

## **Bylaws of the Bluenose Autosport Club**

*Last revised April 29, 2008*

1. The name of the association shall be the Bluenose Autosport Club.
2. The object of the association shall be:
  - (a) to organize and supervise motor sport events, primarily rallies and non-speed events;
  - (b) to promote enjoyment in motor sport.

### **MEMBERSHIP**

3. (a) Membership shall be open to persons who are genuinely interested in the object of this association, subject to the approval of the executive. The permission of the parent or guardian of a person under the age of 19 years shall be required.
  - (b) Deleted 29 January 2008.
  - (c) Honorary membership shall be granted at the discretion of the executive.

### **PROCEDURE FOR MEMBERSHIP**

4. (a) A person desiring membership shall forward his application on the approved form available from the association together with payment of dues for the current BAC membership year.
  - (b) There will be a sixty (60) day probationary period beginning on the date on which a first time application and dues are received by the Membership Chairman. During this period an applicant designated as a probationary member will be entitled to all privileges of membership except that they may not vote.
  - (c) Deleted 29 Jan 2008.
  - (d) An applicant who wishes to withdraw from the association may do so at any time during the sixty (60) days probationary period by notifying the Membership Chairman.
  - (e) Deleted 29 Jan 2008.
  - (f) A first-time member shall be provided with a copy of the by-laws of the Club and a copy of the General Competition Rules.

## **DUES**

5. (a) Membership dues shall be due and payable on the first day of the BAC membership year in order to maintain membership.
- (b) A person's membership shall be kept current for three months from the date dues are due after which membership shall terminate if the person's due are unpaid.
- (c) Establishment of membership dues for the ensuing year shall be the first item of new business for the incoming executive, which shall be on the recommendation of the executive and approved by a majority vote at a general meeting.
- (d) Where two (2) or more family members within the same household wish to be members, one of them shall pay full dues and the other(s) may pay one half of the dues.

## **RESIGNATION, SUSPENSION AND EXPULSION**

6. (a) A member who violates the rules of the Club, either as contained in these By-laws or as published or posted for any meeting or competitive event or who is convicted of a major motoring or criminal offence, may have voting and competition privileges suspended by a majority vote of the executive and may be expelled from the Club by a secret ballot ( seventy-five per cent vote of members present at a general meeting).
- (b) Subject to all other sections of these by-laws, a member who resigns or is expelled from the Association for any reason forfeits all dues paid and may re-apply at any time as a new member.

## **EXECUTIVE (Officers)**

7. (a) The executive of the Club shall be: a president, vice-president, secretary, and treasurer.
- (b) No member of the executive shall hold office in any other motor sport club.
- (c) Terms of office shall be one year. An officer may be nominated for re-election or election to a different office at any time.
- (d) Upon retiring from office an officer shall remain on the executive in an advisory capacity for a period of two months.
- (e) An Executive member can be removed from office by special resolution of the members present at a regularly scheduled general meeting, requiring 75% vote of members present, once quorum is reached, provided that at least fifteen days notification of this intention is mailed to all members and said notice has specified the intention to propose the removal of the Executive member from office by special resolution.

## **DUTIES OF THE EXECUTIVE (Officers)**

8. (a) The president shall;

- (1) preside at general and executive meetings;
- (2) be responsible for supervision of the officers;
- (3) appoint persons and/or committee chairman when necessary;
- (4) personally represent the Club on formal occasions and during business negotiations;
- (5) assist the other officers in their duties when necessary;
- (6) cast a deciding vote when necessary;
- (7) have the authority to call general meetings.

(b) The Vice-President shall:

- (1) perform the duties of the President in his absence;
- (2) chair the Membership Committee, issue and sign all membership cards, collect and record membership dues and have custody of the membership records. He shall confirm the presence of a quorum before each general meeting is called to order, preferably by roll call of voting members;
- (3) be a member of all other committees, except the Nominating Committee.

(c) The Secretary shall:

- (1) be responsible for notifying the membership of regular and special meetings of the Club;
- (2) prepare and have custody of the minutes of proceedings;
- (3) be responsible for other books and records;
- (4) be responsible for all Club correspondence;
- (5) perform other secretarial duties.

(d) The Treasurer shall:

- (1) keep account of all financial matters;
- (2) collect accounts receivable;
- (3) make payments from Club funds as ordered by seventy-five per cent vote of members present at a general meeting, or by the executive acting for the organization as in Section 8 (e) (3);
- (4) give an accounting at each general meeting of the financial affairs of the Club for the

preceding month;

(5) submit for audit purposes a statement of all accounts and a balance sheet at the end of the fiscal year of the association.

(e) The Executive shall:

(1) act in all matters ordered by the association and at such other time as required within the limits of the By-laws;

(2) recommend such activities as are within the scope and to the benefit of the association;

(3) buy or contract for any required goods or services up to the amount of \$200.00 or may pay any bill up to this amount without previously referring these expenditures to the membership for approval;

(4) at the Annual General Meeting recommend persons to audit the annual financial records, subject to approval by a majority vote. The fiscal year of the association shall end on September 30th.

(f) Signature of the Executive Officers as may be authorized by the membership shall be required as follows:

(1) The President and one other officer shall sign contracts, deeds, mortgages, agreements, releases, bills of exchange and other documents.

(2) The Vice-President shall sign membership cards.

(3) The Treasurer and one other officer shall sign cheques and other financial documents.

## **DIRECTORS**

9. (a) The club shall appoint a minimum of 2 directors. Appointment of a director shall be on a proposal by the executive, approved by a seventy five per cent vote of the members present at a general meeting.

### Function of the Directors

(b) The Directors shall act in an advisory capacity to the association. They shall have the right to attend and express opinions at all Executive and Committee meetings. They may report to the membership on any matter. The Directors shall administer all matters of the association in the absence of the entire Executive.

### Qualifications of a Director

(c) He must have a comprehensive knowledge of the functions of officers and committees and the policy of the association.

(d) Each of the directors shall be appointed for a two year term beginning in alternate years except for the first year at which time one director shall be appointed for one year term and one director shall be appointed for a two year term.

(e) A Director can be removed from office by special resolution of the members present at a regularly scheduled general meeting, requiring 75% vote of members present, once quorum is reached, provided that at least fifteen days notification of this intention is mailed to all members and said notice has specified the intention to propose the removal of the Director from office by special resolution.

## **ELECTIONS**

10. (a) All offices shall be filled by election at the Annual General Meeting of the Association to be held in November of each year. Transfer of authority shall take place at the first general meeting after the election.

(b) Upon resignation of an officer, the executive shall meet and decide how to fill the position by one of two methods:

i). Executive appointment of a member in good standing to fill the position for the duration of the term;

ii). By election at the first possible general meeting, which shall take place not less than ten days after notice of nominations has been mailed to all members.

### Nominating Committee

(c) There shall be a Nominating Committee, consisting of three members in good standing. Committee appointment shall be on the recommendation of the Executive, approved by a seventy-five per cent vote at a General Meeting.

### Nominations

(d) At least one nomination for each Executive office shall be submitted by the Nominating Committee at the general meeting of the month preceding the Annual General Meeting. Nominations by the membership will be accepted from the floor at the general meeting preceding the Annual General Meeting, and by the Nominating Committee until fifteen days before the Annual General Meeting is called. All nominations must be confirmed with the nominees before being presented. All members shall be notified at least ten days before elections are held.

## **QUORUM**

11. (a) A quorum of 5 members consisting of 2 members of the executive (including directors) and three general members (who may also be directors or members of the executive) shall be required before a vote is held at a regularly scheduled general meeting or at an annual general meeting.

(b) For a special general meeting a quorum of 45% of the membership is required.

(c) Votes by way of written proxy will be accepted for special general meetings and annual general meetings. Proxies must be signed, witnessed and dated and will only be accepted from paid up members of BAC, entitled to vote.

## VOTING

12. (a) The right to vote also implies the right to present and second motions, and to place and second nominations for election to Executive Office.

### Voting for Election of Executive

(b) Election of Executive shall be by secret ballot using the single transferable vote system and shall be conducted by the Nominating Committee. In the single transferable vote system all nominees for the office in contest are listed on the ballot in order of preference by the voter with the first choice appearing at the top of the ballot, etc. During the first count only the first choice named on each ballot is counted. If no candidate holds a majority, that is, over half of the vote cast, a second count is taken. During the second count the candidate having the least number of votes in the first vote is eliminated. This candidate's name is crossed off the ballots which name him as first choice. On these ballots the next names listed are now counted as full votes for those candidates. This procedure, eliminating the candidate with the least number of votes, crossing off his name and re-counting the changed ballots for the next candidate named on the ballot, continues through as many steps as are necessary until one candidate has over fifty per cent of the total vote. This candidate is then declared elected, no information is given out as to the standing of the other candidates and all ballots shall be destroyed immediately.

### Other Secret Ballots

(c) At the request of three members at a general meeting any vote shall be taken in the form of a secret ballot. Those ballots shall be counted by the Chairman and one other member. Also refer to section 6(a).

### By Show of Hands

(c) All votes other than secret ballot shall be taken by a show of hands - affirmative and negative.

### Percentage Vote Required

(d) A seventy-five per cent vote of members present, once quorum is reached, is required for:

- (1) Approval of an expenditure in excess of \$200.00.
- (2) Expulsion of a member from the association (Section 6(a)).
- (3) Appointment of a Director (Section 9(a)).
- (4) Appointment of a position on the nominating committee (section 10(c)).
- (5) Granting of borrowing powers (section 14).
- (6) A special resolution (as for amendment of By-laws (section 15(c))).
- (7) A seventy-five per cent vote of members present may be demanded for other matters by unanimous agreement of the Executive.

All other matters shall be passed by majority vote of 51% of the members present, once quorum is reached, at a general meeting.

### **GENERAL MEETINGS**

13.(a) A regular general meeting shall be called at least once per month.

(b) The Annual General Meeting shall be held within 60 days of the fiscal year end.

(c) A special general meeting may be called by five (5) members on a petition signed by them and delivered to the Secretary. The special meeting shall be held within ten days of receipt of said petition by the secretary.

(d) Proceeding shall be conducted according to Parliamentary Procedure.

### **BORROWING**

14. The association shall have such borrowing powers as may be granted by a seventy-five per cent vote of members present at a general meeting.

### **GENERAL**

15.(a) No member or other person shall hold the Club responsible for any injury or damage, whether to his person or property while attending or participating in Club sponsored meeting and/or events, or while working for or representing the Club.

(b) Indiscriminate use of alcoholic beverages by members and non-members at Club sponsored functions shall be basis for suspension.

(c) The By-laws of the association may be revised by a seventy-five per cent vote provided that:

(1) At least fifteen days written notification of this intention has been mailed to all members.

(2) Said notice has specified the intention to propose the revision as a special resolution.

(d) Books and records of the Association may be inspected by members at any regular meeting of the Association.

(e) The seal of the society shall be in the custody of the secretary and may be affixed to any document upon the resolution of the Board of Directors.

(e) In these by laws, the singular includes the plural and the masculine includes the feminine.