



## CONSTITUTION OF THE RICHMOND HILL CANOE CLUB

Article 1 – The name of the corporation shall be "Richmond Hill Canoe Club", hereafter called the Club.

Article 2 –

- a) The Club shall be a member of the Canadian Canoe Association (CCA).
- b) The Club is located in the Western Ontario Division (WOD) of the CCA.

Article 3 – The emblem of the club in the CCA shall be oval, with name of club containing crossed canoe and kayak paddles.

Article 4 – The purpose of the club shall be to provide canoe and kayak training of flatwater sprint racing and water safety, including use of watercraft.

Article 5 – The By-laws, appended to this Constitution, shall describe the organization and functions of the Club and the means by which members of the Club elect a Board of Directors and control the property and activity of the Club.



## BY-LAWS OF THE RICHMOND HILL CANOE CLUB

### By-law 1

Paddling members are youth, juniors, seniors and adult masters 25 years of age and over who take to the water in a boat designed for development of technique or for racing in sprint canoe/kayak/war canoe and are registered as members of the Richmond Hill Canoe Club with the WOD and CCA.

Paddling members also include masters not registered with the WOD and CCA, and previous paddling members between the ages of 18 and 25.

### By-law 2

Persons who participate in the life of the club, in its operations, competitions, regattas and other events in roles including, but not limited to, official, boat driver, food service, boat and athlete transportation are affiliates, friends or supporters. Persons who participate in paddling programs associated with community outreach activities (including but not limited to: school war canoe challenge, heritage war canoe challenge, canoe kids, special outings) are affiliates, friends or supporters.

### By-law 3

Parents and guardians of paddling members are special members. The Board may grant individuals lifetime member status, and such members will then be special members.

### By-law 4.0

Membership privileges, termination of membership, fee schedules and rules shall be determined as required by the Board of Directors or at General Meetings.

#### By-law 4.0.1

During the course of a year, paddling and special members shall present concerns regarding "the membership privileges, termination of membership, fee schedules and rules as set forth by the Board of Directors or in the Constitution" in written form addressed to the Board of Directors.



### By-law 4.1.0

Members in good standing shall have (a) access to appropriate programs, (b) use of club equipment, (c) supervision provided by the club and (d) coaching provided by the club for programs for which they are registered and have paid the required fee.

### By-law 4.1.1

These services shall be applicable only for time periods approved by the Board for the program for which the member is registered.

### By-law 4.2.0

Rules, policies and guidelines governing Safety, Code of Conduct, Team Boats and Disciplinary Procedures in effect for the season shall be distributed with the membership form.

### By-law 4.2.1

The Code of Conduct shall include a list of actions which shall lead to suspension or termination of membership privileges. This list, termed "conduct injurious to the club" shall include actions against the physical or mental wellbeing of members as well as against the reputation of the club.

### By-law 4.2.2

Before acceptance into a program, each member shall sign a form, which will be returned to the club, indicating that he/she has received a copy of the rules, policies and guidelines and that he/she has read and understands the rules, policies and guidelines.

### By-law 4.3.0

The club shall have a posted Disciplinary Procedure to show how infractions to the posted Rules, Policies and Guidelines of the club will be handled.

### By-law 4.3.1

The Disciplinary Procedure shall include

- (1) a verbal warning, with a written record kept of the verbal warning
- (2) a written warning
- (3) an invitation to a documented interview with the Board; in the event that the invitation is declined, a documented meeting and action by the Board
- (4) a suspension of membership privileges for a given time



(5) a termination of membership privileges.

Steps 4 and 5 will include 15 days written notice to the member after which the Board may pass a resolution authorizing disciplinary action, and the member is entitled to make a written submission opposing the disciplinary action, not less than 5 days before the end of the 15 day period.

#### By-law 4.3.2

The initial disciplinary action taken shall depend on the nature of the infraction.

#### By-law 4.3.3

Disciplinary action shall be taken only by the coaching staff, or the Board of Directors. Members, observing an action which they believe requires discipline, shall report it to one of the coaching staff or Directors.

#### By-law 4.4

A member with paddling privileges may have his/her membership suspended and/or terminated for the neglect of safety standards of the Richmond Hill Canoe Club.

#### By-law 4.4.1

An infraction involving the refusal to comply with safety regulations shall mean an immediate suspension of paddling privileges for a length of time determined by the Head Coach and the Commodore or designate. A member and/or his/her parent may appeal this suspension by requesting a meeting of the Board.

#### By-law 4.5

A paddling member or special member shall have his/her membership suspended and/or terminated for conduct injurious to the club, as defined in the Code of Conduct.

#### By-law 4.6

A special member who has had his/her membership terminated but continues conduct injurious to the club, as defined in the Code of Conduct, shall have the membership of his/her children suspended.



### By-law 5.0

The control and management of the club shall be vested in the Board of Directors, which shall be comprised of a maximum of nine (9) voting members elected for a 3-year term from paddling members 18 years of age or older and special members, and two (2) athlete representatives selected by their peers.

The Directors of the Club shall be elected in rotation and upon expiration of their respective terms of office, shall retire, but shall be eligible for re-election. At the AGM of the RHCC to be held in November, 2014, 3 Directors shall be elected to hold office for a 1-year term, 3 Directors shall be elected to hold office for a 2-year term, and 3 Directors shall be elected to hold office for a 3-year term. At each AGM thereafter a number of Directors equal to the number of directors retiring that year shall be elected for a 3-year term.

### By-law 5.0.1

The Athlete board representation will be non-voting and absent during discussions related to the employment, conduct, or performance of all of the coaches hired by the club.

### By-law 5.0.2

The BOD must be made aware of any athlete who has applied to a High Performance Athlete program in a high school for credits. Once the athlete is accepted into the program, the Board must be supplied with a copy of all documentation between the athlete and the school.

### By-law 5.1

The Board shall delegate decisions on specific matters to the Head Coach. The delegation of authority to the Head Coach must be noted in the minutes of Board meetings.

### By-law 5.1.1

Decisions regarding regatta entries and the crews for team boats shall be made by the Head Coach, with input from the coaching staff, according to guidelines provided by the Board.

### By-law 5.2

At the first Board meeting following the AGM, the Board shall appoint a Commodore, a Treasurer, a Secretary and a Registrar. The Commodore shall be President and Chair of the Board. The Board may also appoint a Co-Commodore or Vice-Commodore.



### By-law 5.2.1

Five days in advance of each board meeting, the Commodore shall provide to all board members an agenda of business to be covered. The Commodore, or appointed designate, shall chair board meetings. Directors may participate by telephonic or electronic means.

### By-law 5.2.2

The Treasurer shall supervise all financial matters, keep an accurate record of all monies received and disbursed and prepare financial reports for Board meetings, the Annual General Meeting and General Meetings.

### By-law 5.2.3

The Secretary shall record and distribute minutes of all Board meetings and maintain a file of all Club correspondence.

### By-law 5.2.4

The Registrar shall maintain a current membership list for the Board and the coaching staff.

### By-law 5.3

At the first Board meeting following the AGM, the Board shall determine the members to hold financial signing authority on each bank account.

### By-law 5.3.1

All expenditures shall require the approval of the Board. The Head Coach shall have express approval to acquire club related items for up to \$50 per purchase without approval. All expenditures for fuel for Boats and the Truck are exempt from this by-law.

### By-law 5.4

The Board shall be responsible for the hiring, salaries, job descriptions, appraisals, employment agreements, and assisting in the professional development of staff. The Head Coach's and Assistant Coach's contracts will be prepared by the Commodore, Coach Liaison, and Treasurer. The recommended contracts will then be presented to the board for voting.



### By-law 5.5

The Board shall be responsible for developing, updating and publicizing policies for the club.

### By-law 6

The Board is authorized to fill any vacancies occurring in its ranks during the course of a year.

### By-law 7

All members of the board must be notified at least seven (7) days in advance of upcoming board meetings. Each member of the board present at a meeting is entitled to cast a single vote for each motion. Motions must be recorded in the minutes of board meetings.

### By-law 8

A minimum of three officers is required on the board: Commodore, Treasurer and Secretary. Officers have signing authority for the Club.

### By-law 9

A majority of the voting members of the board shall constitute a quorum.

### By-law 10

Duties of officers and directors are determined by the board.

### By-law 10.1

Any member of the board who shall be absent from three (3) consecutive Board meetings shall relinquish his/her office. The exceptions are personal health issues and pre-notification to the Board by the member.

### By-law 10.2

Each member of the Board must play an active role on the board. He/she must volunteer to take one (1) area of responsibility in the running or management of the club. Each member will be required to make monthly reports to the Board on that area of responsibility.

### By-law 11.0

The Board may appoint committees it deems necessary to assist in the affairs of the club. The membership of each committee and its duties are to be recorded in the minutes of board meetings.



### By-law 12

The Board shall hold office until the close of the meeting at which their successors have been elected.

### By-law 13

The Annual General Meeting (AGM) shall be held every November. Thirty days notice of the date of the meeting shall be given by mail or by e-mail by the Secretary.

### By-law 13.1

The Board of Directors of the RHCC shall provide annual Financial Statements for the prior fiscal year, and a proposed budget annually with the notice of the AGM.

### By-law 14

The Secretary shall call a General Meeting at any time at the discretion of the Commodore or on receipt of a requisition signed by not less than 1/10<sup>th</sup> of the members within 21 days of the deposit of the requisition. Seven (7) days notice of meeting, which shall include notice of items to be dealt with, shall be given to all members by mail, email or telephone by the Secretary.

### By-law 15

The quorum for an Annual General Meeting or General Meeting shall be a majority of the members who are eligible to vote.

### By-law 16.1

To be in good standing at an AGM all fees owed to the club must be paid in full by the prior October 31. A final invoice will be sent with the notice of meeting.

### By-law 16.2

To be in good standing a paddling or special member cannot be under suspension.

### By-law 17

(a) Paddling members in good standing who reach 18 years of age on or before December 31 of the current year may nominate for the Board and vote at Annual General Meetings or General Meetings.





(b) Special members in good standing may nominate for the Board and vote at Annual General Meetings or General Meetings. The total number of votes per family cast by special members cannot exceed the number of paddling members under the age of 18.

All eligible votes may be made by proxy.

### By-law 18

Each individual eligible voter at an Annual General Meeting or General Meeting is limited to casting a total number of votes based on his/her combined entitlement as a paddling member and special member as provided in By-law 17.

### By-law 19

A Nominating Committee of three (3) members shall be appointed by the Board. This committee shall be responsible for obtaining a slate of nominations at least seven (7) days before the Annual General Meeting. Nominations for the Board may be submitted by telephone, by email or in writing to the Secretary. Nominations shall be accepted from the floor if the person nominated is present.

### By-law 20

Voting on amendments to the Constitution and By-laws and general business shall be by show of hands, unless a written ballot is requested by the Chair or any member. An abstention shall not be considered a vote cast. If there is a tie vote, the Chair shall require a written ballot and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost.

### By-law 21

Voting for members of the Board shall be by secret ballot.

### By-law 22

The fiscal year of the club shall be from November 1st to October 31st.

### By-law 23

An independent auditor or person who has been appointed to conduct a review engagement shall be appointed by the Board to inspect the financial accounts of the club and to submit a report to the membership.



### By-law 24

This constitution may be amended, added to, or repealed by a 2/3 majority vote on a duly advertised motion at a duly called General Meeting. No amendment to the Constitution or By-laws of the Club shall be accepted from the floor at any meeting.

### By-law 25

All amendments become effective immediately unless the amendment itself specifies otherwise.

### By-law 25.1

Upon termination of the club, any assets belonging to the Town of Richmond Hill will be returned to the Town. Any monies accrued in the Bingo or Nevada accounts will be distributed to a suitable charity or charities. The balance of the club's assets will be turned over to the WOD to be held in trust for a period of five (5) years pending the creation of another club in the Town of Richmond Hill, failing which, the said assets will become the property of the WOD to be disposed of in a manner assisting the sport.

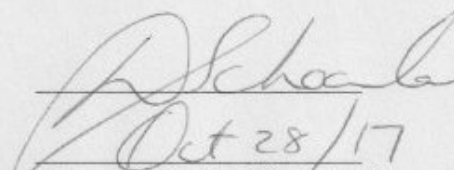
### By-law 26

The order of business at Annual or General Meetings of the Club shall be as follows:

- a) Minutes of the preceding General Meeting
- b) Presentation of Annual Reports by Commodore, Treasurer, Registrar and Head Coach
- c) Presentation of the Report of the Auditor or person who has been appointed to conduct a review engagement
- d) Reappointment or new appointment of the Auditor or person to conduct a review engagement
- e) Proposed budget for the upcoming fiscal year
- f) Amendments to the Constitution and By-laws
- g) Election of the Board
- h) Other business as set out in the notice of the Annual or General Meeting

Signed by \_\_\_\_\_

Dated \_\_\_\_\_  
Gilles Cinq-Mars (Commodore)

  
Oct 28/17  
Donna Schoales (Secretary)