

**Haliburton Real Easy Ryders
(HRER)**

By-law No.1

**A by-law relating generally to the conduct of the affairs
of the Haliburton Real Easy Ryders (HRER)**

Table of Contents

	Pages
Section 1 – Primary Object	3
Section 2 – Membership	3 - 5
Section 3 - Members’ Meetings	5 - 7
Section 4 – Directors	7 - 9
Section 5 – Board of Director Meetings	9 - 11
Section 6 - Officers	11 - 13
Section 7– Protection of Directors, Officers and Others	13
Section 8 – Financial	13 - 14
Section 9 – Service of Notices	14 - 15

Section 10 – General Matters	15 - 16
Enactment	17
Schedule A – Roles and Responsibilities	18 - 22

Section 1- Primary Object

1.01 Primary Object

The primary object of the Haliburton Real Easy Ryders (HRER) is to promote recreational cycling in a non-competitive, friendly, and social atmosphere.

HRER strives to:

- a. promote recreational cycling and the improvement of cycling infrastructure in the Haliburton region;
- b. provide regular weekly rides from May until October;
- c. provide two annual 2-3 day trips to other areas of the province and beyond;
- d. encourage ongoing educational opportunities through cycling and social interaction;
- e. assist members by sharing information about bicycle maintenance and contact information for local bicycle maintenance professionals; and
- f. instill safe group riding techniques.

Section 2 – Membership

2.01 Membership

Membership in the Haliburton Real Easy Ryders shall consist of such persons interested in furthering the Corporation's purposes and who have been accepted into membership from time to time by the Corporation.

2.02 Membership Fees

The Directors of the Corporation will prescribe from time to time an annual, non-refundable membership fee which shall be payable by all members of the Corporation. Upon payment of the fee, members shall enjoy all the rights and privileges of the Corporation.

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

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

2.03 Membership Criteria

Membership in the Corporation:

- a. is open to anyone eighteen years of age and older;
- b. commences once the membership fee is paid upon initial registration;
- c. terminates once the membership fee is not paid within 60 days of the opening of registration in subsequent years;
- d. is not transferable and automatically terminates if the member resigns or such membership is otherwise terminated by the Board;

2.04 Termination of Membership for Cause

Upon 15 days' written notice to a Member, the Board of Directors 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 Board, Policies and Procedures adopted by the Board, or directives of the Board 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 Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period.

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

2.05 Membership Registry

A membership registry will be maintained by the Membership Coordinator in which will be entered the names of all members of the Corporation.

Section 3 – Members’ Meetings

3.01 Members Annual General Meetings (AGM)

The annual general meeting (AGM) shall be held on a day and at a place within Ontario fixed by the Board of Directors and not more than fifteen (15) months since the last AGM.

The business transacted at the AGM shall include:

- a. receipt of the agenda;
- b. receipt of the minutes of the previous annual and any subsequent special meetings;
- c. a report from the Directors on the affairs of the Corporation since the last annual general meeting,
- d. consideration of the financial statements;
- e. a report of any auditor or person who has been appointed to conduct a review engagement;

- f. 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;
- g. election of Directors; and
- h. 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.

3.02 Members' Special Meetings

The Board of Directors may call a special meeting of the Members.

The Board 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.

3.03 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.

3.04 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.

3.05 Chair of Members' Meetings

The Chair of the Board of Directors shall preside as chair over the Members meeting.

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

3.06 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:

- a. each Member, whether present in person or by proxy, shall be entitled to one vote at any meeting;
- b. votes shall be taken by a show of hands among all Members present and the chair of the meeting shall have a vote;
- c. an abstention shall not be considered a vote cast;
- d. before or after a show of hands has been taken on any question, the chair of the meeting may require a written ballot. A written ballot so required shall be taken in such manner as the chair of the meeting shall direct;
- e. if there is a tie vote, the chair of the meeting shall not have a second or casting vote and the motion is lost; and
- f. whenever a vote by show of hands is taken on a question, unless a written ballot is required, a declaration by the chair 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.

3.07 Adjournments of Members' Meetings

The Chair 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.

3.08 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 Chair of the meeting or with the majority consent of the Members present at the meeting.

3.09 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.

Section 4 – Directors

4.01 Election of Directors

The Directors shall be elected by the Members.

In order to stand for election as a Director, a person must be a Member of the Corporation in good standing.

The Members shall elect at least three and not more than eleven 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 or until their successors are elected or appointed.

4.02 Vacancies on Board of Directors

The office of a Director shall be vacated immediately:

- a. 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;
- b. if the Director dies or becomes bankrupt;
- c. if the Director is found to be incapable of managing property by a court or under Ontario law; or
- d. 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.

4.03 Filling Board of Director Vacancies

A vacancy on the Board of Directors shall be filled as quickly as possible and as follows:

- a. The Chair shall bring forward a recommendation for the filling of the vacancy to a meeting of the Board of Directors for its approval at the earliest opportunity;
- b. If there is not a quorum of Directors available to conduct such a meeting, the Directors in office shall, without delay, 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;
- c. 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;

- d. The Board 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.

4.04 Committees of the Board of Directors

The Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

In addition, the Board may appoint from their number a Managing Director or an Executive Committee and may delegate to the Managing Director or Executive Committee any of the powers of the Directors.

4.05 Remuneration of Directors

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

- a. Directors may be reimbursed for reasonable expenses they incur in the performance of their Director's duties;
- b. Directors 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 Board and is approved by the Board for payment by resolution passed before such payment is made.

4.06 Director's Conflict Of Interest

A Director 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 shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

Section 5 - Board of Director Meetings

5.01 Calling of Board of Director Meetings

Meetings of the Directors may be called by the Chair or any two Directors at any time and any place on notice as required by this By-law.

Board meeting dates shall be established by the Chair in consultation with the Directors.

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

Unless otherwise directed by the Chair, the Board will meet a minimum of three times a year: in the Fall following the Annual General Meeting; in the Spring prior to the cycling season; and in mid-Summer to prepare for the Annual General Meeting. Additional meetings of the Board may be scheduled at the discretion of the Chair.

5.02 Attendance of Directors at Board Meetings

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

Directors are expected to attend at least two of the three required meetings each year.

5.03 Notice of Meeting to Board Directors

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 9 of this By-law to every Director of the Corporation not less than seven days before the date that the meeting is to be held.

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.

5.04 Chair of Board of Director Meetings

The Chair shall preside at Board meetings. In the absence of the Chair, the Directors present shall choose one of their number to act as the chair of that particular meeting.

5.05 Quorum for Board of Director Meetings

A quorum for the transaction of business at a Board of Directors' meeting is a majority of the Directors entitled to vote at the meeting, whether present in person or electronically. If a quorum is present at the opening of a meeting of the Board, the Directors present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

5.06 Voting at Board of Director Meetings

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

5.07 Participation by Telephone or Other Communications Facilities

If all of the Directors of the Corporation consent, a Director may participate in a meeting of the Board or of a committee of Directors by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

Section 6 – Officers

6.01 Appointment of Officers

The Board shall, at its first meeting following the annual meeting of the Corporation, appoint from among the Directors, a Chair who will also serve ex officio as President of the Corporation.

The Board may also appoint, from among its Directors, a Vice-President.

The Board shall also appoint, from among the Directors, a Treasurer and Secretary at its first meeting following the annual meeting of the Corporation.

The Board may also determine which of its Directors will serve in the following capacities:

- a. Membership Coordinator
- b. Ride Coordinator
- c. Web Site Coordinator
- d. Safety and Risk Coordinator
- e. Activities Coordinator
- f. Director at Large
- g. Immediate Past President

The Board may also designate the Immediate Past President as a non-elected officer of the Board and he or she shall serve in that capacity until the subsequent Annual General Meeting of the Members.

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

6.02 Office Held at Board's Discretion

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

6.03 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 Board of Directors 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 Board. The Secretary shall maintain the up to date Schedule of "Roles and Responsibilities".

6.04 Duties of the Chair / President

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

The Chair / President shall also perform the duties assigned to the Chair / President in Schedule A as amended from time to time.

6.05 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 Board may determine from time to time.

The Treasurer shall also perform the duties assigned to the Treasurer in Schedule A as amended from time to time.

6.06 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 Board may determine from time to time.

The Secretary shall also perform the duties assigned to the Secretary in Schedule A as amended from time to time.

6.07 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 Board may determine from time to time.

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

Section 7 - Protection of Directors, Officers, and Others

7.01 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 Board 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 8 – Financial

8.01 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 Board 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.

8.02 Banking

The Board 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.

8.03 Financial Year

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

Section 9 – Service of Notices

9.01 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.

9.02 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.

9.03 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.

Section 10 – General Matters

10.01 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;

“Letters Patent” mean the Letters Patent granted to the Haliburton Real Easy Ryders by the Ministry of Consumer and Business Services on December 2, 2005;

"Board" means the board of directors of the Corporation;

"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;

"Chair" means the chair of the Board who also serves ex officio as President of the Board;

"Corporation" means the Haliburton Real Easy Ryders corporation that has passed this By-law under the Act and which is sometimes referred to as the "Club" or "HRER" 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;

"Member" means a member of the Corporation;

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

"Officer" means an officer of the Corporation.

10.02 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.

10.03 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.

10.04 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 Board.

10.05 Registered office

The Corporation's registered office and official mailing address may be fixed by the Board 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;

10.05 Roberts Rules

All formal meetings of the Board of Directors, Members or Committees shall be run according to Roberts Rules of Order.

10.06 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 Board 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 Haliburton Real Easy Ryders' Board of Directors on the 25th day of September, 2020.

Robin Bell

HRER President

Joanne Hale

HRER Secretary

Schedule “A” to HRER By-law No. 1

Current as of August, 2020



**Haliburton Real Easy Ryders
Roles and Responsibilities**

PRESIDENT	TIMELINE
Schedule and chair meetings.	Ongoing – at least 4 times a year
Solicit agenda items from other committee members for all Board meetings and AGM and prepare and distribute agenda prior to the respective meetings	For each meeting
Prepare welcome letter for inclusion in the membership registration package	January
Act as signing officer for banking transactions	Ongoing
Coordinate the annual review and revision of Board Roles and Responsibilities	Fall
Ensure website content is reviewed with the Website Coordinator prior to and during the cycling season	February and ongoing

Chair the Annual General Meeting	Fall
Ensure Sports Injury Forms are reviewed with “the co-operators” and forms are completed and filed in case of accident	As needed
Coordinate the identification of charitable organizations and annual donations as required	Ongoing
Respond to inquiries coming from the club’s e-mail address	Ongoing

VICE-PRESIDENT	TIMELINE
Represent the President in his/her absence. Handle duties of ‘Immediate Past President’ in the event there is no person in the position	As required
Act as signing officer for banking transactions (along with the President and Treasurer) The club policy only requires 2 directors to be signing officers.	Ongoing
Organize the spring orientation meeting <u>Note:</u> ‘Let’s Get Rolling’ will be covered by the Activities Director in 2020	February-May
Coordinate the annual review of the Policy & Procedures document as required <u>Note:</u> this will be covered by the Safety Coordinator in 2020	Spring
“In the event there is no Vice President, the duties will be distributed among the directors as deemed appropriate”	

SECRETARY	TIMELINE
Take Minutes at all meetings. Distribute to all Directors for review and acceptance Maintain all copies via Google Drive	Ongoing
Maintain for reference purposes electronic copies of minutes, ride and tour schedules, policy statements, constitution documents, membership lists and relevant correspondence	Ongoing
Revise the Risk Management Policy, Policy and Procedures and Board Duties and Responsibilities documents as per the annual review and direction from the Board	

TREASURER	TIMELINE
Maintain accurate and up-to-date financial records	Ongoing
Review, reconcile and maintain quarterly bank account statements	Ongoing
Reconcile bank statements to QuickBooks	Ongoing
Pay all expenses and invoices ensuring that all payments are supported by valid receipts	Ongoing
Prepare financial statements for presentation at Board meetings	As required
Prepare and present year-end financial statement at Annual General Meeting	October
Act as signing officer for banking transactions	Ongoing
Handle all banking transactions and ensure prompt deposit of annual membership dues	Ongoing
Maintain and submit all government returns and reports as required, including an annual income tax return along with changes in Directors and officers.	Prior to April 30th
Maintain for reference purposes, all copies of government reports and returns	Ongoing
Use CCN Bikes website to access details of electronic bank deposits and act as secondary contact (Membership Coordinator is the primary contact)	Ongoing

MEMBERSHIP COORDINATOR	TIMELINE
Update HRER membership application package for the CCN website, including any fee changes and coordinate submission of documents to CCN for electronic registration.	January
Set up and launch registration process for the CCN website.	February
Assist members with online registration when required.	Ongoing
Maintain two separate databases, former year members and current members. <u>Note:</u> Communication to go to all current and past members until June 15 annually, filtering out for duplication.	June 15 (Past Members)
Distribute a Membership Contact List containing name, telephone number and email address to ONLY consenting members who choose to opt in.	June 15
Liaison with CCN to improve the registration process and resolve problems.	Ongoing

Distribute all email correspondence to club members as required.	Ongoing
--	---------

RIDE COORDINATOR	TIMELINE
Be responsible for "scouting out" and developing new rides/day trips	Ongoing
Prepare a draft copy of the annual cycling schedule	August
Prepare an approved draft copy of the annual cycling schedule for presentation at the Annual General Meeting	prior to AGM
Ensure that the final ride schedule is available for inclusion on the web site	January
Conduct an annual review of the individual weekly ride maps and update accordingly	Ongoing
Prepare maps for new rides, as required for inclusion on website	January/February
Arrange Ride Captains for each ride	October and ongoing
Review the Ride Captains' duties and responsibilities annually and update as required	Fall
Communicate duties and responsibilities to Ride Captains prior to the beginning of each cycling season	Before the first ride in May
Communicate with the Membership Coordinator regarding last minute changes to ride schedules for the purpose of communicating with the membership	Ongoing
Liaise between the executive and the organizers of the Spring and Fall trips	Ongoing
WEB SITE COORDINATOR	
Act as the primary contact between the Club and the webmaster	Ongoing
Be responsible for forwarding any additions, deletions or changes to the Club's website to the webmaster	Ongoing

Obtain input as required and post annual changes to the website through the webmaster, prior to the beginning of cycling season. These include: <ul style="list-style-type: none"> - Changing all year dates to the current year - Forwarding the updated Membership Application package, including President's message, disclaimer forms, waivers, and all required documents - Forwarding an updated ride schedule and maps - Updating executive photo - Forwarding updated Risk Management Policy and safety articles - Updating events and hot links - Ensuring the administrative e-mail address is correct 	February
Coordinate the inclusion/deletion of photos for the Club's website on an ongoing basis.	Ongoing

SAFETY AND RISK COORDINATOR	
Coordinate the annual review of the Risk Management Policy as required	October
Understand the insurance provider's requirements for coverage and renew annual Directors' and Officers' insurance and general liability insurance.	January
Undertake an annual review of the safety articles posted under the Safety Menu on the Club's website and update as required	January
Prepare new emergency phone cards of Directors' cell phone numbers	Prior to LGR

ACTIVITIES COORDINATOR	TIMELINE
Book venues for club events and use of washrooms when required. Obtain cheque for payment and confirmation of insurance and forward appropriately.	Winter and ongoing
Manage supplies for events. Replenish supplies for tea and coffee. Provide main course for AGM. Arrange for notice to members regarding what to bring to pot lucks. Organize pot lucks including clean up.	Ongoing
Notify appropriate person where necessary that we wish to park in their public lots for regular rides.	Ongoing
Contact owners of private properties to gain permission to ride on their property	A couple of weeks before the rides on their property

Act as Board Liaison for cycling jerseys. Renate will continue to hold inventory and place orders as required.	Ongoing
--	---------

DIRECTORS AT LARGE	TIMELINE
Assist Ride Coordinator with the Fall and Spring trips	Ongoing
Assist the Vice-President with the organization of the Spring orientation	Spring
Assist other Board members in successfully completing their tasks	Ongoing
Assist Activities Coordinator with group events	April-October
"In the event there is no Immediate Past President, the duties will be distributed among the VP and directors at large as deemed appropriate"	

IMMEDIATE PAST PRESIDENT	TIMELINE
Act as an advisor to the Board of Directors and carry out specific duties as requested by the Board or the President	Ongoing
Attend all meetings of the Board of Directors at his/her discretion. The Immediate Past President shall have a vote at all meetings so attended	Ongoing
Recruit active club members to serve on the Board of Directors and conduct the election of the Board of Directors at the Annual General Meeting	Ongoing
