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**ARTICLE I: NAME & TERRITORY**

River Valley ATV Club Inc.  
Based out of Woodstock, NB  
Part of Region 7

**ARTICLE 2: CLUB OBJECTIVE**

- Promote safe recreational ATV use
- Develop and maintain a trail system in an environmentally responsible manner
- Favour a spirit of co-operation with the community and local law enforcement agencies;
- Maintain a strong public image within the community
- Protect the interest of ATVers
- Organize fund raising and other club and community events to help achieve the goals and objectives of the club.
- Develop partnerships, which foster growth and well being of our sport.

**ARTICLE 3: MEMBERS**

Regular Membership is any person who joins the club by purchasing a NBATVF trail permit for their ATV, is a member for the duration of the year of the permit and has voting privileges at all public Board meetings.

Associate Membership: An additional person in one family not in possession of a trail permit but someone else in their immediate family does and living in the same household, may purchase an associate membership for the calendar year for a price of \$10.00 and after 30 days of purchase, have voting privileges.

This membership option is to be presented at the beginning of each monthly public meeting.

**INCLUSION:** At any regular meeting, all members are encouraged to bring forth recommendations or concerns on any issue to the Board of Directors. The Board of Directors has the responsibility to respond to all such recommendations or club needs as brought forth by membership.

Responsibility of club members:

- comply with the policies and directives
- strive to promote the stated goals of the club
- encourage ATV owners to become River Valley ATV club members

Expulsion is when the Board of Director membership who shall have the power to expel a member for such cause as: in its unfettered discretion deems appropriate, upon a motion duly made, seconded, and carries by two-thirds (2/3) of the members present at a duly constituted club meeting.

**ARTICLE 4: BOARD OF DIRECTORS:**

**Structure:**

Board of Directors consist of - a President, a Vice President, a Secretary, a Treasure who shall constitute as the 'Executive Committee' OR Officers of the Board.

Five (5) Directors are elected and shall be part of the overall Board of Directors equalling seven (9) in total.

Board of Directors are the governing body who, on behalf of club membership look after the general interest of club initiatives such: club vision, management of club funds and overall trail management and development.

Vendor Management Director will also be responsible for managing all processes and procedures associated with trail pass revenue, distribution, tracking, reporting and relationship with club vendors.

Trail Manager Director will also be responsible for managing club trail maintenance, repair, and development, budget and trail co-ordinator network.

**Eligibility to be a Board of Director Member:**

The nominee must be a club member of the River Valley ATV Club or Associate member in good standing of a minimum of one year (12 months), must be 19 years of age and must be voted in through parliamentary procedure.

**Nomination and Election of DIRECTORS:**

Four (4) of the five (5) Directors shall be elected for two (2) year term each at the annual November monthly meeting unless approved by the Board of Directors to extend.

Vendor Management Director shall be elected for a three (3) year term at the annual November monthly meeting.

**Removal from the Board of Directors:**

Member(s) of the Board of Directors can be removed from office with just cause and/or at discretion of two-thirds (2/3) vote at a Board of Director meeting where previous notice has been given.

**ARTICLE 5: TERMS OF OFFICE**

**Executive/Directors**

The President, Vice-President, Secretary and Treasurer shall be elected for terms of two (2) years each at the annual November monthly meeting, unless approved by the Board of Directors to extend, with a maximum of 5 years for the President's position.

When possible, elections will be held in even numbered years for the President and Secretary and odd numbered years for the Vice-President and the Treasurer.

**Vacancies:**

If there is a vacancy in the office of President, prior to term being served; the Vice-President will become the Acting President, while remaining in the Vice President position. An election will be held at the next annual general meeting at which time a new President will be elected to fill the remaining of the original term.

In the event the current Vice President becomes a candidate for the vacant President's position and is successful, a new Vice President will be elected to fill the remaining of the current Vice President's term. Once the Vice President announces their intention of running for the vacant President's position, the Directors collectively will step in as the nominating committee to ensure there are candidates interested in accepting this position, in the event the Vice President was successful. In the event the Vice President is not successful, they will remain in their position for the rest of their term.

At the same annual general meeting, in the event the current Vice President position has already completed its term, the standard election process will take place to 1) fill the President vacancy for the rest of that term; and 2) the Vice President vacancy to fill the two-year term.

If there is a vacancy in the offices of VP, Secretary or Treasurer prior to term being served; the President will appoint an existing Director(s) to fill in that/those position(s) in the interim. At the following monthly meeting, the President will announce the vacancy(s) and call for an election to fill this/those position(s) at the next scheduled monthly meeting. This will allow the nominating committee thirty (30) days of announcement of vacancy(s) to recruit candidates. At the second month of announcement, the presentation of candidates will be nominated and election executed. The successful candidate(s) will then fill the rest of the term(s) for that/those position(s). Once terms are completed, standard election protocol will be executed.

In the unfortunate event the club executive all resigned at the same time, the Regional Directors and QuadNB will step in to assist to rebuild the executive team.

**ARTICLE 6: MANDATE AND DUTIES OF THE BOARD:**

Execute and put into place decisions made during General or Special Meetings:

Deal with matters regarding the policies, objectives, and goal of the Club, as well as the means by which it can be attained

Review, alter, and approve as appropriate yearly budget and expense estimates necessary for each fiscal year and to be presented and approved by club membership at initial spring regular meeting (administration; trail forecast by route where possible)

By way of resolutions, temporarily fill vacancies on the Executive Committee, pending the election of a person to fill such vacancy at the next monthly/yearly nomination/election meeting.

**ARTICLE 7: DUTIES/ROLES of EXECUTIVE COMMITTEE/OFFICERS:**

a. President:

- shall preside over and control club meetings
- shall be an ex-officio member of all committees
- convene Executive meetings when deemed necessary
- shall be responsible of the Club's business during his/her terms of office
- shall coordinate with treasurer and secretary to collate all documentation and to ensure all reports required by the NBATV office is submitted accordingly by each officer
- shall work with trail management designate that the club's trail systems is developed and managed with fair distribution of work  
vendors and competitive pricing for work associated with said development and maintenance
- shall be accountable to the membership of the Club
- shall ensure, within the realm of conducting club business that meetings and events are inclusive and support diversity.

b. Immediate Past President:

- at the request of the President, provide such information, knowledge, or assistance that the Past President may possess to assist in the efficient and effective operation of the club
- assist the President in maintaining the continuity of the affairs of the club; in facilitating the transition to a newly elected President
- have no voting privileges at EXECUTIVE COMMITTEE or Director meetings.

RIVER VALLEY ATV CLUB INC.

GENERAL BY-LAWS

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c. Vice-President:

- shall be an advisor, and assist the President in his/her duties
- shall be an ex-officio member of all committees
- in the absence of the President, or in cases where the President cannot act, The Vice-President shall assume the powers and obligations of the President
- shall support the President to ensure, within the realm of conducting club business that meetings and events are inclusive and support diversity
- shall oversee the management and traffic for all SOCIAL MEDIA channels including but not limited to the club's Web site and FaceBook
- shall oversee the management of all social activities including but not limited to local parades; rallies; trade shows, etc.
- shall lead the NOMINATION COMMITTEE for executive and Board positions. Nomination recruitment traditionally begins in the month of October each year, in preparation for annual November elections.

d. Secretary:

- shall work with President to coordinate monthly meetings including the creation of the agenda and any other needs required to execute said meetings;
- shall work with President in coordinating special and/or annual Director meetings as needed;
- shall record and maintain a record of minutes of regular, special or other club meetings;
- shall be responsible to collate all documentation and ensure all reports required by the NBATV and/or annual government offices are submitted accordingly such as annual filing of the club entity;
- shall be responsible for maintaining club documents;
- shall coordinate any marketing or advertising needs on behalf of club and subject to Board approval, prior to execution
- shall assist VP with documentation and coordination of club events;
- shall coordinate with President review of club by-laws every year to be presented to Board Directors for approval;
- shall support the President to ensure, within the realm of conducting club business that meetings and events are inclusive and support diversity.
- manage the administration of club website

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GENERAL BY-LAWS

e. Treasurer:

- shall be responsible for verifying that any club assets are recorded and accounted for
- shall be responsible for ensuring that all club's funds are deposited to a chartered bank or credit union or otherwise secured and accounted for
- shall ensure that the club's financial situation and financial transactions are readily available to the President and Executive
- shall be responsible to collate all documentation and ensure all reports required by the NBATV and/or annual government offices are submitted accordingly
- shall advise the President in the preparation of the club's annual budget
- shall prepare a treasurer's report for regular club meetings which includes a copy of the monthly bank statement; as well as summary year-end report
- shall support the President within the realm of conducting club business that meetings and events are inclusive and support diversity
- shall coordinate with Vendor Manager, the tracking of trail passes in inventory and trail passes sold and forward financial submissions to QuadNB office as soon as possible once received from Vendor Manager.

f. Vendor Manager:

- establish on-going relationship with QuadNB federation trail pass contacts
- establish, train, manage and support relationship with club vendors through consistent and timely communications, both verbal and on site
- expand vendor network where appropriate
- provide detailed monthly reporting on Vendor and Service New Brunswick trail pass sale results; this report will be sent to President, Treasurer and Secretary
- manage, distribute and track trail pass inventory
- monitor and recommend trail pass vendor sale process improvements
- submit trail pass revenue to Treasurer for processing
- provide QuadNB federation office reporting requirements, monthly and/or annually

g. Trail Manager:

- to organize and maintain safe and legal local trails for club members to ride
- manage the development, implementation, maintenance and administration of club trail network
- manage and coordinate trail system needs through designated trail coordinator volunteer base
- consult with Executive and Board of Directors
- manage and implement volunteer work crews
- interface with local vendors/suppliers for execution of trail development and maintenance
- responsible for budget associated with trail development and maintenance

**ARTICLE 8: BYLAW COMMITTEE:**

The committee will consist of the Secretary, as chair of committee the Vice President and one (1) other designate appointed by the Board.

This committee is responsible for:

- a) reviewing the club bylaws on a yearly basis beginning in June and completed by August of same year
- b) solicit input for any request for change/addition/deletion of current bylaws from the remaining Board members and club members in order to make recommendations in writing to the Board for consideration
- c) once the updated bylaws have been approved, the secretary are to have them posted within thirty (30) days to the club web site for membership access

**ARTICLE 9: REMOVAL, MODIFICATION OR AMENDMENT**

- a) in order to be taken into consideration, all removals, all modifications, or all amendments proposed to the Club's bylaws, the request must be submitted, in detail to the club Secretary, chair of bylaw committee.
- b) sixty (60) days are required for the Board of Directors to consider the request for all removals, all modifications, or all amendments; after investigation is complete and Board decision has been determined, the Secretary will advise the member who requested the change, on the Board's intent for action. The



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GENERAL BY-LAWS

request and recommendation will then be put forth to the membership at a regularly scheduled meeting and final direction determined through the voting process.

- c) a majority of two-thirds (2/3) of the delegated in attendance at the designated regular monthly meeting, or at a Special public meeting convened for such purpose, is necessary for the Board of Directors adoption of all removal, all modification or all amendment request to the Club bylaws.

**ARTICLE 10: QUORUM**

Quorum: A quorum for regular or special meetings shall be a minimum of three (3) EXECUTIVE COMMITTEE plus two (2) Directors.

**ARTICLE 11: MEETINGS**

Membership meetings: Open club membership meetings will take place in accordance with the schedule set by the EXECUTIVE COMMITTEE; typically once a month during ATV season – April through to November.

Special meetings: The President or Vice-President or other Directors may call a special meeting OR five (5) members submitting a request to the Secretary can request a special meeting. The Secretary shall send notice of the meeting to the Directors at least five (5) days prior to the requested time.

Executive Committee meetings: The President may call a meeting of the Executive Committee as require conducting club business; the Secretary shall provide notice of the meeting within five (5) days to the Executive Committee members.

**ARTICLE 12: COMMITTEES**

Committees will be formed lead by the Vice President and members from the membership as required to perform specific duties. A chairperson will be designated (other than the VP) from each committee and will be responsible to report to the Board of Directors and membership regarding the committee's duties and progress.

**ARTICLE 13: RULES OF PROCEDURE**

The rules contained in Robert's Rules of Order shall govern meetings where they are not in conflict with the by-laws, rules of order or other rules of the club.

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**ARTICLE 14: FINANCES**

All funds of the River Valley ATV Club shall be deposited in the designated chartered bank. Cheques drawn on the designated club chartered bank shall pay all disbursements duly authorized by the Board of Directors or credit union as authorized by the Board of Directors. All such cheques shall be signed by any two of the following officers, which include the President, Treasurer, and/or Secretary.

**ARTICLE 15: REPEAL OF PREVIOUS BYLAWS**

Once signed off by EXECUTIVE COMMITTEE, all prior bylaws of the Club are hereby repealed, and are replaced with these bylaws.

**ARTICLE 16: DATE HAVE COMING INTO FORCE**

These bylaws coming into force on January 1, 2025.

**PASSED BY MOTION DULY MADE, SECONDED, AND CARRIED AT THE MEETING HELD ON OCTOBER 29, 2024**

*(Signatures on original document)*

Dwayne Atherton \_\_\_\_\_ November 1, 2024  
President Date

Larry Dyer \_\_\_\_\_ November 1, 2024  
Vice President Date

Donna Carson \_\_\_\_\_ November 1, 2024  
Secretary Date

Wade McLellan \_\_\_\_\_ November 4, 2024  
Treasurer Date

**APPENDIX**

**BASIC ROBERTS RULES OF ORDER**

*For use for reference during meetings*

**AGENDA:** a typical agenda can include:

- ❖ **Call to order** I call this meeting to order.
- ❖ **Roll Call** Will the secretary please do roll call?  
  
We have a quorum. Will the secretary please read the minutes of the last meeting?
- ❖ **Reading & Approval of Minutes** Are there any correction to the minutes?  
If there are no corrections, the minutes stand approved.
- ❖ **Reports of Officers** We'll now move to the officer's reports. Will the treasurer please read/submit their report?  
  
Are there any questions concerning the treasurer's report? (if none) Will the Vice President now give their report?
- ❖ **Unfinished Business** We'll now move on to unfinished business. At the last meeting.
- ❖ **New Business** The meeting is now open for new business.  
  
It has been moved and seconded that...is there any further discussion?  
  
We will now vote on that motion that...All in favour say "Aye". All opposed say 'Nay'. The motion has passed.
- ❖ **Announcements** Are there any announcements for the next meeting will be held on...
- ❖ **Adjournment** May I please have a motion to adjourn the meeting?