

Part 1 - Interpretation

1.(1) In these bylaws, unless the context otherwise requires

- (a) "directors" means the directors of the society for the time being;
- (b) "societies act" means the Societies Act of the Yukon from time to time in force and all amendments to it;
- (c) "societies regulations" means the Societies Regulations of the Yukon from time to time in force and all amendments;
- (d) "registered address" of a member means the address as recorded in the register of members;
- (e) "club" refers to a group of people or an organization whose aims are consistent with the constitution of the society;
- (f) "dues" means the annual membership dues.

(2) Words importing the singular shall include the plural, and vice versa, and words importing the masculine gender shall include the feminine gender, and vice versa, and words importing persons shall include clubs.

(3) **The definitions in the Societies Act and in the Societies Regulations apply to these bylaws.**

Part 2 Territorial Limits

3. The territorial limits within which the Association shall operate shall be the Yukon Territory; with the exception that cycling clubs operating outside of the Yukon Territory may affiliate with the permission of their provincial or territorial association and the Canadian Cycling Association. The Cycling Association of Yukon is an affiliated member of the Canadian Cycling Association.

Part 3 - Membership

- 4. The members of the society are the applicants for the incorporation of the society, and those persons or clubs who become members in accordance with these bylaws, and, in any case, have not ceased to be members.
- 5. A person or club may apply to the directors for membership in the society, and on acceptance by the directors shall be a member.
- 6. Every member shall uphold the constitution and comply with these bylaws. □
- 7. The amount of the first dues shall be determined by the directors and after that the dues shall be determined at the annual general meeting of the society.
- 8. All members are in good standing except:
 - (a) a member who has failed to pay the current dues or any other subscription or debt due and owing to the society; or

- (b) a member club which does not maintain five individual memberships .
9. A person or club shall cease to be a member of the society
- (a) annually on December 31st; □
 - (b) by delivering a resignation in writing to the secretary of the society or by mailing or □delivering it to the address of the society; or, □
 - (c) on death or in the case of a club, on dissolution; or, □
 - (d) on being expelled; or, □
 - (e) on having been a member not in good standing for twelve (12) consecutive months. □
10. A member may be expelled by a special resolution of the members passed at a general meeting if:□
- (a) the notice of special resolution for expulsion is accompanied by a brief statement of the reason or reasons for the proposed expulsion; and
 - (b) the member who is subject to the proposed resolution for expulsion is given an opportunity to be heard at the general meeting before the special resolution is put to a vote. □

Part 4 - Classification of Members

11. An "Individual Member" shall be a person who holds a current license issued by the society and shall have one vote at all general meetings of the society, and is eligible to hold office or be a director of the society.
12. A "Member Club" shall be a club **that**:
- (a) has paid dues in full; and
 - (b) consists of at least five (5) individual or group members of the society; and
 - (c) may or may not be registered as a society under the Societies Act; □

Not all members of a member club need be members of the society, nor does membership in a member club alone confer membership in the society, or vice versa. A member club shall elect, in writing, a representative of the member club who is an individual or group member of the society who shall be entitled to one (1) vote on behalf of the member club at all general meetings of the society. The representative of the member club shall be entitled to vote as an individual or group member.

13. An "Affiliate Club" shall be a club which has a membership agreement with the society, and shall have no vote on the affairs of the society.
14. An "Affiliate Member" shall be a member of an affiliate club and shall have no vote on the affairs of the society. Privileges and dues shall be determined by the membership agreement between the affiliate club and the society.
15. Individual members and member clubs shall be known as "voting members".

Part 5 - Meetings of Members

16. General meetings of the society shall be held at the time and place, in accordance with the Societies Act, that the directors decide.
17. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
18. The directors may, when they think fit, convene an extraordinary general meeting.
- 19.(1) Notice of a general meeting shall specify the place, day, and hour of the meeting, and, in case of special business, the general nature of that business. □
 - (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at the meeting. □
20. (1) The first annual general meeting of the society shall be held not more than 15 months after the date of incorporation and after that an annual general meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting. □
 - (2) Subject to subsection (1), there shall be an annual general meeting of the society during December of every calendar year. □

Part 6 - Proceedings at General Meetings

21. Special business is:
 - (a) all business at an extraordinary general meeting except the adoption of rules of and,
 - (b) all business transacted at an annual general meeting except:
 - i) the adoption of rules of order; □
 - ii) the consideration of the financial statements; □
 - iii) the report of the directors; □
 - iv) the report of the auditor, if any; □
 - v) the election of directors; □
 - vi) the appointment of the auditor, if required; and, □
 - vii) the other business that, under these bylaws, ought to be transacted at an □ annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.
22. No business, other than the election of a chair and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
23. If at any time during a general meeting, there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
24. A quorum consists of at least 4 voting members at a general meeting

25. If within 30 minutes from the time appointed for a general meeting, a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum. □
26. Subject to **section 24**, the president of the society, a vice-president, or in the absence of all, one of the other directors present shall present as chair of a general meeting. □
27. If, at a general meeting, □
- a) there is no president, vice-president, or other director present within fifteen (15) minutes after the time appointed for holding the meeting; or,
 - b) the president and all the other directors present are unwilling to act as chair, the members present shall choose one of their number to be chair.
- 28.(1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. □
- (2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. □
 - (3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting. □
- 29.(1) No resolution proposed at a meeting need be seconded and the chair of a meeting □ may move or propose a resolution. □
- (2) In case of an equality of votes, the chair shall not have a casting or second vote in addition to the vote which the chair may be entitled as a member and the proposed resolution shall not pass.
- 30.(1) Any voting member in good standing and who is present at a general meeting shall be allowed to vote on the affairs of the society. □
- (2) Voting shall be by hands or acceptable electronic means. □
 - (3) Voting by proxy is not permitted. □

Part 7 - Directors and Officers

- 31.(1) The directors may exercise all the power and do all the acts and things that the society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in general meeting, but subject, nevertheless to:
- (a) all laws affecting the society;
 - (b) these bylaws; and,
 - (c) rules, not being inconsistent with these bylaws, which are made from time to time by the society in general meeting.
- (2) no rule, made by the society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.

32. The Board of Directors shall have the authority to employ an Executive Officer of the society who shall employ any such other staff as the Board may deem necessary. The duties of the secretary may be assigned to the Executive Officer at the discretion of the Board of Directors. In this case, the Executive Officer shall carry out all duties and responsibilities of the secretary but **shall** not be eligible to vote.

33.(1) The directors of the society shall consist of the President , Vice-President, Secretary/Treasurer, Directors at Large

(2) The duties of the directors are as follows:

(a) President

The president shall be responsible for ensuring that the activities of the society are consistent with the bylaws and policy manual of the society, and shall be responsible for the day-to-day administration of the executive officer employed under bylaw 31. As well, the president shall preside at all meetings of the Directors and shall cause to be called special meetings of the directors whenever it is deemed necessary. The president or designate shall be the Yukon representative to the Canadian Cycling Association Board of Directors.

(b) Vice-President

In the absence of the president, this vice-president shall perform all the duties of the president.

(c) Secretary/Treasurer

As Secretary/Treasurer, shall ensure that:

(1) proper accounting procedure is maintained for all deposits and withdrawals of funds of the society;□

(2) that financial reports, as required by the Board of Directors for the administration of the affairs of the society, are provided;

(3) accounts and books are kept in the name of the society; and,

(4) accounts are kept at a bank to be selected by the Board of □Directors.

(d) Director at Large

34. In the absence of the Secretary/Treasurer or Executive Officer for a meeting, the directors shall appoint another person to act as secretary at that meeting.

35. (1) The directors shall cease to hold office upon the election of a successor at the annual general meeting in the year in which their office is to be elected. □

(2) Separate elections shall be held for each office to be filled.

(3) The nominees for each office must be members in good standing. □

(4) Nominations for directorship shall be called for at the annual general meeting. Nominations may be in writing, if signed by the nominee and the nominator, both of whom must be members in good standing, and submitted at the call for nominations at the annual general meeting of the society. □

(5) An election may be by acclamation if only one nomination was received at the annual general meeting of the society, otherwise it shall be by a show of hands or acceptable electronic means or by ballot in the case of bylaw 28. □

(6) If no successor is elected, the person previously elected or appointed **continues** to hold office. □

- (7) The directors may at any time and from time to time appoint an individual or group member in good standing to fill a vacancy in the Board of Directors. □
- (8) If a director resigns from office, or otherwise ceases to hold office, the remaining directors shall appoint a new director as outlined above in bylaw 34
 36. No act or proceeding of the directors is invalid only because there are less than the prescribed number of directors in office.
 37. The members may by special resolution remove a director before the expiration of their term of office, and may elect a successor to complete the term of office.
 38. No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the society.

Part 8 - Indemnification of Directors

39. The Association will indemnify and defend out of the funds of the Association each Director and Officer from and against any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duty of a Director or Officer. □
40. The Association will not indemnify or defend a Director, Officer or any other person for acts of fraud, dishonesty or bad faith. □
41. The Association shall purchase and maintain insurance for the benefit of its Directors and Officers, as the Board may determine.

Part 9 - Proceedings of Directors

42. (1) The directors may meet together at the places they think fit to dispatch business, adjourn, and otherwise regulate their meetings and proceedings, as they see fit. □
- (2) The directors may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the directors then in office. □
- (3) The president shall chair all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, then a vice-president shall act as chair. If none of the above □ is present, the directors may choose one of their number to be chair at that meeting.
- (4) A director may at any time, and the secretary or secretary/treasurer, on the request of a director, shall, convene a meeting of the directors. □
43. (1) The directors may delegate any, but not all, of their powers to a director or directors on committees consisting of a director or directors and members of the society as they see fit. A committee so formed shall serve only in an advisory capacity to advise the director or directors that formed the committee. □

- (2) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done. □
44. A committee shall elect a chair of its meetings; but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chair of the meeting.
45. The members of a committee may meet and adjourn as they think proper.
46. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the Board of Directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
47. Questions arising at a meeting of the directors and committee of directors shall be decided by a majority of votes, and at all other committee meetings by the director or a majority of votes of the directors that set up the committee. In the event of a tie vote, the President shall decide in all cases.
48. No resolution proposed at a meeting of directors or committee of directors need be seconded and the chair of a meeting may move or propose a resolution.
49. A resolution in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

Part 10 - Seal

50. The Association does not have a seal therefore the use of a seal is not required

Part 11 - Borrowing

51. In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, **including** by the issue of debentures.
52. No debenture shall be issued **unless authorized by** a special resolution. □
53. The members may by special resolution restrict the borrowing powers of the directors, but a □restriction imposed expires at the next annual general meeting.

Part 12 - Auditors

54. This part applies only where the society is required or has resolved to have an auditor. □

55. The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.
56. At each annual general meeting, the society shall appoint an auditor to hold office until they are re-elected or a successor is elected at the next annual general meeting.
57. An auditor may be removed by ordinary resolution. □
58. An auditor shall be promptly informed in writing of appointment or removal. □
59. No director and no employee of the society shall be auditor. □
60. The auditor may attend general meetings. □

Part 13 - Notices to Members

61. In these bylaws, written notice shall mean notice which is hand-delivered, faxed, e-mailed, or provided by mail or courier to the Registered Address of the Society, Director or Member, as the case may be.
 62. A notice sent
 - a. by mail shall be deemed to have been given on the fourth day following that on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle, or
 - b. by e-mail shall be deemed to have been given immediately upon sending, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed to the intended recipient's email address.
 63. (1) Notice of a general meeting shall be given to:
 - (a) every member shown on the register of members on the day notice is given; and,
 - (b) the auditor, if Part 12 applies.
- b) No other person is entitled to receive a notice of general meeting.

Part 14 - Dissolution

64. In the event of dissolution of the society, the assets remaining after all debts have been paid or provisions for payment have been made shall, subject to the requirements of the regulations, be distributed to one or more Yukon societies as is determined by a special resolution.

Part 15 - Changing Bylaws

65. (1) The society may amend its bylaws by special resolution but the change is not effective until filed with and approved by the registrar.
- (2) An amendment to the bylaws shall be made by deleting, substituting, or adding entire articles.

- (3) The notice of the meeting at which a special resolution to change the bylaws is to be voted on shall
- (a) state the identifying numbers of the articles to be deleted, if any; and
 - (b) the entire texts of the articles to be substituted or added.
66. The bylaws shall be posted on the society website free of charge
67. Any dispute concerning the interpretation or application of the bylaws, and any dispute concerning the rights of a member or the powers of a director or officer, shall be submitted to and decided by arbitration under the *Arbitration Act* of the Yukon.