



# Constitution of the Carleton Place Canoe Club

1. Name: This organization shall be known as the Carleton Place Canoe Club. The short form of the name shall be CPCC.
2. Aims: The aims of the CPCC shall be:
  - a) to promote and foster amateur canoe racing, abiding by the rules of the Canadian Canoe Association for the purpose of racing;
  - b) to promote and foster other physically related sports activities, typically but not restricted to cross country skiing, pleasure canoeing and physical fitness training;
  - c) to promote and foster good sportsmanship and fellowship; and,
  - d) to promote and foster adequate physical being.
3. Officers: The minimum number of officers shall be five and shall be elected, except as provided by By-Law, at an annual or special general meeting, from the Membership.
4. Member: A club member shall be one in good standing who has paid an annual subscription for the current membership period.
5. By-Laws: The Executive Council, and/or the Membership at an Annual or Special General Meeting shall be empowered to pass, repeal, alter or amend by-laws.

## By-Laws of the Carleton Place Canoe Club

### **By-Law #1 – Organization**

being a by-law relating to the Organization of the Carleton Place Canoe Club.

#### **1. Executive Council**

a) The Council shall consist of the officers of the CPCC, who shall fill positions as follows:

Commodore  
Vice Commodore  
Rear Commodore  
Secretary  
Treasurer  
Director (s)

The Past Commodore, although no longer an officer shall be ex-officio member of this Council.

b) The Executive Council shall be responsible for:

1. supporting and promoting the aims of the CPCC;
2. exercising major decision-making responsibility;
3. exercising control of the financial affairs of the CPCC including the yearly appointment of an auditor;
4. appointing the Head Coach;
5. appointing the Chairpersons of the Standing and Special Committees;
6. establishing an operating budget by the end January of the current financial year;
7. approving, promoting and supporting all programs of the CPCC in keeping with the Aims; and,
8. Passing, repealing, altering or amending by-laws for the regulation of the affairs of the CPCC, provided that such by-laws shall be effective from the time of passing until the next Annual General Meeting or Special General Meeting called for the purpose, at which meeting the by-law may be confirmed, rejected, altered or amended.

c) Tenure of Appointment

The officers of the CPCC shall be elected on a yearly basis to hold office from the date of election until the next Annual General Meeting except as provided in item 1d).

d) Resignation

The Executive Council may appoint any officer without recourse to a General meeting if such appointment is made to replace an officer who has resigned.

e) Duties of Officers and Past Commodore

1. Commodore

- a) Shall preside at all Meetings of the Executive and Operating Council and shall be entitled to vote on all matters presented.
- b) Shall call meetings of the Executive Council at a maximum interval of two months, and of the Operating Council, at a maximum interval of three months.
- c) Shall give guidance to the Officers of the CPCC and to the Chairpersons of the Standing and Special Committees.
- d) Shall maintain proper liaison with all officials of the CPCC, with other organizations within the community, with the Commodores of other Canoe Clubs, and with other officials in canoeing organizations.
- e) Shall be an ex-officio member of all committees.
- f) Shall appoint by October 1<sup>st</sup> each year, from amongst the Membership, a Nominating Committee of at least three persons, for the purpose of presenting nominations at the Annual General Meeting for members to be elected to the Executive Council. The Commodore may not be a member of the committee.

2. Vice Commodore

- a) Shall assist the Commodore in the performance of duties.
- b) Shall act as Commodore in the absence of the latter.
- c) Shall assume such areas of responsibility as assigned by the Commodore.

3. Rear Commodore

- a) Shall assist the Commodore in the performance of duties.
- b) Shall assume such areas of responsibilities as assigned by the Commodore.

4. Secretary

- a) Shall be responsible for recording the minutes of the Executive and Operating council Meetings and of the Annual and Special General Meetings.
- b) Shall initiate and answer correspondence as assigned by the Commodore.
- c) Shall be responsible for the notification of all meetings.
- d) Shall be responsible for such other duties as may be assigned by by-law.

5. Treasurer

- a) Shall establish and maintain an accurate record of all financial transactions relative to the CPCC.
- b) Shall receive all monies belonging to the CPCC, and deposit said monies to the credit of the CPCC in a chartered bank designated by the Executive Council by by-law.
- c) Shall pay all accounts, after approval by the Executive Council, by cheque. The cheque shall bear the signature of the Commodore and the Treasurer, or in the absence of either officer, the Vice Commodore.
- d) Shall present a budget to the Executive Council for approval, and once approved, shall maintain the budget.
- e) Shall present at the Annual General Meeting an audited financial statement for the previous year.
- f) Shall perform such other duties as are assigned by by-law.

6. Director(s)

- a) Shall assist the Commodore in the performance of duties.
- b) May assume areas of responsibility as assigned by the Commodore.

7. Past Commodore

- a) Shall act in an advisory capacity and may attend any or all meetings of the Executive and/or Operating Councils as a non-voting member.
- b) May assume other duties as assigned by the Commodore.

## **2. Head Coach**

The Head Coach is appointed by the Executive Council. He shall exercise a leadership role in relation to all coaching activities of the CPCC. He is a non-voting member of the Executive Council, **and shall be chairman of the Coaching Council.**

The Head Coach is responsible to the Executive Council for:

- a) the Coaching Council and its programs;
- b) the selection (subject to approval of Executive Council) and supervision of full and part time coaches, salaried or volunteer;
- c) reviewing the activities of the various coaching programs with the Executive Council;
- d) establishing, in consultation with the Executive Council, which regattas and competitions the CPCC shall attend;
- e) the selection, in consultation with the Coaching Council, of the crews and other entries in all regattas and competitions;
- f) reviewing with the Executive Council the equipment and training facilities required for the coaching programs;
- g) co-ordinating with the Travel Committee the transportation needs and boats required for regattas and competitions;
- h) co-ordinating with the Property and Equipment Committees the maintenance and repair of equipment and facilities needed for the programs; and,
- i) acting as the club's representative at all divisional coaches' meetings i.e. Scratch meetings, CCA entries, etc..

## **3. The Coaching Council**

The Coaching Council shall be that body which directly relates to canoeing and physical well-being activity programmes.

The Coaching Council shall be made up of the Head Coach, coaches, assistant coaches and other qualified persons.

## **4. The Operating Council**

The Operating Council is that body which meets to present to the Executive Council progress reports and recommendations on all current activities of the CPCC.

The Members of this council are the Officers of the Club, the Past Commodore, the Head Coach, and the Chairpersons of all Standing and Special Committees.

## 5. The Committees

The Chairpersons of all Committees shall be responsible for completing, for submission to the Executive Council, an accurate financial accounting for activities and projects.

### a) Standing Committees

These committees shall be responsible for reviewing their activities at least twice yearly with the Executive Council – and preparing a report of the years activity for presentation at the Annual General Meeting. The committees shall be:

#### 1) Property

- a) Maintenance and repair of all property, including race course, belonging to the CPCC except for boats (and associated paddles, etc.) and for boat trailers.
- b) Keeping an accurate inventory of all property for which this committee is responsible.
- c) Assuring the safe and wise storage and security of all property and equipment.
- d) Reporting to the Executive the current status of all property and for making recommendations for future needs.
- e) Recommending to the Executive Council, appropriate insurance coverage for all buildings, property, and all equipment. This coverage shall include Public Liability.

#### 2) Equipment

- a) The maintenance and repair of all club boats (and associated paddles, etc.) and boat trailers, and for such other equipment as may be required for the racing and recreation activities of the Club.
- b) Making recommendations to the Executive Council for the purchase of new racing or recreation equipment and upon approval of the funding for the purchase of the equipment.
- c) For the creation and maintenance of an inventory of all equipment required for racing or other recreational activities.

#### 3) Travel

- a) Making, in conjunction with the Head Coach, all the travel and accommodation arrangements that are necessary for members attending regattas and competitions.
- b) The loading, transportation and unloading of boats and equipment for regattas and competitions. This in conjunction with the Equipment Committee and the Head Coach.

4) Regatta

Making all arrangements for the staging of regattas on the Carleton Place racing course, including the appointment of officials and the recording of results.

5) Public Relations

- a) Promoting and fostering favourable public opinion of the CPCC through planned PR programmes.
- b) Promoting and fostering good impressions and attitudes amongst the membership of the CPCC.
- c) Publicizing all activities and programmes of the CPCC.

6) Membership

- a) Promoting new membership and renewing existing memberships.
- b) Collection of membership fees.
- c) Distribution of all membership cards.
- d) Keeping adequate and current membership lists and records.
- e) Issuing registration cards for the E.O.D. and C.C.A..

7) Special Grants

- a) Seeking and negotiating grants or similar types of funding for use in special projects and programmes.
- b) Reporting and reviewing grants with the Executive Council.

8) Ways and Means

Conducting activities to raise funds for general and special activities.

b) Special Committees

The Commodore and/or the Executive Council may appoint chairpersons to form committees to carry out special activities of a temporary nature. The chairpersons of such committees shall become members of the Operating council for the duration of the project or activity.

## 6. Voting

All members in good standing, and over fifteen years of age, shall be entitled to vote at all Annual and Special General Meetings. Motions shall be deemed carried if supported by those eligible to vote as follows:

At Executive Council – a simple majority.

At Annual and Special General Meetings – a simple majority except as otherwise provided by by-law.

## 7. Meetings

- a) The Executive Council shall meet at a maximum interval of two months upon request of the Commodore or of the majority of the members. In the event that the meeting is called by other than the Commodore, the request will be lodged with the Secretary who will ascertain by poll the wishes of the majority of the members. The meeting in such circumstance, must take place within seven days of the original request.
- b) The Operating Council shall meet at a maximum interval of three months at the request of the Commodore or of the Executive Council.
- c) The Annual General Meetings shall be held, yearly before December 15. The Secretary shall publish notice of the meeting in the Carleton Place newspaper(s) for two successive weeks before the date of the meeting.
- d) Special General Meetings may be called on an as required basis. The requirement may be stated by:
  - 1) The Commodore;
  - 2) The Executive Council
  - 3) One third of the membership in good standing and over fifteen years of age.

The notice of requirement for a Special General Meeting shall be made to the Secretary who will, if the requirement is properly authorized, issue notice for the meeting to take place within thirty days of receipt of notice. The notice of meeting will be published in the Carleton Place newspaper(s) (two weeks). The notice of requirement must state the matters to be discussed and if by-law change, addition or deletion is to be considered, the change . . . etc. must be described in detail.

- e) Quorum

Executive Council – A majority of members

Special General Meeting – A minimum of fifteen members in good standing, and over fifteen years of age.

Annual General Meeting - A minimum of fifteen members in good standing, and over fifteen years of age.



**8. Financial Year**

The Club Financial year shall be from 1<sup>st</sup> November to 31<sup>st</sup> October of each year.

**9. Membership Fees**

The Executive Council shall determine yearly Membership Fees and the date by which they must be paid.

**10. Amendments to the Constitution**

Amendments to the Constitution may only be considered at the Annual General Meeting or a Special Meeting called for the purpose.

Notice of request to amend the constitution must be given to the Secretary who will circulate the proposed amendment to all officers, Past Commodore, Head Coach, and all Chairpersons of committees at least two weeks before the date called for the Meeting.

Voting on amendments to the Constitution requires a two thirds majority to succeed.