



Bylaws of the Bluenose Autosport Club

revised March 28, 2023

1. The name of the association shall be the Bluenose Autosport Club (herein referred to as BAC or the Club).
2. The object of the association shall be:
 - (a) To organize and supervise motor sport events, primarily rallies and non-speed events;
 - (b) To promote enjoyment in motorsport.

MEMBERSHIP

3. (a) Membership shall be open to persons who are genuinely interested in the object of this association, subject to the approval of the executive. The permission of the parent or guardian of a person under the age of nineteen (19) years shall be required.

(b) Honorary membership shall be granted at the discretion of the executive, to persons who: have been a member for more than twenty-five (25) years, have made a significant contribution to the Club and have completed an application for membership for the current year. BAC will cover membership & regional levy fees for honorary members. A maximum of three (3) honorary members may be added per year.

PROCEDURE FOR MEMBERSHIP

4. (a) A person desiring membership shall forward their application on the approved form available from the association, together with payment of dues for the current BAC membership year.

(b) There will be a sixty (60) day probationary period beginning on the date on which a first time application and dues are received by the Membership Chairperson (Vice President). During this period an applicant designated as a probationary member will be entitled to all privileges of membership except that they may not vote.

(c) An applicant who wishes to withdraw from the association may do so at any time during the sixty (60) days probationary period by notifying the Membership Chairperson.

(d) A first-time member shall be provided with access to a copy of the by-laws of the Club and a copy of the General Competition Rules.



DUES

5. (a) Membership dues shall be due and payable on the first day of the BAC membership year in order to maintain membership.

(b) A person's membership shall be kept current for three (3) months from the date dues are due, after which membership shall terminate if the person's dues are unpaid.

(c) Establishment of membership dues for the ensuing year shall be the first item of new business for the incoming Executive, which shall be on the recommendation of the executive and approved by a majority vote at a general meeting.

(d) Where two (2) or more family members within the same household wish to be members, one of them shall pay full dues and the other(s) may pay a reduced amount as per 5. (c).

RESIGNATION, SUSPENSION AND EXPULSION

6. (a) A member who violates the rules of the Club, either as contained in these By-laws or as published or posted for any meeting or competitive event or who is convicted of a major motoring or criminal offence, may have voting and competition privileges suspended by a majority vote of the Executive and may be expelled from the Club by a secret ballot seventy-five percent (75%) vote of members present at a general meeting).

(b) Subject to all other sections of these by-laws, a member who resigns or is expelled from the association for any reason forfeits all dues paid and may re-apply at any time as a new member.

EXECUTIVE (Officers)

7. (a) The Executive of the Club shall be: a president, a vice-president, a secretary, and a treasurer.

(b) No member of the Executive shall hold office in any other motorsport club.

(c) Terms of office shall be two years; President & Secretary to be elected in odd years and Vice-President & Treasurer to be elected in even years. An officer may be nominated for re-election or election to a different office at any time.

(d) Upon retiring from office an officer shall remain on the Executive in an advisory capacity for a period of two months.



(e) An Executive member can be removed from office by special resolution of the members present at a regularly scheduled general meeting, requiring seventy-five percent (75%) vote of members present, once quorum is reached, provided that at least fifteen (15) days notification of this intention is communicated to all members and said notice has specified the intention to propose the removal of the Executive member from office by special resolution.

DUTIES OF THE EXECUTIVE (Officers)

8. (a) The President shall;

- i. Preside at general and Executive meetings;
- ii. Be responsible for supervision of the officers;
- iii. Appoint persons and/or committee chairperson when necessary;
- iv. Personally represent the Club on formal occasions and during business negotiations;
- v. Assist the other officers in their duties when necessary;
- vi. Cast a deciding vote when necessary;
- vii. Have the authority to call general meetings.

(b) The Vice-President shall:

- i. Perform the duties of the President in their absence.
- ii. Chair the membership committee, issue and sign all membership cards, collect and record membership dues (in conjunction with the treasurer), and have custody of the membership records.
- iii. Confirm the presence of a quorum before each general meeting is called to order, preferably by roll call of voting members.
- iv. Be a member of all other committees, except the nominating committee.

(c) The Secretary shall:

- i. Prepare and have custody of the minutes of proceedings.
- ii. Be responsible for other books and records.
- iii. Be responsible for all Club correspondence requiring paper handling such as club affiliation(s).
- iv. Handle or delegate and consult on Club correspondence to members.
- v. Perform other secretarial duties.

(d) The Treasurer shall:

- i. Keep account of all financial matters.
- ii. Collect accounts receivable.
- iii. Make payments from Club funds as ordered by seventy-five percent (75%) vote of members present at a general meeting, or by the Executive acting for the organization as in Section 8 (e) (3).
- iv. Give an accounting report at each general meeting of the financial affairs of the Club for the preceding month.



- v. Submit for audit purposes a statement of all accounts and a balance sheet at the end of the fiscal year of the association.

(e) The Executive shall:

- i. Act in all matters ordered by the association and at such other time as required within the limits of the By-laws.
- ii. Recommend such activities as are within the scope and to the benefit of the association.
- iii. Buy or contract for any required goods or services up to the amount of \$200.00 or may pay any bill up to this amount without previously referring these expenditures to the membership for approval.
- iv. At the annual general meeting, recommend a trusted professional to provide a letter of opinion that the annual financial records are in good order, subject to approval by a majority vote. The fiscal year of the association shall end on September 30th.

(f) Signature of the Executive officers as may be authorized by the membership shall be required as follows:

- i. The President and one other officer shall sign contracts, deeds, mortgages, agreements, releases, bills of exchange and other documents.
- ii. The Vice-President shall sign membership cards.
- iii. The Treasurer and one other officer shall sign cheques and other financial documents.

DIRECTORS

9. (a) The club shall appoint a minimum of two (2) directors. Appointment of a director shall be on a proposal by the Executive, approved by a seventy five percent (75%) vote of the members present at a general meeting.

(b) Function of the Directors: The directors shall act in an advisory capacity to the association. They shall have the right to attend and express opinions at all executive and committee meetings. They may report to the membership on any matter. The directors shall administer all matters of the association in the absence of the entire executive.

(c) Qualifications of a Director: A director must have a comprehensive knowledge of the functions of officers and committees and the policy of the association.

(d) Each of the directors shall be appointed for a two (2) year term beginning in alternate years except for the first year at which time one (1) director shall be appointed for one (1) year term and one (1) director shall be appointed for a two (2) year term.



(e) The past president (if different from the current president) shall be considered first for a director position.

(f) A director can be removed from office by special resolution of the members present at a regularly scheduled general meeting, requiring a seventy five percent (75%) vote of members present, once quorum is reached, provided that at least fifteen (15) days notification of this intention is communicated to all members and said notice has specified the intention to propose the removal of the director from office by special resolution.

ELECTIONS

10. (a) All offices shall be filled by election at the annual general meeting of the association, to be held in November of each year. Transfer of authority shall take place at the first general meeting after the election.

(b) Upon resignation of an officer, the executive shall meet and decide how to fill the position by one of two methods:

- i. Executive appointment of a member in good standing to fill the position for the duration of the term;
- ii. By election at the first possible general meeting, which shall take place not less than ten (10) days after notice of nominations has been communicated to all members.

(c) Nominating Committee: A nominating committee, consisting of three (3) members in good standing, will be appointed no less than two (2) months prior to the annual general meeting. Committee appointment shall be on the recommendation of the Executive, approved by a seventy five percent (75%) vote at a general meeting.

(d) Nominations: At least one (1) nomination for each Executive office shall be submitted by the Nominating Committee at the general meeting of the month preceding the Annual General Meeting. Nominations by the membership will be accepted from the floor at the annual general meeting. All nominations must be confirmed with the nominees before being presented. All members shall be notified at least ten (10) days before elections are held.

QUORUM

11. (a) A quorum of five (5) members consisting of two (2) members of the executive (including directors) and three (3) general members (who may also be directors or members of the executive) shall be required before a vote is held at a regularly scheduled general meeting or at an annual general meeting.

(b) For a specially scheduled general meeting a quorum of forty five percent (45%) of the membership is required.



VOTING

12. (a) The right to vote also implies the right to present and second motions, and to place and second nominations for election to Executive Office.

(b) Voting for Election of Executive: Election of Executive shall be by secret ballot using the single transferable vote system and shall be conducted by the Nominating Committee. In the single transferable vote system all nominees for the office in contest are listed on the ballot in order of preference by the voter with the first choice appearing at the top of the ballot, etc. During the first count only the first choice named on each ballot is counted. If no candidate holds a majority, that is, over half of the vote cast, a second count is taken. During the second count the candidate having the least number of votes in the first vote is eliminated. This candidate's name is crossed off the ballots which name them as first choice. On these ballots the next names listed are now counted as full votes for those candidates. This procedure, eliminating the candidate with the least number of votes, crossing off their name and re-counting the changed ballots for the next candidate named on the ballot, continues through as many steps as are necessary until one (1) candidate has over fifty per cent (50%) of the total vote. This candidate is then declared elected, no information is given out as to the standing of the other candidates and all ballots shall be destroyed immediately.

(c) Other Secret Ballots: At the request of three (3) members at a general meeting any vote shall be taken in the form of a secret ballot. Those ballots shall be counted by the Chairperson and one (1) other member. Also refer to section 6.(a).

(d) By Show of Hands: All votes other than secret ballot shall be taken by a show of hands - affirmative and negative.

(e) Percentage Vote Required: A seventy five percent (75%) vote of members present, once quorum is reached, is required for:

- i. Approval of expenditure in excess of \$200.00.
- ii. Expulsion of a member from the association (Section 6(a)).
- iii. Appointment of a director (Section 9(a)).
- iv. Appointment of a position on the nominating committee (section 10(c)).
- v. Granting of borrowing powers (section 14).
- i. A special resolution (as for amendment of By-laws (section 15(c)).

A seventy five percent (75%) vote of members present may be demanded for other matters by unanimous agreement of the Executive.

All other matters shall be passed by majority vote of fifty one percent (51%) of the members present, once quorum is reached, at a general meeting.



(f) Proxy Voting Rights:

- i. Every member, in person or represented by an official delegate shall have one vote and no more.
- ii. A member may, by means of written Proxy, appoint a proxy holder, who must be a member in good standing of the Club (current year paid and eligible to vote), to attend and act at a specific meeting of members in the manner and to the extent authorized by the proxy.
- iii. A member shall not carry more than two (2) Proxy votes at any one meeting.
- iv. Written proxies must be given to the Secretary prior to the start of the specified meeting.
- v. The presiding Chairperson of any meeting shall not be able to exercise the proxy voting rights in his/her possession.

(g) Proxy Wording: I ___, being a member in good standing of the Bluenose Autosport Club for the year ___, hereby transfer my voting rights and representation for the ___ Meeting of the Bluenose Autosport Club to ___, who is also a member in good standing of the Bluenose Autosport Club for the year ___.

The above named person has the authority to (check one only):

cast a vote representing me on any and all motions that may come to the floor.

Or

cast a vote representing me on only the following specific issues, discipline, order of business, or nature of motion as follows: ___

Name: ___

Signature: ___

Witnessed: ___

Date: ___

GENERAL MEETINGS

13. (a) A regular general meeting shall be called at least nine (9) months per year.

(b) The annual general meeting shall be held within sixty (60) days of the fiscal year end.

(c) A specially scheduled general meeting may be called by five (5) members on a petition signed by them and delivered to the Secretary. The special meeting shall be held within ten (10) days of receipt of said petition by the Secretary.

(d) Proceeding shall be conducted according to Parliamentary Procedure.

BORROWING



14. The association shall have such borrowing powers as may be granted by a seventy five percent (75%) vote of members present at a general meeting.

GENERAL

15. (a) No member or other person shall hold the Club responsible for any injury or damage, whether to their person or property while attending or participating in Club sponsored meeting and/or events, or while working for or representing the Club.

(b) Indiscriminate use of alcoholic beverages, cannabis, or other illicit drugs by members and non-members at Club sponsored functions shall be basis for suspension.

(c) The By-laws of the association may be revised by a seventy five percent (75%) vote provided that:

- i. At least fifteen (15) days written notification of this intention has been communicated to all members.
- ii. Said notice has specified the intention to propose the revision as a special resolution.

(d) Books and records of the association may be inspected by members at any regular meeting of the association.

(e) The seal of the society shall be in the custody of the secretary and may be affixed to any document upon the resolution of the Board of Directors.

SPECIAL INTEREST DIRECTORS

16. (a) The Executive shall appoint a minimum of two (2) special interest directors as outlined in 16. (b) (c) and (d) each calendar year. They shall perform, jointly or severally as may be the case, all duties incidental or usually pertaining to their position and shall have such other related powers and duties as may from time to time be assigned by the Executive.

Duties of the Special Interest Directors:

(b) the Communications Director shall:

- i. be responsible for all general club communications to members via:
 - email
 - social media (Facebook, Instagram, Twitter and ARMS online forum)
 - club website (bluenoseautosport.ca)
- ii. be responsible for maintenance and data entry on the club website

(c) the Competition Director shall:



- i. Report event results and feedback at each general meeting.
- ii. Attend all regional race/rally committee meetings and report back to the club on any issues arising from these meetings
- iii. Liaison between Club event coordinators and the Regional discipline directors and insurance providers to ensure proper handling of all paperwork including Supplementary Regulations, Permit Requests, Safety Plans, Insurance Requests and cancellations or date changes.
- iv. Act as a general advisor to competitors in all disciplines.

(d) A Special Interest Director can be removed from their position by special resolution of the members present at a regularly scheduled general meeting, requiring seventy five percent (75%) vote of members present, once quorum is reached, provided that at least fifteen (15) days notification of this intention is communicated to all members and said notice has specified the intention to propose the removal of the Director from office by special resolution.

SPECIAL INTEREST COMMITTEES

17. Appointment of a committee for each special interest group, including Performance Rallying, RallyCross, Navigational Rally and Racing shall be on the recommendation of the Executive. The committee(s) shall be chaired by any existing Director of the Club placed in charge of the special interest group and shall consist of any interested person(s) representing a voting member with a similar interest. The Committee(s) shall be responsible for the organization and establishment of rules and regulations pertaining to that special interest group, and shall in all aspects be directly responsible to the Executive. In meetings of the committee(s), each committee member shall have the right to one vote.