

## **DRAGON BOAT BARRIE (ONTARIO)**

CONSTITUTION – ORIGINALLY APPROVED AUGUST 7 2012

FURTHER AMENDMENTS AND APPROVALS JANUARY 22, 2015, JANUARY 21,  
2016, AND JANUARY 26, 2017

### **ARTICLE 1 - NAME**

The name of the athletic organization shall be “Dragon Boat Barrie (Ontario)”, hereinafter referred to as “DBB” and/or “Club”.

### **ARTICLE 2 – OBJECTIVES**

The objectives of the Club are to:

- Establish, operate, and maintain a dragon boat club and to primarily promote among its members the sport of dragon boat paddling
- Create a sustainable and enjoyable dragon boat club in the Barrie area
- Promote the physical, social, and emotional benefits of dragon boat paddling
- Build relationships with the community and other community focused organizations.

### **ARTICLE 3 – DEFINITION OF TERMS**

“DBB” means Dragon Boat Barrie (Ontario).

“Board” means the five to nine Directors of the organization. All members of the Board shall be Members of DBB.

“Director” refers to the minimum of five to maximum of nine people who constitute the Board. The Directors are elected at the Annual General Meeting to serve in one of the following capacities for a period of one year: President & Chairman of the

Board, Director of Finance, Director of Athletics, Director of Events, Director of Fundraising, Secretary, Director of Public Relations, and up to two Vice-President roles with responsibilities as the Board sees fit.

“Member” is any person who has been accepted for membership by the Board and who has paid the required fees.

“Member in good standing” is any member against who there are no disciplinary actions and whose membership has not been revoked.

## **ARTICLE 4 – MEMBERSHIP**

### **4.1 Membership rights:**

1. Access to Club equipment subject to Club policies
2. Attend Club events
3. Vote in Club elections
4. Receive Club-wide communications
5. Form a team at any time, per Club regulations
6. Join a Team, with the Captain’s approval
7. Join any practice, with the Team Captain’s discretion

All subject to the bylaws of DBB.

### **4.2 Membership Period**

A Club Membership period is defined as starting April 1 and ending March 31.

### **4.3 Club Membership Fee**

Club Membership fees will be re-evaluated on a yearly basis.

Membership fee is for one year.

Club Membership Fees are neither refundable nor transferable.

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.

#### **4.4 Membership Eligibility**

Paddler membership shall be determined by the Board.

Members must be 13 years of age or older. Members under the age of 18 must have the signed consent of their parent or guardian.

Members must complete, in full, a Registration Form, a Waiver, and pay the appropriate dues.

A member must be in good standing three months prior to the Annual General Meeting (AGM) in order to vote at the AGM.

Any member in good standing may carry a maximum of one proxy vote at the Annual General Meeting, or other General Meeting.

#### **4.5 Volunteer Hours**

All Members must assist their Team Captain and/or the Board or other committees by contributing at minimum a total of two (2) hours of volunteer time outside of their regular activities as Club member. Some examples may include assisting with getting boats ready for practice, steering, taking attendance, assisting with event planning, or other duties as needed. It is the responsibility of the Member to inform the Secretary via the club e-mail address of any volunteer hours, which will then be verified by the Secretary. If a member fails to accumulate the required hours by the end of the membership period, the member is required to pay a fee of \$25.00 to DBB.

### **ARTICLE 5 – Guests**

A guest is a non-member granted temporary membership by the Board who expresses interest in joining the Club.

- Sponsoring members must take full responsibility for the conduct of their Guests.

- Guests may have one (1) free paddle session.
- Guests must sign a waiver prior to their first on-water practice
- Guests must be thirteen (13) years of age or older (with approval from parent/guardian and applicable signature on waiver)
- Guests must have a lower priority than paid Members in all respects if there is a limitation of space or resources
- Guests will have no voice or voting power in formal Club Meetings.

## **ARTICLE 6– Board**

### **6.1 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 the Constitution or its amendments thereto and shall do so without remuneration.

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 objectives.

There shall be coach representation at all Board meetings when requested to do so, in an ex officio (non-voting) capacity.

### **6.2 Quorum**

Fifty percent of the Board shall constitute a quorum.

### **6.3 Absenteeism**

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

### **6.4 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 a vacancy.

### **6.5 Term of Office**

The Board shall hold office for two years following its election.

### **ARTICLE 7 – Duties of Directors**

President & Chairman of the Board. He/she or designate shall preside at all meetings of the Club and of the Board and shall be a Member of all committees. The President & Chairman of the Board cannot be a coach of a Dragon Boat Barrie (Ontario) member team.

The Director of Finance shall act as treasurer and 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 coordinate year-end audit; assist with budget preparation; and prepare a report for the Annual General Meeting. The Director of Finance 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 of the Club and shall forward an electronic copy of the same to the Secretary when requested to do so; and further shall deliver the appropriate lists as required by the appropriate governing bodies. All cheques must be signed by any two of Director of Finance, President, or any other Board designated person. None of the signing officers may be immediate family or co-habitants.

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 Chairman and/or the Board. The Secretary will also be responsible for monitoring volunteer hours for the Club Members.

The Director of Events shall be responsible for coordinating all activity associated with planning and running Club events, ensuring appropriate volunteer help is present and directed wherever volunteers are required.

The Director of Fundraising shall assist with the Director of Events when necessary to organize and operate all fundraising specific events and initiate and actively seek corporate sponsors and grants. This director is responsible for maintaining relationships with sponsors and community members who have provided support for the Club.

The Director of Public Relations, with help from the President & Chairman of the Board shall be responsible for raising DBB's profile in the community through various means. They prepare internal and external communication which is not covered by Secretary portfolio including creating press releases for news media of all Club activity including regatta results, start of practices, and other Club events. He/she shall maintain current list of media contacts & distribute to other team Committees. The Director of Public Relations maintains the Club social media strategy, including website, Twitter, Facebook, LinkedIn, YouTube, etc. with support from the Board and committees. He/she shall assist team captains with coordinating interviews, photo shoots, etc. and provides team members for interviews, if requested by media. He/she provides information/literature as requested for team members speaking at events, and maintains adequate supplies of brochures, folders, business cards, copies of press releases. He/she will also be responsible for managing all club merchandise.

The Director of Athletics shall be responsible for the delivery of a high quality fitness and dragon boat program to all Members and act as liaison between the coaching staff and the Board. The Director of Athletics shall ensure that the Club has adequate equipment and inventory in good order for the operation of the Club, when and where appropriate. He/she shall ensure that each team member has a team uniform and will communicate with the executive regarding the need/budget for uniforms. He/she is responsible for coordinating Club life jackets and paddle orders if warranted. Other duties include coordinating the storage of race equipment (tents, flags, etc.) and assists in the management of the team's dragon boat which includes rentals, adequate steers and communication with the Library.

The Vice-President shall assist and fill in if and when necessary for the role of President & Chairman of the Board, or any other duty as required by the Board from time to time. The Vice President cannot be a coach of a Dragon Boat Barrie (Ontario) member team.

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

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

## **ARTICLE 8 – Meetings of the Board**

### **8.1 Board Meetings**

The first meeting of the Board shall be held immediately following the Annual General Meeting of the Club.

The Board shall meet, at minimum six times throughout the course of the year, on dates to be established each year by the current Board.

The Board Executive should meet at minimum four times throughout the year outside of the regularly scheduled Board meetings, on dates to be established by the Board.

### **8.2 Special Meetings**

The Secretary shall call a Board meeting at the discretion of the President or on requisition to same or any other Director 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, e-mail, telephone, or other mode of electronic communication) accordingly.

### **8.3 Vote**

The President & Chairman of the Board may only vote to resolve a tie vote. A secret ballot may be requested at any time.

## **ARTICLE 9 – Annual General Meeting**

### **9.1 Date**

The Annual General Meeting must be held no later than the end of January. The Secretary must give three (3) weeks notice to all active and voting Members by mail, or e-mail, or telephone, or other means of communication including Club website.

### **9.2 Quorum**

A Quorum shall constitute the majority of voting members present in person or by proxy.

## **ARTICLE 10 – General Meeting**

### **10.1 General Meeting**

The Secretary shall call a General Meeting at any time at the discretion of the President or on requisition to the Board by not less than five 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 by mail, or e-mail, or telephone, or other means of communication including Club website.

### **10.2 Quorum**

A Quorum shall constitute the majority of voting members present in person or by proxy.

## **ARTICLE 11 – Nominations and Elections**

### **11.1 Minimum Age**

All members age 18 years of age and over may nominate and vote for the Board.



## **11.2 Nominations**

The Secretary may accept nominations for an open board position from Members prior to the Annual General Meeting. Any such nominations shall be in writing, signed by two Members and the Member being nominated to indicate acceptance. Nominations for an open board position shall be accepted from the floor at the Annual General Meeting if duly moved and seconded and if the person being nominated indicates acceptance.

In the event that there is more than one nomination for a particular open board position they shall be elected by secret ballot. In the case of a tie vote, the membership will vote again on those tied.

## **ARTICLE 12 – Coaching Positions**

The appointment of Head Coach will be made by the Board. The performance of the Head Coach will be reviewed annually or as required by the Board of Directors. The Head Coach is accountable to the Board of Directors.

The Head Coach is required to have a contract directly with Dragon Boat Barrie (Ontario), while coaches for individual teams may have a contract directly with that team, or with the Club if the team so chooses. In either case, a contract is required.

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

The Board has the right to cancel a coach's contract with just cause.

## **ARTICLE 13 – Finances**

DBB will finance the activities it engages in by the following means:

- Mandatory dues
- Fundraising, donations, sponsorships, and grants

Fiscal year shall end December 31 in each year.

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.

All requisitions and payments for supplies, equipment, repairs, boats, stationary, etc. for the 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.

Financials are available to all club members who request them.

#### **ARTICLE 14 – Communications**

All members must provide a current email address or home telephone number to the Board for the purpose of Club-wide communication.

All Club-wide communication must be submitted to the Board or the Secretary for distribution to all Club Members.

The Board has the right to send messages directly to Club Members, unless a Member has explicitly declined notifications by contacting the Secretary. If a Club Member declines to receive messages, then the Member is personally responsible for being informed of Club Policies.

All team-wide communication is the responsibility of the Team Captain(s) and Co-Captain(s).

#### **ARTICLE 15 – Teams**

##### **15.1.1 Club Teams**

A club team is created by, and is the responsibility of the Club. The Board will actively participate in recruitment in conjunction with that Club team, and will assist that team with any financing objectives as approved by the Board as they arise.

Fundraising dollars generated by a Club team, stay with the Club team. Sponsorship dollars raised by a Club team, go to the club as a whole in support of all club teams. As

part of the requirement to provide the Board with a budget, should a team require any sponsorship dollars raised to meet their objectives as per their budget, the Board will ensure those dollars are available to that team for their use.

Club teams have first right of access to all club sponsored training and social activities.

### **15.1.2 Affiliated Teams**

An Affiliated Team is a team that is a member of the Club, but for who which the Club is not responsible for.

Affiliated teams must follow the same policies and procedures as Club teams, however the Club is not responsible for the recruitment of paddlers or financing of an affiliated team's activities. All paddlers on an affiliated team must be a Member in Good Standing.

An affiliated team's needs and requests will only be met after those of a Club Team's have been meet.

### **15.2 Purpose**

The purpose of forming a Team is to:

- Reserve practice times and equipment
- Have the opportunity to participate in races

Members and Directors may belong to more than one Team at a time, including Teams from other Clubs so long as they are a Member in good standing.

### **15.3 Team Captains**

Each Team shall have one or more Team Captains. Team Captains shall follow the responsibilities of their position.

#### **15.4.1 Responsibilities of Team Captains**

1. Ensure that each Team Member has signed a waiver, completed a registration form, and paid Club dues

2. Ensure that prospective team members, including Guests, adhere to Club regulations
3. Ensure that all paddlers on their Team comply with the Club Bylaws and Rules and Regulations
4. Provide to the Board current and accurate email addresses and home telephone numbers of their Team Members. Captains should update the Board immediately if there are any changes
5. Facilitate all Club communication to Team Members who do not have email access
6. Represent their Team in the Club, at races and in the community
7. Select and ensure that Team Representatives are informed of Team issues and are empowered to represent the Team
8. Organize Team practices
9. Organize their Team's participation in races (including registration, travel, food and/or lodging) except in circumstances where multiple team discounts may apply for the club
10. Write Team Charter (see item 15.4)
11. Ensure the safety of all people in and around the boats at all times
12. Provide a budget to the Board for approval

#### **15.4.2 Selection of Captains**

Captains must be Club Members in good standing.

Directors cannot be Team Captains.

A Team Captain cannot be the coach of the same team.

Captains are chosen by any method that is acceptable to the Members of that Team, as long as that method does not violate Club Bylaws. They can be appointed or elected by Members of that Team, appointed by the Board, or appoint themselves.

#### **15.4.3 Removal of Captains**

Team Captain(s) may be removed by a majority vote of the Team Members in good standing.

Team Captain(s) may be also be removed by a majority of the Board for actions that violate the Club Bylaws or Club Rules and Regulations.

### **15.5 Team Composition**

Teams must have the following:

1. Members in good standing
2. One or more Captains
3. At least 16 paddling members
4. Access to a Board approved Steersperson(s)

If a team does not meet these requirements, the team is not formed unless approved by the Board.

### **15.6 Team Charter**

The Team, at formation, must have a Team Charter. The Team Charter must be provided to the Club's Board. This states, at a minimum, the following:

- Team name
- Team goals
- Expected team division (novice, recreational, competitive) for races
- Membership requirements as per Club Guideline for Team Membership

The Team Captains shall ensure that the team has the legal rights to use the Team name and are solely responsible for the use of the name. Team name and logo must be approved by the Board.

#### **15.6.1 Team Representatives**

Each Team shall, by its own method, select one (1) Team Representatives not already on the Board to attend Board meetings in a non-voting capacity. This can be a Team Captain or any Team Member designated by the Team Captain.

The duty of the Team Representative is to represent the members of his/her Team, communicate between the Board and the Team, and to make decisions on behalf of the Team.

## **ARTICLE 16 – Boat Safety**

The Captain(s) and Team Steersperson are responsible for the safety of the boat.

1. All people on the boat must wear a properly fitted PFD at all times
2. All people on the boat must have signed any applicable waivers before entering the boat
3. At least one person on the boat must be able to perform Basic CPR
4. An emergency/safety dry bag must be attached to the boat in the collar area, and must accompany all boats while away from the dock.
5. The Team Captain(s) and Steersperson shall only use the boat within safe weather and water conditions. After dusk and before dawn, the boats shall have two proper running lights, mounted and lit.
6. There shall be a minimum of eight (8) persons and a maximum of twenty-two (22) persons in the boat.
7. All persons on the boat are encouraged to provide their own water or juice.
8. Adhere to the Club Water Safety Procedures

## **ARTICLE 17 - Race Guidelines**

### **17.1 Entry**

Any Team that is in good standing may enter any race, and must follow the rules of the race organizer while representing the Club.

### **17.2 Competing in Races**

Only Members in good standing may compete in races or events.

At the request of the Board, Team Captains shall submit to the Board a copy of that team's official entry form into a race, along with a current roster.

If a Team is short of personnel, the Team Captains may fill their boat in a manner, which does not violate Club Bylaws or race rules.

If a Team Captain uses any non Club Members for racing, those non Club Members should be treated as a Special Guest as defined in Article 5, and are the responsibility of the Team Captain.

## **ARTICLE 18 - Misconduct**

Misconduct, whether committed by individuals, teams, or board members reflects negatively on the entire Club, as such, is treated in both a serious and fair manner by the Board.

### **18.1 Individual Misconduct**

Destruction of property, violence in any form (physical, verbal, or mental), or any other criminal act will not be tolerated and will result in automatic Suspension or Disqualification of the offending Member's rights and privileges as a Club Member.

If a member allegedly violates the Club Regulations or Bylaws, the Board will contact the member for clarification. The Board will rule on the case, and mete out appropriate punishment, including Probation, Suspension or Disqualification. The Captains and Coaches of the offending Club Member will be notified immediately. This decision cannot be appealed.

- Probation – Club Member who has committed an infraction is given a verbal or written warning for a specified time period, yet is allowed to continue in all Club activities, practices and races.
- Suspension – Club Member who has committed an infraction, or has violated Probation, is given a written warning for a specified time period, and is not allowed to practice or race with any Club Team, nor use any Club equipment.
- Disqualification – Club Member who has committed a serious infraction, or who has violated Suspension, may be disqualified. This permanently revokes Club Membership and no fees are refundable.

The involved Member may also be liable for civil or criminal prosecution.

### **18.2 Team Misconduct**

Teams that engage in misconduct as a group may be disciplined as a group, at the discretion of the Board. The penalties shall be similar to individual penalties described in Section 18.1.

- Probation – A team on Probation will be given a warning that it is out of compliance with the Club Bylaws or directives of the Board. The team will be allowed to practice, meet, use equipment and compete in races. The Board will set the probationary period. A team may be placed on a non-disciplinary Probation if the number of its Paddling Members falls below fourteen (14).
- Suspension – A team that violates Probation, directives of the Board, or the Bylaws and/or Rules and Regulations may be subject to Suspension for an indefinite time period. A team on Suspension will be prohibited from using any Club equipment. It cannot race in any events while using the name “Dragon Boat Barrie”. The Board will give that team an Action Plan to bring it into compliance. Once the suspended team has satisfied the terms of the Action Plan, it may be reinstated by majority vote of the Board.
- Disqualification – A team may not be permanently disqualified.

### **18.3 Board Member Misconduct**

Board members that engage in misconduct whether individually or as a group, are subject to discipline.

Board members not involved in the misconduct will call for a special meeting to determine the appropriate actions for the offending Board member.

- Probation – A Board Member who has committed an infraction is given a verbal or written warning for a specified time period, yet is allowed to continue in all Club activities, practices and races.
- Disqualification – A Board Member who has committed a serious infraction, may be disqualified. This permanently revokes Club Membership and no fees are refundable.

### **18.4 Harrassment Clause**

Harrassment in any form, emotional, sexual or verbal will not be tolerated.



Harrassment is defined as any unwanted physical or verbal behaviour that offends or humiliates.

Harrassment occurs when:

- Someone makes unwelcome remarks or jokes about age, race, religion, sex or disability
- Threatens or intimidates
- Makes unwelcome physical contact, such as touching, patting, pinching, punching

### **ARTICLE 19 – Termination**

Upon termination of the Club, any assets belonging to the Club will be liquidated as necessary and dispersed to a qualified registered charity(ies) as determined by the Board.

### **ARTICLE 20 – Miscellaneous**

All trophies and extra medals other than individual medals or winnings that may be used for the team's purpose will be awarded to either the team's highest Sponsor(s) or donated to an organization for safekeeping and display as determined by the Board, with said organization being recognized by DBB as a supporter of the Club.

### **ARTICLE 21 – Amendments**

The constitution is binding on all members of DBB, but the constitution is not binding unto itself.

- Amendments to the constitution may be proposed in writing by any voting member of the Club at any meeting provided that there is a quorum
- A requisition for such a proposed amendment shall 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 e-mail, or telephone, or other means of communication including Club website.

- Proposed amendments will become effective following approval of the majority vote of those present at the meeting.