

CORNWALL OUTDOOR CLUB DE PLEIN AIR
Constitution and Bylaws

CORNWALL OUTDOOR CLUB DE PLEIN AIR CONSTITUTION (October, 2014)

1. NAME

1.1 The name of this club shall be “Cornwall Outdoor Club de Plein Air” (COCDPA).

2. PURPOSE

- 2.1 The primary purpose of the COCDPA shall be to bring together residents of the Cornwall and surrounding area who are interested in hiking, canoeing, kayaking, camping and various related outdoor and indoor physical activities.
- 2.2 To increase members’ experience, knowledge and appreciation of those activities in a safe environment by fellow volunteer members.
- 2.3 To support the conservation and preservation of outdoor areas used for such activities.
- 2.4 To engage, as a club, in other social activities to enhance the physical and mental health of its members.

3. MEMBERSHIP

- 3.1 Persons eligible for application for membership shall be those interested in the purposes for which this organization was formed.
- 3.2 There will be one vote per membership.
- 3.3 Honorary non-voting membership shall be available at the discretion of the officers.

4. OFFICERS

- 4.1 The officers of the club shall be a Past President, President, Treasurer, Secretary, Membership Officer, Activity Officer and Rookie Officer.
- 4.2 The officers shall be elected at the annual meeting each year to serve for a one-year period, beginning with the next calendar year. They may be re-elected for two additional consecutive terms.
- 4.3 An officer may hold no more than two positions on the Executive Committee per term.
- 4.4 Every effort shall be made to maintain an Executive Committee of seven officers. Reserve Officers may be elected to accomplish this.
- 4.5 The position of Past President is a non-elected position; the outgoing President shall automatically fill the seat of Past President. In the event that there is no Past President a Reserve Officer shall be elected.

5. EXECUTIVE COMMITTEE

- 5.1 The officers of the club shall constitute the Executive Committee. They shall formulate, plan, transact club business and formulate policy recommendations to be voted on by the membership.
- 5.2 Vacancies occurring among the members of the executive committee shall be filled by appointment of the remaining executive committee. One exception to this being, if a vacancy occurs during the year in the office of President, the Past President will succeed to the office. A Reserve Officer can then be appointed to fill the vacant position.

- 5.3 Upon a majority agreement, the executive committee will be empowered to take whatever action is necessary to correct undesirable activity or conduct. This may be verbal reprimand, probation, or exclusion from the club.

6. MEETINGS

- 6.1 The club will meet at least once a year, one meeting held in Cornwall being in November or the first two weeks of December for the purpose of officer elections. The meeting for officer elections may be held in conjunction with a social event in an attempt to encourage participation.
- 6.2 The executive committee shall meet at least once per quarter.
- 6.3 The annual meeting shall also be for the purpose of hearing reports from officers and committees.

7. FINANCES

- 7.1 Though the COCDPA will charge a Membership Fee and Activity Leaders may charge an Activity Fee, the club is to remain a "Not-For-Profit" organization.
- 7.2 The club will reimburse members for expenses incurred for the purpose of conducting club administration. (ie: stamps, paper, envelopes and files.) The club will not reimburse members for expenses incurred as a result of organizing an activity. (ie: gas and telephone.)

8. AMENDMENTS

- 8.1 Proposed amendments to this constitution must be submitted in writing to the Executive Committee, who will disseminate such proposed amendments to the members. Such proposed amendments must be signed by three active members of the organization before being submitted to the club. After one month's notice, it may be voted on at the next general meeting and shall become part of the constitution if approved by a two-thirds majority of the membership present and voting at the meeting.
- 8.2 This is the COCDPA Constitution Amendment D, (Feb 3, 2015)

(1) MEMBERSHIP

- 1.1 Any minors, under the age of nineteen, attending any club events, must be accompanied by a parent or guardian of the said minor. It will be solely the responsibility of the parent or guardian to care and protect the said minor during a club event.
- 1.2 Children under the age of nineteen, of members, need not pay the annual membership fee nor complete a Membership Application.
- 1.3 The minimum age of a member shall be nineteen.
- 1.4 A Membership Application will consist of two parts, the COCDPA Membership Application Form and the Membership Fee.
- 1.5 Past members need not resubmit a Membership Application annually, however, at anytime the Executive Committee may request that a past member resubmit a membership application.
- 1.6 Honorary non-voting members need not pay the annual membership fee but, if they are not a past member, must otherwise complete the Membership Application.

(2) MEMBERSHIP FEE

- 2.1 The Executive Committee can recommend membership fee changes to be presented to the membership for discussion one month previous to being voted on by the membership, passing by simple majority.
- 2.2 The annual membership fee is due on January 1.
- 2.3 Any member whose Membership Fee has not been paid by February 15 shall be dropped from the membership.
- 2.4 No cancellation or refund of a Membership may be made.
- 2.5 Officer's of the club shall be exempt from paying the annual membership fee in the year of their service to the club or in the case of a partial year of service as an Officer, then a prorated amount to the nearest quarter will apply.

(3) DUTIES OF OFFICERS

- 3.1 The Past President shall help maintain continuity of the Executive Committee and the leadership of the COCDPA from year to year. He/she shall also assume the duties of the President during his/her absence.
- 3.2 The President shall preside at all meetings at which he/she is present, shall exercise general supervision over the affairs and activities of the club, and shall serve as member ex-officio of all committees.
- 3.3 The Secretary shall keep minutes of all meetings of the club which will be an accurate and official record of all business transacted. He/she shall propose a budget to the executive to be reviewed and agreed upon during the first quarter of the year. He/she shall also be the custodian of all club records and shall receive copies of all correspondence related to club business.
- 3.4 The Treasurer shall receive all club funds, keep them in a bank or repository selected or approved by the club, maintain an itemized account of all receipts and expenditures, and disburse funds as directed by the Executive Committee. He/she shall also submit a quarterly statement of funds to the Executive Committee.

- 3.5 The Executive Committee may appoint an auditor to examine the records of the Treasurer and certify their correctness to the club annually.
- 3.6 The Membership Officer shall be responsible for interacting with members and non-members on membership issues. The Membership Officer or his/her appointed deputy when not present shall motion for an acceptance of each complete Membership Application. He/she shall maintain club membership and provide this list to the Executive Committee.
- 3.7 The Activities Officer shall coordinate upcoming activities with Activity Leaders, compile the Upcoming Activities sheet and distribute to the membership. The Activities Officer shall be responsible for activity leader packages, publicity for these activities and collect activity reports.
- 3.8 The Rookie Officer shall be a person who has never before served on the executive of the COCDPA (thus encouraging new executive members). The Rookie Officer shall assist in the duties of the club executive to contribute positively in the purpose of the club.
- 3.9 The Reserve Officer shall assist in the duties of the club executive to contribute positively in the purpose of the club. The Reserve Officer can be appointed to a vacant position in the club executive.
- 3.10 The Executive Committee shall review all new Membership Applications and, through a majority, approved Membership Applicants they feel would contribute positively to the purpose of the club.
- 3.11 When the club can no longer operate in an administrative capacity with an executive capable of fulfilling its duties and responsibilities according to its bylaws, all equipment and funds remaining will be dealt with as follows:

Based upon the most current equipment list, members will have the option of buying any of the equipment at a price agreed upon mutually by the member and the executive remaining at that time. Any item not purchased by any of its members will then be donated to one or more of the following organizations, according to the greatest need and suitability: Raisin River Conservation Authority, Friends of the Bird Sanctuary, Friends of Summerstown Forest, Children's Treatment Centre, Children's Aid Society of S. D. & G., Akwesasne Family Services, Boy Scouts, Girl Guides, Big Brothers/Big Sisters.

The funds remaining in the bank account, after payment of any and all debts of the club, will be donated as follows: An equal portion to each of the following community service providers: Cancer Society, Heart and Stroke, Children's Treatment Centre, Big Brothers Big Sisters, Alzheimer's Society.

(4) COMMITTEES

- 4.1 Committees may be appointed by the President or by a majority of the Executive Committee.
- 4.2 Committee members must be current members of the COCDPA. Individual(s) outside of the COCDPA membership may work with the committee as a non-voting advisor. The President of the COCDPA shall be a member of every committee.
- 4.3 A member of the Executive Committee shall chair the committee. The chairperson shall report the activities and expenses of the committee at the executive meetings.
- 4.4 Committees will be appointed using the following description. “ _____ Committee for the year _____ will be chaired by _____ and will have _____ to _____ members (excluding the President of the COCDPA). The initial members of the committee are _____ and _____. The purpose of the committee is _____.”
- 4.5 Decisions of the committee shall be made by a majority vote of its members present and voting.
- 4.6 Vacancies among the members of the committee may be filled by appointment of the remaining committee members and approved by the President or a majority of the executive committee.

(5) CLUB ACTIVITIES

- 5.1 Club activities shall generally be of a physical nature but not limited to the outdoors.
- 5.2 To be a sanctioned COCDPA activity, the President and the Activity Officer or a majority of the Executive Committee must approve the activity.
- 5.3 Club activities should be placed on the Upcoming Activities sheet however sanctioned activities organized spontaneously may not meet that criteria.
- 5.4 Non-members may participate in activities. Non-members shall generally fall under two categories as follows in paragraphs 5.5.1 and 5.5.2.
 - 5.5.1 Guests of members. Members shall be allowed to bring guests to activities. These Non-members would not likely join the COCDPA. A guest of a member may participate in a maximum of two (2) activities per year without joining the COCDPA. A guest participating in an “overnight” activity must submit a completed Membership Application (see 1.6) however they need not pay the Membership Fee.
 - 5.5.2 Potential Members. Persons interested in joining the COCDPA but would like to “try out” activities prior to joining may participate in activities for a period not exceeding two months at which time they must submit a completed Membership Application. A Potential Member (see 1.6) participating in an “overnight” activity must submit a completed Membership Application however they need not yet pay the Membership Fee. Potential Members who are accepted, as a member by the Executive Committee after August 30 but before December 31 will have their Membership Fee apply to the subsequent year.
 - 5.5.3 A Non-Member who has exercised their “try out” period as a Potential Member may not again do so without having ever joined the COCDPA and may not participate in activities as a guest until the subsequent year.
- 5.6 Open events are local, day events that do not require a waiver form. They do not involve carpooling and are often social and/or public events. Any non-member may participate in an open event.
- 5.7 The COCDPA will normally facilitate transport to club activities by means of a car pool arrangement. Participants may choose to carpool but shall do so at their own risk. Costs will be shared equally among all participants, including the driver, who wish to participate in the carpool.

(6) ACTIVITY LEADERS

- 6.1 The Activity Leader shall have the authority to cancel or abort any activity at their discretion.
- 6.2 The Activity Leader shall have the authority to request any person not to participate.
- 6.3 Activity Participants are expected to follow the directions of the Activity Leader.
- 6.4 The Activity Leader has authority to refuse entry of a participant to the event the leader is handling, by way of advising the participant and/or his/her parent or guardian, if applicable, if such event is inappropriate for the participant or the participant's behaviour would create a disturbance to the peaceful enjoyment of the members attending the said event.
- 6.5 The Activity Leader may request a small monetary Activity Fee at the beginning of an activity to reimburse him/her for expenses incurred in organizing the activity. The amount of this fee should be published in advance on the Upcoming Activities sheet.
- 6.6 The Activity Leader shall notify activity participants of any additional costs or fees associated in participating in an activity.
- 6.7 The Activity Leader shall ensure the Activity Waiver of Liability has been completed by all participants or their guardians.

(7) CLUB EQUIPMENT

- 7.1 The COCDPA may own outdoor-related equipment for the use of its members. The Past President is responsible for the acquisition, storage, management and maintenance of the equipment. The Executive Committee shall maintain an equipment list.
- 7.2 When assigning COCDPA equipment New and Potential Members will be given first priority over Returning Members and Guests. The activity leader or deputy of the event will assign the equipment to the participant(s).
- 7.3 Members may "Sign Out" COCDPA equipment for unsanctioned COCDPA activities. However sanctioned COCDPA activities will be given priority over unsanctioned activities.
- 7.4 Activity leader or deputy will "Sign Out" the equipment to the participant(s) before the event and "Sign In" the equipment after the event.
- 7.5 The participant(s) is responsible for the equipment (including transportation) from "Sign Out" until "Sign In". The participant must return the equipment as it was at the time of "Sign Out". If there is any added damage, deterioration or loss of the equipment the participant(s) is required to reimburse the COCDPA for the total cost of repairs or replacement as the Executive Committee deems fit. COCDPA watercraft and accessories (i.e. canoes, kayaks, paddles) shall not be used on trips in which whitewater is foreseeable.

(8) PARLIAMENTARY

- 8.1 "Roberts Rules of Order Revised" shall be the parliamentary authority for this club in all cases in which it is not inconsistent with these by-laws.

(9) AMENDMENT

- 9.1 Proposed amendments to these by-laws must be submitted in writing to the Executive Committee, who will disseminate such proposed amendments to the members. Such proposed amendments must be signed by three active members of the organization before being submitted to the club. After one month's notice, it may be voted on at the next general meeting and shall become part of the by-laws if approved by a majority of the membership present and voting at the meeting.
- 9.2 This is the COCDPA By-Laws Amendment F, (Nov 25, 2017)

