



Alberta Bicycle Association  
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Pursuant to the provisions of the Societies Act of Alberta and the By-Laws of the Alberta Bicycle Association notice to members is hereby given of the Annual General Meeting of the Alberta Bicycle Association – to be held in Calgary, Alberta on Saturday, October 4th at 2:00 PM.

**Location:**

University of Calgary, Calgary  
2:00 pm-4:00 pm  
Kinesiology Building (KNB) Room 126  
<http://www.ucalgary.ca/map/interactive>

At the Annual General Meeting, we:

1. Approve the financial statements of the Society and receive the Auditor's report regarding such financial statements
2. Elect members to the Board of Directors, BMX Committee and Racing Committee
3. Vote on Bylaw changes

Looking forward to seeing you all there!

Andy Holmwood  
President  
Alberta Bicycle Association

**2014 Alberta Bicycle Association Annual General Meeting**

**October 4<sup>h</sup>, 2014**

**2:00pm-4:00pm**

**University of Calgary**

**Calgary**

**Agenda**

1. Review and Approval of Agenda
2. Approval of AGM Minutes October 14, 2013
3. Reports
  - I. Andy Holmwood- President
  - II. Helen Bain- Vice President Administration
  - III. Shane Peterson- Vice President BMX
  - IV. Shawn Bunnin- Vice President Racing
  - V. Karly Coleman- Vice President Recreation & Transportation
4. Items for Approval
  - I. Audited 2013 Financial Statements
5. Bylaw Changes
6. Elections
  - I. President - 2 years
  - II. Vice President BMX- 2 years
  - III. 2 Members at Large-2 years
  - IV. 3 Racing Committee Members- 2 years
  - V. 1 BMX Committee Member- 2 years
  - VI. 2 Financial Auditors- 1 year
7. Other Business
8. Adjournment

*Time allotted for Questions and Answers following the completion of the agenda.*

## **General Information:**

The positions up for election are listed under agenda item 5 above. Any member in good standing may be elected to serve on the Board of Directors of the association in any capacity except President. In order to be nominated for election as President an individual must have served at least one year on the Board of Directors of the Association.

If you would like information on the roles and responsibilities of a particular position, please contact the ABA office at 780-427-6352 or toll free at 1-877-646-BIKE.

If you know of anyone who would be a great addition to either the Board of Directors or one of the Committees of the ABA, please encourage them to run for a position.

If you are interested in running for a position, but will be unable to attend the AGM, please contact the ABA office for a nomination form.

If you would like a copy of the financials they will be emailed to you, with a paper copy available at the meeting.

## **Who can vote?**

Any individual member is eligible to vote. A member vote can be made in person or by proxy through the President or designate. Presidents will be sent their proxy forms via email.

## **Proposed Bylaw Changes**

### **ARTICLE II - TERRITORIAL LIMITS**

#### **Current Article**

The territorial limits within which the Association shall operate shall be the Province of Alberta; with the exception that cycling clubs operating outside of the Province of Alberta may affiliate with the permission of their provincial association and the Canadian Cycling Association. The Alberta Bicycle Association is an affiliated member of the Canadian Cycling Association.

#### **Revised Article**

The territorial limits within which the Association shall operate shall be the Province of Alberta; with the exception that cycling clubs operating outside of the Province of Alberta may affiliate with the permission of their respective provincial association and Cycling Canada. The Alberta Bicycle Association is an affiliated member of Cycling Canada.

### **Rationale**

To update the bylaws so they reflect the name change of Cycling Canada.

### **ARTICLE III.3 B- MEMBERSHIP PRIVILEGES**

#### **Current Article**

b) An individual member may assign by proxy their vote to the club listed on their license. Such votes may be cast by the attending club president.

#### **Revised Article**

b) An individual member may assign by proxy their vote to the Club listed on their license, providing that the Club is in good standing in the Association, or to an Individual Member who is in good standing in the Association. Proxy votes that have been transferred to the Individual Member's Club may be cast by the attending Club President or delegate for that purpose.

### **Rationale**

To clarify who members in good standing can give their proxy vote to and to allow a club to designate someone other than the President , if they are unable to attend the meeting.

### **ARTICLE III.3 F -MEMBERSHIP PRIVILEGES**

#### **Current Article**

f) The Board of Directors may expel a member or any affiliated club or organization if expulsion is in the best interest of the Association or the member, as determined by the Board in accordance to the bylaws of conduct stipulated by or in accordance to the Canadian Cycling Association's by-laws, or racing rules governing conduct. Where a member is to be expelled, the individual or affiliated club and organization affected shall be provided with an opportunity to be heard by the Board. The expelled member or affiliated club/organization shall be notified in writing of their rights to a hearing within thirty (30) days of the Boards' decision.

#### **Revised Article**

f) The Board of Directors may expel a member or any affiliated club or organization if expulsion is in the best interest of the Association or the member, as determined by the Board in accordance to the bylaws of conduct stipulated by or in accordance to the Cycling

Canada's by-laws, or racing rules governing conduct. Where a member is to be expelled, the individual or affiliated club and organization affected shall be provided with an opportunity to be heard by the Board. The expelled member or affiliated club/organization shall be notified in writing of their rights to a hearing within thirty (30) days of the Boards' decision.

### **Rationale**

To update the bylaws so they reflect the name change of Cycling Canada.

## **ARTICLE VI 3 - BOARD OF DIRECTORS**

### **Current Article**

a) Be it resolved that all elected Board of Director's positions should normally be for two year terms of office.

b) Be it resolved that the following Board of Directors are to be elected in even numbered years:

*President*

*VP BMX*

*Two Members at Large*

c) Be it resolved that the following Board of Directors are to be elected in odd numbered years:

*VP Recreation & Transportation*

*VP Administration*

*VP Women's Cycling*

*Members at Large*

d) Three (3) *Racing Committee* positions will be open for election in odd numbered years, and Three (3) *Racing Committee* position will be open for election in even numbered years.

e) At the first meeting of the *Racing Committee* following the Annual General Meeting, Committee members shall elect a Vice President from among their members to represent their committee on the Board of Directors.

f) At the Commissaires' Annual General Meeting, the commissaires shall elect from their membership a Chief Commissaire who will sit as a member of the Board of Directors, as well as the racing committee.

g) Two (2) BMX Committee positions will be open for election in odd numbered years, and one (1) BMX Committee position will be open for election in even numbered years.

h) Apart from reasonable expenses, the Board of Directors will not be paid.

### **Revised Article**

a) Be it resolved that all elected Board of Director's positions should normally be for two year terms of office.

b) Be it resolved that the following Board of Directors are to be elected in even numbered years:

*President*

*VP BMX*

*VP, Racing*

*Two Members at Large*

*Chief Commissaire*

c) Be it resolved that the following Board of Directors are to be elected in odd numbered years:

*VP Recreation & Transportation*

*VP Administration*

*VP Women's Cycling*

*Two Members at Large*

d) Three (3) *Racing Committee* positions will be open for election in odd numbered years, and Two (2) *Racing Committee* position will be open for election in even numbered years.

e) Two (2) BMX Committee positions will be open for election in odd numbered years, and one (1) BMX Committee position will be open for election in even numbered years.

f) Apart from reasonable expenses, the Board of Directors will not be paid.

### **Rationale**

To align the election of the VP Racing and Chief Commissaire with other elected positions.

## **ARTICLE VII 5 - ELECTIONS**

### **Current Article**

The Board of Directors shall have the power to appoint a member in good standing to any vacancy on the Board, except the President which may occur during its term of office. Such appointee shall hold office until the next Annual General Meeting.

### **Revised Article**

The Board of Directors shall have the power to appoint a member in good standing to any vacancy on the Board, except the President, which may occur during its term of office. Such appointee shall hold office until the next Annual General Meeting.

### **Rationale**

Fix a grammatical error.

## **ARTICLE VII 7 - ELECTIONS**

### **Current Article**

The immediate past president, if in good standing, will be an *ex-officio* member of the Association's Board of Directors.

### **Revised Article**

The immediate Past President, if in good standing, will be a member of the Association's Board of Directors for a period of One (1) year and will for this term be afforded the rights and responsibilities of all Board members with the exception that the Past-President will not be a voting member of the Board.

### **Rationale**

To clarify the role and term limit of the Past President.

## **ARTICLE VIII 7 & 12 - DUTIES OF THE OFFICERS**

### **Current Article**

7. MEMBERS AT LARGE: At the request of the Board, he/she shall perform such duties as shall be required from time to time by the Board. Each Member at Large is entitled to cast one vote at Association Board of Directors Meetings.

12. Of the above, the following are full voting members of the Board of Directors: Vice President Racing, Vice President Recreation and Transportation, Vice President Administration, Vice President Women's Cycling, Vice President BMX, 4 Members at Large and the Chief Commissaire.

### **Revised Article**

7. OMIT

12. Of the above, the following are full voting members of the Board of Directors: Vice President Racing, Vice President Recreation and Transportation, Vice President Administration, Vice President Women's Cycling, Vice President BMX, Each of four (4) Members at Large and the Chief Commissaire.

### **Rationale**

Rewording to clean up, include the Members at Large with the voting rights of the rest of the Board of Directors.

## **Article IX 2 – Banking & Expenditures**

### **Current Article**

The signing officers shall be the Executive Director plus two (2) of the following:

*President*

*Vice President Administration*

*Vice President Racing*

*Vice President Recreation and Transportation*

*Vice President Women's Cycling*

*Vice President BMX*

*Members at Large (4) as directed by the Board of Directors.*



Cheques must be signed by the Executive Director plus one other signing officer. In the absence of an Executive Director, cheques must be signed by the Vice President Administration and one other signing officer.

### **Revised Article**

The signing officers shall be the Executive Director, the *Vice President Administration* plus two (2) of the following as directed by the Board of Directors:

*President*

*Vice President Racing*

*Vice President Recreation and Transportation*

*Vice President Women's Cycling*

*Vice President BMX*

*One or more Member at Large*

Cheques must be signed by the Executive Director plus one other signing officer. In the absence of an Executive Director or in circumstances that exclude the Executive Director as an authorized signatory, cheques must be signed by the Vice President Administration and one other signing officer.

### **Rationale**

To ensure that the Executive Director always acts as a signing authority, having 2 other Board Members as signing authority will help when geographic restrictions apply.

## **Article XV – Professional Staff**

### **Current Article**

The Association may employ the following members on a full-time, part-time or contract basis;

- Executive Director - Shall be responsible for the day to day administrative and technical needs of the Association. The Executive Director shall be directly responsible to the President and through the President to the Board.
- Technical Director – Shall be responsible for the day to day technical needs of the Association. The Technical Direction shall be directly responsible to the President and through the President to the board

- Events Coordinator – Shall serve as a hub for all matters regarding events. The Events Coordinator shall report, through the Technical or Executive Director, to the President
- Coaching Staff – Shall be responsible for duties as assigned by the Racing Committee or BMX Committee. Coaches shall work with and report the Alberta Bicycle Association Racing Committee or BMX Committee and Technical Director
- Seasonal Staff – Shall be responsible for duties as assigned by, and shall report to either the Executive Director or the Technical Director.

### **Revised Article**

The Association may employ, in such a manner as it deems fit, staff to carry out its objectives. The Association may, without obligation to do so unless explicitly stated otherwise in these Bylaws, employ staff members on a full-time, part-time or contract basis. No employee shall be a voting member of the Association or its Board of Directors.

The Association shall, from time to time and according to the nature of changes in the staffing complement, publish an organizational structure indicating the positions and reporting structure in use.

### **Rationale**

With the sport continuing to grow and change, staffing numbers and job duties must change to meet the needs. Job descriptions can be managed by the Board through Policies and Procedures.

# NOMINATION FORM

## Board of Directors and Committees

Nomination forms must indicate the name of the nominee and nominator. Verification that the nominee and nominator are aware of the nomination must be submitted.

NOTE: All nominees must be members in good standing of the ABA. A brief written resume of the qualifications and experience of the nominee may accompany nomination. The nominee, nominator, or designated representative will have the opportunity to speak to their candidacy at the AGM election.

NOMINEE:

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NOMINATED FOR THE POSITION(S) OF:

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NOMINATOR:

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Nominee's phone number: \_\_\_\_\_

Nominee's E-mail: \_\_\_\_\_

Nominator's phone number: \_\_\_\_\_

Nominator's E-mail: \_\_\_\_\_

**If you are not using this page to submit a nomination, all information in this box MUST be provided.**

The following positions are up for election:

- ✓ President - 2 years
- ✓ Vice President BMX- 2 years
- ✓ 2 Members at Large-2 years
- ✓ 3 Racing Committee Members- 2 years
- ✓ 1 BMX Committee Member- 2 years
- ✓ 2 Financial Auditors- 1 year

