



SOUTH NIAGARA CANOE CLUB

CONSTITUTION
Adopted at Founding Meeting July , 2008

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SOUTH NIAGARA CANOE CLUB

CONSTITUTION

1.0 NAME

1.1 The name of this Club shall be "South Niagara Canoe Club".

2.0 OBJECTS

3.1 The objects of the Club are:

- a) to establish, operate and maintain a canoe club and to primarily promote among its members the sport of sprint flatwater canoe and kayak racing;
- b) to promote the sport of canoeing, kayaking, and water safety within the community,
- c) to establish the Club as a preferred site for international, national and provincial level competition;
- d) to establish the Club as a training centre;
- e) to establish and maintain working partnerships with the City of Welland, the Welland Recreation Canal Corporation and any other organization(s) that can add to the Club's core values and community service.

3.0 DEFINITION OF TERMS

3.1 "CCA" means the Canadian Canoe Association.

3.2 "CKC" means CanoeKayak Canada.

3.3 "WOD" means Western Ontario Division of the CKC.

3.4 "OCSRA" means Ontario Canoe Sprint Racing Affiliation of Canoe Ontario.

3.5 "Club" means South Niagara Canoe Club.

3.6 "Board" means the directors of this Club, the Immediate Past Commodore, and the Paddlers' Representative.

3.7 "Director" refers to the nine to eleven people who constitute the Board not including the Immediate Past Commodore and the Paddlers' Representative. The Directors are elected at the Annual General Meeting and after such election shall decide among themselves who will serve in one of the following capacities: Commodore, Secretary, Treasurer, Registrar, Director of Special Events and Volunteers, Director of Marketing, Director of Property, Safety and Equipment, Director of Coaching, and up to two additional directors with responsibility as the board sees fit.

3.8 "Paddlers' Representative" refers to the Paddler elected by the Paddlers at the Annual General Meeting and shall be entitled to sit at board meetings.



3.9 "Member" is any person who has been accepted for membership by the Board and who has paid the required fee.

3.10 "Member in good standing" is any Member against who there are no disciplinary actions and whose membership has not been revoked.

3.11 "Paddlers" are Members actively involved in the Club paddling programs. The requirements and age limits for the categories will be determined and established by the Board with regard to CKC regulations.

4.0 MEMBERSHIP

4.1 Paddler Membership shall be determined by the Board.

4.2 Associate Members shall be a director of the Club or any non-paddling member who has paid the required fee. Directors of the Club who are not paddling or life members shall be an associate member whose membership fee may be waived by the Board.

4.3 Life Members. From time to time, the Club may honour certain persons with a lifetime membership in the Club. A Life Member shall retain all Club privileges.

4.4 Honourary Members. From time to time, the Club may wish to bestow honorary membership to persons who are deemed worthy. An honorary membership does not carry the privilege of vote.

5.0 PRIVILEGES

5.1 Access to Facilities. All Members shall have access to the facilities of the Club, subject to the requirements of the Board.

5.2 Suspensions. Any Director of the Board or assigned coaching staff shall have the authority to impose a temporary suspension of forty-eight (48) hours on any Member guilty of infringement of Club rules and regulations. The Board and the assigned coaching staff, including the person who made the suspension, will meet within the 48-hour limit to decide whether any further action, including revocation of membership, is necessary. The suspended Member has the right to attend the meeting.

5.3 Revocation. For just cause, the Board shall have the right to revoke the membership of, or to refuse admittance to membership, any individual where the Board has determined that the person is detrimental to the interests of the Club, or to any of its members, policies, or objects.

5.4 Vote. All Members in good standing, 16 years of age and over, and including Life Members and Associate Members are eligible to vote with the exception of Honourary Members.

5.5 A parent or guardian shall be entitled to vote on behalf of each Member child under the age of 16.



6.0 PROXY

6.1 Any Member in good standing may carry a maximum of one proxy vote at the Annual General Meeting or a General Meeting.

7.0 FEES

7.1 Membership. The fee for all classes of membership shall be determined from time to time by the Board and shall be payable in accordance with the Club's specified schedule.

7.2 Payment. The Board reserves the right to defer or waive payment of any membership fee. Such requests must be presented in writing at a regular board meeting.

8.0 BOARD

8.1 Control and Management. The control and management of the affairs of the Club shall be vested in the Board save and except where limited by this Constitution or its amendments thereto and shall do so without remuneration.

8.2 The Club shall conduct its affairs in a manner that is consistent with covering its operating expenses and in accordance with the performance objectives set out in the Annual Business Plan. Any profits or other income to the Club shall be used in promoting its objects.

8.3 The Club shall conduct its affairs in a manner that is consistent with covering its operating expenses without a longer-term view to profit. Any profits or other income to the Club shall be used in promoting its objects.

8.4 The Head Coach shall attend Board meetings when requested to do so in an ex officio (non-voting) capacity.

8.5 Quorum. Fifty per cent of the Board shall constitute a quorum.

8.6 Absenteeism. Any Member of the Board who shall be absent from three (3) consecutive Board meetings without just cause shall relinquish his office.

8.7 Appointments. The Board is authorized to fill any vacancies which may occur in its ranks as long as a quorum exists. If a quorum does not exist, a General Meeting must be called within three weeks of such vacancy.

8.8 Term of Office. The Board shall hold office for one year following its election.

8.9 Ex Officio Members. The Board may from time to time appoint ex officio (non voting) Members to the Board.

9.0 DUTIES OF THE DIRECTORS

9.1 The Commodore is the Chief Executive Officer of the Club. He/She or designate shall preside at all meetings of the Club and of the Board and shall be a Member of all committees. He/She or designate shall also represent the Club at WOD meetings, and be responsible for



external communication which includes liaison with the City of Welland, the Welland Recreation Canal Corporation and any other external organization, group or associations.

9.2 The Secretary shall keep a true record of all meetings of the Club and of the Board and distribute Minutes of each meeting to all Members of the Board, keep a correct roll of Club Members, and conduct all correspondence and internal communication under the direction of the Commodore and/or the Board.

9.3 The Treasurer shall receive all monies or securities due to the Club, manage and keep proper records of all revenues and expenses so received and deposit them in an insured Depositing Institute approved by the Board, produce monthly financial statements and co-ordinate year-end audit, assist other Directors as required with budget preparations, and prepare a report for the Annual General Meeting. All cheques must be signed by any two of the Treasurer, the Commodore and one other Board designated person. None of the signing officers may be related one to the other.

9.4 The Registrar shall be responsible for the registration of all members and the collection and recording of the appropriate fees and member's status for all registered Members in the Club and shall forward an electronic copy of the same to the Secretary following the National Championships in each year, and further shall deliver the appropriate lists as required by the appropriate governing bodies.

9.5 The Director of Special Events shall be responsible for coordinating all activity associated with the planning, organization, and management of all Club events, and ensure appropriate volunteer help is present and directed wherever Club volunteers are required.

9.6 Director of Marketing shall be responsible for raising the Club's profile in the community and ensuring news media is notified of Club activity including regatta results.

9.7 Director of Property, Equipment and Safety shall liaise with the City of Welland and the Welland Recreation Canal Corporation to ensure the proper maintenance of all facilities and grounds, be responsible for the maintenance of the race course and related support functions, co-ordinate boat transportation to regattas, team trials, training camps and other events as appropriate, ensure that the Club has adequate equipment and inventory in good order to meet operational requirements for all programs, and act as Chief Safety Officer for the Club.

9.8 The Immediate Past Commodore is the immediate retiring Commodore.

9.9 The Board may delegate to any of its members the organization and supervision of specific duties.

9.10 Notwithstanding the foregoing, each Director shall prepare a budget for his/her portfolio in consultation with other Members of the Board as deemed appropriate and submit same for approval by the Board. Any expenditure beyond this budget must be approved by the Board.

10.0 MEETINGS OF THE BOARD

10.1 First Meeting of the Board shall be held immediately following the annual general meeting of the Club.



10.2 Monthly Meetings. The Board shall meet not less than once a month, on dates to be established each year by the current Board.

10.3 Special Meetings. The Secretary shall call a Board meeting at the discretion of the Commodore or on a requisition to the Secretary signed by not less than four (4) Members. In all such cases, the matters to be dealt with must be specifically stated by such requisitioning Members and it shall be the Secretary's duty to advise all Board Members (by mail, email or telephone) accordingly.

10.4 Vote. The Commodore may only vote to resolve a tie vote. The Past Commodore has no vote. A secret ballot may be requested at any time. There is no proxy voting.

11.0 ANNUAL GENERAL MEETING

11.1 Date. The Annual General Meeting must be held after the national championships of CKC and not later than the end of October. The Secretary must give three (3) weeks notice to all active and voting Members by mail, email or telephone and by website posting and by posting a notice on the Club bulletin board.

11.2 Quorum. A quorum shall constitute 25% of the voting Members in person or by proxy. In the event of there being no quorum, the meeting will be re-scheduled within 30 days at which time 20% of the voting Members in person or by proxy will constitute a quorum with due notice by telephone to each voting Member.

12.0 GENERAL MEETING

12.1 Requirements. The Secretary shall call a General Meeting at any time at the discretion of the Commodore or on requisition to the Secretary signed by not less than ten active Members. Ten days notice must be given. In all such cases, it is the duty of the Secretary to advise all active Members of the matters to be dealt with either by mail, email or telephone and by website posting and by posting a notice on the Club bulletin board.

12.2 Quorum. A quorum shall constitute 25% of the voting Members in person or by proxy.

13.0 NOMINATIONS AND ELECTIONS

13.1 Minimum Age. All Members 16 years of age and over may nominate and vote for Directors of the Board.

13.2 Members under the age of 16 years may be represented by a parent or guardian.

13.3 Nominating Committee. A Nominating Committee shall be appointed by the Board at its September meeting and consist of the Immediate Past Commodore as Chair and at least three Members. The Secretary shall deliver the slate of candidates for Directors as presented by the Nominating Committee at least three (3) weeks prior to the Annual General Meeting to all active and voting Members by mail, email or telephone and by website posting and by posting a notice on the Club bulletin board.



13.4 Nominations. Nominations for Directors may be accepted from Members prior to the Annual General Meeting by the Secretary. Any such nomination shall be in writing, signed by two members and the Member being nominated to indicate acceptance. Nominations received prior to the Annual General Meeting shall be opened at it, but may be opened prior to it by the Secretary in the presence of at least the Chairperson of the Nominating Committee and two Members of the Nominating Committee and shall be posted on the Club bulletin board. Nominations for Director shall be accepted from the floor at the Annual General Meeting if duly moved and seconded and if the person nominated indicates acceptance.

13.5 If prior to the Annual General Meeting it is found that insufficient nominations have been received for Director, the Secretary shall post a notice to voting Members by mail, email or telephone and by website posting and by posting a notice on the Club bulletin board requesting further nominations.

13.6 If in the event that there are nominations in excess of the number of Directors to be elected, voting will be by ballot and the nominee receiving the greatest number of votes will be considered elected. In the case of a tie vote, the membership will vote again on those tied.

14.0 COACHING POSITIONS

14.1 Applications for the position of Head Coach may be received at any time. Appointment of the Head Coach will be made by the Board.

14.2 Additional coaching requirements will receive the approval of the Board as required.

15.0 FISCAL YEAR

16.1 The fiscal year shall end on September 30th in each year.

16.0 AUDITORS

17.1 The Auditors shall be appointed by the Members at the Annual General Meeting to inspect the books and accounts of the Club at the end of each fiscal year. A report shall be forwarded to the Members at the Annual General Meeting.

17.0 REQUISITIONS AND SUPPLIES

18.1 All requisitions and payments for supplies, equipment, repairs, boats, stationery, etc., for use of the Club must be approved by the Director responsible as long as these purchases fall within the Board approved budget for that portfolio.

18.0 TERMINATION

19.1 Upon termination of the Club, any assets belonging to the City of Welland or the Welland Recreational Canal Corporation will be returned to the appropriate party. Any moneys accrued in the Club's accounts will be distributed to a suitable charity or charities. The balance of assets will be delivered to WOD to be held in trust for a period of five years pending creation of another Club in association with the City of Welland or the Welland Recreational Canal Corporation.



19.0 AMENDMENTS AND REPEALS

20.1 This Constitution may be amended or repealed only at the Annual General Meeting or a General Meeting provided:

- a) that more than 20 voting members in person or by proxy, or 25% of voting membership, whichever is the lesser, of the total voting Members is present at that meeting
 - b) that there is an affirmative vote of not less than two-thirds of those present at the meeting.
 - c) that a requisition for such proposed amendment or repeal be signed by at least ten voting Members of the Club and be given to the Secretary at least three weeks before any such meeting. The Secretary shall immediately notify all voting Members of such proposed amendment or repeal by mail or telephone and by posting on the Club bulletin board.
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