



A By-law relating generally to
the conduct of the affairs of
CABBAGETOWN CYCLING CLUB

Section 1 – General

1.01 Definitions

In this By-law, unless the context otherwise requires:

- *Act* means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- *Board* means the Board of Directors of the Club;
- *By-laws* means this By-law (including the schedules to this By-law) and all other By-laws of the Club as amended and which are, from time to time, in force;
- *CCA* means the Canadian Cycling Association;
- *Club* means the Corporation that has passed these By-laws under the Act or that is deemed to have passed these By-laws under the Act;
- *Director* means an individual occupying the position of Director of the Club by whatever name he or she is called;
- *Meeting of Members* includes an annual meeting of members and a special meeting of members.
- *Member* means a Member of the Club;
- *Members* means the collective membership of the Club;
- *OCA* means the Ontario Cycling Association;
- *Officer* means an Officer of the Club; and
- *Special Meeting of Members* includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or un-enforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

1.04 Seal

The seal of the Club, if any, shall be in the form determined by the Board.

1.05 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Club may be signed by any two Directors. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Director or Officer may certify a copy of any instrument, resolution, By-law or other document of the Club to be a true copy thereof.

1.06 Affiliations

The Club shall be registered with the OCA, and through this affiliation with the Canadian Cycling Association.

- a. The Club may affiliate with any other cycling organizations if this is proposed by the Board, provided that it is beneficial to a significant number of Members, or becomes a requirement of either of the Act or the OCA or if it is approved by a simple majority at the Annual Meeting.
- b. Members may join other bodies without restriction provided that this is not precluded by either of the two affiliate organizations noted above.

1.07 Objectives

- a. The primary objective of the Club shall be to encourage, conduct and promote safe, recreational cycling.
- b. The Club shall organize various categories of events to promote cycling in the community and group riding, and shall on occasion organize training.

Section 2 – Directors

2.01 Election and Term

The Board shall consist of not fewer than the minimum number which shall not be lower than three. The Directors shall be elected by the Members. The term of office of the Directors shall be a period of two years from the date of the meeting at which they are elected or appointed until the second consecutive annual meeting or until their successors are elected or appointed.

- a. **President.** The president, if appointed, shall be the Chair of the Board, subject to the authority of the Board, shall have general supervision of the activities of the Club and such other powers and duties as the Board may specify.
- b. **Secretary.** The secretary shall attend and be the secretary of all meetings of the Board, members and committees of the Board and shall enter or cause to be entered in records kept for that purpose minutes of all proceedings thereat. The secretary shall give or cause to be given, as and when instructed, all notices to members, directors, public accountants and members of committees of the Board.
- c. **Treasurer.** The treasurer shall keep proper accounting records in compliance with the Act and shall be responsible for the deposit of money, the safekeeping of securities and the disbursement of the funds of the Club. The treasurer shall render to the Board whenever required an account of all transactions as treasurer and of the financial position of the Club and shall have such other powers and duties as may be specified by the Board.

2.02 Vacancies

The office of a Director shall be vacated immediately:

- a. if the Director resigns office by written notice to the Liaison, which resignation shall be effective at the time it is received by the Liaison or at the time specified in the notice, whichever is later;
- b. if the Director dies or becomes bankrupt;
- c. if the Director is found to be incapable of managing property by a court or under Ontario law; or
- d. if, at a meeting of the Members, a resolution is passed by at least a two-thirds majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

2.03 Filling Vacancies

A vacancy on the Board shall be filled as follows:

- a. a quorum of Directors may fill a vacancy among the Directors;
- b. if there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
- c. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and
- d. the Board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

2.04 Committees

Committees may be established by the Board as follows:

- a. The Board may appoint from their number a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated; and
- b. Subject to the limitations on delegation set out in the Act, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

2.05 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; provided that:

- a. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;
- b. Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Club in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is:
 - i. considered reasonable by the Board;
 - ii. approved by the Board for payment by resolution passed before such payment is made; and
 - iii. in compliance with the conflict of interest provisions of the Act.

Section 3 – Board Meetings

3.01 Calling of Meetings

Meetings of the Directors may be called by the President or any two Directors at any time and any place on notice as required by this By-law, provided that, for the first organizational meeting following incorporation, an incorporator or a Director may call the first meeting of the Directors by giving not less than three days' notice to each Director, stating the time and place of the meeting.

3.02 Regular Meetings

The Board may affix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.04 Place of Meetings

Meetings of the Board may be held at any place in or outside Canada.

3.05 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this By-law to every Director of the Club not less than three days before the date that the meeting is to be held. Notice of a meeting is not necessary if all the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Club.

3.06 President as Chair

The President shall chair Board meetings. In the absence of the President, the Directors present shall choose one of their number to act as the chair.

3.07 Voting

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the chair shall not have a second or casting vote.

3.08 Participation by Telephone or Other Communications Facilities

If all the Directors participating consent, a Board meeting may be held by telephone, electronic or other communication facilities that permit all persons participating in the meeting to communicate adequately with each other at the same time, and a Director participating by such means is deemed to be present at that meeting.

Section 4 – Financial

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Club shall be placed for safekeeping.

4.02 Financial year

The financial year of the Club ends on December 31 in each year or on such other date as the Board may from time to time by resolution determine.

Section 5 – Officers

5.01 Officers

The Board shall appoint from among the Directors a President and may appoint any other person to be Treasurer and Secretary at its first meeting following the annual meeting of the Club. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time. Any Officer shall cease to hold office upon resolution of the Board.

5.02 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

Section 6 – Protection of Directors and Others

6.01 Limitation of Liability.

All directors and officers of the Club in exercising their powers and discharging their duties shall act honestly and in good faith with a view to the best interests of the Club and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing, and without limiting any defences available to a director or an officer under the Act or otherwise, no director or officer shall be liable for:

- a. the acts, omissions, failures, neglects or defaults of any other director or officer;
- b. the insufficiency or deficiency of any security in or upon which any of the moneys of the Club shall be invested;

- c. any loss, damage or expense arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the moneys, securities or effects of the Club shall be deposited;
- d. any loss, damage or expense arising from any error of judgment or oversight on the part of such director or officer; or
- e. any other loss, damage or expense arising from the execution of the duties of office or in relation thereto;
- f. provided that nothing in this Section shall relieve any director or officer from the duty to act in accordance with the Act or from liability for any breach of the Act.

6.02 Indemnity

Subject to the Act, the Club shall indemnify a director or officer, a former director or officer, or another individual who acts or acted at the Club's request as a director or officer or in a similar capacity of another entity, and their heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the individual in respect of any civil, criminal, administrative, investigative or other proceeding in which the individual is involved because of that association with the Club or such other entity.

6.03 Advance of Costs

The Club shall advance moneys to a director, officer or other individual for the costs, charges and expenses of a proceeding referred to in Section 6.02. The individual shall repay the moneys if the individual does not fulfil the conditions of Section 6.04.

6.04 Limitation

The Club shall not indemnify an individual under Section 6.02 unless (a) the individual acted honestly and in good faith with a view to the best interests of the Club, or, as the case may be, to the best interests of the other entity for which the individual acted as director or officer or in a similar capacity at the Club's request, and (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that the individual's conduct was lawful.

6.05 Additional Circumstances

The Club shall also indemnify an individual referred to in Section 6.02 in such other circumstances as the Act or law permits or requires. Nothing in this By-law shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this By-law.

6.06 Insurance

Subject to the Act, the Club may purchase and maintain insurance for the benefit of an individual referred to in Section 6.02 as the Board may from time to time determine

Section 7 – Conflict of Interest

7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Club shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

Section 8 – Members

8.01 Members

Membership in the Club shall consist of the incorporators named in the articles and such other persons interested in furthering the Club's purposes and who have been accepted into membership in the Club by submitting a completed application and paying the prescribed fee.

8.02 Membership Fee

The Membership fee shall be as determined annually by the Board.

8.03 Membership

A membership in the Club is not transferable and automatically terminates December 31 in each year, if the Member resigns or such membership is otherwise terminated in accordance with the Act.

8.04 Disciplinary Act or Termination of Membership for Cause

- a. Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.
- b. The notice shall set out the reasons for the disciplinary action or termination of membership.
- c. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

Section 9 – Members' Meetings

9.01 Annual meeting

The annual meeting shall be held on a day and at a place fixed by the Board. Any Member, upon request, shall be provided, not less than 5 days before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or articles.

- a. The business transacted at the annual meeting shall include:
- b. receipt of the agenda;
- c. receipt of the minutes of the previous annual and subsequent special meetings;
- d. consideration of the financial statements;
- e. report of the auditor or person who has been appointed to conduct a review engagement;
- f. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
- g. election of Directors; and
- h. such other or special business as may be set out in the notice of meeting. No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the Liaison prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

9.02 Special Meetings

The Directors may call a special meeting of the Members. The Board shall convene a special meeting on written requisition of not less than one-tenth of the Members for any purpose connected with the affairs of the Club that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

9.03 Notice

Subject to the Act, not less than 10 and not more than 21 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken. Notice of each meeting must remind the Member of the right to vote by proxy.

9.04 Quorum and Proxy

A quorum at any such meeting shall be a minimum of one-tenth of the Members entitled to vote. Members may designate other Members as representatives, in their respective places and stead, to attend, vote (if applicable) and otherwise act at such meetings, the designations to be in such form as the Board of Directors shall approve. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.05 Chair of the Meeting

The President shall be the chair of the Members' meeting; in the President's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

9.06 Voting of members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

- a. each Member shall be entitled to one vote at any meeting;
- b. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
- c. an abstention shall not be considered a vote cast;
- d. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
- e. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
- f. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

9.08 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the Club (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Section 10 – Notices

10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Club and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the Liaison; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.03 Error or Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

Section 11 – Adoption and Amendment of By-Laws

11.01 Amendments to By-Laws

The Members may from time to time amend this By-law by two-thirds majority of the votes cast. The Board may from time to time in accordance with the Act pass or amend this By-law other than a provision respecting the transfer of a membership or to change the method of voting by members not in attendance at a meeting of Members.

Enacted April 3, 2018



Chris Burke
President



Richard Nestor
Secretary

APPENDIX

BOARD OF DIRECTORS

General Responsibilities

- Serve as a voting member of Board of Directors and Executive Committee.
- Be accountable to the Board and Club membership.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Govern the Club by the broad policies developed by the Board.
- Monitor and evaluate performance of the Club.
- Contribute to the establishment of long and short term goals, objectives and priorities for the Club in meeting the needs of the members.
- Target future leaders within existing Board, Volunteers and Members.
- Act as a coach, advisor, and counsellor to Board Members and Committees.
- Support and defend policies and programs adopted by the Board.
- Perform other duties that may be delegated by the President and/or Board of Directors.
- Act in the best interest of the Club, and not use position for furtherance of a personal goal or agenda, be aware and abstain from any conflict of interest.
- Protect the confidentiality and ensure the privacy of privileged information received verbally, in writing or electronically.
- Abide by all Club By-laws and policies.

Qualifications

- A person who is 18 years or older.
- A person who has not been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property.
- A person who has not been found to be incapable by any court in Canada or elsewhere.
- A person who has not the status of bankrupt. 2010, c. 15, s. 23 (1).

SCHEDULE A

POSITION DESCRIPTION OF THE PRESIDENT

Role Statement

The president provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The president co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and between the Board and senior management, if any, of the Corporation. The president ensures the Board discusses all matters relating to the Board's mandate.

- Eligibility**
- Member in good standing.
 - The president must have served on the Board the year prior to being elected and must have attended meetings as a Director or Advisor to the Board. (recommended)
 - Knowledgeable of the activities/affairs of the Club.
 - Willing to give the time, energy, talents and enthusiasm required of the position.
 - The president should not hold the position for more than two consecutive years (recommended)

RESPONSIBILITIES

- Agendas** Establishes agendas aligned with the annual Board goals and presides over Board meetings. Ensure that meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board Meetings is prepared annually.
- Direction** Serve as the Board's central point of communication with the senior management, if any, of the Club; provide guidance to senior management, if any, regarding the Board's expectations and concerns. In collaboration with senior management, develop standards for Board decision-support packages that include formats for reporting to the Board and level of detail to be provided to ensure that management strategies and planning and performance information are appropriately presented to the Board.
- Performance Appraisal** Lead the Board in monitoring the performance of Board members through an annual process. Work Plan Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.
- Representation** Serve as the Board's primary contact with the public.
- Reporting** Report regularly to the Board on issues relevant to its governance responsibilities.
- Board Conduct** Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct.
- Mentorship** Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.
- Succession Planning** Ensure succession planning occurs for senior management, if any, and Board.

SCHEDULE B

POSITION DESCRIPTION OF THE SECRETARY

Role Statement

The secretary works collaboratively with the president to support the Board in fulfilling its fiduciary responsibilities.

- Eligibility**
- Member in good standing.
 - Knowledgeable of the activities/affairs of the Club.
 - Willing to give the time, energy, talents and enthusiasm required of the position.

RESPONSIBILITIES

Board Conduct Support the president in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities. Serve as a direct support to the Board.

Document Management Takes minutes and shares in timely manner following board meetings. Ensure the proper recording and maintenance of minutes of all meetings of the Club, the Board and Board committees. Attend to correspondence on behalf of the Board. Have custody of all minute books, documents, registers and ensure that they are maintained as required by law. Ensure that all reports are prepared and filed as required by law or requested by the Board. Create and implement an orientation program for the incoming Board.

Meetings Attend and take minutes at all meetings of the Club and the Board.

SCHEDULE C

POSITION DESCRIPTION OF THE TREASURER

Role Statement

The treasurer works collaboratively with the president and senior management, if any, to support the Board in achieving its fiduciary responsibilities.

- Eligibility**
- Member in good standing.
 - Knowledgeable of the activities/affairs of the Club.
 - Financial proficiency.
 - Willing to give the time, energy, talents and enthusiasm required of the position.

Committees Reporting to Treasurer

- Sponsorship Committee

RESPONSIBILITIES

Management of Funds Management of the financial assets of the Club. Keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Club in the books belonging to the Club and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Club in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time.

Reporting Disburse the funds of the Club as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the President and Directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Club.

Board Conduct Maintain a high standard for Board conduct and uphold policies and By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Financial Statement Present the financial report to the membership at the annual general meeting.

SCHEDULE D

POSITION DESCRIPTION OF THE VICE-PRESIDENT, RECREATION (CLUB RIDES)

- Eligibility**
- Member in good standing.
 - Knowledgeable of the activities/affairs of the Club.
 - Willing to give the time, energy, talents and enthusiasm required of the position.

Committees Reporting to Vice-President, Recreation

- Ride Leaders
- Club Routes

RESPONSIBILITIES

- Prepare and maintain a calendar of sanctioned club rides including maps, locations, start times.
- Update the OCA of any changes to Club Activities.
- Serve as the Board's central point of communication with Members participating in club rides; and provide guidance to Members regarding the Board's expectations and concerns.
- Establish agendas aligned with annual Board goals in the pastime of cycling and liaise with Members who have volunteered their support in the organization and management of recreational events.
- Ensure that a schedule of club rides is prepared annually, and ensure that ride leaders are assigned to events scheduled.
- Serve as a mentor to ride leaders. Ensure that ride leaders promote group ride etiquette amongst Members participating in rides scheduled by the Club.
- Organize ride leader meetings to train and recruit volunteer ride leaders.
- Manage ride leader sign up sheet and ensure coverage for all rides.
- Communicate route changes to members as required.
- Manage ride leader incentive program.
- Serve as a mentor to Members participating in club rides.
- In the absence of the President, perform the duties of the President with the powers of and subject to all the restrictions upon the President.

SCHEDULE E

POSITION DESCRIPTION OF THE VICE-PRESIDENT, MEMBERSHIP AND COMMUNICATIONS

- Eligibility**
- Member in good standing.
 - Knowledgeable of the activities/affairs of the Club.
 - Willing to give the time, energy, talents and enthusiasm required of the position.

Committees Reporting to Vice-President, Membership and Communications

- Membership Committee
- Events/Social Committee

RESPONSIBILITIES

- Keep a roll of the names and addresses of the Members.
- Serve as the Board's central point of communication with Members participating in events scheduled by the Club.
- Make adequate logistical preparations to hold social events, recruiting volunteers to assist in the organization and management of these events as required.
- Oversee social media, website, public relations, advertising, community outreach efforts of the Club.
- Develop schedule for communications from the Board to Club Members for club rides, announcements, newsletters.

SCHEDULE F

POSITION DESCRIPTION OF THE DIRECTOR AT LARGE

- Eligibility**
- Member in good standing.
 - Knowledgeable of the activities/affairs of the Club.
 - Willing to give the time, energy, talents and enthusiasm required of the position.

RESPONSIBILITIES

- Other duties as required.