minutes
- (5) Report of Outgoing Executive Members
- (6) Report of Standing Committees
- (7) Correspondence
- (8) New business
- (9) Election of Officers
- (10) Close Meeting

- Section 6 Regular Executive Meetings shall be held periodically but not less than three times during the year. Meetings of the Club Executive shall be called by the Chairperson or two other members of the Executive, upon at least one day's notice.
- Section 7 The Executive shall, one month prior to the Annual General Meeting, appoint a committee to examine and review all Club records and properties and assets, and make available an itemized report to all members and the Comptroller of the Association.

ARTICLE VII

ELECTION OF OFFICERS

- Section 1 The Executive shall issue a call for nominations at least ten days before the Annual General Meeting.
- Section 2 Nominations of persons wishing to run for an executive position shall be accepted if forwarded to the Secretary; and shall also be accepted if presented and seconded from the floor of the meeting. Nominations will also be accepted for a slate of up to two people wishing to run together as co-chairs for an executive position.
- Section 3 Officers of the Club Executive and Chairpersons of Standing Committees shall be elected for a term of one year.
- Section 4 Should there be no candidate for an office the newly elected Chairperson may appoint a member to fill the vacancy subject to a majority vote of the new executive.

ARTICLE VIII

FEES

- Section 1 The Executive of the Club shall recommend to the Board of Directors of the Association, fees and dues to be charged to members of the Club.
- Section 2 A member of the Club who is unable, due to circumstances beyond his/her control, to continue to participate in the Club's activities after payment of his/her fees for that season, may upon written request to the Executive of the Club have all or part of his/her fees refunded by the Association as determined by the Executive of the Club, subject to the approval of the Board of Directors of the Association.
- Section 3 The Club membership year shall be September 1st to August 31st of the following year.

ARTICLE IX

SUSPENSION, EXPULSION, OR LOSS OF MEMBERSHIP

- Section 1 Any Officer may be removed from office for cause by a majority vote of the members in good standing, present at a Special Meeting called for this purpose, at which meeting the Officer shall be given an opportunity of being heard.

- Section 2 Any member of the Club whose membership has been repealed by the Club may appeal to the Board of Directors of the Association for final decision.

ARTICLE X

AMENDMENTS TO BY-LAWS

- Section 1 These By-Laws may be amended by a majority vote at the Annual General Meeting, subject to the approval of the Board of Directors of the Association, provided a Notice of Motion to so amend has been given to the Secretary at least one month prior to the meeting.
- Section 2 The Secretary shall make available to the members, at least ten days prior to the Annual General Meeting, copies of any Notice of Motion to amend the By-Laws of the Club, in accordance with the procedures set out in Article VI, Section 2 of these By-Laws.