

DRAGON BOAT BARRIE (ONTARIO)

CONSTITUTION – ORIGINALLY APPROVED AUGUST 7 2012

FURTHER AMENDMENTS AND APPROVALS JANUARY 22, 2015, JANUARY 21, 2016, JANUARY 26, 2017, JANUARY 16, 2020, AND **JANUARY 27, 2026**

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 Social Activities**, 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“Member in good standing” is any member against who there are no disciplinary actions and whose membership has not been revoked.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. By invitation or at the discretion of Team’s Coach and or Team Captain only, member paddlers may join any other practice that is not their current regular Team practice.

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.

A Refund Policy is maintained as a business practice and updated at the discretion of the Board and to be posted online as referred to ‘Refund Policy.’

4.4 Membership Eligibility

Paddler membership eligibility is determined by the criteria below, updated, when necessary, 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 Member Expectations

All Members must assist their Team Captain in maintaining an enjoyable paddling experience. Some examples may include assisting with getting boats ready for practice, steering, taking attendance, assisting with event planning, or other duties as needed.

ARTICLE 5 – Guests

A guest is a non-member granted temporary paddling participation at the discretion of Team Captains and or Team Coach.

- 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.
- Should Guest wish to continue participating, Team Captains and or Team Coach will notify DBB. New 'member' will be required to pay Club Membership Fee and season balance of any Team Fees.

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 for the portion of the meeting agreed to by the board at 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. Conduct all correspondence and internal communication. Send meeting invites. Keep a correct listing of Club Members, Coaches, and Business Partners.

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 Board when requested to do so; and further shall provide to Team specific Captains the appropriate lists. 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. The Secretary will also assist in any other communications were requested and applicable.

The Director of Social Activities shall be responsible for coordinating activities associated with planning and running Club events, ensuring appropriate member help is present and directed as required. With the President & Chairperson of the Board, this director will partially be 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.

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

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

Board members can call a meeting at the discretion of the President or on requisition to the 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. It shall be the President's responsibility to advise all Board Members (by mail, e-mail, telephone, or other mode of electronic communication) accordingly of meeting date and time.

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 President 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 General Meeting schedule will be determined during the first Board meeting following the annual AGM. Ten days notice must be given if there are any changes. In all such cases, it is the duty of the President to advise active Board 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

Any Board member 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 Nominator 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 verbally 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 Board will solicit and engage in activities for the recruitment and retention of Coaches as required for Club Teams. Each Coach is accountable to the Board of Directors.

Each Coach will be encouraged to meet with their peers when convenient, nominate a Team Leader and discuss a cohesive Club Team Coaching structure.

Additional coaching requirements will receive the approval of the Board if and when required.

The Board has the right to cease a coach's relationship with Dragon Boat Barrie with just cause.

ARTICLE 13 – Finances

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

- Mandatory dues
- Any 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 unsubscribing or contacting Dragon Boat Barrie directly. 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.

Any fundraising dollars generated by Club team activities, 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. When able to do so, or if the need arises, Club teams can provide the Board with a budget, and 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. Update the Board of any paddler contact information changes as they arise.
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. Assisting the Coach where able to during Team practices. Example: leading a dryland warm up.
9. Lead their Team's participation in races (ensuring Paddlers have signed waivers, made any travel arrangements, discussions on food and/or lodging) except in circumstances where multiple team discounts may apply for the club.
10. Should the Team be an affiliated club team, write a Team Charter (see item 15.6)
11. Ensure the safety of all people in and around the boats at all times
12. When able to do so, or if the need arises, Teams through their team captain can provide the Board with a budget.

15.4.2 Selection of Captains

Captains must be Club Members in good standing.

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 Harassment Clause

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

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

Harassment 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.