

**CLUB VÉLO DORVAL**  
**RULES AND REGULATIONS**

**1. Association:**

1. Name of Association:

CLUB VÉLO DORVAL (CVD)

2. Head Office:

1335 Lakeshore Road, Dorval, Québec H9S 2E5

3. Goals and Objectives

1. Primary objectives:

- a. Promote physical activity through cycling
- b. Promote social meetings
- c. Promote discovery of the surroundings
- d. Promote cycling security

1. Secondary objectives:

- a. Promote cycling as means of transportation
- b. Increase the level of knowledge of members

**1. Members:**

1. Any person aged 16 years and over may become a member of the CVD. People under the age of 16 may become a member, but must be accompanied by an adult on outings.
2. Honorary members: Any person who has rendered important services to the CVD may, upon recommendation of the Executive Committee (EC), be awarded the mention of Honorary Member of the CVD.
3. 80% of members must be Dorval residents.

**2. Annual contribution:**

1. Every member must pay annual fees that are determined by the EC.

2. Fees are applicable for residents, non-residents, individual and/or family memberships.
3. Only members in good standing can vote at the Annual General Meeting (AGM).
4. Non-members must pay pre-determined fees in order to be eligible to participate in outings. These fees, or exceptions that could be applicable, will be determined by the EC.

### **3. Member meetings:**

1. Annual General Meeting (AGM):

An Annual General Meeting takes place at the end of the cycling season. The date is determined by the EC and notification is sent to all members at least fourteen (14) days in advance.

2. General Member Meeting (GMM):

A General Member Meeting takes place at the beginning of the cycling season, date to be determined by the EC and communicated to the members by notification at least seven (7) days in advance.

3. AGM Quorum:

The quorum is the minimum number of members present needed for the assembly to deliberate. This number is established at ten (10) members.

4. Voting:

- a. At the AGM, voting is by a show of hands, independently of the subject at hand, unless a member in good standing demands a secret ballot.
- b. The president of the AGM will have to abstain from voting unless there is a tie; in which case, he will have the decisive vote.
- c. Only members in good standing can vote at the AGM

1. Special meetings:

Five (5) members in good standing of the CVD can call for a special meeting. The Secretary has to be advised early so that he/she may communicate the date to the other members of the CVD at least fourteen (14) days in advance.

## **1. Executive Committee (EC):**

1. An EC made of seven (7) members; President, Vice-President, Treasurer, Secretary, Outing Directors (2), Technical and Special Projects Director govern the DCC. The number of members sitting on the EC may vary, but must always be an odd number of people.
2. If a member of the EC is absent without a valid reason for more than three (3) consecutive meetings, the EC may replace that member temporarily until the next AGM or until a new member is elected.
3. Candidacy: The candidacy form has to be signed by at least two (2) members in good standing and given to the Secretary before the AGM. The nominations are also accepted during the said AGM.
4. The EC members are elected annually at the AGM.
5. EC meetings:

The EC meetings usually take place once a month. The President decides of the date and advises all EC members prior to that said date. Other meetings can be set by the President or by three (3) other members of the EC. The President presides the meetings and in the case of his absence, the Vice-President will replace him. All resolutions signed by the EC are considered valid and are put into effect as though they had been adopted in an EC meeting.

6. Quorum:

Four (4) EC members out of seven (7) represent a quorum (this number may vary according to the number of members on the EC; if the number decreases to five (5), then the quorum is of three (3)).

7. Length of mandate and position changes:

An EC member can occupy the same position for a maximum of two (2) consecutive years. The EC members have to be elected each season and the EC will decide on the awarded positions at the first meeting.

## **2. EC responsibilities:**

1. President:

The President is the official representative of the CVD. He presides the EC meetings and the member meetings. The President

possesses all responsibilities and powers that are conferred to him by the regulations of the CVD. He insures that every established policy is respected.

2. Vice-president:

In case of absence, death, disability or resignation of the President, the Vice-President will replace him until the end of the term and will ensure every responsibility and function assigned to the President by the regulations of the CVD. The Vice-President assists the President at the meetings and insures that the Secretary fulfils his duties and replaces him in his absence. The Vice-president is responsible for the CVD registration (adhesion fees, membership cards, etc.). He must also hand over the said fees to the Treasurer. He is responsible for the membership list up-date and must insure that the registration information is precise and available at the Sarto-Desnoyers Community Centre counter.

3. Treasurer:

The Treasurer guards the funds, investments, debts and valuable documents. He produces reports and financial predictions.

4. Secretary:

The Secretary is responsible for taking the minutes of each meeting. He must make sure that every meeting notice is emitted according to the established regulations of the CVD. The Secretary must also make sure that every document and report be filed and kept up to date. He is in charge of noting who is present and/or absent at each meeting.

5. Outings Director:

The Outings Director is responsible for the club activity program. He coordinates the organisation of the outings and insures the proper unwinding of the events.

6. Technical and Special Projects Director:

The Technical and Special Projects Director is responsible for the CVD special activities not mentioned in the above paragraphs. He coordinates the activities related to the communication of information, technical development and bicycle maintenance. He also coordinates the promotion of information of the CVD activities.

### **3. Signature**

7.1 Checks and other legal and negotiable documents must be deposited, accepted, endorsed and signed by two (2) of the following EC members: the President, the Secretary, the Vice-President or the Treasurer.

### **4. Closing:**

If there is no quorum from the EC after thirty (30) minutes from the beginning of the meeting, the meeting is automatically adjourned.

### **5. Amendments:**

1. Any amendment to these regulations or to any other CVD regulations, must be submitted in writing, by the EC or by five (5) members in good standing, to the Secretary and must be approved by vote by at least two thirds (2/3) of the members in good standing present at the duly convened EC assembly.
  2. Every CVD member must receive a copy of the amendment at least ten (10) days prior to the meeting and at least two thirds (2/3) of the members present at the meeting must approve this amendment by a vote.
6. A financial summary must be presented at every CVD Annual General Meeting.
  7. The CVD fiscal year ends September 15.
  8. The CVD will respect the instructions established in the agreement between the Club Vélo Dorval and the City of Dorval.