

Revised November 2023



CONSTITUTION
AND
BYLAWS
FOR THE
AVON TRAIL

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BYLAW 1: TITLE

The name of this organization shall be “The Avon Trail” as established by Letters Patent, November 25, 1976.

BYLAW 2: OBJECTIVES

- A. The objectives of the association shall be:
 - i) to stimulate interest in hiking
 - ii) to establish and maintain trails for hiking
 - iii) to encourage awareness of the natural environment
 - iv) to promote the conservation of this environment.
- B. The association shall be run without the purpose of gain for its members, and any profits or accretions of the association shall be used in promoting its objectives.

BYLAW 3: FINANCES

- A. The fiscal year shall run from November 1 to October 31.
- B. In the event of the dissolution of the association, all its remaining assets will be distributed to one or more charitable organizations whose objectives are similar to those of the association.
- C. The signing authorities will be the President, the Vice-President, the Treasurer or other person designated by the Board.

BYLAW 4: MEMBERSHIP

- A. Membership shall be open to all persons, families, and organizations who subscribe to the objectives of the association and upon payment of the membership fee.
- B. Membership fees are effective for one year. Renewals are due one year from the date the membership is taken out.
- C. Landowner Courtesy Memberships shall be extended to those who allow the trail to pass across their land for as long as the agreement is honoured.
- D. Each adult in a family membership will have one vote at Members’ Meetings and at the Annual General Meeting if present.
- E. Any Member who is found to be violating the Members’ Code of Conduct will receive a written warning regarding their behaviour from the Board. If the Member continues

to act in violation of the Code of Conduct, the membership of this person will be cancelled without refund by the Board.

BYLAW 5: GENERAL MEETING

- A. The Executive will call Members' Meetings and will give 10 to 50 days advance notice of the time, date, and location of Members' Meetings including the Annual General Meeting.
- B. A quorum of the (10) club Members shall be necessary to conduct business at a meeting. Motions shall be passed by a simple majority.
- C. The Annual General Meeting (AGM) shall be held in November at which time a new Executive will be elected, other positions named as necessary, and the annual reports of the Executive and any committees given.
- D. Any Member may request a list of Members' names with phone numbers and/or email addresses for Avon Trail related business including:
 - i) influencing how Members vote
 - ii) requesting a meeting of Members
 - iii) using it for other matters related to Avon Trail business only. The Member will make such a request by filling out and submitting a declaration form.
- E) Avon Trail will hold a Members' meeting upon the request of 10 percent or more of the membership.

BYLAW 6: BOARD OF DIRECTORS

- A. There shall be nine (9) Directors of the association as follows:
 - i) the current Executive (4)
 - ii) the immediate Past President (1)
 - iii) four (4) other association members in good standing to be appointed at the Annual General Meeting by the Nominating Committee for a two-year term. When possible, the positions shall change in alternate years.
- B. Vacancies on the Board of Directors shall be filled as needed by appointment by the remaining Board Members.
- C. The Board shall meet at least twice a year with a quorum of 51 % required to conduct business.
- D. The duties of the Directors shall be:
 - i) to advise on and direct the general policy and conduct of the association according to the association's stated objectives
 - ii) to act as resource and/or executive members of special committees as requested by the club President.

- E) Directors on the Avon Trail Board must be fully paid-up members of Avon Trail.
- F) The Board will appoint a Board Chair following the AGM for a one-year term.
- G) Any Director who is found to be violating the Directors' Code of Conduct will receive a written warning regarding their behaviour from a majority of the Board. If the Director continues to act in violation of the Code of Conduct, they will be removed from the Board by a majority of Directors at a meeting called for that purpose.

BYLAW 7: EXECUTIVE DIRECTORS

- A. The Executive Officers shall be:
 - i) President
 - ii) Vice-President
 - iii) Secretary
 - iv) Treasurer.
- B. Election of the Executive: A nominating committee, consisting of the outgoing Executive, shall publish a list of accepted nominations in the newsletter announcing the Annual General Meeting. The new Executive shall be elected and installed into office at the Annual General Meeting.
- C. The general duties of the Executive shall be:
 - i) to be members of the Board of Directors
 - ii) to form the nominating committee for incoming executive and to appoint directors or other special positions when required
 - iii) to appoint special committees when required
 - iv) to conduct the general business of the club
 - v) to compose an annual report for landowners.
- D. Specific duties of the Executive Officers shall be:
 - i) The PRESIDENT shall preside at all meeting of the Directors and club in general; co-ordinate all club activities; be a Director with Hike Ontario; give an annual report of the year's activities at the Annual General Meeting.
 - ii) The VICE-PRESIDENT shall carry out any duties designated by the President and perform all the President's duties in the absence of the President.
 - iii) The SECRETARY shall record the minutes of all general and Director meetings; handle club correspondence as requested by the President; be custodian of all papers and documents of the club.

- iv) The TREASURER shall keep full accounts of receipts and disbursements of the club; give an annual financial report; submit the CRA Director filing annually; arrange and report on a yearly audit if requested by the Executive.

BYLAW 8: OTHER POSITIONS

The Executive shall appoint club members to the following positions to assist in the club's function. An annual report by each shall be given to the Executive.

1. **Trail Maintenance Coordinator** whose purpose is to coordinate the maintenance of the trail, assign work parties for this maintenance, and to keep records of the maintenance as it is completed. This coordinator is to summarize these reports and present this report at the AGM. This report is to include such things as changes to the trail location, improvements to the trail, number of work parties, number of volunteer hours, and number of stiles, etc.
2. **Trail Captain** reports to the Board and is responsible for overseeing that the whole trail is safe, signed and blazed. This includes:
 - a. Assigning and training Trail Monitors with their section and duties as outlined in the *Avon Trail Guide for Trail Maintenance*
 - b. Overseeing all Re-routes according to the Re-Routes Protocol
 - c. Working with the Trail Maintenance Coordinator to ensure structures such as stiles, bridges and boardwalks are built and installed as needed.
3. **PR/Marketing Coordinator** will oversee a committee that develops an annual marketing plan, ensures adherence to Avon Trail style guide, communicates Avon Trail activities to local media and the community and creates an annual PR/Marketing budget in advance of annual budget deliberations. The President or his/her designate will act as spokesperson for Avon Trail. Promotion will be through social media, media news releases, print material and partnerships. The committee will arrange for speakers, lend expertise to planning of special events and promote the Trail through the sale of promotional products.
4. **Newsletter Editor** to record club activities and announcements and bylaws of hiking interest in a newsletter to be sent regularly to club members, other hiking associations and local public organizations.
5. **Hike Scheduler** to arrange hikes, outings, and general meeting programs, and to coordinate the publication of a Hike Schedule three times a year – mid-March, end of June, mid-November. To do this, the Hike Scheduler will convene a meeting of hike leaders to collaborate in the planning of the hike schedule. The publication of the Hike Schedule will synchronize with the publication of the Newsletter.
6. **Conservancy Committee Chair** to further meet with the stated objectives of the Avon Trail that we are to encourage other environmental and conservation activities, such as tree planting, workplace wellness or trail development/re routes in areas adjacent to the

Avon Trail. This Conservancy Committee can be approached by any Landowner or member of another like minded organization, with specific requests.

7. **Webmaster** whose position is to develop and maintain a web site that reflects the current events of the Avon Trail, such as listing hikes, events, and closed sections of the trail. All web material is to receive approval of the Board.
8. **Trail Map Coordinator**
 - a. Oversees and coordinates with the Trail Captain, the Landowner Relations Officer, the Cartographer, and the President, all changes to Avon Trail maps such as the GPS/KML track, the Ondago app, and the PDF file. Such changes include alterations to the route, the kilometer references, parking, and/or other annotations.
 - b. Is a member of the Trail Guide Revision committee whenever that committee functions.
9. **Landowner Relations Officer**
 - a. Represents the Avon Trail to all Landowners along the trail
 - b. Manages the relationship with all landowners:
 - i. Fields complaints, concerns, and closures,
 - ii. Answers questions re: liability, insurance,
 - iii. Highlights the benefits to, and contributions made by landowners who host the Avon Trail
 - c. Contacts new landowners
 - d. Plans new trail routes with landowners, the Trail Captain, and the Trail Map Coordinator
 - e. Cultivates good relationships with all landowners
 - f. Informs the board of issues relating to or reported by landowners.
10. **Membership Secretary**
 - a. Maintains the Avon Trail (AT) membership portal via the Avon Trail website, updates membership records, and manages the AT membership web mail. Monitors site at least bi-weekly
 - b. Works with the AT webmaster to resolve membership systems issues, e.g., access problems, website navigation problems, requests for data from website, etc.
 - c. Works with the Treasurer to maintain PayPal and complete annual reporting
 - d. Prepares quarterly membership statistics for the Board.

BYLAW 9: COMMUNICATION AND RISK MANAGEMENT

The purpose of the Avon Trail's Insurance and Risk Management Communication Plan is two-fold:

1. What information on the corporation's insurance and risk management strategy should be provided to Avon Trail stakeholders, including landowners, members, hikers, municipal bodies, sponsors, public and media;

2. How/where the information is to be provided.

A. Insurance

- i. A summary of Avon Trail's insurance coverage and hiker's Waiver of Liability will be made available to all stakeholders and will be published on the website and in the newsletter
- ii. On request, a copy of the Avon Trail's insurance coverage policy can be provided to landowners. Other stakeholders may also receive a copy on request and notification to the Board of Directors (Board)
- iii. In the case of an incident/accident, an Incident Form is to be filled out. This Form can be found on the Avon Trail website, as required by its insurance policy. Instructions on next steps should be set out on the form.
- iv. For questions, claims and liaison regarding insurance, the President and Vice-President are the primary contacts unless otherwise delegated.
- v. Questions regarding a landowner's liability on his/her land should be referred back to his/her own insurer
- vi. This communication policy will be reviewed on the renewal of the Avon Trail's insurance coverage policy. The review results will be reported to the Board.

B. Risk Mitigation Strategy

- i. Avon Trail will have in-place a Risk Management Plan which sets out the steps to be taken to reduce the risk and severity of loss or injury on the trail. The Avon Trail's Risk Management Plan will include:
 - The hikers' waiver of liability and acceptance of risk form
 - Trail building and maintenance standards, including monitoring and repairing promptly, hazards marked, trails rerouted or closed
 - Training hike leaders and trail workers
 - Accident and incident reports
 - Land use agreements with owners
 - Insurance
 - Trail audit process.
- ii. Avon Trail as a member of Hike Ontario agreed to institute risk management standards developed to reduce risk and loss. This plan had been in place since January 2012 upon receiving approval from Hike Ontario.

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- iii. *The Guide for Avon Trail Workers* is the manual for all Avon Trail volunteers and will be available on the website.
- iv. The Risk Management Plan will be posted on the website.
- v. The Occupiers' Liability Act, RSO 1990, sub 4 (3) & (4) notes that persons entering on 'recreational trails' for recreational purposes and without paying a fee are deemed to have willingly taken a risk and are subject to a reduced duty set out in sub 4(1).
- vi. However, sub 3 (1) notes that "the occupier owes a duty to the person not to create a danger with the deliberate intent to cause harm or damage and to not act with reckless regard."

BYLAW 10: CONSTITUTIONAL AMENDMENTS

Amendments to this constitution shall be made, once they have been circulated to club members, by a simple majority vote at the Annual General Meeting. Members will be notified of any proposed changes at least 30 days in advance of the AGM, either electronically (email, website) or at a members' meeting.

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President: Bruce Graham
Vice-President: Tracy Halliwell