

GENERAL BYLAWS



**NEW BRUNSWICK
ALL-TERRAIN VEHICLE
FEDERATION INC.**

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

CHAPTER OUTLINE

DEFINITIONS:	Federation Club Member Federation member Delegate ATV	
CHAPTER I	<u>GENERAL PROVISIONS</u>	<u>Article</u>
	Name	1
	Head Office	2
	Bilingual Services	3
	Interpretation	4
	Goals and Objectives	5
CHAPTER II	<u>MEMBERS</u>	
	Membership	6
	Regions	7
	Club Assets	9
CHAPTER III	<u>TERMINATION OF MEMBERSHIP</u>	
	Loss of Club Membership Status	10
	Individual Membership Fees	11
	Expulsion	12
CHAPTER IV	<u>DELEGATES AND VOTING RIGHTS OF MEMBERS AT GENERAL MEETINGS</u>	
	Delegates	13
	Delegation of Power	16

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

CHAPTER OUTLINE

CHAPTER V

GENERAL MEETINGS

Annual General Meetings	17
Special Meeting	18
Notice of Meeting	19
Right of Attendance	20
Vote	22
Fiscal Year	23
Quorum	24
Agenda	25

CHAPTER VI

BOARD OF DIRECTORS

Number	26
Qualification	27
Mandate and Duties of the Board	28
Quorum	29
Meetings	30
Participation by Telephone	31
Remuneration	33
Indemnification of Directors and Officers	34

DIRECTORS

Election Procedures for Directors	35
Mandate of Directors	36

OFFICERS

General	38
Election of Officers	39
Resignation and Dismissal	40
Vacancies	41
President	42
Immediate Past President	43
Vice President	44
Secretary	45
Treasurer	46

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

CHAPTER OUTLINE

CHAPTER VII COMMITTEES

Committees	47
Bylaws Committee	48

CHAPTER VIII GENERAL CLAUSES

Omission and Error	53
Bonding	55
Removal, Modification or Amendment	56
Rules of Procedure	57
Voluntary Dissolution	58
Repeal of Previous Bylaws	59
Directors in Place	60
Date of Coming Into Force	61

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

DEFINITIONS

Federation:	An Association of ATV Clubs accepted for membership in accordance with Article 6.
Federation Club:	An ATV club accepted for membership in accordance with Article 6.
Individual Federation Members:	A person with a currently registered ATV, ROV, UTV or amphibious in the province of NB, that purchases a Trail Permit becomes a Federation member.
Delegate membership	A member in good standing with a current NB Federation membership
ATV (All-Terrain Vehicle):	“All-terrain vehicle” means: (a) an amphibious vehicle; (b) a utility vehicle; (c) a side-by-side, and (d) any other off-road vehicle, other than a motorized snow vehicle that i. operates or travels on three or more tires or has been adapted to operate on four tracks, ii. has a seat designed to be straddled by the operator of the vehicle, and iii. has handlebars for steering the vehicle.
Board of Directors:	Officers and Directors, who are Federation members, who manage the Federation’s business. They may also be referred to as “the Board”.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

CHAPTER I

GENERAL PROVISIONS

Article 1 – NAME

The name of the association will be “New Brunswick All-Terrain Vehicle Federation Inc.” and/or “Fédération des Véhicules Tout-Terrain du Nouveau-Brunswick Inc.” herein referred to as “Federation”.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 2 – HEAD OFFICE

The head office of the Federation is located at Hanwell, in the County of York of the Province of New Brunswick, or at such other location in New Brunswick as is determined by the members of the Board from time to time.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 3 – BILINGUAL SERVICES

The head office of the Federation will offer services in both official languages.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 4 – INTERPRETATION

Within these bylaws, where the context so requires, words in the singular form include the plural, masculine terms include the feminine, and vice-versa.

Article 5 – GOALS AND OBJECTIVES

The goals and objectives of the Federation are to:

- 5.1 Promote the safe recreational use of ATV's;
- 5.2 Unite all ATV clubs in New Brunswick into one strong group with a clear voice;
- 5.3 Favor a spirit of co-operation with the province's law enforcement agencies;
- 5.4 Help with the protection of our environment;
- 5.5 Maintain a strong public image;
- 5.6 Develop and maintain trail systems;
- 5.7 Protect the interest of ATVers during the preparation of Laws;
- 5.8 Help clubs improve their trail networks and maintain a mapping system of ATV trails;
- 5.9 Organize fund raising events and receive funds, which will help achieve the goals and objectives of the Federation.

CHAPTER II

MEMBERS

Article 6 – MEMBERSHIP

6.1 Eligibility for membership

All ATV clubs whose head offices are located in the Province of New Brunswick are eligible to apply for membership in the Federation;

6.2 Application for membership

An application for membership in the Federation:

- (a) Shall be in such form as is prescribed by the Federation;
- (b) Shall be signed by the President and the Secretary of the applicant club; and
- (c) Shall be submitted to the head office of the Federation.

The applicant club shall become a member of the Federation upon acceptance of the application by a majority vote of the Board. Clubs so admitted to membership in the Federation, and in good standing with the Federation, are hereinafter referred to in these bylaws as “member clubs”.

6.3 Membership Fees and contact information:

- (a) To submit to the Federation four times yearly, on or before March 31, June 30, September 30, and December 31, a list of the names and addresses of each individual member;
- (b) To pay all annual per capita Federation membership fees, as determined from time to time, as the same become due and payable to the Federation, with each member club to bring its membership fees with the Federation to an up to date basis no later than March 31, June 30, September 30, and December 31 each year.

6.4 Responsibilities of member clubs:

- (a) To use the forms, documents, maps, signs, stickers and crests required by the Federation and issue one decal per registered ATV;
- (b) To comply with the policies and directives of the Federation as set by the Board from time to time;
- (c) To use its best efforts to promote the goals and objectives of the Federation;
- (d) To maintain club trails to the standard described in the Federation’s Maintenance and Inspection Manual;

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 7 – REGIONS

The Federation shall be consisted of regions. Regional boundaries may be amended by the Board from time to time.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 9 – CLUB ASSETS

Assets are:

- 9.1 All assets purchased by the club, bank account balances, and funds allotted from the Trust Fund monies.
- 9.2 In the event a club should dissolve, these assets will become assets of the Region and assigned by the Regional Committee and the Federation representatives and dispersed throughout the other member clubs of that region or sold, as determined by a Regional Committee convened by the Regional Director(s), and Federation representatives. Should a club become dormant, the existing and remaining club executives may request that the Region hold any bank balances in trust until such time as a viable club can be reformed. The Region Directors and/or Federation Board of Directors may impose time limitations on such a request. Trust Fund monies may also be held for a limited period of time as determined by the Federation Board of Directors, but will normally not exceed one year.
- 9.3 In the event of an amalgamation approved by the Board. The amalgamating clubs assets will be transferred to the new club.
- 9.4 It is expected that clubs shall maintain a current inventory of all equipment assets and their location, and a current Statement of Accounts. Copies shall be provided to the Region Director(s) on at least an annual basis.

CHAPTER III

TERMINATION OF MEMBERSHIP

Article 10 – LOSS OF CLUB MEMBERSHIP STATUS

The membership status of a member club in the Federation is lost when such club:

- 10.1 Merges with another member club or is dissolved;
- 10.2 Fails to pay all Federation fees in accordance with Article 6;
- 10.3 Fails to meet the requirements of Article 6.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 11 –INDIVIDUAL MEMBERSHIPS FEES

- 11.1 Each member club shall levy a Federation membership fee on each of its individual members, at a rate to be established from time to time by the Board.

- 11.2 Each member club levy fees must be paid by September 30 annually to be eligible to receive Membership Decals.

- 11.3 To access the Trust Fund allotment a club must abide by article 11.2 and provide proof of membership with registration of an ATV, ROV, UTV, or amphibious of the previous year registered in the province of New Brunswick.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 12 – EXPULSION

- 12.1 The Board shall have the power to expel a member club for such cause as; in its unfettered discretion, deems appropriate, upon a motion duly made, seconded, and carried by two-thirds (2/3) of the members present at a duly constituted meeting of the Board.
- 12.2 An expelled club shall have the right to re-apply for membership in the Federation six (6) months following such expulsion. Upon receipt of a re-application by the expelled club, the Board shall have the right to:
- (a) Re-admit the expelled club to membership in the Federation unconditionally;
 - (b) Refuse the admission of the expelled club; or
 - (c) Re-admit the expelled club upon such terms and conditions as the Board deems appropriate.

CHAPTER IV

DELEGATES AND VOTING RIGHTS OF MEMBERS AT FEDERATION MEETINGS

Article 13 – DELEGATES

At all meetings of the Federation,

- a) Each member club shall have the right to send two (2) delegates, and each such delegate shall be entitled to one (1) vote;
- b) NB Federation Board of Directors will have the right to one (1) vote per Director, except for any occasion where the President requires the director(s) to abstain due to a real or perceived conflict.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 16 – DELEGATION OF POWER

No person shall act for or on behalf of the Federation unless authorized by the Board or these Bylaws.

CHAPTER V

GENERAL MEETINGS

Article 17 – ANNUAL GENERAL MEETINGS

The Annual General Meeting of the Federation shall be held in the spring. The meeting shall be held in the Province of New Brunswick at such location as is determined by the Board.

Annual Meetings may also consist of a special meeting, where items of interest to the membership can be discussed and debated.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 18 – SPECIAL MEETING

- 18.1 A Special Meeting of the Federation may be called at any time by the President, by the Vice-President or by the request in writing of not less than fifty percent (50%) of the Board or 50% of member clubs.
- 18.2 Special Meetings shall be held on such date and at such time and location as determined by the President, or by resolution of the Board.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 19 - NOTICE OF MEETING

No public notice or announcement is required for the Annual General Meeting, a General Meeting or for a Special Meeting.

- 19.1 A notice indicating the date, time and location of the annual General Meeting and of any General Meeting shall be forwarded to each member club at least thirty (30) days prior to such meeting, by the preferred delivery method specified by each member club to the Federation. If no preferred delivery method has been specified by a member club, such notice shall be forwarded by regular mail to the last address of the Secretary of the member club on record at the offices of the Federation.
- 19.2 A notice indicating the date, time and location of a Special Meeting shall be forwarded to each member club at least seven (7) days prior to such meeting, by the preferred delivery method specified by each member club to the Federation. If no preferred delivery method has been specified by a member club, such notice shall be forwarded by regular mail to the last address of the Secretary of the member club on record at the offices of the Federation.
- 19.3 The notice for each such meeting shall outline the agenda of the meeting and shall state:
- (a) All amendments proposed to the bylaws, all modifications to the Federation's fees and any special business to be transacted.
 - (b) The nature of that business in sufficient detail to permit the member club to be aware of the issues to be discussed; and
 - (c) The text of any special resolution to be presented at the meeting.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 20 – RIGHT OF ATTENDANCE

The persons authorized to attend meetings are members of the Federation, the Federation’s auditor, persons invited by the President or the Board, and those, with no voting privilege, who have the right or obligation to attend the meeting in accordance with the Federation’s Bylaws.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 22 – VOTE

22.1 **One delegate – one vote**

Each delegate has the right to one (1) vote for each resolution made at a Federation meeting at which the delegate is present.

22.2 **Vote by show of hands**

During meetings, decisions shall be taken with a vote by show of hands unless there is a motion for a secret ballot.

22.3 **Ballot**

Regarding all resolutions, the President of the meeting determines how to proceed with a ballot when a question is called.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 23 – FISCAL YEAR

The Federation's fiscal year begins on the first (1st) day of April each year, and ends on the thirty-first (31st) day of March of the following year.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 24 – QUORUM

- 24.1 At all Meetings of the Federation, a Quorum shall be one-third (1/3) of the delegates of the Federation as determined in accordance with Article 13.

- 24.2 At all Region meetings, a Quorum shall be half (1/2) of the delegates of the clubs in the Region.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 25 – AGENDA

The agenda for the Annual General Meeting shall include:

- 1 - Call to order
- 2 - Establishment of Quorum and reading of notice of meeting
- 3 - Approval of the agenda
- 4 - Approval of minutes from last meeting
- 5- Treasurer's report
- 6- Business arising from the minutes
- 7 - President's report
- 8 - General Manager's report
- 9 - Directors' report
10. Auditor's report
- 11- Appointment of an auditor
- 12- Committees' reports
- 13 - Election
- 14 - New business
- 15 - Presentations
- 16- Suggestions as to location of next meeting
- 17 - Adjournment

CHAPTER VI

BOARD OF DIRECTORS

Article 26 – NUMBER

The Board of Directors shall consist of

- (a) Sixteen (16) Directors elected at Region meetings, in accordance with Article 35
- (b) a President, a Vice-President, a Secretary, a Treasurer (“Officers” who shall constitute the Executive Committee of the Board), who shall be elected in accordance with Article 39.
- (c) the immediate Past President of the Federation for a period of one year subsequent to the election of the new President.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 27 – QUALIFICATION

Any Director or Officer of the Federation shall be at least 19 years of age and shall be a Federation member in good standing. No employee of the Federation shall be eligible for election as a Director or an Officer.

Article 28 – MANDATE AND DUTIES OF THE BOARD

The business of the Federation shall be administered by the Board. The duties of the Board shall include the regular responsibilities of a Director and/or of an Officer, including but not limited to the duty to:

- Execute and put into place decisions made during General or Special Meetings;
- Deal with matters regarding the policies, objectives and goals of the Federation, as well as the means by which same can be attained;
- Admit or refuse to admit clubs that apply to become member clubs, deal with requests to leave the Federation, and make decisions regarding the expulsion of member clubs;
- Hire full time and/or part time employees as required to accomplish the business of the Federation;
- Review, alter and approve as appropriate yearly budget and expense estimates necessary for each fiscal year;
- Identify “Regions” and determine their territorial boundaries;
- By way of resolution, temporarily fill vacancies on the Executive Committee, pending the election of a person to fill such vacancy at the next ensuing Annual General Meeting of the Federation;
- Designate the persons who must sign the necessary documents for the normal operation of the Federation;

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 29 – QUORUM

The Quorum for the Board is fifty per cent (50%) of its members, excluding vacancies. In the event of a vacancy or vacancies on the Board, the remaining members are invested with all powers of the Board when a Quorum is reached.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 30 – MEETINGS

30.1 Frequency of meetings

The Board shall meet as often as necessary in order to conduct its business. The Board shall meet at the request of the President or of a majority of its members, but **not less than three (3) times each year.**

30.2 Convocation

The notice for a meeting on which is indicated the date, time and location of Board meetings must be given personally to each Director, or sent to each Director by his preferred delivery method (i.e. by prepaid regular mail, fax, or email, or given verbally by telephone) at the last address and by the last preferred delivery method as shown in the Federation files, at least four (4) days before the date of the meeting. The Board can nonetheless meet without a formal notice being sent if all Directors and Officers waive a Notice of a Meeting of Directors.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 31 – PARTICIPATION BY TELEPHONE

If determined by the President to be necessary or appropriate, the Board may meet by telephone conference call, or such other electronic means as may be determined acceptable and economical to all members of the Board.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 33 – REMUNERATION

- 33.1 The Board shall not be remunerated for their services as members of the Board. However, they shall have the right to be reimbursed for reasonable expenses incurred in the fulfillments of their duties as Directors or Officers of the Federation.
- 33.2 The Board shall establish a reimbursement policy for reasonable expenses incurred by Directors and Officers, and shall present such policy, and any proposed changes to same from time to time, to the Annual General Meeting.

Article 34 - INDEMNIFICATION OF DIRECTORS AND OFFICERS

The Federation shall indemnify and save harmless every Director and every Officer of the Federation, his heirs, executors, administrators, successors and assigns, out of the funds of the Federation, from and against all costs and expenses whatsoever that such director or officer may sustain or incur in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or the Federation for or in respect of any act, deed, matter or thing whatsoever, made, done, or permitted by him in or about the execution of the duties of his office, and also from and against all other costs, charges and expenses that he sustains or incurs in or about or in the relation to the affairs thereof, except costs, charges or expenses that are occasioned by his own wilful neglect or default.

DIRECTORS

Article 35 – ELECTION OF THE DIRECTORS

Unless otherwise provided by the incorporating documents of the Federation, any governing legislation or the Bylaws of the Federation, Directors shall be elected at Region Meetings as referred to hereafter.

ELECTION PROCEDURES

- 35.1 (a) these procedures are to be followed in the nomination and election of Directors of the Federation.
- (b) In order to be considered for nomination the individual must be present for the election. However, if the individual who wishes to be nominated cannot attend, he must confirm his intent to the Federation office prior to the day of the regional meeting
- 35.2 (a) Directors shall be elected at meetings of delegates from member clubs within each region.
- (b) Such meetings, to be known as “Region Meetings”, shall be chaired and conducted by the President of the Federation, by the General Manager of the Federation, or by such other person as is authorized by the President of the Federation.
- (c) At Region Meetings, each member club within that region shall have the right to send a maximum of two (2) voting delegates.
- 35.3 Each region must elect its directors at a Region Meeting. Each region must elect two (2) directors. Each director will be named « Director ». Each region will have to elect one director in even years and the other director in odd years.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

- 35.4 The General Manager of the Federation shall, at least thirty (30) days before each Region Meeting, give notice to the member clubs in such Region of the vacancies to be filled at the next election of Directors, which notice shall include the following information:
- (a) The number, if any, of vacancies to be filled for each Region;
 - (b) The names of the retiring Directors; and
 - (c) The number of terms and the dates during which each retiring Director previously served.
- 35.5 If the number of nominations for Director in any region equals the number of vacancies, the persons so nominated shall be declared elected.
- 35.6 Elections shall be by way of secret ballot. The Chair of the Region Meeting shall appoint one or more scrutinizers to distribute, collect, tabulate and destroy the ballots.
- 35.7 The Board may prescribe such procedures and forms not inconsistent with this policy or the Bylaws as it considers necessary or desirable to more effectively carry out elections of Directors at Region Meetings.

Article 36 – MANDATE OF DIRECTORS

36.1 Directors from each Region shall:

- (a) Hold a meeting with clubs from their Region at least twice each fiscal year.
- (b) Report the results of the Region meetings held during the fiscal year to the Annual General Meeting.

36.2 Basic mandate

The basic mandate of a Director shall be two (2) years.

36.3 Termination of mandate

Notwithstanding Article 36.2, the mandate of a Director is terminated if:

- (a) The Director is relieved of his functions by a resolution of delegates passed by a majority of two thirds (2/3) of votes cast during a Region Meeting;
- (b) The director is in conflict with policy “DIR-003” i.e. (Director’s Code of Conduct, policy DIR-003 II “Responsibility of Directors”). He may be dismissed by resolution passed by a majority of 2/3 of the Board during a special meeting called for that purpose;
- (c) The Director misses without sufficient reason, of which the Board shall be the sole arbiter, two (2) consecutive meetings of the Board; or
- (d) The Director offers his resignation to the Federation.

36.4 Replacing a Director

A Director whose position has become vacant may be replaced by vote on a resolution at a Region Meeting, and the replacement Director shall serve for the remainder of the first Director’s mandate.

36.5 Upon Dismissal or Resignation

A Director who is dismissed or who resigns must immediately hand over all Federation documentation and assets in his possession or control to a person designated by the Board of the Federation.

Upon dismissal, such Director shall not be eligible to run for any Director or Officer position for a period no less than 2 years from the date of dismissal or up to a lifetime expulsion of the organization upon resolution passed by a majority of the Board during a special meeting called for that purpose.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

OFFICERS

Article 38 – GENERAL

The Federation's Officers shall be the President, Vice-President, Secretary and Treasurer.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 39 – ELECTION OF OFFICERS

The President, Vice-President, Secretary and Treasurer shall be elected for terms of two (2) years each at the Annual General Meeting. The President and the Secretary shall be elected at Annual General Meetings held in even numbered years, and the Vice-President and the Treasurer shall be elected at Annual General Meetings held in odd numbered years. There shall be no limit to the number of successive two (2) year terms for which a person shall be eligible to stand for election to an Executive position.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 40 – RESIGNATION AND DISMISSAL

40.1 Any Officer may resign his or her position at any time, either in writing to the Federation, or by giving an oral resignation during a Board Meeting. Any Officer may be dismissed by resolution of the majority of the Board during a special meeting called for that purpose.

40.2 An Officer who is dismissed or who resigns must immediately hand over all Federation documentation and assets in his possession or control to a person designated by the Board.

Upon dismissal, such director shall not be eligible to run for any Director or Officer position for a period no less than 2 years from the date of dismissal or up to a lifetime expulsion upon resolution passed by a majority of the Board during a special meeting called for that purpose

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 41 – VACANCIES

Vacancies in the Executive shall be filled by resolution of the Board for the remainder of that Executive's vacancy.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 42 – PRESIDENT

The President shall:

- a) Preside over and control the Federation’s General Meetings as well as other Federation meetings;
- b) Be an ex-officio member of all committees, with the right to attend all committee meetings at his discretion;
- c) Convene Board meetings when he deems they are necessary and desirable;
- d) Together with the Secretary, or such other officer or person as named by the Board, execute legal documents on behalf of the Federation.
- e) Be responsible for the Federation’s business during his term of office;
- f) Report to the Annual General Meeting;
- (g) Be accountable to the membership of the Federation.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 43 – IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

- a) at the request of the President, provide such information, knowledge or assistance which the Past President may possess to assist in the efficient and effective operation of the Federation;
- b) assist the President in maintaining the continuity of the affairs of the Federation and in facilitating the transition to a newly elected President;
- c) have no voting privileges;

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 44 – VICE-PRESIDENT

In the absence of the President, or in cases where the President cannot act, the Vice-President shall assume the powers and obligations of the President.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 45 – SECRETARY

The Secretary:

- a) Shall record and sign minutes from General meetings, Board meetings and Executive Committee meetings and, within 30 days following such meetings, shall send the minutes to the General Manager;
- b) At a meeting where both the President and the Vice-President are absent, the Secretary shall call the meeting to order and ask for the election of an interim President.
- c) Is responsible for all Federation documents and assets that are related to the functions of the Secretary.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 46 – TREASURER

The Treasurer

- a) Shall be responsible for verifying that the Federation's assets, and items of value are handled, stored, maintained, deposited and recorded in an acceptable fashion;
- b) Shall be responsible for ascertaining that all of the Federation's funds are deposited in a Chartered Bank or in a Credit Union, as determined by the Board from time to time;
- c) Shall ensure that the Federation's financial situation and financial transactions are readily available to the President and Board members, and shall allow the accounts and books of the Federation to be examined by the Federation's designated accountant, and by such other persons as the Board shall in its discretion deem appropriate.
- d) Shall ensure that the Federation's financial statements are prepared by the General Manager and presented to the Board, with adequate explanations, at meetings of the Board of the Federation and at such other times as the Board may reasonably require;
- e) Shall ensure that the Federation's year-end financial statements are prepared and made ready for presentation at the Annual General Meeting;
- f) Shall ensure that the payment of credit accounts are part of an approved budget;
- g) Shall ensure that funds are withdrawn from the Federation's accounts exclusively by cheque, duly signed by any two (2) of: The President, the Vice-President, the Treasurer and the General Manager,
- h) Shall ensure that a detailed inventory of all of the Federation's assets is maintained, detailing the original purchase price, current value and condition. The inventory must be signed by the General Manager, Treasurer before each Annual Meeting;
- i) Shall sign or countersign all documents on which his signature is required;
- j) Shall visit the Federation's office from time to time in order to review its financial affairs and verify compliance with the Federation's financial Bylaw requirements and policies; and
- k) Shall meet with the representative of the Federation's designated accountant as required.

CHAPTER VII

COMMITTEES

Article 47 – COMMITTEES

47.1 Permanent Committees

The Board may establish any committee it sees fit. However, the following shall be permanent committees:

Bylaws and Policy & Procedures Committee
Finance Committee
Trail Committee
Executive Committee
Strategic Planning Committee
Personnel Committee
Major Events & Promotion Committee

47.2 Permanent Committee Chairmen

The President shall name the Chair, and the members, of each Permanent Committee.

47.3 Composition and Membership

Permanent Committees shall consist of a minimum of three (3) members, of which at least one will be a member of the Board of Directors. However, the Chair is authorized to determine the composition and the number of Committee members.

47.4 Duties of Committees

Each Committee shall be given such duties as determined from time to time by the Board and set forth in the Policy Manual of the Federation

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 48 – BYLAW COMMITTEE

The Bylaw Committee shall:

- a) Review the Federation’s bylaws on a yearly basis;
- b) Make recommendations in writing to the Board concerning new bylaws or changes to the existing bylaws;

CHAPTER VIII

GENERAL CLAUSES

Article 53 – OMISSION AND ERROR

In cases where, by inadvertence or accidental omission:

- a) a notice of meeting is not given to a Member Club, Director, Auditor or Officer;
- b) a notice of meeting is not received by a Member, Director, Auditor or Officer; or
- c) any error is contained in a notice of meeting, but such error does not substantially change the content of the notice,

Any decisions made or resolutions passed during a meeting held after such notice is distributed are not invalidated.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 55 – BONDING

The General Manager, the Accounting Clerk, and such other persons as may be named by the Board from time to time, shall be bonded in such amount or amounts as shall be determined by the Board from time to time.

Article 56 – REMOVAL, MODIFICATION OR AMENDMENT

56.1 Procedures

- a) In order to be taken into consideration, all removals, all modifications or all amendments proposed to the Federation’s General Bylaws must be submitted, in detail, to the Bylaws Committee, not less than ninety (90) days before a General Meeting.
- b) In order to be taken into consideration, all removals, all modifications or all amendments must be submitted to the Board by the Bylaws Committee, at least sixty (60) days before a General Meeting.
- c) A notice of the proposed removals, modifications or amendments must be given in writing to the member clubs at least thirty (30) days before a General Meeting, along with the notice of the general meeting during which they will be discussed.

56.2 Adoption

A majority of two thirds (2/3) of the delegates in attendance at an Annual General Meeting, or at a Special or General Meeting convened for such purpose, is necessary for the adoption of all removals, all modifications or all amendments to the Federation’s General bylaws.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 57 – RULES OF PROCEDURE

The Rules of Procedure contained in the most recent edition of “Robert’s Rules of Order” shall be used to govern meetings of the Board and of the Federation, whenever such Rules of Order are applicable, insofar as they are not incompatible with the Federation’s Bylaws or with any applicable legislation.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 58 – VOLUNTARY DISSOLUTION

- 58.1 The Federation may be dissolved with the consenting vote of three-quarters ($\frac{3}{4}$) of members present at a General or Special Meeting convened for such purpose. A notice, which shall include the proposed motion of dissolution, shall be given in accordance with Article 19.
- 58.2 Once the Federation has been dissolved, all Federation assets remaining after payment of debts shall be distributed either to member clubs, proportionately to the number of members in each club, or to a non-profit organization having objectives similar to those of the Federation, whichever course is decided upon by majority vote of those in attendance at the meeting of dissolution.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 59 – REPEAL OF PREVIOUS BYLAWS

All prior bylaws of the Federation are hereby repealed, and are replaced with these bylaws.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

Article 60 – BOARD IN PLACE

Notwithstanding Article 59, Directors and Officers in place on the date of passage of these bylaws shall remain in place until their successors are duly elected.

General Bylaws
New Brunswick All-Terrain Vehicle Federation Inc.

ARTICLE 61 – DATE OF COMING INTO FORCE

These bylaws come into force on April 9th, 2017.

PASSED BY MOTION DULY MADE, SECONDED, AND CARRIED AT THE ANNUAL GENERAL MEETING OF THE DELEGATES OF THE FEDERATION HELD ON APRIL 9TH, 2017.

The bylaws contained in this document are hereby signed in order to be identified as the General Bylaws of the “New Brunswick All-Terrain Vehicle Federation Inc.” and/or “Fédération des Véhicules Tout-Terrain du Nouveau-Brunswick Inc.”

Roger Daigle
President

Marc Haché
Secretary

Jacques Poirier
General Manager