

# Kawartha Cycling Club By-law No.1

A by-law relating generally to the conduct of the affairs of the Kawartha Cycling Club

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# **Article I. Objective**

## **Section 1.01 Primary Objective**

The primary objective of the Kawartha Cycling Club (KCC) is to promote sport and recreational cycling in Kawartha Lakes.

## **Section 1.02 Additional Objectives**

- KCC strives to promote sport and recreational cycling and the improvement of cycling infrastructure in Kawartha Lakes.
- KCC strives to provide regular weekly rides from May until October which accommodate the skill level and interests of our members.
- KCC encourages off season fitness of its membership.
- KCC strives to provide two annual cycling trips within Canada.
- KCC strives to promote the use of safe cycling and group riding techniques.
- KCC encourages and maintains relationships with local cycling shops for the benefit of our membership.
- KCC strives to educate our members on bicycle maintenance practices that support the safe and enjoyable operation of their bicycle.

## **Article II. Club Leadership**

### **Section 2.01 Directors**

Directors are responsible for supervising the activities of the corporation and for making decisions regarding those activities. Kawartha Cycling Club requires three Directors in order to operate, and these Directors shall be elected by the Members.

#### **(a) Requirements for Directors**

A director must:

- be at least 18 years old
- be an individual (a corporation cannot be a director)
- not have been declared incapable under the laws of a Canadian province or territory, or by a court in a jurisdiction outside Canada
- not be in bankrupt status.
- be a resident of Canada
- be a member of Kawartha Cycling Club in good standing

#### **(b) Role of Directors**

The President, Treasurer and Secretary of Kawartha Cycling Club will be assigned as Directors.

#### **(c) Duties of the President**

The President shall provide perform the duties described in this By-law and such other duties as may be required by law or as The Executive may determine from time to time.

- Act as a Director for Kawartha Cycling Club
- Act as the Chairperson for Executive, Members and Annual General Meetings
- Prepare welcome letter for inclusion in the membership registration package
- Act as signing officer for banking transactions
- Coordinate the annual review and revision of Executive Roles and Responsibilities
- Ensure website content is reviewed with the Communications Coordinator regularly
- Respond to inquiries received at the Kawartha Cycling Club Executive email address
- Ensure Sports Injury Forms are completed, reviewed by the directors and officers and submitted to the insurer, as required.

- Other duties and responsibilities as assigned
- Following their tenure, the President becomes the Immediate Past President until the AGM which follows the end of their tenure as President.

**(d) Duties of Immediate Past President**

The Immediate Past President shall perform the duties described in this By-law and such other duties as may be required by law or as The Executive may determine from time to time.

- Participate in Executive meetings in an advisory capacity to assist with the transition and continuity of Kawartha Cycling Club
- Support the transfer of access of accounts and passwords as necessary
- Make introductions of the new Executive to community partners as appropriate
- Accept no other role as a Director or Officer on the Executive for the duration of their term as Immediate Past President unless invited to do so by a majority vote of the Executive
- Support the Executive in their objectives and direction
- Other duties and responsibilities as assigned

**(e) Duties of the Treasurer**

The Treasurer shall perform the duties described in this By-law and such other duties as may be required by law or as The Executive may determine from time to time.

- Develop annual operating budget and make recommendations regarding membership free for the upcoming year
- Maintain current and accurate financial records, including reconciling bank statements
- Validate expense reports filed by Executive members and confirm appropriate documentation has been submitted prior to issuing payment for the expense
- Prepare financial statements for presentation at Executive meetings
- Prepare and present year-end financial statement at Annual General Meeting
- Act as signing officer for banking transactions
- Manage setup and maintenance of payment processing for KCC registration fees

- Maintain and submit all government returns and reports as required, including an annual income tax return along with changes in Directors and Officers.
- Maintain for reference purposes, all copies of government reports and returns
- Other duties and responsibilities as assigned

**(f) Duties of the Secretary**

The Secretary shall perform the duties described in this By-law and such other duties as may be required by law or as The Executive may determine from time to time.

- Solicit agenda items from other committee members for all Board meetings and AGM
- Prepare and distribute agenda prior to the respective meetings
- Take Minutes at all meetings. Distribute to all Directors for review and acceptance
- Maintain complete records regarding agenda and minutes via Google Drive and [www.kawarthacyclingclub.com](http://www.kawarthacyclingclub.com)
- Maintain for reference purposes electronic copies of minutes, ride and tour schedules, policy statements, constitution documents, membership lists and relevant correspondence
- Revise the Risk Management Policy, Policy and Procedures and Executive Duties and Responsibilities documents as per the annual review and direction from The Executive
- Other duties and responsibilities as assigned

**(g) Term of Directors**

The term of office of the Directors shall be from the date of the meeting at which they are elected or appointed until the next Annual General Meeting (AGM); or until their successors are elected or appointed.

**(h) Nomination and Election of Directors**

At least fourteen days in advance of the AGM the Secretary shall notify club membership of the date, time and location of the AGM. This notice will also include a call for nominations to the role of President, Treasurer and Secretary.

Individuals may nominate themselves or be nominated by another member. If the member is nominated by a third party, the current Secretary of Kawartha Cycling Club will contact the



nominee and confirm that they are willing to accept the nomination prior to listing them as a nominee on the agenda.

Last call for nominations will occur immediately prior to the vote on election for each role during the AGM. The vote to elect the Directors to each role will be conducted in accordance with the Voting Procedure at Members' Meetings outlined below in 4.06.

**(i) Vacant Director Positions**

The office of a Director shall be vacated immediately:

- if the Director resigns office by written notice to the Secretary, which resignation shall be effective at the time it is received by the Secretary or at the time specified in the notice, whichever is later;
- if the Director dies or becomes bankrupt;
- if the Director is found to be incapable of managing property by a court or under Ontario law; or
- if, at a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

**(j) Filling Vacant Director Positions**

Kawartha Cycling Club requires three Directors to operate. Any vacant Director position shall be filled as quickly as possible and as follows:

- The Secretary shall notify the Directors and Executive Committee of the vacancy immediately upon receiving notice.
- The President shall bring forward a recommendation for the filling of the vacancy to a meeting of Executive Committee for its approval at the earliest opportunity.
- If there is not a quorum of the Executive Committee available to conduct such a meeting, the Directors in office shall appoint an interim Director from the existing Executive Committee; and bring forward a recommendation for the filling of the vacancy to the next scheduled meeting of Executive Committee for its approval.
- If there is not a quorum of the Directors available to conduct such an appointment, without delay, the Directors or Executive Committee shall call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;

- If the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term;
- The Executive may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

## **Section 2.02 Officers**

Officers are volunteers recruited by the Directors and are responsible for the day-to-day operation of the corporation.

At the first meeting following the AGM the Directors shall establish the number of Officers required to successfully meet the objectives of Kawartha Cycling Club for the coming year. The Directors shall determine the terms of reference and composition of the role for the Officers as it determines necessary for the execution of the Kawartha Cycling Club's operation including any of the suggested roles in Section 2.03. The Directors may dissolve any role by resolution or allow it to run vacant, at their discretion.

The Directors will assign the available volunteers to their respective position while carefully considering the skills, interests, and availability of the available volunteers.

## **Section 2.03 Suggested Roles of Officers**

Membership Coordinator  
Ride Coordinator  
Communications Coordinator  
Safety and Risk Coordinator  
Events and Activities Coordinator

The Executive may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as The Executive may prescribe from time to time.

## **Section 2.04 Executive**

The Directors and Officers are considered to make up the Executive of Kawartha Cycling Club.

## **Section 2.05 Remuneration of Executive**

The Directors and Officers shall serve as such without remuneration and no Director or Officer shall directly or indirectly receive any profit from occupying their position subject to the following:

- Directors and Officers may be reimbursed for reasonable expenses they incur in the performance of their duties;
- Directors and Officers may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is considered reasonable by The Executive and is approved by The Executive for payment by resolution passed before such payment is made.

## **Section 2.06 Conflict of Interest**

A Director or Officer who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director or Officer shall attend any part of a meeting of the Executive or vote on any resolution to approve any such contract or transaction.

## **Article III. Membership**

### **Section 3.01 Membership**

Membership in the Kawartha Cycling Club shall consist of such persons interested in furthering the Corporation's purposes and who have been accepted into membership by the Corporation.

### **Section 3.02 Membership Fees**

The Treasurer shall bring forward a recommendation regarding the amount of the membership fee to the Executive Committee prior to the Annual General Meeting.

The Executive Committee will prescribe an annual, non-refundable membership fee which shall be payable by all members of the Corporation based on their age group. If youth membership is offered, it may be offered at a reduced rate.

Upon payment of the fee, members shall enjoy all the rights and privileges of the Corporation.

The Executive Committee may, from time to time, and in its complete discretion, waive the payment of any membership fee to any person or class of persons.

### **Section 3.03 Membership Criteria**

Membership in Kawartha Cycling Club:

- is open to anyone eighteen years of age and older;
- is open to youth members under the age of eighteen years of age provided their parent or guardian is also a Kawartha Cycling Club (KCC) member in good standing and accompanies them to all KCC events and activities which they attend;
- commences once the membership fee is paid upon initial registration;
- terminates once the membership fee is not paid within 60 days of the opening of registration in subsequent years;
- is not transferable and automatically terminates if the member resigns or such membership is otherwise terminated by the Executive;

### **Section 3.04 Membership Registry**

A membership registry will be overseen by the Secretary which includes the names and contact details of all members of Kawartha Cycling Club.

### **Section 3.05 Termination of Membership for Cause**

Upon 15 days' written notice to a Member, the Executive may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the Letters Patent, By-laws or Resolutions of the Executive, Policies and Procedures adopted by the Executive, or directives of the Executive or the Corporation's staff.

The notice shall set out the reasons for the disciplinary action or termination of membership.

The Member receiving the notice shall be entitled to give The Executive a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period.

The Executive shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

## **Article IV. Members' Meetings**

### **Section 4.01 Annual General Meeting (AGM)**

The Annual General Meeting (AGM) shall be held on a day and at a place within Ontario fixed by The Executive of Directors and not more than fifteen (15) months since the last AGM.

The business transacted at the AGM shall include:

- receipt of the agenda;
- receipt of the minutes of the previous annual and any subsequent special meetings;
- a report from the Directors on the affairs of the Corporation since the last annual general meeting,
- delivery and receipt of the financial statements;
- a report of any auditor or person who has been appointed to conduct a review engagement;
- reappointment or new appointment of an auditor or a person to conduct a review engagement for the coming year or a special resolution waiving such appointment;
- election of Directors; and
- such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for the AGM unless a Member's proposal has been given to the Secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

### **Section 4.02 Members' Special Meetings**

The Executive Committee may call a special meeting of the Members.

The Executive shall convene a special meeting of the Members on written requisition of not less than ten (10) percent of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

### **Section 4.03 Notice of Meeting to Members**

Subject to the Act, not less than 14 and not more than 50 days written notice of any annual or special Members' meeting shall be given via email or in such other manner specified in the Act to each Member and to any auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken. Notice of each meeting must remind the Member of the right to vote by proxy.

### **Section 4.04 Quorum for Members' Meetings**

A quorum for the transaction of business at a Members' meeting shall be no less than ten (10) percent of the Members, whether present in person or by proxy. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

#### **Section 4.05 President of Members' Meetings**

The President of Kawartha Cycling Club shall preside as President over the Members meeting.

In the President's absence, the Members present at any Members meeting shall choose another Director as President and if no Director is present or if all of the Directors present decline to act as President, the Members present shall choose one of their number to President the meeting.

#### **Section 4.06 Voting Procedure at Members' Meetings**

Business arising at any Members meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

- each Member, whether present in person or by proxy, shall be entitled to one vote at any meeting;
- votes shall be taken by a show of hands among all Members present and the President of the meeting shall have a vote;
- an abstention shall not be considered a vote cast;
- before or after a show of hands has been taken on any question, the President of the meeting may require a written ballot. A written ballot so required shall be taken in such manner as the President of the meeting shall direct;
- if there is a tie vote, the President of the meeting shall not have a second or casting vote and the motion is lost; and
- whenever a vote by show of hands is taken on a question, unless a written ballot is required, a declaration by the President of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

#### **Section 4.07 Adjournments of Members' Meetings**

The President may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been



brought before or dealt with at the original meeting in accordance with the notice calling the same.

#### **Section 4.08 Persons Entitled to be Present at Members' Meetings**

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the Letters Patent to be present at the meeting. Any other person may be admitted only if invited by the President of the meeting or with the majority consent of the Members present at the meeting.

#### **Section 4.09 Virtual Members' Meetings**

Any meeting of Members, including the AGM, may be held virtually by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Member who, through those means, votes at the meeting or establishes a communications link to the meeting, is deemed to be present at the meeting.

## **Article V. Executive Meetings**

### **Section 5.01 Board of Directors Meetings**

Executive Meetings are deemed to be meetings which include the Directors and Officers of Kawartha Cycling Club. These meetings will be considered to stand in place of Board of Directors Meetings.

### **Section 5.02 Calling an Executive Meeting**

Executive Meetings may be called by the President or any two Directors at any time and any place on notice as required by this By-law. Unless otherwise directed by the President, the Executive will meet monthly. Additional meetings of The Executive may be scheduled at the discretion of the President.

Prior to the adjournment of each Executive Meeting, the date of the next meeting shall be set considering the availability of all Directors and Officers.

The Executive may fix the place and time of regular meetings and send a copy of the resolution fixing the place and time of such meetings to each Director and Officer, and no other notice shall be required for any such meetings.

### **Section 5.03 Attendance at Executive Meetings**

Directors and Officers are encouraged to attend, in person or by electronic means, all of the meetings of the Executive and to advise the President and Secretary, in advance, of their inability to be present at any given meeting.

Directors and Officers are expected to attend at least 60% of the meetings held each year barring unforeseen circumstance.

### **Section 5.04 Notice of Meeting to Executive**

An electronic meeting invitation shall be sent out to all members of the Executive within 48 hours of the adjournment of the previous Executive meeting detailing the date, time, duration and location or method of meeting for the next Executive meeting.

Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting.

If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

### **Section 5.05 President of Executive Meetings**

The President shall preside at Executive meetings. In the absence of the President, the Directors present shall choose one of their number to act as the Chairperson of that particular meeting.

### **Section 5.06 Quorum for Executive Meetings**

A quorum for the transaction of business at an Executive meeting is a majority of the Directors and Officers, whether present in person or electronically. If a quorum is present at the opening of a meeting of the Executive, the Directors present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

### **Section 5.07 Voting at Executive Meetings**

Each Director and Officer has one vote. Questions or motions arising at any Executive meeting shall be decided by a majority of votes. In case of an equality of votes, the President shall not have a second or casting vote and the question or motion will be considered defeated.

### **Section 5.08 Virtual Executive Meetings**

Kawartha Cycling Club permits Executive meetings to be conducted in person, or by electronic means that permits all participants to communicate adequately with each other during the meeting. A Director or Officer participating by such means is deemed to be present at that meeting.

### **Section 5.09 Office Held at Director’s Discretion**

Any Officer shall cease to hold office upon resolution of the Directors.

### **Section 5.10 Duties of Officers**

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

The Executive will maintain a “Roles and Responsibilities” Schedule which describes in more detail the roles and responsibilities of its various officers. The current “Roles and Responsibilities” Schedule is attached hereto as Schedule A. This Schedule may be amended, from time to time, as required by the Executive. The Secretary shall maintain the up to date Schedule of “Roles and Responsibilities”.

### **Section 5.116.07 Duties of Other Officers**

All other Officers shall perform the duties described in this By-law and such other duties as may be required by law or as The Executive may determine from time to time.

All other Officers of KCC shall also perform the duties assigned to them in Schedule A as amended from time to time.

## **Article VI. Protection of Directors, Officers, and Others**

### **Section 6.01 Limitation of Liability for Directors, Officers, and Others**

No Director, Officer or committee member of the Corporation is liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Executive or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have complied with the Act and the Corporation's Letters Patent and By-laws and exercised their powers and discharged their duties in accordance with the Act.

### **Section 6.02 Insurance Requirements**

Kawartha Cycling Club will carry insurance at all times, including Directors and Officers coverage. The Directors and Officers will review their insurance coverage on an annual basis to ensure that coverage matches the needs of the Club, its Directors and Officers and its Members.

KCC may elect to arrange insurance coverage and Directors and Officers coverage through membership in the Ontario Cycling Association (OCA).

If the Directors and Officers of the club deem that they would like to purchase insurance coverage outside of the coverage offered by the OCA, the Directors and Officers will obtain guidance from a licensed insurance broker familiar with sporting clubs to recommend the most appropriate insurance package for the business and activities of Kawartha Cycling Club, and purchase the recommended coverage, including Directors and Officers coverage, to protect the Executive in their leadership capacity.

## **Article VII. Financial**

### **Section 7.01 Written Contracts**

Deeds, transfers, assignments, contracts, obligations, and other instruments in writing requiring execution by the Corporation, as well as any documentation required for the purposes of banking, may be signed by any two of its Officers or Directors.

In addition, The Executive may, from time to time, direct the manner in which and the person by whom a particular document or type of document shall be executed. Any Director or Officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

### **Section 7.02 Banking**

The Executive shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

### **Section 7.03 Financial Year**

The financial year of the Corporation ends on October 31 in each year or on such other date as The Executive may from time to time by resolution determine.

## **Article VIII. Service of Notices**

### **Section 8.01 Service of Notice**

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by:

- a. telephone (delivered personally); or
- b. sent by prepaid mail; or
- c. sent by facsimile, email or other electronic means;

to any such Member or Director at their latest address as shown in the records of the Corporation and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

### **Section 8.02 Computation of Time**

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

### **Section 8.03 Error or Omission in Giving Notice**

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

# **Article IX. General Matters**

## **Section 9.01 Definitions**

In this By-law No.1, unless the context otherwise requires:

"Act" means the Corporations Act, 1990 (Ontario) or the Not-for-Profit Corporations Act, 2010 (Ontario), whichever is in effect, and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;

"Board" means the Executive of the Corporation including the Directors and Officers;

"By-laws" includes this By-law No.1 (including the schedules to this By-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force;

"Corporation" means the Kawartha Cycling Club corporation that has passed this By-law under the Act and which is sometimes referred to as the "Club" or "KCC" in various documents of the Corporation;

"Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called;

"Letters Patent" mean the Letters Patent granted to the Kawartha Cycling Club by the Ministry of Consumer and Business Services on December 2, 2005;

"Member" means a member of the Corporation;

"Members" means the collective membership of the Corporation; and

"Officer" means an officer of the Corporation.

"President" means the President of the Executive and Director of Kawartha Cycling Club;

## **Section 9.02 Interpretation**

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

## **Section 9.03 Severability and Precedence**



The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the Corporation's By-laws are inconsistent with those contained in the Letters Patent or the Act, the provisions contained in the Letters Patent or the Act, as the case may be, shall prevail. In the event of a conflict between the corporation's By-laws and the provisions of any of the Corporation's other documents, the By-laws shall prevail.

#### **Section 9.04 Seal**

The Corporation shall not be required to have a seal. If the Corporation does adopt a seal, it shall be in the form determined by The Executive.

#### **Section 9.05 Registered office**

The Corporation's registered office and official mailing address may be fixed by The Executive from time to time and, in default thereof, shall be the address specified in the notice of return most recently filed by the corporation under the Corporations Information Act;

#### **Section 9.06 The Standard Code of Parliamentary Procedure**

All formal meetings of The Executive of Directors, Members or Committees shall be run according to The Standard Code of Parliamentary Procedure.

#### **Section 9.07 Adoption and Amendment of By-laws**

The Members may from time to time amend this by-law by a majority of the votes cast. The Executive may from time to time in accordance with the *Act* pass or amend this by-law other than a provision respecting the transfer of a membership or to change the method of voting by members not in attendance at a meeting of members.

Enacted by the Kawartha Cycling Club Directors and Officers on the 8<sup>th</sup> day of November 2022.

Adopted by the Kawartha Cycling Club Membership at the 2022 Annual General Meeting on the 24<sup>th</sup> day of November 2022.

\_\_\_\_\_  
KCC President Name (Printed)

\_\_\_\_\_  
KCC President Signature

\_\_\_\_\_  
KCC Secretary Name (Printed)

\_\_\_\_\_  
KCC Secretary Signature

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KCC Treasurer Name (Printed)

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KCC Treasurer Signature

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