



LapDogs Cycling Club Charter and Governing Bylaws
(Last Edited, 2013)

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Article # 1: Name

- I. This organization shall be known as the “**LapDogs Cycling Club**”. Hereafter known as the Club.

Article # 2: Mission

- I. The objective of the Club is to promote the sport of cycling.
- II. The objective will be achieved through the support and promotion of all types of cycling including but not limited to Road riding, Mountain biking, Cyclocross and bicycle racing.
- III. The Club is also social in nature with opportunities for individuals to socialize as well as work together to give back to their communities primarily through cycling specific charities, organizations and advocacy groups.

Article # 3: Membership

- I. Membership is open to all persons who apply for membership who are 18 years of age or older and who complete the necessary documentation and who pay the yearly dues.
- II. A full membership is granted annually for a calendar year.
- III. A partial membership may be granted at any time of the year but the benefits of full membership are at the discretion of the Executive committee.
- IV. In applying for membership members absolve the LapDog Cycling club; it's officers and members of any responsibility for loss, damage or injury as a result of participation in activities sponsored by the Club.
- V. All members must sign an Ontario Cycling Association (OCA) waiver absolving the Club of any liability before participating in any club activities.
- VI. All members are expected to conduct themselves at all times, when participating in Club activities or representing the Club by wearing the Club clothing, in a manner that would not bring disrespect to the Club. Members who breach this policy can be subject to disciplinary action up to and including expulsion from the club.

Article # 4: Officers and Duties

- I. A Board of Directors, hereafter known as the Executive, which will consist of seven officers, will run the Club:

President - Is the lead spokesperson for and represents the Club when dealing with other organizations, schedules and presides over meetings and is, ultimately, responsible for the smooth operation of the Club.

Vice President - Assists the President and assumes the duties of the President in his absence, whether temporary or permanent due to resignation or removal of the President from office.

Treasurer - Manages finances, prepares, files and maintains financial records of the Club.

Secretary - Prepares meeting minutes and all non-financial records for the Club.

Members at Large - 3 members selected from the members of the Club.

- II. If any one gender has at least 20 percent of the membership then that gender shall be entitled to a minimum of one member of the Executive.

Selection Process

- III. Positions on the Executive are for a term of 3 years unless a members resigns or is removed from the Executive. The 3 year time period shall be called a "Term".
- IV. When a position on the Executive becomes vacant the President will ask the membership of the club to submit nominees to fill the position. The present Executive will then select a member, from the list of nominees, to fill the position.
- V. There is no limit to the number of terms an Officer can serve.

Removal from Office

- VI. Any member of the Executive may be removed from office, for any reason, by a 5 out of 7 vote of the Executive. The motion to remove an Officer must first receive a 1st and 2nd nomination from anyone in the Club, which will be followed by a vote of the Executive at the next scheduled Executive meeting. The Officer must be notified a minimum of 15 days before a meeting where a removal vote is to take place.

Article # 5: Meetings

- I. The Executive will hold a minimum of 6 Executive meetings a year to discuss Club business. Any club member can submit an issue for discussion at the meeting.
- II. The Executive will prepare minutes of each Executive meeting, including an interim financial statement and those minutes will be available to the Club membership no later than 3 weeks following the meeting.
- III. Once a calendar year the Executive will hold an Annual General Meeting (AGM) where all Club members are welcome to discuss any Club business. The Executive will outline the objectives and plans for the Club for the forthcoming year. The Club membership will be notified at least 30 days prior to the scheduled date of the Annual General Meeting. The Club will present its current Financial Statement as well as a financial outline for the forth coming year

Article # 6: Committees

Discipline Committee

- I. The Discipline committee will consist of the Club President, another member of the Executive and one member from the Club membership.
- II. The Discipline committee will be responsible for investigating any allegation of misconduct by a member of the Club. The committee will gather as many facts as possible and then give the member a chance to explain their actions to the committee before any decision is rendered.
- III. The committee will give the member 30 days notice before rendering a decision. Discipline will be at the discretion of the Committee but could include fines, removal from the race team (if applicable) and up to and including removal from the club.

Fundraising Committee

- IV. The Fundraising committee will consist of two members of the Club Executive and three members of the Club membership.
- V. The Fundraising committee will be responsible for the distribution of funds from the club to qualified nonprofit groups who have similar objectives to the clubs mandate in terms of supporting and are involved with the cycling community.
- VI. The Fundraising committee will receive a portion of the Club's membership dues each year to distribute to the non-profits groups. The Executive at the first Executive meeting of the year will determine the amount received by the Fundraising committee.
- VII. The Fundraising committee will be free to raise further funds for distribution to nonprofit groups but first must receive a majority of the votes from the Executive to approve their planned fundraising.
- VIII. The Committee will be responsible for providing a monthly financial update to the Executive committee, with a complete financial statement at the end of the year.

Race Team Committee

- IX. The Race team committee will consist of the Club President and each of the Race Teams Managers.
- X. The Race team committee will report directly to the Club Executive.
- XI. The Race team committee will be responsible for managing all of the affairs of the Race teams including recruitment of members, race schedule, race team finances and, in conjunction with the Discipline committee, the conduct of the racers

Article # 7: Finances

- I. The Club will be financed by the collection of member's dues.
- II. The Race teams will be financed by the collection of sponsorship funds and team initiated fund raising efforts.
- III. The members' dues will be used to cover the cost of rider insurance (provided by the Ontario Cycling Association), club administration costs and to finance the Fundraising committee's support of nonprofit groups.
- IV. The Clubs fiscal year shall be for one calendar year from January 1st to December 31st.
- V. A financial report will be prepared and presented annually by the Treasurer at the AGM.

Article # 8: Bylaw Amendments

- I. These Bylaws can be amended at the AGM by a majority of the Executive and a majority of the Club members present. (Both majorities are needed)
- II. Any amendments must be submitted in writing to the Executive a minimum of 30 days prior to the AGM.
- III. The Executive will make available to the Club membership the proposed amendments a minimum of 14 days prior to the AGM.