

MEMORANDUM
OF
ASSOCIATION
of
BICYCLE NOVA SCOTIA

Updated: December 14, 2011

ARTICLE 1 NAME

The name of the Association is Bicycle Nova Scotia.

ARTICLE 2 OBJECTIVES**General**

- a) To promote the general interest of bicycling in Nova Scotia.
- b) To help determine, defend and protect the rights of bicyclists.
- c) To promote and develop co-operation between all levels of government and their agencies, in providing and sharing facilities and any other forms of support needed to encourage bicycling in the Province of Nova Scotia.
- d) To establish a resource of bicycling information and expertise.
- e) Carry on its objectives in affiliation with the Canadian Cycling Association (CCA), and other organizations of bicyclists throughout North America.
- f) To acquire by way of grant, gift, purchase, bequest, devise or otherwise, real and personal property and to use and apply such property to the realization of the objectives of the association.
- g) To buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out of the objectives of the association.

Education

- h) To develop and promote safety and education relating to the use of the bicycle.

Touring and Transportation

- i) To encourage and facilitate bicycle touring in Nova Scotia.
- j) To promote the use of the bicycle as a means of transportation in Nova Scotia.

Competition and Recreation

- k) To encourage and promote bicycle competition in Nova Scotia.
- l) To establish and regulate bicycle competition among its members in Nova Scotia, including annual provincial championships.
- m) To facilitate recreational cycling and cycling clubs in Nova Scotia.

ARTICLE 3 HEAD OFFICE

The Head Office of the association shall be in Halifax, Province of Nova Scotia, at the civic address to be designated from time to time by the Executive Committee of the Association, and as indicated on the website of the association.

CONTENTS

SECTION 1 MEMORANDUM OF ASSOCIATION	6
SECTION 2 INTERPRETATION	6
SECTION 3 GENERAL PROVISIONS	7
3.1 JURISDICTION.....	7
3.2 SEAL	7
3.3 NON DISCRIMINATORY POLICY	7
3.4 SPECIAL RESOLUTION.....	7
SECTION 4 MEMBERSHIP	7
4.1 REGULAR MEMBER.....	7
4.2 HONORARY MEMBER.....	7
4.3 ASSOCIATE MEMBER.....	7
4.4 CLASSES OF MEMBERSHIP.....	7
4.5 MEMBERSHIP FEES.....	8
4.6 DURATION OF MEMBERSHIP, BOARD AND COMMITTEE MEMBERS.....	8
4.7 RIGHTS OF MEMBERS.....	8
4.8 RIGHT TO REFUSE MEMBERSHIP	8
4.9 TERMINATION AND DISCIPLINE.....	9
SECTION 5 MEETINGS	9
5.1 GENERAL ASSEMBLY	9
5.2 QUORUM	9
5.3 MEETING RULES AND PROCEDURES.....	9
5.4 VOTING.....	9
5.5 ANNUAL GENERAL MEETING	10
5.6 SPECIAL GENERAL MEETING.....	10
SECTION 6 BOARD OF DIRECTORS	11
6.1 COMPOSITION.....	11
6.2 OFFICERS	12
6.3 TERM AND ASSUMPTION OF OFFICE.....	12
6.4 DISCIPLINE OF BOARD OF DIRECTORS.....	12
6.5 FUNCTIONS OF THE BOARD OF DIRECTORS	12
6.6 MEETINGS.....	12
6.7 QUORUM	12
6.8 VOTING.....	13
6.9 VACANCIES.....	13
6.10 REMUNERATION OF THE EXECUTNE.....	13
6.11 DUTIES OF BOARD OF DIRECTORS	13
SECTION 7 EXECUTIVE COMMITTEE	13
7.1 COMPOSITION.....	13
7.2 POWERS AND DUTIES OF THE EXECUTIVE MEMBERS.....	13
7.3 BOOKS AND RECORDS	14

7.4 VOTING.....	14
SECTION 8 AMENDMENTS.....	14
SECTION 9 CONFLICT OF INTEREST.....	15
SECTION 10 FINAL PROVISIONS.....	15
10.1 FINANCIAL YEAR	15
10.2 AUDIT COMMITTEE.....	15
10.3 SIGNING OF DOCUMENTS	15
10.4 EXERCISE of BORROWING POWERS.....	15
10.5 MINUTES and PROCEEDINGS.....	15
10.6 PROXY VOTING	16
10.7 RIGHT TO COMMITTEE MEMBERSHIP.....	16
10.8 DISSOLUTION	16
10.9 BUDGETING	16
10.9.1 GENERAL ACCOUNTS	16
SECTION 11 ROAD COMPETITION COMMITTEE.....	16
SECTION 12 MOUNTAIN BIKE COMPETITION COMMITTEE.....	17
SECTION 13 ROADS, EDUCATION, & BIKEWAYS ADVOCACY COMMITTEE	19
SECTION 14 RECREATION & TOURING COMMITTEE.....	20
SECTION 15 MOUNTAIN BIKE TRAILS—OFF-ROAD ADVOCACY COMMITTEE	21
SECTION 16 BMX COMMITTEE.....	23
SECTION 17 BNS WEBSITE ADMINISTRATOR.....	23

SECTION 1 MEMORANDUM OF ASSOCIATION

- 1.1 The Memorandum of Association of Bicycle Nova Scotia shall be read in conjunction with these by-laws.

SECTION 2 INTERPRETATION

In this Memorandum of Association and all other by-laws and polices of the Association, unless the context otherwise specifies or requires, the following shall hold:

- 2.1 The singular shall include plural and the plural the singular.
- 2.2 The masculine shall include the feminine and the neuter.
- 2.3 "Member" means a regular member in good standing, who is not in arrears concerning any financial indebtedness to the Association or subject to an association sanction or suspension.
- 2.4 "Association" or "BNS" means Bicycle Nova Scotia.
- 2.5 "BOD" or "Directors" shall mean the Board of Directors of the Association.
- 2.6 "Executive" shall mean the Executive Committee of the Association.
- 2.7 "Person" shall include individuals, bodies corporate, partnerships, syndicates, trusts, unincorporated organizations and any number of aggregate of person.
- 2.8 "Registrar of Joint Stock Companies" means the office established under the Nova Scotia Companies Act.

SECTION 3 GENERAL PROVISIONS**3.1 JURISDICTION**

The jurisdiction of the Association shall be the Province of Nova Scotia, Canada.

3.2 SEAL

The seal of the Society shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board of Directors.

3.3 NON DISCRIMINATORY POLICY

In conducting all or any aspect of its business Bicycle Nova Scotia ensures the equality of opportunity for cycling participation.

3.4 SPECIAL RESOLUTION

All business requiring Special Resolution will be done in compliance with the requirements of the Registry of Joint Stock Companies. Voting will be done by ballot and the vote recorded. A three-quarters (3/4) majority of the legal votes cast will decide the resolution.

SECTION 4 MEMBERSHIP**4.1 REGULAR MEMBER**

- a) Any person who holds the objectives of the Association and has completed the prescribed registration and paid the required membership fee.
- b) No formal admission to membership shall be required and the entry in the annual register of members of the name and address of any individual who has applied and paid the membership fee shall constitute an admission to membership in the Association.
- c) Regular members consist of general members and licensed (competition) members.

4.2 HONORARY MEMBER

Any legal or physical person whom the Association wishes to honor for services rendered to the Association.

4.3 ASSOCIATE MEMBER

Any association, group or individual recognized by the Association for its shared interest.

4.4 CLASSES OF MEMBERSHIP

The following classes of membership shall be established:

- a) General Membership for all activities of the Association except those related to competition.

- b) Supporting Membership to allow financial contribution to the organization without the provision of any liability insurance.
- c) Licensed Membership for Road, BMX and Mountain Bike racing competition, coaching, officiating and team managing.

Licensed members will be categorized by age, gender, experience and qualification, according to the Canadian Cycling Association Racing Rules and Provincial Racing policies, or as the Competition sector deems desirable.

4.5 MEMBERSHIP FEES

The amount of the annual membership fees shall be determined by the General Assembly and shall be due and payable each year upon application for membership.

4.6 DURATION OF MEMBERSHIP, BOARD AND COMMITTEE MEMBERS

For the purposes of administration, Directors and all members of standing and special committees have until March 31 of the current year to renew as regular members. After this time they will have no right to a position on the Board or any committee until their membership is renewed.

4.7 RIGHTS OF MEMBERS

Each member has the following fundamental rights, subject only to specific limitations or restrictions contained in the Memorandum of Association, By-laws and Policies.

1. To receive notices
2. To attend meetings
3. To speak
4. To vote
5. To present motions, resolutions or other business
6. To nominate
7. To be a candidate for office
8. To resign
9. To have a hearing before expulsion or other penalties are applied.
10. To inspect official records of the association.
11. To insist on the enforcement of rules of the organization and the rules of procedure at meetings.
12. To exercise any other rights given by the Memorandum of Association, By-laws and Policies of the Association.

4.8 RIGHT TO REFUSE MEMBERSHIP

The Association has the right to adopt rules that restrict membership in that such rules do not conflict with the Charter of Rights and Freedoms of the Canadian Constitution.

4.9 TERMINATION AND DISCIPLINE

- a) Membership in the Association shall cease upon the death of a member or if, by notice in writing to the association, resigns the membership, or if the member ceases to qualify for membership in accordance with these by-laws.
- b) The discipline of a regular member shall be the responsibility of the Executive if the reason for such discipline is outside the rules of competition.
- c) The respective Committees of Road, BMX, and Mountain Bike shall have sole authority to suspend members and groups for discipline relating to personal conduct in Provincial, National and International competition in accordance with the CCA and UCI racing rules.
- d) If the appropriate competition Committee fails to act on a disciplinary matter within sixty (60) days, the Executive may assume responsibility.

SECTION 5 MEETINGS

5.1 GENERAL ASSEMBLY

The General Assembly shall be comprised of the Directors and all members.

5.2 QUORUM

At the General or Special Meeting, 20 percent or 20 members (which ever is smaller) of the current membership of the Association, present immediately before the Call to Order, shall constitute a quorum.

Once duly called to order (a quorum present) the meeting may continue at the pleasure of the remaining members, should members leaving reduce the remainder to less than a quorum.

5.3 MEETING RULES AND PROCEDURES

Rules and procedures for the conduct of orderly, fair and democratic meetings shall be agreed and used at all General, Special, BOD and Committee meetings of the Association.

5.4 VOTING

Any current member shall have the right to vote.

a) Regular Business

For regular business, resolution shall be by majority of votes cast, i.e. fifty percent plus one (50% + 1). Voting shall be by a show of hands, unless a secret ballot is requested by one third (1/3) of the voting members present.

b) Election of Board of Directors

For the election of the members of the Board of Directors the voting may be by a show of hands, unless a secret ballot is requested.

- c) Discipline of Board Members (reference 6.4)
At a Special General Meeting specifically called to deal with a disciplinary issue, a two thirds (2/3) majority will decide any motion to suspend or expel.

5.5 ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be held at a location, time, and date to be designated by the BOD.
- b) Notice of the meeting shall be sent by electronic mail to all current members thirty (30) days in advance. This notice will be sent to the last E-mail address (of the member) given to the Registrar. The non-receipt of any notice by any member shall not invalidate the proceedings at the Annual General meeting.
- c) At an Annual General Meeting, a simple majority will decide any motion, except as provided for in Special Resolutions (ref 3.4) or disciplinary proceedings (ref 5. 4. c).

An Annual General Assembly Meeting shall be for the purpose of:

1. Receiving the annual reports of the Executive and Standing Committees.
2. Fixing membership fees for the following calendar year.
3. Elect male and female athlete representatives to the Road Committee, BMX Committee, and the Mountain Bike Committee.
4. Appointing a nominating committee.
5. Appointing an audit committee.
6. Such other business as may be agreed upon by the meeting.
7. Electing the Board of Directors as vacancies and term limits present.

At the AGM the General Assembly can only elect one (1) person to any one (1) position on the BOD other than the position of Registrar, which can, if necessary, be combined with that of the Treasurer or Secretary. In the event a position is not filled at the AGM, the BOD can fill the position from within the Board. (reference 6.1.c).

5.6 SPECIAL GENERAL MEETING

- a) A Special General Meeting can be called upon resolution of the BOD or at any time by petition of fifteen (15) or more current members.
- b) In a case where fifteen (15) members call the meeting, notice of such a meeting shall bear the signatures of all fifteen (15) members who called the meeting.
- c) Notice of the meeting will be sent by electronic mail to all current members thirty (30) days in advance. This notice will be sent to the E-mail address each member last provided to the Registrar. The non-receipt of any notice by any member shall not invalidate the proceedings at a Special General Meeting.

- d) The agenda of the Special General Meeting shall be limited to that reason and business for which the meeting was called, as stated in the notice.
- e) The chairperson of the Special General Meeting shall be a) the BNS President or b) anyone of the members who called the meeting shall preside over the nomination and voting for a chairperson to preside over the meeting.
- f) In the case of someone nominated as chairperson of a Special General Meeting, the authority of this person ceases once the meeting is adjourned.
- g) At a Special General Meeting, a simple majority will decide any motion, except as provided for in Special Resolutions (ref 3.4) or disciplinary proceedings (ref 5.4.c).

SECTION 6 BOARD OF DIRECTORS

6.1 COMPOSITION

- a) The BOD of the Association shall be composed of up to 16 members, elected by the General Assembly at the Annual General Meeting.
- b) The Board or Directors shall comprise the following positions:
 - 1. President
 - 2. Treasurer
 - 3. Secretary
 - 4. Registrar
 - 5. Vice President of Recreation and Touring
 - 6. Vice President of Roads, Bikeways, and Education
 - 7. Vice President of BMX
 - 8. Vice President of Mountain Bike Trails
 - 9. Vice President of Road Competition
 - 10. Vice President of Mountain Bike Competition
 - 11. Athlete Development and Coaching Coordinator
 - 12. Marketing Director
 - 13. Events Coordinator
 - 14. Up to two (2) other positions may be elected by the General Assembly in accordance with the needs and activities of the Association from time to time.
 - 15. See 14.
 - 16. The Past President
- c) If, at the most recent AGM anyone of the current BOD positions was not filled, a member of the Board can, on resolution of the Board, fill the vacant position. No Board member will be allowed to hold more than two (2) positions at any one time.

6.2 OFFICERS

There shall be three (3) officers of the Association and they shall be the President, Treasurer, and Secretary.

6.3 TERM AND ASSUMPTION OF OFFICE

- a) All BOD positions are for a term of two years and commence upon election.
- b) All members at an Annual General Meeting may vote for all Board Positions.

6.4 DISCIPLINE OF BOARD OF DIRECTORS

By the means of the Special General Meeting the regular members of the association can discipline, suspend or expel all or any of the Directors (ref 5.4.c).

6.5 FUNCTIONS OF THE BOARD OF DIRECTORS

- a) Administer the business of Bicycle Nova Scotia.
- b) Supervise the work of standing committees and create special committees when deemed necessary.
- c) Approve the budgets prepared by the standing committees prior to submission to government.
- d) Guided by the long-range plan of Bicycle Nova Scotia approved by the General Assembly, the BOD prepares the fiscal program and ensures its implementation.
- e) Review proposed amendments to the Memorandum of Association and By-laws for wording and presentation, and prepare them for submission to the General Assembly.
- f) Review and reserve the right to veto policies of the standing committees only if these policies contravene policies of BNS, the CCA, or the UCI.
- g) Approve the hiring of an employee.

6.6 MEETINGS

The BOD shall meet as often as necessary, at the request of either the President or the Vice President, or by at least three (3) BOD members. Notice of meetings shall be delivered via electronic mail at least five (5) days in advance of the meeting date.

6.7 QUORUM

A quorum shall be fifty percent of the current BOD.

6.8 VOTING

Each member, except the Chairperson, will have the right to one vote. A simple majority decides all motions. The Chairperson will only vote in the case of a tie.

6.9 VACANCIES

Any vacancy at the BOD shall be filled as follows:

- a) The President shall be replaced by the members of the BOD at any BOD meeting called for that purpose.
- b) Members from within their respective committees shall replace the Vice Presidents.
- c) Should any of the foregoing procedures fail to fill a vacancy, the remaining Directors shall meet and decide how the vacancy shall be filled.
- d) The term of office of all newly appointed officers shall be the remaining period left to the term for which the original incumbent was elected.

6.10 REMUNERATION OF THE EXECUTIVE

The members of the Executive, as well as the Website Administrator, shall be entitled to a reimbursement of approved out-of-pocket expenses incurred in the performance of their duties.

6.11 DUTIES OF BOARD OF DIRECTORS

The duties of each of the Directors in respect to their roles on the BOD and to the Standing Committees of which they are Vice Presidents shall be described and recorded in *Bicycle Nova Scotia: Policies, Procedures & Practices* under Job Descriptions. The duties of the Executive members are also outlined under SECTION 7, below.

SECTION 7 EXECUTIVE COMMITTEE

7.1 COMPOSITION

The Executive Committee shall comprise the President, Treasurer, Secretary and Registrar.

7.2 POWERS AND DUTIES OF THE EXECUTIVE MEMBERS

The management of the day to day activities of the Association shall be vested in the Executive who, in addition to the powers and authorities by these by-laws or otherwise expressly conferred upon them, may exercise all such powers and do all such acts and things as may be exercised or done by the Association at a General Meeting. In particular, the Executive Committee shall have power to engage an employee (permanent/temporary, fulltime/part-time) and to determine the duties and responsibilities and remuneration.

PRESIDENT

The President shall be charged with the general management of the affairs of the Association, subject to any delegation of such duties and responsibilities to the other Board Members or any other officer or employee of the Association as the BOD may approve. The President shall preside at all meetings of the BOD and at the Annual General Meeting. The President will have ex officio status on all BNS standing and special committees.

TREASURER

The Treasurer shall keep an accurate record of all financial transactions of the Association. The Treasurer shall deposit into the BNS account, in a timely manner, all monies received. In the absence of the President, the Treasurer may preside over BOD meetings.

SECRETARY

The Secretary shall be the clerk of the BOD. They shall attend all meetings of the BOD and record and circulate all facts and minutes of all proceedings. The Secretary shall be responsible for giving notice of meetings and shall be custodian of the Charter and all books, reports and papers which they shall deliver, when authorized by the resolution of the BOD. In the absence of the President, the Secretary may preside over BOD meetings.

REGISTRAR

The Registrar shall keep a record of all BNS members and affiliated clubs. They shall issue CCA licenses to competition members in accordance with the CCA rules and BNS policy. The Registrar shall issue a Certificate of Affiliation to clubs respecting the CCA rules of sponsorship and affiliation. They shall keep a record of all monies received and forward all such monies to the Treasurer in a timely manner.

7.3 BOOKS AND RECORDS

The Executive shall see that all necessary books and records of the Association required by the by-laws of the Association, or by any applicable statute or law, are regularly and properly kept.

7.4 VOTING

Outside of the BOD meetings (official email votes excepted) the Executive has no authority to mandate policy of the Association; as such, no vote is required.

SECTION 8 AMENDMENTS

8.1 All amendments shall be done by a means of a Special Resolution.

8.2 The Association may adopt new regulations, repeal, and amend them.

8.3 Proposed new regulations, repeals, or amendments must be received at the official address of the association at least forty-five (45) days in advance of the Annual

General Meeting. These proposed amendments will be distributed to all members thirty (30) days in advance of the meeting.

SECTION 9 CONFLICT OF INTEREST

In general, the term "conflict of interest" means an individual is in a position of having two opposing obligations.

- 9.1 A member who has (or considers they have) a conflict of interest shall so declare when the agenda is being approved, or at the first opportunity before the item is discussed.
- 9.2 Any member has the right to question the possible conflict of interest of another member. However, this should be done as discreetly as possible.
- 9.3 Those declaring a conflict or who are deemed to be in conflict may neither speak nor vote on any motion or amendment made concerning the matter on which declaration was made. Those who abstain from participation or leave the meeting because of a declared conflict of interest are still included as present in determining a quorum.
- 9.4 The minutes of the meeting must record all declarations of conflict of interest.

SECTION 10 FINAL PROVISIONS

- 10.1 **FINANCIAL YEAR**
The financial year shall end on thirty-first (31st) day of December of each year.
- 10.2 **AUDIT COMMITTEE**
The records and financial statements of the Association shall be examined each year by an audit committee appointed for that purpose at the Annual General Meeting. Such audit shall be done at the end of the financial year in time for presentation to the General Assembly at the Annual General Meeting.
- 10.3 **SIGNING OF DOCUMENTS**
Any contracts or other documents requiring the signature of the Association shall be subject to the prior approval of the BOD, and will be subsequently signed by any two members of the executive.
- 10.4 **EXERCISE of BORROWING POWERS**
The borrowing powers of the Association may be exercised by Special Resolution of the members.
- 10.5 **MINUTES and PROCEEDINGS**
 - a) Preparation of minutes, custody of the books and records and custody of the minutes of all the meetings of the Association and of the Executive Committee shall be the responsibility of the Secretary.

- b) The records of the Association may be inspected by any member, at any reasonable time, at the registered office of the Association by giving notice to the responsible Director.

10.6 PROXY VOTING

There will be no proxy voting at any Annual or Special meetings.

10.61 EMAIL VOTING

The BOD and Committees may conduct voting via email in the interest of efficiently resolving minor decisions, and may authorize expenditures of up to \$1000.00. The President or Secretary will tabulate the responses from the BOD; respective VPs will conduct and tabulate Committee votes.

10.7 RIGHT TO COMMITTEE MEMBERSHIP

Only BNS regular members can serve on the BOD or any standing or special committee.

10.8 DISSOLUTION

In the event of the dissolution or liquidation of the Association, any assets remaining after all debts and obligations have been honored shall be distributed to one or more recognized, incorporated, not-for-profit Canadian cycling organizations.

10.9 BUDGETING

The Board of Directors may establish Committee budgets in the interest of streamlining the operations of the organization.

10.9.1 GENERAL ACCOUNT

To facilitate the running of the Association, any incoming project funding (Canada Games and Athlete Development excepted) is subject to a 5% deduction, which will be placed into the general account.

SECTION 11 — ROAD COMPETITION COMMITTEE

11.1 The Road Competition Committee shall comprise the following positions:

1. Vice President of Road Competition
2. Provincial Chief Commissaire (Road)
3. Provincial Chief Coach (Road)
4. Provincial Canada Games (CG) Coach (Road) - OR - CG Manager
5. One female athlete representative
6. One male athlete representative
7. Presidents of all affiliated Provincial (Road) Clubs - OR - their designated representative
8. BNS President (ex officio)
9. Any other Bicycle Nova Scotia members wishing to serve on the Committee.

The two (2) athlete representatives shall be elected from among the athletes holding road licenses, at the Annual General Meeting. (ref 5.5.j)

On resolution of the Road Competition Committee, the positions of Provincial Chief Coach (Road) and the Provincial CG Coach (Road) may be one position.

11.2 COMMITTEE MANDATE

The mandate of the Road Competition Committee shall be to establish, direct, coordinate and evaluate policies which guide the activity of the Road Competition sector. The committee shall be responsible to ensure the implementation of annual and multi-year plans and to evaluate the progress of such plans.

11.3 COMMITTEE AUTHORITY

Policies of the Road Competition Committee shall not detract from or contradict policies of the CCA Development Committee.

While respecting and giving the committee room to grow, adapt, change and conduct its own business the Executive committee reserves the right to question and if necessary, veto any policy proposed by the Road Competition Committee.

Policy changes must be brought to the Executive committee meetings by the Vice President for review.

11.4 VOTING

Each member of the committee will have one vote. The Vice President will only vote in the event of a tie. The Canada Games Coach and Manager will have one vote between them.

11.5 QUORUM

40 per cent or more of the affiliated club presidents (or representative) plus any two of the Vice President RC, Chief Road Commissaire, Chief Road Coach, CG Coach (or Manager), Female Athlete and Male Athlete.

11.6 POSITIONS HELD

No two positions can be held by one person, other than Chief Coach. For example, a Club president cannot hold one of the other positions on the committee.

11.7 REMUNERATION OF THE ROAD COMPETITION COMMITTEE

The members of the Road Competition Committee shall be entitled to a reimbursement of approved out-of-pocket expenses incurred in the performance of their duties.

SECTION 12 — MOUNTAIN BIKE COMPETITION COMMITTEE

11.1 COMPOSITION

The Mountain Bike Competition Committee shall comprise the following positions:

1. Vice President of Mountain Bike Competition
2. Provincial Chief Commissaire
3. Provincial Coach / Team Coordinator
4. Media / Results Coordinator
5. Female athlete representative
6. Male athlete representative
7. Presidents of all affiliated Provincial (MTB) Clubs - or - their designated representative
8. Secretary
9. BNS President (ex officio)
10. Downhill representative
11. Any other Bicycle Nova Scotia members wishing to serve on the Committee.

The two (2) athlete representatives shall be elected from among the athletes holding mountain bike licenses at the Annual General Meeting. (reference 5.5.f)

11.2 COMMITTEE MANDATE

The mandate of the Mountain Bike Competition Committee shall be to establish, direct, coordinate and evaluate policies, which guide the activity of the Mountain Bike Competition sector. The committee shall be responsible to ensure the implementation of annual and multi-year plans and to evaluate the progress of such plans.

11.3 COMMITTEE AUTHORITY

Policies of the Mountain Bike Competition Committee shall not detract from or contradict policies of the CCA Development Committee.

While respecting and giving the committee room to grow, adapt, change and conduct its own business, the Board of Directors reserves the right to question and if necessary, veto any policy proposed by the Mountain bike Competition committee.

Policy changes must be brought to the Board of Directors meetings by the Vice President for review.

11.4 VOTING

Each member of the committee will have one vote. The Vice President will only vote in the event of a tie.

11.5 QUORUM

25% or more of the affiliated MTB Club Presidents (or representative) plus any 3 of the VP MBC, Chief Commissaire, Chief Coach, Media Coordinator, Female and Male Athlete Reps and Secretary.

11.6 POSITIONS HELD

No two positions can be held by one person except for those of Media / Results Coordinator, Female Athlete representative, and Male Athlete representative.

11.7 REMUNERATION OF THE MOUNTAIN BIKE COMPETITION COMMITTEE

The members of the Mountain Bike committee shall be entitled to a reimbursement of approved out-of-pocket expenses incurred in the performance of their duties.

SECTION 13 — ROADS, EDUCATION, AND BIKEWAYS ADVOCACY COMMITTEE

13.1 COMPOSITION

The Roads, Education and Bikeways Advocacy [REBA] Committee shall comprise of the following positions:

1. Vice President REBA.
2. Chief CAN-BIKE instructor, a certified CAN-BIKE instructor in good standing.
3. Secretary
4. Regional Representatives from:
 - a. Fundy
 - b. South Shore
 - c. Highlands
 - d. Cape Breton
 - e. HRM
 - f. Annapolis Valley
5. Any other Bicycle Nova Scotia members wishing to serve on the committee.
6. BNS President (ex officio)

13.2 COMMITTEE MANDATE

Making the roads and bikeways of Nova Scotia safe and accessible for all cyclists, by:

1. Coordinate and advocate with all levels of government, and other organizations, to pursue the goal that all municipalities in Nova Scotia are accessible by safe bikeways, and that bicycle infrastructure and bikeways planning are integrated into transportation strategies at municipal, provincial, and federal levels.
2. Encourage the provision of cycling infrastructure that increases safety and participation in cycling, including, for example; bikeways, bridge access, secure bicycle parking for retail areas, commuter lockers, park and ride bus facilities, bicycle transport on trains, buses, and airlines, etc.

3. Enhance and protect the interests of cyclists in the development of roadway law.
4. Establish and evaluate provincial on-road bicycling education programs (not including bicycle mechanics), review bicycle safety literature, and act as a community and provincial resource for information on bicycle education related issues or programs.
5. Coordinate delivery of the Canadian Cycling Association approved cycling courses (CAN-BIKE).
6. Organize events and rides intended to promote participation in utilitarian cycling.
7. Devise and carry out other fund raising projects for program support.

13.3 COMMITTEE AUTHORITY

While respecting and giving the committee room to grow, adapt, change and conduct its own business, the Board of Directors reserves the right to question and if necessary, veto any policy proposed by the REBA committee.

Major or potentially controversial policy changes must be brought before the Board of Directors before implementation. The BOD will determine when this is necessary, determining by majority vote what is major or potentially controversial.

13.4 VOTING

Each member of the committee shall have one vote. In the event of a tie, the Vice President may cast a second vote to decide the matter.

13.5 REMUNERATION OF THE EDUCATION COMMITTEE

The members of the Education committee shall be entitled to a reimbursement of approved out-of-pocket expenses incurred in the performance of their duties.

SECTION 14 — RECREATION & TOURING COMMITTEE

14.1 The Recreation and Touring Committee shall comprise of the following positions:

1. Vice President of R&T
2. Any other Bicycle Nova Scotia members wishing to serve on the committee
3. BNS President (ex officio)

14.2 COMMITTEE MANDATE

Promote the recreational use of bicycles in Nova Scotia by:

1. Responding to requests (mail, E-mail, telephone, etc.) for information on opportunities and routes for bicycle tourism and general bicycle use in Nova Scotia.
2. Organizing and supporting recreational bicycling initiatives in Nova Scotia, including but not limited to clubs, rallies, cycling for the visually impaired, cycling for people with other disabilities, etc.
3. Prepare and publish books and pamphlets to provide information on recommended routes for bicycle touring and general recreational riding in Nova Scotia and organize the distribution and sale of these to provide income for the support of the above programs.
4. Devise and carry out other fund raising projects for program support.

14.3 COMMITTEE AUTHORITY

While respecting and giving the committee room to grow, adapt, change and conduct its own business, the Board of Directors reserves the right to question and if necessary, veto any policy proposed by the Recreation and Touring Committee.

Major or potentially controversial policy changes must be brought before the Board of Directors before implementation. The BOD will determine when this is necessary, determining by majority vote what is major or potentially controversial.

14.4 VOTING

Each member of the committee shall have one vote. In the event of a tie, the Vice President may cast a second vote to decide the matter.

14.5 REMUNERATION OF THE TOURING AND TRANSPORTATION COMMITTEE

The members of the Recreation and Touring Committee shall be entitled to a reimbursement of approved out-of-pocket expenses incurred in the performance of their duties.

SECTION 15 — MOUNTAIN BIKE TRAILS—OFF-ROAD ADVOCACY COMMITTEE

15.1 The Mountain Bike Trails Committee shall comprise of the following positions:

1. Vice President of Mountain Bike Trails Committee
2. Associate Vice President
3. Secretary
4. Treasurer
5. Regional representatives from:
 - a. Fundy
 - b. South Shore
 - c. Highlands
 - d. Cape Breton
 - e. HRM
 - f. Annapolis Valley
6. Any other Bicycle Nova Scotia members wishing to serve on the committee
7. BNS President (ex officio)

15.2 COMMITTEE MANDATE

Promote, develop and maintain trail systems for mountain biking in Nova Scotia:

1. To promote and develop facilities for off-road mountain biking in Nova Scotia, including construction of new trail systems, securing access to existing trails, insuring trails, and provision of infrastructure including bridges, terrain features, parking, and signage.
2. To communicate and co-operate with other groups including, but not limited to, private landowners, all levels of government, regional MTB trail advocacy groups within Nova Scotia, and national and international MTB groups.
3. To support education of cyclists on safe and environmentally responsible off-road riding.
4. To devise and carry out other fund raising projects for program support and for development of off-road facilities.
5. To represent the interests of mountain bikers on the Nova Scotia Trails Federation, by the Vice President of the MBTC or designate.

15.3 COMMITTEE AUTHORITY

While respecting and giving the committee room to grow, adapt, change and conduct its own business, the Board of Directors reserves the right to question and if necessary, veto any policy proposed by the Mountain Bike Trails committee.

15.4 VOTING

Each member of the committee shall have one vote. In the event of a tie, the Vice President may cast the deciding vote.

- 15.5 REMUNERATION OF THE MOUNTAIN BIKE TRAILS COMMITTEE
The members of the Mountain Bike Trails committee shall be entitled to a reimbursement of approved out-of-pocket expenses incurred in the performance of their duties.

EXPENDITURES

- 15.6 Decisions regarding Committee expenditures must be approved by majority of the Committee.

SECTION 16 — BMX COMMITTEE

- 16.1 The BMX committee shall comprise of the following positions:

1. Vice President of BMX
2. Any other Bicycle Nova Scotia members wishing to serve on the committee
3. BNS President (ex officio)

- 16.2 COMMITTEE MANDATE

Promote the competitive and recreational use of BMX bicycles in Nova Scotia by working toward the construction of BMX facilities, assisting BMX clubs, and generally facilitating the growth of the sport of BMX.

- 16.3 COMMITTEE AUTHORITY

While respecting and giving the committee room to grow, adapt, change and conduct its own business, the Board of Directors reserves the right to question and if necessary, veto any policy proposed by the BMX committee.

Major or potentially controversial policy changes must be brought before the Board of Directors before implementation.

- 16.4 VOTING

Each member of the committee shall have one vote. In the event of a tie, the Vice President may cast a second vote to decide the matter.

- 16.5 REMUNERATION OF THE BMX COMMITTEE

The members of the BMX committee shall be entitled to a reimbursement of approved out-of-pocket expenses incurred in the performance of their duties.

SECTION 17 — BNS WEBSITE ADMINISTRATOR

- 17.1 RESPONSIBILITY

The responsibilities of the website administrator shall include: ensuring that the web servers, hardware and software are operating accurately; designing the website; generating and revising web pages at the request of committee members only; replying to website specific user comments; and examining traffic through the site.

17.2 REMUNERATION OF THE WEBSITE ADMINISTRATOR

The Website Administrator shall be entitled to a reimbursement of approved out-of-pocket expenses incurred in the performance of his/her duties. Additionally, the BOD may provide the Website Administrator with a yearly honorarium, as the BOD deems reasonable.