

SAUGEEN RAILTRAIL ASSOCIATION

VISION, MISSION STATEMENT AND BYLAWS

REVISED: APRIL 2013

Approved by _____
President
Date _____

VISION STATEMENT:

To build, maintain and enhance safe accessible trails for non-motorized users

MISSION STATEMENT:

Saugeen Railtrail Association is a Charitable Non Profit, volunteer organization dedicated to the planning, support, development and maintenance of multi use recreational trails within Saugeen Shores.

Saugeen Railtrail Association Bylaws

It is hereby enacted as a bylaw of the Saugeen Railtrail Association (hereinafter called the "Association") as follows:

Section 1-Members

The members of the Association shall be duly elected to form the Board of Directors (hereinafter called the "Board") and the membership therein shall consist of the following classes.

a) Member

"Member" shall be ten years of age or older admitted as such by the Board who has paid the membership fees as may be fixed from time to time by the Board. Each member shall be entitled to one (1) vote at each meeting of the association.

b) Honorary Member:

"Honorary Member" shall be a person admitted as such by the Board in recognition of important or distinguished services.

Section 2 – Acceptance:

A person is accepted into the SRT membership who has submitted a completed application form and the required yearly fees to the Association Treasurer.

Section 3 – Resignation:

Resignation of membership shall be assumed if the annual membership fee has not been received by the Association Treasurer within one month after the normal due date.

Section 4 – Dues:

Members shall pay to the Association such dues or fees each year as may be determined by the Board.

Section 5 – Officers of the Association:

Officers of the Association shall consist of the following President, Past President, Vice-President, Secretary, Treasurer, Chairperson of Membership, Chairperson of Public Relations/Fund Raising, Member at Large (1 or 2), Chairperson of Trail Management. Officers of the Association shall be referred to as the Board of Directors, herein referred to as the “Board”. All offices shall be elected at an annual meeting, which shall be held before the end of May.

Section 6 - Term of Office:

Term of Office for elected Board members is 3 years with a maximum of two (2) consecutive terms. The officer's terms shall be staggered, such that no more than 1/3 of the Board shall stand for election in any given year. After an absence of one year a former Board of Directors may be reelected back on to the Board.

Section 7 - Executive:

The Executive shall consist of the President, Past President, Secretary, Treasurer and Vice-President. Their role is to manage Board business between meetings on an as needed basis.

Section 8 – Conduct of Election of Officers:

The manner of conducting the election of officers of the Association shall be as follows:

- a) Voting shall be by show of hands at the annual meeting by those qualified members personally present.
- b) Voting shall be by secret ballot if such motion is duly made and seconded and passed by a majority of the members personally present.
- c) The President or Chairperson of the annual meeting shall appoint an assistant to count votes or ballots.

Section 9 – Nominations of Officers:

- a) Nominating Committee for Officers:

There shall be a nominating committee composed of the President and three members (not Directors) approved by the Board. Such nominating committee shall nominate at least one (1) candidate for each vacant position required to complete the slate of Officers.

- b) Other Nominations:

Any member from the floor may nominate an eligible member for an office, provided that nominee signifies that they are willing to stand for election.

c) Close of Nominations

Nomination may be closed by a majority vote.

Section 10– Vacancies:

As long as there is a quorum of Directors, the Board may, by appointment, fill any vacancy that may arise from time to time between annual meetings. If there is not a quorum of Directors, the remaining directors shall immediately call a general meeting of the members to fill any vacancies.

Section 11– Meetings:

Meetings of the Board may be called by the President at any time or in the President's absence by the Vice-President.

Section 12 – Quorum:

Five (5) members of the Board shall constitute a quorum.

Section 13 – Power of Directors:

The Board of Directors shall be responsible for the management of the Association subject to the leasing agreements with the municipality and shall have power to:

- a) Appoint such Committee Heads and standing committees as it may deem advisable and to prescribe their duties.
- b) Fill vacancies that may occur in any office and to dismiss any officer or director of the Association.
- c) Make rules or regulations pertaining to the use of the lands to ensure the safe use and enjoyment by the majority of trail users.
- d) Make and execute contracts on behalf of and in the name of the Association. No payment of any Account by or on behalf of the association shall be made except on the authority of the Board.
- e) Officers of the Association shall be dismissed from the Board following three (3) consecutive absences from regular meetings without notice to the President or Secretary.

Section 14 – Duties of the President:

- a) Prepare agenda for meetings
- b) Chair meetings following parliamentary rules
- c) Set time and place for upcoming meetings
- d) Co-ordinate activities of Directors in order to accomplish the objectives of the Saugeen Railtrail Association.
- e) Present a Budget annually for approval by the Board
- f) Act as the official representative for the Association
- g) Act as the official liaisons with Bruce Country
- H) Will not normally vote on motions before the board of directors, but will do so if needed to break a tie.

Section 15 – Duties of Vice – President:

- a) To assist the President and act on their behalf in their absence

Section 16 – Duties of Past President:

- a) To act as a resource, and provide support that encourages continuity of the Association.
- b) To assume duties as required and fill an unexpected Board vacancy.

Section 17 – Duties of Secretary:

- a) Notify members of the Board re the time and place of meetings.
- b) Record minutes of meetings and to maintain a record of all such minutes.
- c) Act as the custodian of official SRTA documents and agreements.
- d) Post minutes and pertinent information that he/she prepares on the SRT website.
- e) Prepare correspondence as directed by the Board.
- f) Compile membership lists to facilitate the transfer of information as directed by Board members.

Section 18 – Duties of Treasurer:

- a) To collect all fees due to the Association and to deposit the same with its banker.
- b) To keep the books of the Association subject to examination by the Board and the Auditor.
- c) To submit a financial report at regular Board meetings.
- d) To submit to the annual meeting an audited statement of accounts.
- e) To assist in the preparation of an annual BUDGET.
- F) TO PREPARE AND SUBMIT ANNUAL GOVERNMENT FORMS AS REQUIRED.

Section 19 – Duties of Chairperson of Membership:

- a) To keep a current membership list in cooperation with the Treasurer.
- b) To mail out membership renewals.
- c) To prepare and issue annual receipts for membership dues.
- d) Forward current membership information to the secretary.
- f) To initiate from time to time membership drives as directed by the Board.

Section 20 – Duties of Chairperson of Public Relations & Fundraising

- a) To be responsible for the preparation of newsletters to members.
- b) To respond to correspondence received with guidance from the Board.
- c) To prepare news releases to local papers to keep public informed of RailTrail accomplishments and plans.
- d) To prepare notices of coming events for entry to SRT website.
- e) To gather lists of funding agencies.
- g) To organize fundraising efforts.

Section 21 - Duties of Chairperson of Trail Management:

- a) To advise Board of Trail improvements and to recommend items of trail safety.
- b) To oversee general condition of the Trail and gardens.
- c) To initiate volunteer work parties.

- d) To coordinate trail maintenance with the municipal parks and facilities coordinator and Bruce County Trail's Manager as required.
- e) To provide regular safety inspections.

Section 22 – Duties of General Membership Meetings:

- a) Annual general meeting of the members shall be held by the end of May of each year for the election of officers, consideration of annual reports and such other business as may be presented.
- b) Special meetings of the Association may be called at any time on the order of the Board of Directors for the purpose of transacting specific business.

Section 23 – Quorum for Association Annual General Meetings:

A quorum for the transaction of business at an annual general meeting shall consist of not less than 15 members present in person who are entitled to vote.

Section 24 – Appointment of Auditors:

The Auditor or Auditors shall be appointed by the Board and approved by the membership at the AGM.

Section 25 – Amendment of By-Laws:

The Board of Directors may by vote of at least six (6) in favour, repeal, vary or rescind any provisions of these by-laws or enact new provisions of these by-laws, but any such change, unless in the meantime confirmed by majority vote of the members present at a special meeting of the Association, shall have force only until the next annual general meeting and if not then confirmed by majority vote, shall from that time cease to be a force.

Section 26 - Saugeen Shores Council Representatives:

Two (2) Municipal Council members are appointed by Council every (2) years to attend the SRTA regular meetings. They have a non-voting status.