

**CONSTITUTION & BYLAWS Of The  
WINNIPEG SPORTS CAR CLUB INC.  
2016**



# ARTICLE ONE

## NAME, PURPOSE AND LOGO

### (1) NAME

A) The name of the club shall be **"WINNIPEG SPORTS CAR CLUB"**.

### (2) PURPOSE

- A) To be a democratic, non-sectarian, non-political, non-profit, limited liability organization.
- B) To bring about and foster a spirit of unity, comradeship, and sportsmanship among Members.
- C) To educate Members in the Motor Vehicle Code of the Province and the laws of the neighbouring provinces and states, and to endeavour that each and every Member adheres at all times to those laws and codes.
- D) To induce the Members to respect the rights of pedestrians and others.
- E) To promote legitimate sporting events, trials, Club runs, social activities, etc., as deemed advisable by the Executive Committee.
- F) To attempt to secure benefits, reduced rates, discounts, etc., for Members.
- G) To assist others in trouble on the highways, etc.
- H) To cooperate with other Clubs having similar interests and to conform with the policies and regulations of the National Governing Body.

### (3) LOGO

- A) The club will have a Logo that shall bear the words **"WINNIPEG SPORTS CAR CLUB"**
- B) The Logo can be changed or updated with membership approval at any regular club meeting.
- C) Proposed designs must be circulated to all members 21 days + 1 month prior to vote.

## **ARTICLE TWO**

### **MEMBERSHIP AND DUES**

#### **(1) ELIGIBILITY**

A) Applicants and Members are to be of good character, responsible, non-subversive, willing to uphold purposes of the Club, and agree to abide by its constitution, rules and regulations.

#### **(2) THERE SHALL BE FOUR CLASSES OF MEMBER**

A) Full Members: shall be individuals.

B) Repealed.

C) Associate Member: shall be business and organizations only.

D) Honorary Members: granted after twenty years of Full Membership or equivalent.

E) Daily Members: Privileges of the Daily Member are valid for the calendar day in which the Membership was granted.

#### **(3) PRIVILEGES**

A) Full Members may attend meetings, vote, compete, and hold office.

B) Repealed.

C) Associate Members may attend meetings, but are not entitled to vote nor hold office. An Associate Member is not eligible to hold a competition license.

D) Honorary Members shall not be charged a Membership fee, but shall be levied appropriate sanctioning body dues if they wish to hold a competition license and shall have all the rights and privileges of a Full Member.

E) Daily Members may attend meetings, events and compete, subject to the governing rules and regulations as applicable to the various disciplines, but are not entitled to vote nor hold office.

F) No Member shall assign their Membership.

#### **(4) APPLICATIONS FOR MEMBERSHIP**

A) The applicant, in completing the application form and submitting payment, subject to review by the executive, is granted membership upon the current Membership Director issuing a membership card.

#### **(5) ANNUAL DUES AND FEES**

A) The annual dues are to be set by the incoming Executive, acting upon the recommendation of the outgoing Executive, before the start of the fiscal year. Memberships are for a calendar year. Memberships are effective from the date of application and expire December 31<sup>st</sup> with the exception that applications received after November 1<sup>st</sup> will expire December 31<sup>st</sup> of the following year. Dues will be subject to change according to Membership fees levied by the National Governing Body.

#### **(6) MEMBERSHIP CARD**

A) Each Member shall receive a Membership card bearing the Club Logo.

**(7) ATTENDANCE**

A) An attendance record book is to be kept, which is to be signed by all those attending a meeting or a roll shall be called.

**(8) GUESTS**

A) Guests may be invited to meetings (not more than two meetings per guest per year) and they shall sign the attendance book as such. A nominal charge may be made at the discretion of the executive for attendance at all events or meetings other than regular monthly business meetings.

**(9) EXPULSION**

A) If, in the opinion of the executive, any Member is guilty of conduct which is detrimental to the character or interests of the Club, or has wilfully infringed the constitution or any bylaw, rules or regulations of the Club, the executive may, by notice specifying the nature of the offense charged, cause a meeting of the executive to be expressly called, for the purpose of considering the same and shall request the Member to appear before them at such a meeting. A reasonable notice shall be given to the Member outlining the nature of the offense charged against the Member and the time and place at which the Member is requested to appear. If the Member thereupon neglects to appear, pursuant to such request and notice, or if having so appeared the Member fails to satisfy the Executive of his innocence of the offense charged, the Executive may, by a vote of a quorum of its Members, suspend or expel such Member from the privileges of the Club. The time of suspension or expulsion is to begin from the day the decision of the committee has been made known to the Member. Notification of said suspension or expulsion will be sent to Region and National offices.

B) A Member who resigns, or is expelled from the Club shall cease to be a Member thereof, and shall forfeit all rights to, or claim upon Club property or effects.

# ARTICLE THREE

## MEETINGS

### (1) ORDER OF BUSINESS

- A) Attendance record shall be kept.
- B) Meeting called to order and Vice President to announce the number of Members present and if a quorum has been reached.
  - a. A quorum at all annual, special, or general meeting of the Club shall be not less than ten percent of the Membership, and not less than fifteen Members. If a quorum is not present, that fact is to be recorded in the minutes.
- C) Minutes of the previous meeting and items voted on at the Executive meetings will be presented.
- D) Acknowledgment of the new Members accepted.
- E) Statement of finance and presentation of accounts.
- F) Correspondence and actions.
- G) Unfinished business.
  - a. Even if a quorum is not present any business that was deferred from the prior meeting, with proper membership notification, can be voted on.
- H) Committee reports. The chairperson of each committee shall prepare and deliver, either to the President or Secretary, prior to the commencement of each and every General Meeting of the Club, a written report of the activities of their committee. Said report to be presented by the committee director at the meeting, and afterward filed under the minutes of that meeting for future reference.
- I) Notice of Motion, if any.
- J) New Business.
  - a. If a quorum is not present new business can be discussed, but not voted on, and the information from the meeting will be distributed to the membership informing them that a vote on the matter(s) has been deferred to the next general meeting.
- K) Entertainment or other activities.

### (2) ANNUAL GENERAL MEETINGS

- A) To be held preferably not later than November 30<sup>th</sup>. Constitutional amendments shall be voted upon only at this meeting, after item 1J Article III on the agenda. Items D, F, G, H, I, and J may be omitted from the order of business at the discretion of the Executive.
- B) Election of the new Executive shall follow, and be presided over by the Nomination Committee.

### (3) REGULAR MEETINGS

- A) Regular meetings may be held monthly if deemed necessary by the Executive.

**(4) EMERGENCY MEETINGS**

A) May be called by written notice, signed by any Member of the Executive or any group of ten or more Members. Said notice to be distributed to all Members, setting out the purpose of the meeting. Business shall be restricted to that given in the notice.

**(5) EXECUTIVE MEETING**

A) Shall be held at least monthly, and more often if required to transact the business of the Club. The necessary quorum shall be 50 percent of the elected officers.

**(6) JOINT EXECUTIVE MEETING**

A) To comprise the retiring and newly elected Members of the Executive, and shall be held within two weeks following the elections. The retiring President shall preside over this meeting.

**(7) NOTICE OF MEETING**

A) Notices shall be distributed to each Member as follows: Annual General Meeting and Races: no less than 21 days. Other meetings and events: no less than 7 days.

**(8) VOTING**

A) All items at question, except those pertaining to the constitution, will be governed by a straight majority vote, which may be by a show of hands, roll call, ballot, or by suitable electronic means as decided by the Chairperson.

# **ARTICLE FOUR**

## **OFFICERS AND DUTIES**

### **(1) ELIGIBILITY FOR ELECTED OFFICE**

A) Only a member of the **WINNIPEG SPORTS CAR CLUB** with full membership privileges may be elected to office.

### **(2) ELECTED OFFICERS**

A) The following officers shall be elected at the annual General Meeting: President, Vice President, Secretary, Treasurer, Race Director, Rally Director, AutoSlalom Director, Drift Director and Time Attack Director. The Ice Race Director shall be elected at the March General Meeting. If there is no candidate or quorum in March, this shall be done at the April General Meeting.

### **(3) APPOINTMENTS**

A) Shall be made at the discretion of the Executive, and may consist of the following: Steward, Social Director, Publicity Director, Membership Director/Chief Registrar, Quartermaster, Aficionado Editor, Webmaster and Sanctioning Body Representative. The appointees shall report directly to the Executive, but shall not be entitled to vote on the Executive Committee.

### **(4) EXECUTIVE COMMITTEE**

A) Shall consist of the elected officers, together with the immediate Past President.

### **(5) TENURE OF OFFICE**

A) Officers and Committee Directors may stand for re-election, but shall only stand for election to the same position for two consecutive years.

### **(6) RESPONSIBILITIES OF THE PRESIDENT**

A) To call and conduct meetings of the Membership, appoint committees with the chairperson as may be required, and act as chief executive and supervisor of Club affairs. The Member shall have the deciding vote in case of a tie, sign cheques, approve correspondence and minutes of meetings, and transact such other business which may apply to his/her office. The Member shall instruct the Secretary to mail notices, ballots, etc. under his name.

### **(7) RESPONSIBILITIES OF THE VICE PRESIDENT**

A) In the absence of the President, or in the event of his/her death, resignation, or inability to act, the duties usually pertaining to that office shall be performed by the Vice President. The Member shall also see that the attendance record is kept, and report whether or not a quorum is present at meetings. The Member shall also act as Treasurer in the absence of that officer.

### **(8) RESPONSIBILITIES OF THE SECRETARY**

A) The Secretary shall attend Executive and General Meetings in order to record comprehensive minutes of all business conducted. It shall be the responsibility of the Secretary to determine that minutes are distributed to all Executive Members. It shall

be the responsibility of the Secretary to predetermine individual Executive Member attendance at Executive and General Meetings and to determine that absent Members shall be represented by verbal or written votes.

**(9) RESPONSIBILITIES OF THE TREASURER**

A) The Treasurer shall keep accounts of all monies handled by the Club, deposit all funds in a chartered bank or Credit Union, and countersign all cheques with the President or Vice President. All monies to be paid out by cheque, except that petty cash, which may be held up to the sum of \$100.00. A statement of the Club's financial position is to be available at all regular meetings, or more often if required by the President. The Treasurer shall have the custody of the Club Seal.

**(10) RESPONSIBILITIES OF THE RACE DIRECTOR**

A) The Race Director shall attend Executive and General Meetings to provide timely reports on overall race activities to the Executive and Members. The Race Director shall be responsible for the implementation of the Club's overall concept of racing and determining that all functions affecting Racing and Race Events are carried out. The Race Director must form a Race Committee before January 1st each year.

**(11) RESPONSIBILITIES OF THE ICE RACE DIRECTOR**

A) The Ice Race Director shall attend Executive and General Meetings to provide timely reports on overall ice race activities to the Executive and Members. The Ice Race Director shall be responsible for the implementation of the Club's overall concept of ice racing and determining that all functions affecting Ice Racing and Ice Race Events are carried out.

**(12) RESPONSIBILITIES OF THE TIME ATTACK DIRECTOR**

A) The Time Attack Director shall attend all Executive and General Meetings to provide timely reports on overall Time Attack activities to the Executive and Members. The Time Attack Director shall be responsible for the implementation of the Club's concept of Time Attack, and determining that all functions affecting Time Attack and Time Attack Events are carried out. It is recommended that a committee similar to the Race Committee be formed.

**(13) RESPONSIBILITIES OF THE AUTOSLALOM DIRECTOR**

A) The AutoSlalom Director shall attend all Executive and General Meetings to provide timely reports on overall AutoSlalom activities to the Executive and Members. The AutoSlalom Director shall be responsible for the implementation of the Club's concept of AutoSlalom, and determining that all functions affecting AutoSlalom and AutoSlalom Events are carried out. It is recommended that a committee similar to the Race Committee be formed.

**(14) RESPONSIBILITIES OF THE RALLY DIRECTOR**

A) The Rally Director shall attend Executive and General Meetings to provide timely reports on overall Rally activities to the Executive and Members. The Rally Director shall be responsible for the implementation of the Club's overall concept of rallying and determining that all functions affecting Rallying and Rally Events are carried out. It is recommended that a committee similar to the Race Committee be formed.



**(15) RESPONSIBILITIES OF THE DRIFT DIRECTOR**

- A) The Drift Director shall attend Executive and General Meetings to provide timely reports on overall Drift activities to the Executive and Members. The Drift Director shall be responsible for the implementation of the Club's overall concept of drifting and determining that all functions affecting Drifting and Drift Events are carried out. It is recommended that a committee similar to the Race Committee be formed.

**(16) RESPONSIBILITIES OF THE STEWARD**

- A) The Steward shall act as enforcement officer on disciplinary matters related to all Club activities at the discretion of the Executive Committee.

**(17) RESPONSIBILITIES OF THE SOCIAL DIRECTOR**

- A) The Social Director shall work in conjunction with the Executive in the organization of Social Events. The Social Director may form a committee to assist with these activities.

**(18) RESPONSIBILITIES OF THE PUBLICITY DIRECTOR**

- A) The Publicity Director shall be responsible for soliciting sponsorship and advertising to support all Club Events and Publications. The Publicity Director shall be responsible for bulletins and results being released to the media. The Publicity Director may form a committee to assist with these activities.

**(19) RESPONSIBILITIES OF THE AFICIONADO EDITOR**

- A) The Aficionado Editor shall be responsible for soliciting articles for publication in the Aficionado Newsletter. The Aficionado Editor shall prepare and distribute a newsletter edition at approximately 1 month intervals during WSCC's competition seasons.

**(20) RESPONSIBILITIES OF THE MEMBERSHIP DIRECTOR/CHIEF REGISTRAR**

- A) The Membership Director/Chief Registrar shall be responsible for processing of Memberships and maintaining an accurate, up-to-date, membership list including contact information. The membership list shall be available to the general membership in a manner that does not contravene any Privacy Laws of the land. The Membership Director/Chief Registrar shall actively work toward increasing club membership. The Membership Director/Chief Registrar will note all persons attending Club meetings.
- B) If directed by the executive the Membership Director/Chief Registrar shall maintain the membership list using an electronically automated membership/renewal system.
- C) If directed by the executive the Membership Director/Chief Registrar shall maintain and operate an electronically automated event registration system.

**(21) RESPONSIBILITIES OF THE SANCTIONING BODY REPRESENTATIVE**

- A) The Sanctioning Body Representative shall be responsible for reporting to the Membership on activities of the Sanctioning Body and attending meetings of the Sanctioning Body.

**(22) RESPONSIBILITIES OF THE QUARTERMASTER**

A) The Quartermaster shall be responsible for issuing and recording all of the Club Properties.

**(23) RESPONSIBILITIES OF THE HIGH PERFORMANCE DRIVING EDUCATION (HPDE) DIRECTOR**

A) The HPDE Director shall attend Executive and General Meetings as necessary to provide timely reports on overall HPDE activities to the Executive and Members. The HPDE Director shall be responsible for the implementation of the Club's concept of HPDE, and determining that all functions affecting HPDE and HPDE Events are carried out. HPDE events shall include schools (both public and private), and non-competition events. It is recommended that a committee similar to the Race Committee be formed.

**(24) ASSISTANTS**

A) Each of the above Directors may appoint Assistants as required for carrying out their duties. However, this will not relieve them of their responsibilities. Such appointments must be approved by the Executive and noted in the minutes of the Executive meeting.

B) An Assistant may be appointed by a Director to attend an Executive meeting if the Director is unable to attend. The Assistant will have the Director's vote for that meeting.

**(25) FINANCIAL REVIEW**

A) A qualified individual or committee is to be appointed by the Executive no later than October 31<sup>st</sup> of each year to review the books. This individual or committee need not be a Member. The Review shall be made for presentation as soon as possible after the end of the fiscal year.

**(26) VACANCIES**

A) Vacancies of elected officers shall be filled by appointment by the Executive, subject to ratification at the following General Meeting.

## ARTICLE FIVE

### Miscellaneous

(1) **FISCAL YEAR**

A) Shall be the calendar year.

(2) **LIABILITY**

A) All persons or corporations extending credit to, contracting with, or having any claim against the Winnipeg Sports Car Club for payments of such contract or claim, or any other money that may otherwise become due and payable to them from the Winnipeg Sports Car Club, shall seek payment from the Winnipeg Sports Car Club so that neither the Members, nor Officers, present or future, shall be personally liable therefore.

(3) **CONSTITUTION**

A) Each Member shall have a copy of the constitution which is to be signed for, and a record of the signature kept, which will signify submission to the constitution.

(4) **CONSTITUTIONAL AMENDMENTS**

A) The Procedure shall be as follows: Notice of Motion to be given at a regular Monthly General Meeting prior to the Annual General Meeting, and by notice distributed to the entire Membership, not later than twenty-one days prior to the Annual General Meeting.

B) Motion to be made at the Annual General Meeting.

C) Voting to be held by ballot or show of hands. A two thirds majority is required to carry the motion, based on the number of votes cast at the meeting.

(5) **ELECTION PROCEDURE**

A) A Nominating Committee, consisting of three Members, shall be appointed by the Executive two months (September General Meeting) prior to the Annual General Meeting. Any Member may nominate candidates for positions as set out by the Constitution. The Nominating Committee shall check the validity of nominees and supervise the elections. The Nominating Committee shall present the nomination list at the General Meeting immediately prior to the Annual General Meeting (October General Meeting). Nominations shall be closed at this meeting for any position that has more than one nominee. All other nominations shall remain open until closed at the Annual General Meeting.

B) The executive shall choose the method of voting from, but not limited to, the following list of methods: Show of Hands, Sealed Ballot, Electronically Automated Voting.

a. Show of Hands method: The nominees shall be read out at the Annual General Meeting and voted on by a show of hands.

b. Sealed Ballot Method: Following the October General Meeting for all positions that have more than one nominee the Nominating Committee shall prepare paper ballot forms. The ballot forms shall be distributed to all members attending the Annual General Meeting. After the members have marked their ballots the

Secretary shall collect and tally the votes. All positions with one or less nominees shall revert to the Show of Hands Method.

- c. Electronically Automated Voting Method: Following the October General Meeting for all positions that have more than one nominee the Nominating Committee shall prepare an electronically automated voting ballot. Electronically automated voting will open 14 days prior to the Annual General Meeting and close 2 hours prior to the Annual General Meeting. Paper ballot forms will also be available at the Annual General Meeting. The Secretary shall read the results of the electronically automated vote as well as collect and tally any paper ballots. All positions with one or less nominees shall revert to the Show of Hands Method
- C) Each Officer shall, upon taking office, agree to perform their duties to the best of their ability, and to uphold the Constitution of the Club.

### (3) COMPETITIONS

- A) All competitions will be governed by the Regulations and Classifications laid down annually by the Competition Committees. Each entrant, if requested by the organizers, must produce a valid and current Driver's License and current competition license before driving in any event.

### (4) PUBLICATIONS

- A) A Club newsletter shall be published and distributed to all Members. This publication shall be named "**THE AFICIONADO**".

### (5) ANNUAL BANQUET

- A) An Annual Banquet shall be held no later than December 15<sup>th</sup> of each year.

### (6) HONORARIUMS

- A) Distribution of complimentary annual banquet tickets is at the discretion of the Executive.

### (7) CHEQUES

- A) Cheques are to be signed by any two of the following: President, Vice President or Treasurer. See Article 4, Sections 6, 7 & 9.

### (8) EXPENDITURES

- A) All expenditures in excess of \$2,500.00 (Two Thousand Five Hundred) must be preceded by a written justification to be approved by the Executive. Notice shall be sent to all members that this item will be subject of a vote at the next membership meeting, at least 15 days before said meeting.

B) Repealed.

### (9) OBLIGATIONS BY THE GENERAL MEMBERSHIP

- A) All loans, leases, or agreements transacted on behalf of the Winnipeg Sports Car Club with an aggregate value in excess of \$2,500 must first be approved by the Executive followed by the General Membership.

### (10) ROBERT'S RULES OF ORDER

- A) Where it does not conflict with the above, the WSCC shall conduct business according to Robert's Rules of Order.

## **ARTICLE SIX**

### **(1) MEMBER CONDUCT**

- A) On the day of an event, any evidence of the consumption of alcoholic beverages and/or drugs by an entrant, prior to, or during the event will automatically disqualify the entrant from any such event sponsored by the **WSCC**.