



## CONSTITUTION – with DRAFT REVISIONS

Proposed to the Wostawea AGM on 5 November 2020

### ARTICLE I - NAME

The name of this organization is Wostawea Cross-Country Ski Club.

### ARTICLE II - OBJECTIVES

To promote and encourage cross-country skiing in the Fredericton area.

To provide and develop trails for the enjoyment of cross-country skiing, both recreational and competitive, and to organize programs of instruction and events for the benefit and enjoyment of members and others interested in cross-country skiing.

### ARTICLE III - MEMBERSHIP

The members of this Club are those who have registered and paid their membership fees.

There shall be three classes of membership:

- 1) Individual membership
- 2) Family membership
- 3) Single-parent membership

### ARTICLE IV - DUES

1. Dues for any year are payable on or before May 31 of that year.
2. New members joining after May 31 in any year shall be paid-up members until the end of May in the following year.

### ARTICLE V – EXECUTIVE

1. The Executive of this Club are a President, Past President, a Vice-President, a Treasurer/Registrar, a Secretary, a Trails Lead, a Youth Programs Lead, a Communications Lead, a Competitions Lead, a Competitive Program Lead, and a Member Engagement Lead. One person may hold two Executive positions.
2. The term of office shall be two years starting at the spring annual general meeting.
3. The Executive shall meet at the call of the Chairperson.
4. A quorum of the Executive is the Chair person and three other members and any decision shall be made by the majority of those present and voting. The executive shall be responsible for long-range planning and other duties as directed by the Annual General Meeting.

## ARTICLE VI - DUTIES OF THE EXECUTIVE

1. The **President** shall preside at all meetings of the Club and the Executive. They shall administer the affairs of the Club. They appoint committees and delegate chairperson of committees. The President shall appoint another executive member to fulfill the duties of any executive member other than the President in the event of the inability of that member to act due to absence, illness, or any other reason. In the event an office becomes vacant, the Executive may appoint any member to fill the office for the unexpired portion of that term. The President shall be the liaison person with Cross Country New Brunswick and Nordiq Canada.
2. The **Past President** shall advise and assist the President with Club governance, programs, and events.
3. The **Vice-President** shall be responsible for duties as delegated by the Executive. In the event of the inability of the President to act due to absence, illness or any other reason, the Vice-President will act as President. In the event of the President being unable to complete his term in office, the Vice-President shall succeed as President for the remainder of the term.
4. The **Treasurer/Registrar** shall keep records of all finances of the Club and is responsible for the collection of the annual dues and the issuing of confirmations of membership cards. They shall pay all bills approved by the Executive and shall submit regular reports of income and expenditures to the Executive and to the Annual meetings of the organization. The Treasurer/Registrar shall prepare, at the end of each financial year, a Statement of Revenue and Expenditure for the year. In addition, they shall work with the online registration provider to prepare the membership and program enrollment forms for club membership, lessons, clinics, special events, and races; they will track and prepare membership reports as required; and they will prepare an annual Registrar's Report for the Annual General Meeting.

5. The **Secretary** shall keep minutes of all meetings of the Club and of the Executive and take care of correspondence. The Secretary is responsible for safeguarding Club records.
6. The **Trails Lead** shall be responsible for coordinating the grooming and maintenance of the Wostawea trails. They will be the liaison with the owners of the lands on which the trails are situated. They will also be the liaison with City of Fredericton officials responsible for grooming and maintaining the Killarney Lake Park trails.
7. The **Competitions Lead** shall coordinate competitions hosted by Wostawea.
8. The **Youth Programs Lead** shall organize instruction for Jackrabbit and Track Attack participants and shall be in charge of recruiting coaches for this program.
9. The **Communications Lead** shall be the primary contact with the media to promote the objectives of the Club. They will be responsible for the promotion of the Club. They are responsible for liaison with sponsors of the Club. During the ski season, they shall regularly produce and distribute messages to members describing the planned and past activities of the Club and items of general interest to members.
10. The **Competitive Program Lead** shall organize activities and events related to the Racing Team, including, but not limited to, recruitment, coaching, races, and long-term planning.
11. The **Coaching Lead** shall be responsible for ensuring Wostawea has the necessary coaches to support its ski programs. Tasks will involve recruitment, training, and proper certification of coaches.
12. The **Member Engagement Lead** shall organize activities related to membership recruitment and engagement with the club. They shall organize social activities to build a sense of belonging and recognize the support of volunteers, partners, donors, and stakeholders.
13. A member of the Executive shall be a member ex-officio of all committees appointed by the President.
14. The Executive shall establish programs, the budget and dues for the year. The Executive shall determine all policies and practices not set forth in the constitution and shall authorize and approve expenditures by the Treasurer/Registrar.

## ARTICLE VII – GENERAL MEETINGS

1. The Club shall meet in an Annual General Meeting at the call of the President once before April 30 in each year for the purpose of electing the Executive of the Club. The Executive shall report on the activities of the Club at the Annual General meeting.

2. Notification of the Annual General Meeting shall be made at least two weeks prior to the scheduled meeting date.
3. A quorum for the Annual General Meeting is eight members and any decision shall be made by a majority of those present and voting.
4. In order to run for a position on the Executive and vote at a General Meeting a person has to be the age of majority.
5. Elections of the President, the Secretary, Youth Programs Lead, Competitions Lead and Competitive Program Lead shall be in even-numbered years. Elections of the Vice-President, Treasurer/Registrar, Trails Lead, Communications Lead, and Member Engagement Lead shall be in odd-numbered years.
6. A General Meeting may be called sixty days prior to the spring meeting or sixty days after the spring meeting. In order to call for such a meeting, ten members of the Club will have to submit a request in writing to the Executive.

## ARTICLE VIII - AMENDMENTS TO CONSTITUTION

Any proposed amendment to the constitution must contain the signature of a member and must be submitted in writing to a member of the Executive, whence it shall be placed by that member on the order of business of a meeting of the Executive. The amendment shall be submitted thirty days before the meeting. The Executive shall make available copies of any proposed amendment to all members of the Club.

The Constitution may be amended by a decision made by two-thirds of the members present and voting at a general meeting if notice has been given to all members that the proposed amendment will be voted upon at that meeting.

## ARTICLE IX – CROSS COUNTRY NEW BRUNSWICK, NORDIQ CANADA

The Wostawea Cross-Country Ski Club shall be a member of Cross Country New Brunswick and Nordiq Canada.

## ARTICLE X - FINANCIAL YEAR

The financial year of the Club shall go from June 1 of one year to May 31 of the next.