

Proposed By-laws relating generally to the management of

The Belleville Paddling club

Dated December 8, 2004

Amended January 12, 2005

Amended September 11, 2017

1.0 Name

1.1 The name of the corporation shall be The Belleville Paddling Club, hereafter referred to as “the Club”

2.0 Head Office

2.1 The Club’s head office shall be located in premises in the vicinity of Belleville Ontario as determined from time to time by resolution of the Executive

3.0 Controlling Body

3.1 The Club shall be controlled and managed by an Executive.

4.0 Incorporation

4.1 The club shall be incorporated under the laws of the Province of Ontario

4.2 The Club shall be a non-profit organization under the laws of Ontario, as per the ministry of consumer and Commercial Relations (or its successor’s) guidelines

5.0 Objectives

5.1 The objectives for which the corporation is incorporated are:

5.2 The establishment and maintenance of an athletic organization or the purposes of:

5.3 Developing and fostering involvement in watersports including but not limited to dragon boating, kayaking and canoeing;

5.4 Promoting, arranging and providing training and coaching resources;

5.5 Organizing and participating in various regattas, training camps and other competitions; and

5.6 Other complementary purposes not inconsistent with these objectives

6.0 Membership

6.1 The members of the Club shall consist of such individuals who pay the annual membership fee as well as such individuals who are given membership standing by the Executive

6.2 An applicant for membership shall approve of the objectives of the Club

7.0 Membership Meetings

7.1 An annual general meeting shall be held each year at such place within the area, on such day and at such time as the Executive may determine.

7.2 The following business shall be conducted at the annual general meeting:

1. The election of the Executive as set out more fully below;
2. The presentation of an annual report by the Commodores(s) of the Club or her/his/their nominee;
3. The presentation of a financial report by the Treasurer or her/his nominee;
4. The transaction of such business as may properly be brought before the meeting or is required by law.

7.3 A written notice shall be sent to members at the address last known to the Club by ordinary mail, by email or by personal delivery at least fourteen calendar days prior to the annual general meeting.

7.4 Any member is entitled to vote on any question at the annual general meeting. Members shall be entitled to one vote on each question arising at such meeting. There shall be no voting by proxy. Tie votes shall fail

7.5 All membership meetings shall be open for the general public to attend, for the purpose of observation, but non-members shall have neither voice nor vote at such meetings.

7.6 A general membership meeting shall be held at the call of the Executive

8.0 Election of the board of Directors

8.1 Nominations for the Executive shall be made at the annual general meeting and an individual may nominate her/himself. A nominee shall signify her/his willingness to run for election. If the nominee is not present at the meeting, such consent shall be given in writing.

8.2 Members shall vote by ballot when electing members to the Executive if there are more candidates than Executive positions to be filled. Otherwise, the election shall be by acclamation. The names of the candidates shall be written on a piece of paper, placed into a container, mixed up and then withdrawn one at a time from the container. The names shall be placed on the slate in the order in which they are withdrawn from the container.

8.3 The membership committee shall endeavor to nominate each year a Executive reflecting a mix of the various paddling teams.

9.0 The Executive

9.1 The Executive shall be composed of the elected positions of:

Commodore
Vice Commodore
Secretary
Treasurer
Director of Publicity/Webmaster
Director of Membership/Registrar
Director of Equipment and Facilities
Director of Social Activities
Past Commodore (by succession)
Directors- at- Large as deemed necessary by the Executive

9.2 The Head Coach and the Assistant Coach shall be appointed by the elected Executive. Coaching staff may be remunerated for their services to the Club

9.3 The term of office for the Executive members shall be one year.

9.4 The newly-elected Executive members shall assume their duties at the first Executive meeting following the Annual General Meeting.

9.5 An Executive member shall be eligible for re-election.

9.6 Only a Club member, over the age of 18, shall be eligible to stand for election.

9.7 If a member of the Executive misses three consecutive meetings of the Executive without prior notification, s/he will be considered to have resigned by default.

9.8 An Executive member may be removed from office with cause by two-thirds majority of the Executive members present. Prior notice of the intention to do so must be given seven clear days in advance of the meeting in writing to the Executive member concerned, as well as to all other Executive members.

9.9 The Executive may fill vacancies which occur in the Executive between annual general meetings by majority vote of those members of the Executive present at an Executive meeting. Notice of the intention to choose an interim Executive shall be given in writing at least seven calendar days before such meeting to all members of the Executive. Such Executive appointees shall remain as Executive members, subject to resignation, deemed resignation, or removal from office, until the next annual meeting.

10.0 Executive Meetings

10.1 The Executive shall hold its regular meetings at such place or places as it may from time to time determine. Executive members shall be notified of each regular meeting at least seven days prior to the meeting, either in person, by telephone, or in writing.

10.2 A quorum for the transaction of business at a meeting of the Executive shall consist of a simple majority of sitting Executive members.

10.3 Decisions of the Executive shall be in the form of a consensus if at all possible. If not, decision of the Executive shall be in the form of a motion, duly seconded, and voted upon. Questions arising at any meeting of the Executive shall be decided by a majority vote. The vote shall be by show of hands. The vote shall be recorded if requested by an Executive member present. All executive members may vote on any question, unless there is a declared conflict of interest. A tie vote will fail.

10.4 At the request of at least one-quarter of the members of the Executive, the Commodore shall call a special Executive meeting. The request shall specify the purpose of the meeting. Three days' notice specifying the purpose of the meeting shall be given to the Executive members and may be delivered in person, by telephone, or in writing. If all members of the Executive consent, the three day notice requirement may be abridged.

11.0 Executive Positions

11.1 The Commodore shall, when present and able, preside at all meetings of the Executive and at all members' meetings. The Commodore(s) shall also be charged with the general management and supervision of the affairs and operations of the Club. S/he/they, together with the Head Coach, and with input from the various Executive members, shall set the agenda for the meetings of the Executive and for membership meetings. The Commodore shall be spokesperson for the Club and may assume such other duties and powers as the Executive may from time to time confer upon her/him/them.

11.2 All documents shall be signed on behalf of the Club by either:

- (a) the Commodore plus one of the Secretary or the Treasurer; or
- (b) any two Executive members appointed by the Executive from time to time for this purpose.

11.3 In the absence of the Commodore, or at the request of the Commodore from time to time all such duties and powers shall be exercised by the Vice-Commodore. In the event that the Vice-Commodore is unavailable or incapable of fulfilling such duties and powers, then the commodore(s) may delegate such duties and powers to her/his/their nominee among the other members of the Executive.

11.4 The Secretary shall be clerk of the Executive. S/he shall record or cause to be recorded all facts and minutes of all meetings in the books kept for that purpose and, further, shall send, or cause to be sent, by ordinary mail, a copy of the minutes to the Executive members seven days prior to the next Executive Meeting where this is possible and, in any event, no later than three days prior to such meeting. S/he shall give all notices required to be given to members of the Executive. S/he shall be responsible for the custody of all books, papers, records, correspondence, contracts and other

documents belonging to the Executive, and s/he shall perform such other duties as may from time to time be determined by the Executive.

11.5 The treasurer shall ensure that all necessary financial books and records are kept. S/he shall prepare a monthly financial statement and present it to the Executive at each meeting of the Executive. S/he shall ensure that all financial reports required by the Club are prepared. All cheques must be signed by any two of the Treasurer, the Commodore and one other designated person.

11.6 The Director of Equipment and Facilities will have the following responsibilities:

- Maintain up-to-date inventory of equipment
- Liaise with City regarding lease of docks
- Plan and organize maintenance of equipment
- Submit recommendations to Executive for capital budget
- Organize and coordinate lift-in and lift-out of boats
- Research winter storage options

11.7 A Director shall be Chair of the dragon boat programs.

11.8 Directors-at-large shall be given duties as deemed necessary by the Executive.

12.0 Executive Liabilities

12.1 Executive members are to serve without remuneration except that out-of-pocket expenses may be reimbursed at the discretion of the Executive.

12.2 All Executive members of the Club and their heirs, executors and administrators and estate and effects, respectively, shall be indemnified and saved harmless by the Club from and against:

(a) Any liability and all costs, charges and expenses that they sustain or incur in respect of any action, suit or proceeding that is proposed or commenced against them for or in respect of anything done or permitted by them in respect of the execution of their duties or their office, and

(b) All other costs, charges and expenses that they sustain or incur in respect of the Club, except such costs, charges or expenses as are occasioned by their own fraud or dishonesty.

13.0 Fiscal Year

13.1 The fiscal year of the Club will terminate on the 31st day of August each year.

14.0 Rules of Order

14.1 Roberts' Rules of Order shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with the By-laws of the Club.

15.0 Amendments

15.1 The Executive shall have the power to add to, delete or amend this by-law as it deems fit. Such amendments are effective until the next annual general meeting, at which time they must be presented to the membership in writing. The membership will then vote to reject or confirm the amendments. Confirmation of the amendments will require a two-thirds majority vote by the members in attendance.

16.0 Dissolution

16.1 Upon dissolution of the Club and after the payment of all debts and liabilities, its remaining property shall be distributed or disposed of to charitable organizations which carry on their work solely in Ontario.

17.0 Effect of Non-compliance

17.1 The failure to comply with any procedure set out in these By-laws does not invalidate any action taken by the Executive or Members of the Club, provided only that the intent of these By-laws is maintained

This by-law was passed by the Executive of the Club on _____.

Ratified by the General Membership of the Club on _____.

Commodore

Vice Commodore