

GVTC Bylaws

**BYLAWS
of
THE _____ GRAND VALLEY TRAILS CLUB
of Ontario**

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BYLAWS of THE _____ GRAND VALLEY TRAILS CLUB of Ontario

Introduction

These are the bylaws of the _____ Grand Valley Trails Club, a division of the Grand Valley Trails Association of Ontario.

Article A: Definitions

1. In these bylaws, and all other bylaws and resolutions of the Club, unless the context requires otherwise:
 - a. "GVTA" means the Grand Valley Trails Association.
 - b. "The Club" means the _____ Grand Valley Trails Club.
 - c. "Council" means the Council of Stewards of the Club.
 - d. "Stewards" means members of the Council of Stewards of the Club.
 - e. "Corporations Act" or "the Act" means the Corporations Act, R.S.O. 1990, c. C. 38, as amended. Terms defined in the Act have the same meaning in these bylaws and all other bylaws and resolutions of the Club. Where provisions in this bylaw become prohibited by the Act, the provisions of the Act apply.

Article B: Objectives

2. The objectives of the Club are, within [county]:
 - a. To build and maintain those portions of the Grand Valley Trail and other trails assigned to the care of the Club by the GVTA, and to foster positive relationships with the landowners.
 - b. To establish, maintain and operate on said trails, facilities to enable members of the public to resort thereto for the purposes of year round hiking, recreation, physical fitness and study.
 - c. To engage in and promote hiking and related outdoor activities.
 - d. To foster and encourage the preservation and appreciation of the natural environment.

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Article C: Head Office

3. The head office and postal address of the Club shall be at such location in the Grand River valley of Ontario as the Council may determine from time to time.

Article D: General Organization

4. The Club shall consist of members. A general meeting of members shall be the supreme authority within the Club, except as may be otherwise provided by these bylaws and the GVTA bylaws.
5. The Club members shall elect the Council of Stewards to oversee the Club's administration. The Council's authority shall be next in precedence to a general meeting of members.

Article E: Membership and Dues

6. A Member of the Club shall be any GVTA member who has chosen to be a member of the Club, or who has been assigned to the Club by the GVTA Board. Eligibility for membership and the membership class of the Member shall be the same as those in the GVTA.
7. The Club's Council of Stewards may appoint an Honorary Member of the Club, who shall be exempt from payment of Club dues and has no voting privileges. If the member is not also a GVTA Honorary Member, the Club shall pay the GVTA portion of the member's dues.
8. The Council of Stewards may, by resolution and for just cause, request suspension or termination of membership of any member of the Club by the Board of the GVTA.
9. Rights of members: Each member in good standing shall be entitled to:
 - a. Be given notice of and attend each general meeting of members,
 - b. Vote at each general meeting of members (except an honorary member).

Article F: Meetings and Voting of Members

10. Calling of meetings
 - a. Location: The Annual General Meeting shall be held at the head office of the Club or elsewhere in Ontario as the Council of Stewards may determine and on such day within sixty days after the end of the Club's fiscal year as the Stewards shall appoint.

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- b. Power to call: The Council of Stewards or the President or any Vice President shall have the power to call, at any time, a Special General Meeting of the Club. A Special General Meeting must also be called within twenty-one days, if a written request for such a meeting is submitted to the Secretary by ten percent of the members of the Club.
 - c. Notice of any General Meeting shall:
 - i. Be given to each member at least fourteen days before the time fixed for the holding of such meeting,
 - ii. Be similarly given to the Club's auditor or financial reviewer, in the case of an Annual General Meeting,
 - iii. State that each member has the right to attend and (except an honorary life member) to vote,
 - iv. State the date for the close of nominations, if an election of Stewards is to be held that that meeting,
 - v. Contain sufficient information to permit the member to consider any special matters to be decided at that meeting.
11. At every Annual General Meeting, the following business shall be transacted:
- a. Reports shall be heard and received, including:
 - i. The report of the Officers,
 - ii. The financial statements and the report of the auditor or financial reviewer,
 - b. An auditor or financial reviewer shall be appointed for the ensuing year,
 - c. Stewards shall be elected to all Stewardships not occupied by Stewards with unexpired terms,
 - d. Any other business properly brought before the meeting.
12. Discussion and voting
- a. A quorum for the transaction of business at any General Meeting shall consist of five percent of the members in good standing.
 - b. Each member in good standing (including a household, and excluding an Honorary Life Member) shall be entitled to one vote on each question arising at any General Meeting. To be in good standing, a member must have paid all dues then payable.

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- c. At a General Meeting, every question shall be decided by a majority of the votes cast, unless otherwise prescribed by these bylaws, by law, or by the procedural authority of the Club.
- d. Proxy voting is not permitted at a General Meeting.

Article G: Officers

- 13. Each Club Officer shall:
 - a. Receive a copy of the GVTA Letters Patent and all bylaws and policies of the Club and the GVTA upon election or appointment as an Officer,
 - b. Perform the duties prescribed by these bylaws, by policy of the Council, and (where not otherwise specified) by the Club's procedural authority,
 - c. Perform other duties additional to those prescribed by these bylaws, as directed by the Council or incidental to his office,
 - d. Have the right to delegate his duties to someone qualified,
 - e. Ensure that all of his duties are performed personally or by his delegate,
 - f. Uphold the interests and objectives of the Club and the GVTA in all matters.
- 14. The President must be a Steward and shall:
 - a. Manage and supervise the affairs of the Club, subject to its regulations,
 - b. Preside at all meetings of members and of the Council, if no other chair is appointed,
 - c. Sign all bylaws with the other officers designated by the Council for this purpose,
- 15. The Secretary must be a Steward and shall:
 - a. Hold all documents and other records of the Club, including but not limited to:
 - i. All bylaws and special resolutions,
 - ii. All correspondence,
 - iii. A register of the members, with the names of people who are or have been members within the past ten years and their most recent addresses while they were members,
 - iv. A register of the Stewards, including the names and addresses of all people who are or were Stewards, and the date they became or ceased to be Stewards,

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- b. When authorized by a resolution of the Council, deliver item(s) from (a) as specified in the resolution,
 - c. Sign all bylaws and membership certificates with the President, unless the Council has designated other Officer(s) to sign,
 - d. Give all notices required to be given to the members and Stewards,
 - e. Record the minutes of general meetings, the Council and the Executive Committee,
 - f. Record attendance at meetings of the Council and the Executive Committee,
 - g. Report information to the President when requested,
16. The Treasurer must be a Steward and shall:
- a. Deposit the Club's money and valuables in the Club's account in the financial institution designated by the Council,
 - b. Receive and disburse payments on behalf of the Club as the Council directs,
 - c. Keep proper books of account and accounting records for all financial and other transactions of the Club,
 - d. Report on the transactions completed and on the financial position of the Club to the Stewards and the members as and when required by the Stewards and the bylaws,
 - e. Take appropriate steps to ensure that the Club continues to be in compliance with the "Charities Accounting Act".
17. The Vice President must be a Steward and shall:
- a. Perform the duties of the President in the President's absence or inability to act, until the Council appoints another Steward or officer for that purpose,
 - b. Undertake such additional duties as are assigned by the Council of Stewards from time to time.

Should there be more than one Vice President, they shall, in order of their precedence, be designated First Vice President, Second Vice President, etc. and perform the above duties in that order of precedence.

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18. Each GVT Club Representative shall:
 - a. Act as a GVTA director in accordance with GVTA bylaws.
 - b. Communicate the news and views of the Club to the GVTA Board,
 - c. Communicate the discussions and decisions of the GVTA Board to the Club,
19. The Past President shall ex officio be a Steward and shall:
 - a. Advise the President and other Stewards on matters under consideration,
 - b. Undertake such additional duties as are assigned by the Council of Stewards from time to time.
20. Other Officers:
 - a. May be elected as Stewards or appointed by the Council,
 - b. Shall be Stewards only if elected as such to a Council vacancy by the members or the Council in accordance with these bylaws,
 - c. Must be explicitly named as officers and notified as such to the membership,
 - d. Shall have such duties and responsibilities as the Council may prescribe from time to time by policies or job descriptions.

Article H: Council of Stewards

21. The Council shall include the President, the immediate Past President (unless he or she resigns the position), the Vice President(s), the Secretary, the Treasurer, the Club Representative, and such other Officers as the Council may determine from time to time, to a maximum of twelve Stewards.
22. One Steward may hold more than one office except the offices of President and Vice President, but no more than three offices.
23. Eligibility:
 - a. Each Steward shall be a person at least eighteen years of age, who is an ordinary member or life member of the GVTA and the Club, or the nominated representative of an organizational member, at the time of his or her election or within ten days thereafter, and throughout his or her term of office.

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- b. Each Steward shall be eligible for re-election as a Steward if otherwise qualified, but only for a maximum of six successive years, after which he or she shall not be eligible for re-election until after a vacation of at least one year from Club Stewardship.
- c. Only one person from a household membership is eligible to be a Steward at one time.
- d. A Steward may not:
 - i. Be an undischarged bankrupt,
 - ii. Be a mentally incompetent person,
 - iii. Have any business relationship, direct or indirect, with the Club.

24. Election:

- a. Each Steward must be elected by a majority of the members voting at an Annual General Meeting or, in case of a vacancy at other times, by a majority of the Stewards at a duly constituted meeting of the Council.
- b. Each Steward shall be elected to a specific Club Office, not At Large.
- c. A Nominating Committee shall be appointed by the Council at least ninety days before the Annual General Meeting and shall exclude any member who is likely to stand for election as a Steward. The Committee shall invite nominations from the membership via a member newsletter prior to that Meeting. At that Meeting, the Nominating Committee shall nominate a list of nominees for the offices on the Council of Stewards then in existence.
- d. Additional nominations may be made at the Annual General Meeting by any member of the Club.
- e. Any nomination for election as Steward must be accompanied by the nominee's confirmation of willingness to serve upon the Council. If the nominee is not in attendance at the election, the confirmation must be in writing or by fax or printed e-mail.

25. Term of office:

- a. Each Steward shall normally hold office from the time of his or her election until the next Annual General Meeting.
- b. If an election of Stewards is not held at the proper time, the Stewards shall continue in office until their successors shall have been duly qualified and elected.

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26. Termination of Stewardship:

- a. A Steward who feels that he or she can no longer fulfill his or her obligations as a Steward and officer can submit his or her notice of resignation in writing to the President or Secretary.
- b. If a Steward misses two consecutive regular Council meetings, then the said Steward may be deemed no longer to be an officer and member of the Council, at the sole discretion of the Council.
- c. A Steward who ceases to be eligible for Stewardship according to these bylaws shall immediately cease to be a Steward as of the date of ceasing to meet the qualifications. At the sole discretion of the Council, said Steward shall also cease to be an officer of the Club.
- d. A Steward may be removed from his or her Stewardship and office at a Council meeting, if:
 - i. Notice of intention to remove the Steward has been given to all Stewards at least ten days in advance of the meeting date,
 - ii. The Steward has an opportunity at the meeting to argue against the removal,
 - iii. Subsequent to the Steward's said opportunity, the Council votes by a two-thirds majority to remove the Steward.
- e. A Steward may be removed from his or her Stewardship and office at a general meeting of members if:
 - i. Notice of intention to remove the Steward has been given to all members at least thirty days in advance of the meeting date.
 - ii. The Steward has an opportunity at the meeting to argue against the removal,
 - iii. Subsequent to the Steward's said opportunity, the members vote by a two-thirds majority to remove the Steward.

27. Filling Council vacancies:

- a. If a Council vacancy occurs, the remaining Stewards may elect a qualified member of the Club to fill the vacancy, if they shall see fit to do so and if there is a quorum of Stewards in office.
- b. If a Council vacancy occurs in any other circumstances, it shall be filled by election at the next General Meeting of the members.
- c. If the number of Stewards is increased between Annual General Meetings, vacancies are deemed to have occurred to the extent of the increase.

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- d. If there is not a quorum of remaining Stewards, the remaining Stewards shall call a Special General Meeting of members forthwith to fill all Council vacancies. If there are no remaining Stewards, any member may call the meeting. Of such meeting, at least thirty days' notice must be given to all members.

Article I: Meetings and Voting of the Council

28. Meetings without notice

- a. The Council may by resolution appoint places, days, and times for its regular meetings, except as otherwise required by law. Of such regular meetings, no notice need be sent.
- b. A Council meeting may be held, without notice, immediately following the Annual General Meeting of the Club.
- c. A special Council meeting may be held, without formal notice, if all the Stewards are present, or if those absent have signified their consent to the meeting's being called in their absence.

29. Meetings with notice

- a. A Council meeting may be called formally with notice:
 - i. By the President or Vice President,
 - ii. By the Secretary at the request of the President or Vice President, or
 - iii. By the Secretary at the written request of two Stewards.
- b. Notice of a Council meeting shall be sent to all Stewards:
 - i. At least seven days before the meeting, or
 - ii. In a case of utmost urgency, not less than one day before the meeting, by personal delivery, telephone, fax, or e-mail.
- c. A Statutory Declaration of the Secretary or President that notice has been given pursuant to this bylaw shall be sufficient and conclusive evidence of the giving of such notice.

30. Discussion and voting

- a. A quorum for the transaction of business at any Council meeting shall consist of a majority of the currently-prescribed Stewards' positions.
- b. Each Steward shall be entitled to one vote on each question arising at a meeting of the Council, regardless of the number of offices he/she holds.

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- c. At a Council meeting, every question shall be decided by a majority of the votes cast, unless otherwise prescribed by these bylaws, by law, or by the procedural authority of the Club.
- d. Proxy voting is not permitted at a Council Meeting.
- e. A statement by the Chair or any entry in the Minutes that a resolution was passed is proof of that fact, without further proof of the number or proportion of votes cast.

31. Non-Stewards at Council meetings:

- a. Members of the Club may attend any meeting of the Council.
- b. The Council may invite or permit any person to attend or to speak at any meeting of the Council.
- c. No person other than a Steward is entitled to vote at a meeting of the Council.

Article J: Duties, Powers and Interests of Stewards and the Council

32. Council Duties:

- a. The Council shall manage all the property, business, and affairs of the Club, subject to any limitations duly imposed by the GVTA Board.
- b. The Council shall in all things promote the objects of the Club and the GVTA as given in their bylaws and the GVTA Letters Patent.
- c. The Council shall properly maintain all books and records of the Club which are required by its bylaws or by law.
- d. Regardless of any provisions in these bylaws, the Council shall in all things act in accordance with the laws of Ontario, with special attention to safeguarding the GVTA's status as a registered charity.

33. Powers:

- a. The Council may, unless otherwise provided for in these bylaws, exercise all powers and do all acts and things as the Club, may by GVTA bylaws and policy or otherwise in law, exercise and do.
- b. The Stewards may transact any business either special or general at any meeting of the Council.

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- c. The Council may make, on behalf of the Club, any type of contract or agreement that the Club may lawfully make and which has been authorized by resolution of the GVTA Board.
 - d. In the ordinary course of the Club's operations, the following persons may enter into contracts on behalf of the Council and the Club:
 - i. Any two of the President, Vice President, Treasurer, and Secretary.
 - ii. Any person with authority delegated by resolution of the Council for such contracts.
 - e. Within the limits of the above powers, the Council may purchase, lease or otherwise acquire, transfer, sell, exchange, or otherwise dispose of the Club's property on terms it decides.
 - f. The Council may by resolution engage agents or employees to perform duties prescribed by the Council, to the extent authorized by resolution of the GVTA Board. The Council may fix remuneration for any such agents or employees.
 - g. Execution of documents:
 - i. Deeds, transfers, licences, contracts and engagements on behalf of the Club shall be signed by two members of the Council, one of whom shall be the President or Secretary or a Vice President.
 - ii. All documents for the payment or receipt of money on behalf of the Club shall be signed by the signing officer(s) designated by the Council.
 - iii. Notwithstanding any provisions to the contrary contained in these bylaws, the Council of Stewards may, at any time by resolution, direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligation of the Club may or shall be executed.
34. Interested Steward: Every Steward who is in any way, directly or indirectly, financially interested in a contract or proposed contract with the Club shall:
- a. Declare his interest at the first Council meeting after which he became interested, and at every Council meeting at which the contract or proposed contract is discussed,
 - b. Request that his declaration be recorded in the Minutes of each such meeting, and
 - c. Not participate in any discussions or vote on any resolution concerning the contract or the proposed contract.

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35. Remuneration of Stewards: Stewards shall receive no remuneration or profit for acting as such. However, the Council may by resolution pay from Club revenues for expenses incurred by Stewards in carrying out their duties as Stewards.

Article K: Financial transactions

36. As a division of the GVTA, the Club is not a separate legal entity. Its assets, liabilities, revenues, and expenditures are part of those belonging to the GVTA. While the intent is that the Club have some autonomy of operation, the GVTA has ultimate financial authority.
37. Revenues of the Club shall be limited to:
- a. A portion of GVTA dues paid by members, the portion being determined by the GVTA Board.
 - b. Other allocations to the Club, which may be made by the GVTA from time to time.
 - c. Outside donations or grants to the GVTA directed by their donors for purposes of this Club's operations.
 - d. Proceeds of fundraising activities by the Club, not to include grants by organizations.
38. Dues for membership in the Club shall be only those determined, collected, and allocated to the Club by the GVTA.
39. If the Club directly receives any donations, or Club or GVTA membership dues, the Club shall remit to the GVTA within thirty days of receipt the total amount of such receipt.
40. Expenditures of the Club shall be limited to amounts which are, in aggregate, no more than the Club's current cash on hand, except as authorized by the GVTA Board. Such authorization may take the form of a Standing Rule, or explicit resolution such as approval of a Club budget.
41. The fiscal year of the Club shall terminate on the thirty-first day of March in each year.
42. The Club shall use a bank account separate from that of the GVTA, in the bank records for which the Club must be identified as a division of the GVTA. The Council shall determine by resolution the financial institution(s) with which the Club may deal.

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43. Signing officers:
- a. The Council shall designate by resolution:
 - i. The person(s) who shall be the signing officer(s) authorized to sign cheques, drafts or orders for the payment of money and all notes, acceptances and bills of exchange, notes, or other documents representing debts payable to the Club, and
 - ii. The manner of signing those documents on behalf of the Club.
 - b. The current GVTA signing officers shall also be signing officers for the Club. Their signing powers shall be used only in transactions where explicitly authorized by resolution of the GVTA Board.
44. Signing powers: The designated signing officer(s) may, to the extent authorized by the Council:
- a. Endorse notes and drafts for collection or deposit on account of or to the credit of the Club,
 - b. Arrange, settle, balance and certify all books and accounts between the Club and its financial institution(s), and
 - c. Receive all paid cheques and vouchers and sign all of the financial institution forms for settlement of balances and releases of verification slips.
45. Borrowing powers: The Club has no borrowing powers. The Council may not:
- a. Borrow money on the credit of the Club,
 - b. Issue, sell, or pledge securities of the Club,
 - c. Charge, mortgage, hypothecate or pledge the Club's interests in any form of its property, book debts, rights, powers, franchises or undertakings, or
 - d. Authorize any person on the Club's behalf to execute documents necessary or desirable to the forgoing.
46. Auditor or financial reviewer:
- a. To be eligible for appointment as such, the auditor or financial reviewer must be independent of the Stewards and Officers.
 - b. The auditor or financial reviewer shall hold office until the next annual general meeting following his appointment.

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- c. The Council may fill any vacancy in the office of the auditor or financial reviewer.
- d. If the auditor or financial reviewer is to receive remuneration, then it shall be fixed by the Council.

Article L: Protection of Stewards and Officers

- 47. No Steward or officer of the Club shall be liable for any of the following events:
 - a. The acts, receipts, neglects or defaults of any other Steward or officer,
 - b. Joining in any receipts or other act for conformity,
 - c. Any loss or expense happening to the Club through the insufficiency or deficiency of title to the property acquired by order of the Council for or on behalf of the Club,
 - d. The sufficiency or deficiency of any security in or upon which any of the monies of the Club shall be invested,
 - e. Any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person or corporation with whom any of the monies, securities or effects of the Club shall be deposited,
 - f. Any loss, damage or misfortune whatsoever, which shall happen in the execution of the duties of his or her office or in relation thereto, unless the same shall happen through his or her dishonesty.
- 48. The Club shall, out of its own funds, indemnify and save harmless every Steward or officer from and against any cost, charge or expense which he or she sustains or incurs in or about:
 - a. Any action, suit or proceeding which is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office, or
 - b. The affairs of his or her office or the Club when such cost, charge or expense is authorized by the Council of Stewards.
- 49. Such protection of each Steward and officer shall be given:
 - a. Only in connection with such events, costs, charges or expenses as are sustained or incurred in accordance with the duty to act honestly and in good faith.

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- b. To his or her heirs, executors, administrators and estate and effects, respectively, from time to time and at all times,

Article M: Committees

50. The Council may, by resolution:

- a. Establish and dissolve committees, and determine or alter a committee's purpose, powers, and responsibilities,
- b. Appoint members to, or remove any member from, any committee,

51. For every committee:

- a. A quorum for a meeting shall be a majority of the committee's members.
- b. The committee shall make every decision by a majority of members present at the time.

52. Every committee shall:

- a. Exercise any powers and complete all duties stated in the bylaws or assigned by Council resolution,
- b. Hold meetings as necessary or desirable, at any time or place determined by a majority of the committee's members,
- c. Record minutes of every meeting, and
- d. Deliver a report to the Council as requested.

53. Executive Committee:

- a. The Council may form an Executive Committee consisting of the President, First Vice President, Secretary, Treasurer, and as many additional Stewards or officers as it deems appropriate.
- b. The Council of Stewards may delegate to the Executive Committee such specific powers, for specific purposes and for limited periods of time, as it sees fit. Such powers may include:
 - i. The powers of the Council of Stewards between meetings of the Council.
 - ii. The power to hire and employ such staff as may be required to manage and conduct the affairs of the Club, to the extent that the Club has GVTA authorization for such power.

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Article N: Amendment of Bylaws

54. These bylaws may be amended on either the Club's initiative or the GVTA's initiative.
 - a. The Club may pass an amendment by a two-thirds vote at any general meeting of the Club, provided that the amendment has been published to the Club membership at least thirty days in advance of the meeting. In this case, the amendment must be ratified by a simple majority vote of the GVTA Board or GVTA general meeting.
 - b. A general meeting of the GVTA may pass an amendment by a two-thirds vote, provided that the amendment has been published to the GVTA membership at least thirty days in advance of the meeting.
55. Changes in cross-reference and numbering engendered by other changes in the bylaws shall be accepted without a vote as amendments, allowing them to be made automatically.

Article O: Notices

56. Except as otherwise specified, notice to any or all members prescribed by these bylaws shall be sent in writing by prepaid post or fax or e-mail to the member's address as recorded on the books of the Club. To notify all members, inclusion of the notice in a newsletter sent to all members shall be deemed sufficient. No public notice or advertisement shall be required.
57. Errors or omissions in the giving of notice of a meeting or in the notice itself do not invalidate the meeting nor void anything done at the meeting.
58. The declaration of the chair of a meeting that proper notice was given is conclusive evidence that notice was properly given.
59. No further notice is required for the adjournment to another time of any meeting of the Stewards, officers, members, or a committee, whether or not a quorum is present. Any business that may have been transacted may then be done at the meeting's continuation.
60. In computing the date when notice must be given under any provision of the Bylaws requiring a specified number of days' notice of any meeting or other event, the date of giving the notice is, unless otherwise provided, included.

Article P: Dissolution

61. Dissolution: Upon the dissolution of the Club, all of its property and debts and liabilities shall become those of the GVTA.

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Article Q: Interpretation

62. In these bylaws, unless the context requires otherwise:
- a. Words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa,
 - b. References to persons shall mean natural persons, not corporations,
 - c. References to “Vice President” shall apply to any Vice President currently in office.
63. Procedural authority: The rules contained in *Robert’s Rules of Order Newly Revised*, as amended from time to time, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws. In accordance with such parliamentary procedure and unless otherwise prescribed in these bylaws:
- a. To preserve impartiality, the chair of any Club meeting shall not exercise the vote he may be entitled to, unless such exercise would change the outcome of the vote.
 - b. On any question in a Club meeting, voting shall be by ballot if requested by a member entitled to vote. Otherwise, the question shall be decided by a show of hands.
64. In any contradiction between these bylaws and the Letters Patent or the bylaws of the GVTA, the said Letters Patent or bylaws shall take precedence.
65. These bylaws shall be known as the _____ Grand Valley Trails Club Bylaws Version 1, are effective on [date], and replace all previous versions, which are hereby repealed.

(Georgia Mulholland)

(Ruth Oswald)

President’s signature

Secretary’s signature