



# OTTAWA AREA CONSTITUTION AND BY-LAWS

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**CONSTITUTION AND BY-LAWS**  
**CONSTITUTION**  
**(Amended 2007-05-24)**

**ARTICLE I - NAME**

The name of this organization shall be "SKI 1200 - RCMP Ottawa Area", hereafter referred to as the 'Club'.

**ARTICLE II - OBJECTIVES**

- (a) To promote skiing as a form of recreation
- (b) To foster and promote physical fitness and the well-being of all Club members.
- (c) To facilitate skiing at reasonable rates with a view to encourage family participation.

**ARTICLE III - EXECUTIVE COMMITTEE (EC)**

- (a) The Executive Committee shall consist of the following positions:

**PRESIDENT  
VICE PRESIDENT  
SECRETARY  
TREASURER  
MEMBERSHIP CO-ORDINATOR  
TRIP COORDINATORS  
PAST PRESIDENT**

- (b) Members of the EC shall be elected by a simple majority at the Annual General Meeting (AGM) with the exception of the past president.
- (c) Members of the EC shall serve for a term of one year.
- (d) The Executive Committee positions shall be held by persons as per Article V. (2007-05-24)
- (e) Vacancies occurring in the Executive Committee (EC) during the term of office may be filled by members appointed for the balance of the term at the discretion of the EC. (2007-05-24)

#### **ARTICLE IV - RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

- (a) The EC administers the functions and activities of the Club in the best interest of the membership.
- (b) The EC has the power to appoint or revoke membership in the Club.
- (c) The EC may initiate criminal prosecution or any penalties.

#### **ARTICLE V - EMPLOYEE MEMBER**

- (a) All employees of the RCMP, persons who receive an RCMP pension, employees of CSIS who were employed by Security Service prior to the separation from the RCMP (on or before July 13, 1984) and who are still in the employ of CSIS or who have subsequently retired, located in the National Capital Region (NCR).
- (b) Other persons at the discretion of the Executive Committee.

#### **ARTICLE VI - ASSOCIATE MEMBER**

- (a) At the discretion of the EC, the following persons may be granted Associate Membership:
  - (i) all full time employees of the Ottawa Police Services (OPS) and CSIS in the NCR.
  - (ii) spouses and sons and daughters of persons described in ARTICLE V (a) and ARTICLE VI (a) (i) . Proof may be required from a parent which will include the employee, HRMIS or Regimental number of the parent.
  - (iii) Membership in Article VI (a) (i) is contingent upon OPS and CSIS each appointing a full time employee as a representative.
  - (iv) other persons
- (b) Associate members do not have voting privileges.

#### **ARTICLE VII - MEMBERSHIP FEES**

- (a) Membership fees shall be determined by the EC.

#### **ARTICLE VIII - GENERAL MEETINGS**

- (a) Any group of 5 or more employee members may submit to the EC a written request for a general meeting which includes a brief outline for the reason for a

meeting and be signed by all concerned.

- (b) The quorum is 10 employee members.
- (c) The President may make a motion reducing the quorum, which requires unanimous approval of the members in attendance.
- (d) There shall be an Annual General Meeting (AGM) at a date and place to be determined by the EC.
- (e) Voting will be by a show of hands, except when voting for EC positions, the voting for which will be by ballot.

#### **ARTICLE IX - AMENDMENTS TO THE CONSTITUTION**

- (a) Amendments to the Constitution shall be made only at the AGM.
- (b) Amendments require a two-thirds majority vote for approval.
- (c) A notice of motion to amend the Constitution which includes details of the changes proposed, shall be made in the notice of the Annual General Meeting. This notice must be distributed to employee members at least 21 days before the meeting.
- (d) Any employee member wishing to propose changes to the Constitution may do so in writing to the EC to be received before March 1<sup>st</sup>.

#### **ARTICLE X - AMENDMENTS TO THE BY-LAWS**

- (a) Amendments to the By-Laws are approved by and require a two-thirds majority vote of the EC for approval.

#### **ARTICLE XI - DISSOLUTION**

- (a) A motion to dissolve the Club shall be made at the AGM. (2007-05-24)
- (b) Upon dissolution, all debts and liabilities will be discharged, outstanding accounts collected and all assets liquidated.(2007-05-24)
- (c) Any residual funds shall be distributed to a charity or charities to be determined by a majority vote at the AGM. (2007-05-24)



**BY - LAWS**  
**( amended 2006-01-11)**

**BYLAW I - DUTIES OF EXECUTIVE COMMITTEE**

**(A) GENERAL**

- (1) Members of the EC create SKI 1200 correspondence as required and provide a copy to the Secretary.
- (2) Membership cancellation requires a two-thirds vote for approval.
- (3) Building representatives may be appointed as required, to assist in circulating and disseminating information to Club members.
- (4) Determines the number of Trip Co-ordinators required.
- (5) All meetings will be conducted in accordance with the principles of Robert's "Rules" of "Order" (2005-03-30).

**(B ) PRESIDENT**

- (1) Is the chairman at all meetings.
- (2) Is responsible for the attainment of Club objectives.
- (3) Co-signs cheques with the Treasurer or the Secretary.
- (4) Attends Recreation Club meetings as the Club representative.
- (5) Submits the application for the RCMP National Capital Region Recreational Club annual grant.
- (6) Negotiates with local ski resorts for discounts for Club members for ski lessons and lift tickets.
- (7) Appoints a member of the EC as chair of the Nominating Committee.
- (8) Conducts the election of EC positions at the AGM.
- (9) Appoints Building Reps.
- (10) Signs all contracts ( amended 2005-03-30)

**(C) VICE PRESIDENT**

- (1) Replaces the President when absent
- (2) Responsible for all aspects of sale merchandise and maintains the inventory and accounting of same.
- (3) Prepares a proposal of merchandise purchases for the consideration/approval of the EC.
- (4) Submits any funds collected from the sale of merchandise to the Treasurer
- (5) Is a back-up trip co-ordinator
- (6) Co-ordinates week-end trips
- (7) Co-ordinates the Ski1200 Information and Benefits booklets
- (8) Arranges for the reviewing of the financial records.(amended 2004-04-31)

**(D) SECRETARY**

- (1) Maintains the records of the official documents of the Club which are the Constitution/By-Laws, Policies & Procedures, minutes of meetings, financial statements and correspondence.
- (2) In collaboration with the President, drafts up the agenda for EC meetings and distributes it in advance to EC members.
- (3) In collaboration with the President, drafts up the agenda for general meetings and distributes it in advance to employee members.
- (4) Records the minutes of all EC and General Meetings and distributes these in a timely fashion.
- (5) Co-signs cheques as required.
- (6) Makes arrangements for EC and AGM Meetings and other Club functions.

**(E) TREASURER**

- (1) Receives all funds collected on behalf of the Club and maintains records of all receipts and disbursements.
- (2) Attends to all financial matters relating to bank deposits and withdrawals, refunds, payments, and ensure maximum return on deposits.

- (3) Prepares monthly financial statements.
- (4) Co-signs cheques as required.
- (5) Prepares annual proposed budgets for the consideration/approval of the EC.
- (6) Reviews all members' refund claims for lessons and lift tickets.

**(F) MEMBERSHIP CO-ORDINATOR**

- (1) Collects membership fees, and provides these funds to the Treasurer.
- (2) Signs and issues membership cards.
- (3) Records and maintains a yearly Club Membership List and provides updates as required.
- (4) Maintains the Club membership electronic database.

**(G) TRIP CO-ORDINATOR**

- (1) Plans and co-ordinates Club trips and prepares a proposal of trips for the consideration/approval of the Executive Committee.
- (2) Develops trip fee schedules within the parameters of the approved trip budget.
- (3) Arranges for the charter/leasing of buses and other requirements for each trip.
- (4) At the conclusion of each trip, prepares a financial statement and submits it and any funds collected to the Treasurer.
- (5) In conjunction with other members of the EC, is responsible for the general supervision and discipline on ski trips.

**(H) PAST PRESIDENT**

- (1) Acts in an advisory capacity to the current Executive Committee.

**(J) NOMINATING COMMITTEE CHAIRMAN**

- (1) Creates a list, to be presented at the AGM, of eligible members who are interested in being nominated for any of the EC positions.

## **BYLAW II - SKI TRIPS**

- (a) Guests of members may be permitted to participate on ski trips and must be accompanied by a sponsoring member.
- (b) Members are responsible and accountable for their behaviour and that of their guests.
- (c) Designated guardians are mandatory for children 15 years old and under and must accompany the children on the trip.
- (d) Refunds or partial refunds as a result of requests for cancellations received after the published diary date may be approved, depending on the circumstances.
- (e) A club member who is not satisfied with a trip co-ordinator's decision, may outline their case in writing within 30 days of receiving the decision, to the President of the Club for resolution by the EC. (amended 2004-09-14)

## **BYLAW III - LESSON & LIFT TICKETS**

- a) The Club may subsidize group lesson costs to members through recognized and responsible ski schools or other ski facilities within the NCR.
- (b) Private Lessons, any form of Racing Lessons and lessons otherwise subsidized as well as the cost of equipment rental such as skis, etc, will not be reimbursed.
- (c) In order to promote skiing, the Club may subsidize lift ticket costs to members at selected ski facilities.

## **BYLAW IV - DUTIES OF ASSOCIATE MEMBERSHIP REPS**

- (a) Coordinate membership and trip applications.
- (b) Ensure eligibility of applicants
- (c) Attends EC meetings at which they represent their membership.

## **BYLAW V - DUTIES OF BUILDING REPS**

- (a) Promote Ski 1200 by:
  - (i) - arranging for posting of Club posters which will include their name and contact information within their respective buildings;
  - (ii) - providing pertinent Ski 1200 information when requested; and

(iii) - providing other assistance as required.

#### **BYLAW VI - EXECUTIVE COMMITTEE MEETINGS**

- (a) There shall be at least two EC meetings annually. These meetings are normally called by the President or the Secretary, however, any two EC members may request a meeting.
- (b) The quorum is 50% + 1 members.
- (c)
  - (i) Routine business or minor matters may be decided via e-mail, i.e. without the necessity of having a formal meeting, unless an E C member objects: then a formal meeting is required to deal with the issue.
  - (ii) The results of any matters decided by e-mail will be presented by the President at the next E C meeting and recorded in the minutes.  
(2006-01-11)

#### **BYLAW VII - AMENDMENTS TO THE CONSTITUTION**

- (a) Proposed amendments to the Constitution will require EC approval by a two-thirds vote.
- (b) A notice of motion to amend the Constitution, which includes details of the changes proposed, must be made in the notice of the meeting of the EC at which these proposed changes will be discussed. Such notice must be distributed to all EC members at least 10 days before the meeting.

#### **BYLAW VIII - AMENDMENTS TO THE BY-LAWS**

- (a) A notice of motion to amend the By-Laws, which includes details of the changes being proposed, must be made in the notice of the meeting of the EC meeting at which these proposals will be discussed. Such notice must be distributed to all EC members at least 10 days before the meeting.