

Concordia Cycling Constitution

Ratified by Membership on: _____.

Article I: Name

- 1.1. Concordia Cycling, also referred to hereinafter as the Club.

Article II: Objective

- 2.1. The Club's mandate shall be to regroup all Concordia cycling lovers in an official club that provides safe and organised rides for all levels in a friendly and inclusive environment. The activities organized by CC will be strictly non-competitive, meaning that the organized rides members will be part of are not races, but group rides. Based on the popularity of CC and the level of its members, one of the long-term goals is to participate in races organised by the Eastern Collegiate Cycling Conference (ECCC) to represent Concordia University in the sporting discipline of cycling. This goal might take a few seasons to achieve given the fact that the club needs to reach a certain level of popularity in order to form a team with a high level of performance. Concordia is represented in various types of sports, as of today cycling is not one of them, but CC will bring the opportunity to Concordia to compete in this discipline. Although cycling is a seasonal sport, the club's activity will not be hurt by the off-season period since we will also organise training sessions during the winter. This will also give a chance to the members to stay active, improve their performances and maintain a healthy lifestyle.
- 2.2. Code of Conduct
 - 2.2.1. The Club shall carry forth its mandate from an anti-oppressive standpoint.
 - 2.2.2. Equal respect shall be given to all members, regardless of position.
 - 2.2.3. No member shall make personal profit from the club.

Article III: Membership

- 3.1. Membership in the Club is open to all, without restriction on the grounds of national origin, race, religion, colour, sex, sexual orientation, disability, or faculty of study.
- 3.2. Only currently registered undergraduate students are eligible to hold voting privileges and to be elected as officers.
- 3.3. Associate non-voting membership is open to all others.
- 3.4. Duties
 - 3.4.1. Fill the adhesion form;
 - 3.4.2. Show proof of insurance when travelling abroad;
 - 3.4.3. Attend at least 2 organised ride during the cycling season;
 - 3.4.4. Own a bike and helmet.
- 3.5. Privileges
 - 3.5.1. Access to all organised rides during the cycling season;
 - 3.5.2. Access to the uniform at a competitive price (when available);
 - 3.5.3. Access to sponsors' offers (when available);

- 3.5.4 Access to training sessions throughout the year;
- 3.5.5 Have voting right each year to elect the executives.

Article IV: Officers

- 4.1. The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2. The EC is composed of the following portfolios
 - 4.2.1. President
 - 4.2.2. Finance VP
 - 4.2.3. Events VP
 - 4.2.4. Secretary
- 4.3. The EC shall meet as frequently as it deems fit.
- 4.4. Quorum for meetings of the EC shall be 50% + 1.

Article V: Portfolios

- 5.1. CC is managed by four (4) active members. These club officers consist of a president, a finance vice-president, an events vice-president and a secretary. Depending on the needs of the club, a second events vice-president can be elected in order to help the existing events vice-president in his tasks.
- 5.2. President
 - 5.2.1. Is the club's main authority and official spokesperson;
 - 5.2.2. Is responsible for keeping every club member informed of any changes made to the rules and regulations the club is subject to by the university;
 - 5.2.3. Presides direction meetings;
 - 5.2.4. Represents the club in meetings, or mandates someone to replace him;
 - 5.2.5. Provides all documents necessary to the Concordia Student Union (CSU) in order to keep CC's official club status;
 - 5.2.6. Ensures that the club's financial engagements are met, and keeps an eye on the overall finances of the club.
- 5.3. Finance VP
 - 5.3.1. Keeps the financial books up to date, and prepares the financial reports as needed;
 - 5.3.2. Manages the club's budget;
 - 5.3.3. Works with the other executives in order to find opportunities that match the club's budget;
 - 5.3.4. Scans the signed bills for future reference;
 - 5.3.5. Deposits the club's money in the bank account designated by the CSU.
- 5.4. Events VP
 - 5.4.1. Organises the official schedule for training, rides and races;
 - 5.4.2. Organises trips abroad when the team goes to races
 - 5.4.3. In charge of communicating information regarding the rides through CC Facebook group so that members have access to the information.
- 5.5. Secretary
 - 5.5.1. Take minutes at EC and general meetings, and ensure proper distribution of all minutes.
 - 5.5.2. Co-sign all minutes with the President.
 - 5.5.3. Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
- 5.6. All Officers
 - 5.6.1. Must attend all events;
 - 5.6.2. If an officer cannot attend an event, he/she will have to notice the others at least 24 hours prior to the event.

Article VI: Finances

- 6.1. The Club may not charge a membership fee.

- 6.2. The Executive Committee will appoint two officers who will be the club's signing officers and sign off on all expenses.
- 6.3. The Club will deposit any proceeds into their internal account at the CSU.

Article VII: General & Special Meetings

- 7.1. Regular Executive and General Meetings shall be held throughout the Fall and Winter terms.
- 7.2. The Club's membership must receive notice at least 14 days ahead of a General Meeting.
- 7.3. Special Meetings may be called at any time deemed necessary by the Executive Committee.
- 7.4. The Club's membership must receive notice at least 7 days ahead of a Special Meeting.
- 7.5. A General Meeting must be held in March for the purpose of electing new members to the Executive Committee.

Article VIII: Elections

- 8.1. The general membership must receive two weeks' notice in advance of the General Meeting called for the purpose of electing new officers.
- 8.2. Elections are to be held before March 31 during the General Meeting called for this purpose.
- 8.3. Club members may nominate themselves for available positions during the two weeks preceding the General Meeting at which the election will take place.
- 8.4. The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of the elections.
- 8.5. Elections are to be conducted by secret ballot in person.
- 8.6. Ballots must be kept in a secure place for 4 weeks after the date of voting.
- 8.7. The CSU Vice-President Clubs must be notified immediately in the event of contested electoral results.
- 8.8. To be eligible for election, members must:
 - 8.8.1. Be an undergraduate student at Concordia University;
 - 8.8.2. Be 18 years old, or older;
 - 8.8.3. Have paid their dues to the club;
 - 8.8.4. Have been a member of the club for at least one year.
- 8.9. The current executives can apply for re-election.

Article IX: Replacement & Impeachment Procedures

- 9.1. Officers can be impeached from their positions for failing to perform their assigned duties.
- 9.2. Officers may also be impeached for failing to present themselves at more than 3 Regular Meetings or 3 Executive Meetings without proper reason.

- 9.3. Officers who fail to present or uphold their duties will be given up to three official warnings, carried out by the Executive Committee.
- 9.4. An Officer who has received three official warnings and continues to fail to perform their assigned duties or to present themselves at meetings of the Club may be brought to an impeachment vote at the following duly convened General Meeting of the Club.

Article X: Affiliation

Article XI: Constitutional Amendment Procedure

- 11.1. The Club's constitution can be amended at a General or Special Meeting by majority vote of the membership present at the meeting.
- 11.2. 7 days' notice must be given when a constitutional amendment is to be considered at a Club meeting.
- 11.3. Any amendments to the Club's constitution will be communicated to the VP Clubs of the CSU.

Article XII: Disputes & Appeals

- 12.1. Any disputes and appeals within club members or concerning the club constitution will be referred to the CSU Judicial Board for ruling.

Article XIII: CSU Policies

- 13.1. Where items are not defined in this constitution or there are inconsistencies with the CSU's By-Laws, regulations, and policies, the CSU's By-Laws, regulations, and policies shall take effect.