

# VTTA CONSTITUTION

## 1.0 NAME:

The association shall be known as Viking Trail Tourism Association or "VTTA" for short.

## 2.0 BOUNDARY:

The boundary of the Association will include the town of DEER LAKE to communities north on the Viking Trail Highway including all routes serviced by route 430, and the Labrador Straits from L'ANSE AU CLAIR to BATTLE HARBOUR.

## 3.0 AIM & OBJECTIVE:

To work in the spirit of cooperation and harmony to establish the tourism potential of the Viking Trail by engaging communities in common educational, social and economic goals. Our efforts will be based on the following principles:

- to mobilize community leadership and build on a stronger sense of self-reliance in the region;
- to develop a strong and prosperous private sector;
- to meaningfully engage the community in future planning and problem solving with government agencies operating in a resource capacity;
- to facilitate the community building process through partnerships and collaborations of choice;
- to build a region which has a skilled workforce engaged in activity that is meaningful, locally-based, and sustainable;
- to build a world class "heritage tourism" destination on the Great Northern Peninsula and the Labrador Straits, of international caliber in both visitor experience and service delivery;
- to put in place all steps toward sustainable tourism development so we may enjoy long-term prosperity and environmental protection for this region.

These principles will guide long-term economic growth and development through cooperative community planning which enables the people of the Northern Peninsula and the Labrador Straits to take the responsibility for their futures. The VTTA is committed to developing a tourism industry of the highest possible quality and to working together to build upon the strengths of the region to provide a more holistic, collaborative, and strategic perspective in the solution of community issues.

## 4.0 MEMBERSHIP:

There shall be one category of membership in VTTA.

4.1. Full Membership Category - these are voting members of the association who are actively involved as stakeholders in the hospitality industry - hotels, restaurants, tour operators, C.E.D Groups, municipalities, outfitters, transportation operators, etc.

Each member shall have one vote and be allowed to vote at all meetings, provided the annual fee is paid for the previous year. More than one person from a member group may attend meetings, however, only one vote per membership will be allowed regardless of how many departments may be part of that organization.

4.2. Organizations applying for membership shall do so through a VTTA application to the administrative office. The Executive Board may decline to accept an applicant as a member of the Association without assigning or being required to assign any reason for such refusal. The execution to membership shall be made by a ballot of the members of the Executive Board.

#### 5.0 MEMBERSHIP FEES:

Membership fees shall be established at the Annual General Meeting.

#### 6.0 RIGHTS OF MEMBERS:

6.1 All members shall be allowed to attend meetings, be advised of things affecting the tourism industry, may participate in any marketing effort of the Association and receive minutes of meetings in attendance.

#### 7.0 OBLIGATIONS OF MEMBERS:

Each member shall pay a membership fee annually as determined at the Annual Meeting. The fee is due and payable on or before the fiscal year end. If full fee is not paid by the fiscal year end a notice advising the member of same shall be sent out immediately after the Annual Meeting.

#### 8.0 WITHDRAWAL AND EXPULSION OF MEMBERS:

Any members may withdraw from the association at any time by notice in writing to the secretary.

Any member who fails to pay Annual Fee as outlined in Article 7.0

Any member whose conduct is considered detrimental to the Association and/or the quality of services provided is not meeting the basic standards set out by the Association. This should be done by a majority vote of the Executive Board.

#### 9.0 STRUCTURE:

All Board members of the Board of Directors must be members in good standing.

9.1. The Board will be comprised of eleven sector groups from the VTTA membership and the President and Past-President.

9.2. The sector groups shall consist of the following classifications;

- lounge/bar operations
- outfitter/tour operator
- private parks/attractions
- hotel/motel/cottages
- hospitality homes/b&bs
- restaurant/food service/take-out
- small business/retail operation/consultant

transportation  
community economic development organization  
supplier/corporate  
municipalities

9.3. General membership elects the President of the Board of Directors at the Annual General Meeting (AGM) each year.

9.4. Upon application to the VTTA for membership each potential member organization shall self-determine its sector group classification.

9.5. The Board, once established, shall elect from the Board of Directors an Executive Committee consisting of a Vice-President, Secretary, and Treasurer to serve with the President and Past President.

9.6. Each sector group elects, prior to each Annual Meeting, a sector representative to the Board of Directors from that sector.

9.7. Each sector representative is the chairperson of a standing committee representing that sector of the membership. A maximum of five members will comprise the sector's standing committee.

9.8. Each sector representative, in conjunction with the sector's standing committee, is responsible for: bringing forth resolutions to the Board of directors on issues and concerns for that sector;  
membership recruitment; and communication to other members of that sector.

9.9. Sub-committees required to deal with issues outside of the mandate of the sector standing committees will be established by the Board of Directors. The sub-committee's mandate will be determined by the Board of Directors.

9.10. The Board of Directors will invite from time to time ex-officio members from various Provincial/Federal Government departments/agencies to participate with sub-committees and each sector's standing committee and provide advice to the Board of Directors and general membership as required.

9.11. Established Working Groups of the VTTA will incorporate residents of the community at large with general membership to provide directions on industry development through prioritized development plans. Chairpersons of each Working Group will meet as required and provide written reports and minutes of each meeting to the VTTA President for dissemination to the Board of Directors.

9.12. Meetings of the VTTA will include: Board of Directors: twelve member board will meet in the Spring, Fall and before the general membership at the Annual General Meeting to resolve sector resolutions and review sub-committee and working group reports.

- sectoral meetings: each sector group will meet for a minimum of twice each year plus the AGM for a total of three times a year.
- sub-committees: will meet as required and provide written reports/minutes to the President for dissemination to the Board of Directors.
- working groups: will meet as required and provide written reports/minutes to the VTTA President for dissemination to the Board of Directors.
- all members shall be given fifteen days notice naming the time and place of assembly.
- special meetings may be called at the request of 10 voting members to the Executive of the Board of Directors. All members shall be given 5 days notice naming the time and place of assembly.
- At the Executive Board meeting, an attendance equal to one half plus one of the total membership for such meeting shall be a quorum, and, unless otherwise specifically provided, a majority of members present shall be competent to do and perform all acts which are or shall be directed to be done at any such meeting.
- At the Spring, Fall and Annual General meeting, and all other meetings, an attendance equal to one quarter plus one of the total membership for such meeting shall be a quorum, and, unless otherwise specifically provided, a majority of members present shall be competent to do and perform all acts which are or shall be directed to be done at any such meeting.

#### 10.0 DUTIES OF THE EXECUTIVE BOARD

10.1. President shall be the chief executive of the board for a period of one year, attend meetings, have a chairperson or act as chairperson themselves at meetings, responsible to guide and direct the hired staff of the Association with the approval of the Executive Board. Ensure that all officers are fulfilling the roles and responsibilities of their position.

10.2. Vice-President shall be instructed to act as president in the absence of the president.

10.3. Secretary shall be responsible to maintain records of minutes of all Executive, Board, and General meetings, to report at all subsequent meetings. To keep accurate listing of members and to advise members and Board of Directors of all Association meetings.

10.4. Treasurer shall be responsible for all monies of the VTTA. To keep a record of all money, responsible for seeing that all receipts and statements are sent to members.

#### 11.0 DISPOSAL OF FUNDS:

The Executive Board, only by resolution, may borrow funds for expenditures.

#### 12.0 DISPOSAL OF FUNDS:

All money received by or on behalf of the Association shall be deposited in the Association's bank account.

#### 13.0 TREASURERS REPORT:

At every General Meeting a current balance sheet and income statement shall be presented by the Treasurer.

#### 14.0 FISCAL YEAR:

The fiscal year of the Association shall end January 31 of each year.

#### 15.0 PROCEDURE:

Parliamentary procedures shall be followed at all General, Executive, Sectoral and Sub-Committee Meetings.

#### 17.0 AMENDMENTS:

The constitution may be amended at the Annual Meeting by a 75 per cent majority of voting membership present. Provided notice of amendment is given with notice of Annual Meeting.

#### 18.0 BY-LAWS

18.1 The Viking Trail Tourism Association, at the discretion of the Executive shall have the power to affiliate with Hospitality Newfoundland and Labrador and any other organization in which membership may be in the interests of the Viking Trail Tourism Association.