

PETTY TRAIL BLAZERS ATV CLUB Inc.

QuadNB CLUB #33

BY-LAWS



Adoption: _____

Petty Trail Blazers ATV Club Inc.
QuadNB Club #33

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CHAPTER I: GENERAL ORGANIZATION

By-Laws pertaining to administration and management of the “Petty Trail Blazers ATV Club Inc.” All following references “him”, “he”, “his” or “President” refer to both genders, masculine or feminine. The word “Quad” refers as ATVs, Side-by-Side or Mule as identified in the *New Brunswick Off-Road Vehicle Act*. The word “Officers” in this document refers to members of the Executive Committee and the Board of Directors. The following is adopted as By-Laws for the “Petty Trail Blazers ATV Club Inc.” known as “The Club”.

1. Name of Club

The Club is known by its official name of Petty Trail Blazers ATV Club Inc.

2. Seal

The seal appearing in the margin of the last page of identified as being the official corporate seal.

3. Head Office

The Club’s head office is at 25 Maple Street, Petitcodiac, NB E4Z 4M5.

4. Nature

The Club is a non-profit volunteer organization having no political affiliation.

5. Goals and objectives

- a) Promote the safe and responsible recreational use of Quads.
- b) Favor a spirit of co-operation within the province’s law enforcement agencies.
- c) Respect the environment.
- d) Promote a positive image within the community of Quading.
- e) Work with people having the same vision of travelling with Quads on trails fit for Quads.
- f) Organize events and public appearances to better inform local/regional citizens on The Club’s participation to improve safe environment and promote access on fitted trails for Quads instead of travelling illegally on public roads.
- g) Encourage the development of new trails for Quads. Oversee the maintenance of trails for The Club’s members, ensure appropriate signage to educate users to a clean environment and intensify good behavior, prepare, and distribute electronic trail maps and access guides relating to managed trails.
- h) Becoming a voice for this recreational sport.
- i) Search funding to reach the goals of The Club to purchase/lease equipment and invest on trails maintenance or development.

6. Financial Report

A yearly written financial report commencing on April 1st and ending on March 31st must be produced or any other date as agreed by the Board of Directors at its discretion or by resolution. The Executive & Directors shall be e-mailed financial reports each month.

7. Deliberations

English will be the deliberation language of The Club.

CHAPTER II: MEMBERSHIP

1. Membership

Membership shall be open to any person who subscribes to the purpose and aims of The Constitution and By-Laws, and upon joining shall be considered to have undertaken and agreed to promote and carry out the objects of The Club.

Membership shall be limited to Quads with one (1) member per Quad. Membership fee will be set at the QuadNB's AGM. Associate family members who wish to be a voting member will pay \$10.00 to The Club, which will be for club membership ONLY. It does not give voting right at QuadNB's AGM. Anyone over the age of 16 must purchase a membership. Please check QuadNB's website for membership fees as they change from time to time.

At all meetings, each member shall be entitled to one (1) vote and cannot vote by proxy. Each question shall be decided by a "yea" or "nay" vote unless a secret ballot is requested by a member with the support of another member.

2. Membership Removal

Following a vote by 65% of the present officers to a meeting, the Board has the right to cancel membership to The Club for any reason called by the Board to be harmful to The Club's commitments and reputation. The member and the supportive member, if it applies, must be notified by writing. There will be no membership fee refunded.

CHAPTER III: OFFICERS

1. Composition

The Executive Committee is composed of: President, Vice-President, Secretary, and Treasurer. The Club shall be managed by a Board of Directors consisting of the Executive Committee and eight (8) Directors.

2. Duration of terms

The Board of Directors' term will be for two (2) years. Four (4) Directors will choose either a 1-year term or 2-year term where every year only four (4) directors would be up for renewal. When a term is up, the expired Director can still re-run for another term. This allows us only to change four (4) Directors each year.

3. Meetings

- a) The Club's General Meeting shall meet once a month at the Clubhouse at 25 Maple, on the 3rd Tuesday of the month.
- b) The Annual General Meeting of The Club shall be held once a year to review The Club's business in February.
- c) Motionss arising at any meeting of the Board of Directors shall be decided by a majority of votes. A majority of the Board shall constitute a quorum. In the event of an even number of votes, the Chairperson shall have the deciding vote.
- d) The President can convene a meeting or special meeting for officers any time needed or communicate with the officers by phone, regular mail, or e-mail for any urgent matter to take any decision favoring the good functioning of The Club.

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e) The Club's fiscal year shall run from April 1st and end on March 31st to coincide with QuadNB.

4. Quorum

Quorum is obtained when 10 legitimate members, or 2% of the paid members of The Club attend an AGM, a special meeting along with four (4) members of the Board of Directors.

CHAPTER IV: RESPONSIBILITIES AND DUTIES OF THE OFFICERS

All officers must be paid members in good standing with The Club and one (1) person cannot hold two offices at the same time unless it is decided to have a Secretary/Treasurer position.

Officers of The Club shall not voice their personal opinion about The Club to the media, unless such an opinion has been approved by the Board of Directors.

Directors and Officers shall serve without pay but may be reimbursed for out-of-pocket expenses incurred by them, on behalf of The Club, from time to time, such as mileage over 10 km and meals while grooming as approved by the Board of Directors.

A minimum of two (2) estimates must be received when purchasing equipment, hiring, or contracting out work on behalf of The Club, unless it is a public emergency. Directors shall be notified by email.

1. President

- a) Has the primary responsibility for all affairs of The Club.
- b) Will vote on any issue only in the event as to act as a tie-breaker.
- c) Will be the official spokesperson of The Club, representing policies, view, and opinions of The Club's membership in its relations with the public, government, and authorities.
- d) Will submit applications to QuadNB, Government of New Brunswick, or any other agency for funding subsidies/grants.
- e) Will have the authority to co-sign with the Treasurer any cheques written on The Club account's cheques.
- f) Prepares the meeting's agenda.
- g) Starts the meetings.
- h) If the President collects money on behalf of The Club, it will be submitted to the Treasurer immediately.

2. Vice-President

- a) Will act as President and retain the powers of the President in case of absence, inability to act, resignation or termination of the President's position.
- b) Will have the authority to co-sign with the Treasurer and President any cheque written on The Club's account's cheques.
- c) Will assist the President as called upon to do so.
- d) If the Vice-President collects money on behalf of The Club, it will be submitted to the Treasurer immediately.

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3. Treasurer

- a) Will be responsible for all payables and receivables and maintain accurate records of The Club's finances.
- b) Will be the primary signer of any cheques written on The Club's account cheques.
- c) Will deposit all funds received by The Club in The Club's bank account immediately.
- d) Will prepare and provide an updated accurate financial statement at every meeting, or when called upon to do so by the President.
- e) Will produce a yearly financial statement by May's meeting to be reviewed by an independent source.
- f) Will assist the Secretary in their absence. If the Treasurer needs assistance with this task, a member present may be accepted, by vote, to be the Treasurer's assistant.
- g) The Club may use electronic funds transfer to pay bills with the signature of any two (2) signing officers.

4. Secretary

- a) Will attend and record all minutes of the meetings. If absent the Treasurer will take the minutes.
- b) Will have a list of eligible voting members for attendance purposes.
- c) Types the minutes of every meeting called by the President.
- d) Will assist the President in preparing the agendas to distribute at the meetings.
- e) Keeps track of The Club's Seal and archives all documents used by The Club.
- f) Handles any correspondence and reads it at the meetings.
- g) If the Secretary collects money on behalf of The Club, it will be submitted to the Treasurer immediately.
- h) Will assist the Treasurer as requested.

5. Board of Directors

The Board of Directors may, by resolution, appoint any standing committee as it deems necessary to carry out the business of The Club:

- a) Represent the membership.
- b) Ensure the Executive Committee adheres to The Club's By-Laws.

CHAPTER V: ASSETS

If The Club folds, all assets purchased by or donated to The Club, funds allotted from the Trust Fund monies or grants will return to QuadNB. Therefore, all monies coming from The Club activities to raise funds can be dispersed to a charity of The Club's choice. If any material, equipment, or tools were donated to The Club by an individual, other organization or companies with conditions, those conditions will be respected by QuadNB.

CHAPTER VI: ELECTIONS

1. Dates of elections

The election of officers will take place at every Annual General Meeting or at the specially called meeting, if needed.

2. Right to vote

Only the members present that have paid the membership fee are allowed to vote, except the Election Chairperson, who can vote to break the tie.

3. Eligibility

Any consenting person, having paid the membership fees, being at least 16 years of age, and not the Election Chairperson are allowed to be voted in as officers on the Executive.

If any paid member wishes to call an election to change any of the Executive members before their term is up, then it will be brought to the Board of Directors. A vote of 65% will rule.

4. Election and Term

The Board of Directors and Executive Committee (“Executive Directors”) shall be classified into two classes, as nearly equal in number as possible, with staggered terms, with one class being elected each year to serve a staggered two-year terms.

Executive Directors in each class shall be elected at the annual meeting. The Executive Directorss initially elected in Class I will serve until the 2023 annual meeting and the election and qualification of their successors. The Executive Directors initially elected in Class II will serve until the 2024 annual meeting and the election and qualification of their successors.

At the effective date, Class I Executive Directors shall consist of: Barry Smith, Bill Drost, Ryan VandeBrand, Adam Pond. Class II Executive Directors shall consist of: Henry Geldart, Gerald Robinson, Bob Geddes, Allan Mollins.

Beginning with the election of Executive Directors to be held at the 2023 annual meeting, and going forward, the class of Executive Directors to be elected in such year (Class I) shall be elected for a two-year term, and at each successive annual meeting of directors, the class of Executive Directors to be elected in such year would be elected for a two year term, so that the term of office of one class of Executive Directors shall expire in each year.

5. Election Chairperson

The Election Chairperson must not be a member running for a Board position and be a good-standing member.

The Election Chairperson would:

- a) Receive submissions & make the list of candidates
- b) Present the candidates list at the AGM
- c) Supervise the elections and the voting process
- d) Count the ballots and announce who won what position

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The Election Chairperson will ask three (3) times for any nominations coming from the floor and after the third call the nominations will be closed.

If there is more than one candidate per open position, then voting by secret ballot will take place. If there is only one candidate per open position, they are in by acclamation.

5. Vacant Positions

- a) In the event of the President's resignation before the end of his term, the Vice-President will automatically become the Acting President for the remaining period of the term.
- b) Any officer can be appointed after election by the President when a vacancy occurs as long as he/she has the Board of Directors' approval by a majority.
- c) A new Vice-President will be elected by ballot at the next regularly scheduled meeting.
- d) Any member of the Board of Directors shall not miss any more than four (4) meetings in one year.
- e) Any resignation from any officer must be done by writing (email is acceptable) and be given to the Secretary.

6. Transfer to New Executive

That day can differ from the day of the elections and be postponed to a later date with the approval of the Board of Directors.

CHAPTER VII: MISCELLANEOUS

1. Annual General Meeting

The agenda must include:

- a) Any upcoming event
- b) Elections
- c) Any upcoming major projects
- d) List of new business

2. Volunteers

No volunteer shall consume drugs and/or alcohol while operating heavy machinery rented or owned by The Club. Signs need to be installed while working on major construction projects on behalf of The Club. All equipment, tools, materials must be solely used for The Club's purpose.

3. By-Laws

Additions, amendments can be brought up for vote at the Annual General Meeting and be adopted by a vote of 65%. The changes are presented to the membership attending the meeting and must have 65% of the support for the changes to be adopted. The present By-Laws will become enforced on the day of the vote of its approval by 65% of the members present at a general meeting.

The Rules of Procedure contained in the most recent edition of "Robert's Rules of Order" shall be used to govern meetings of the Board of Directors whenever such rules of order are applicable, insofar as they are not incompatible with the Petty Trail Blazers By-Laws or with any applicable legislation.

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Signed, adopted, and confirmed by a vote on this day _____ 2023.

Danny McCully
President

Salma Burney
Secretary