

MCC Bylaws

Mississauga Canoe Club Bylaws

1. NAME

1.1. The name of the club shall be “Mississauga Canoe Club”.

2. OBJECTS

2.1. The objects of the club are:

2.1.1. To establish, operate and maintain a canoe club and to primarily promote among its members the sport of Sprint Canoeing / Kayak Racing; and,

2.1.2. To promote the sport of Canoeing, Kayaking, and Water Safety within the community.

3. DEFINITION OF TERMS

3.1. “CKC” means Canoe Kayak Canada.

3.2. “WOD” means the Western Ontario Division of CKC.

3.3. “CKO” means Canoe Kayak Ontario.

3.4. “Club” means the Mississauga Canoe Club.

3.5. “HOF” means Hall of Fame committee.

3.6. “MCC” means Mississauga Canoe Club.

3.7. “Board” means the sitting directors of The Mississauga Canoe Club. All members of the Board shall be Members of the Club.

3.8. “Director” refers to the people who constitute the Board not including the Immediate Past Commodore. The Directors are elected at the Annual General Meeting to serve in one of the following capacities: Commodore, Director of Special Events, Director of Volunteers, Director of Registration, Director of Marketing & Communication, Director of Property, Director of Coaching, Director of Fundraising, Director of Equipment, Director of Finance, Secretary, Paddler’s Representative.

3.9. The “Paddler’s Representative” shall be elected by the athletes at the Annual General Meeting and shall be a voting Director of the Board provided that they are at a voting age as defined in Paragraph 5.4.

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

3.11. “Member in Good Standing” is any member against whom there are no disciplinary actions or other membership restrictions, or sanctions imposed, has remitted all documents as required, whose program fees are paid up, and whose membership has not been revoked.

3.12. “Paddlers” are individuals 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.

3.13. “Disciplinary Chair” is an unofficial position appointed by The Board, of a sitting board member who would be responsible to mitigate the MCC Complaint Resolution Process.

4. MEMBERSHIP

4.1. There is one category of membership being Members composed of the following:

4.1.1. Paddlers in good standing, who actively participate in a competitive sprint canoe or kayak program offered at the Club and whose membership has been accepted as a member,

4.1.2. All members of the Board of Directors; and

4.1.3. All individuals appointed Life Members,

4.1.4 All individuals inducted into the Hall of Fame

4.2. A Member in good standing three months prior to the Annual General Meeting (AGM) is entitled to vote at the AGM. For clarification, in years where the winter registration is held early and the winter program starts before the AGM, paddlers who were in good standing three months prior to the AGM but who have not joined a winter program shall be considered Members in good standing and shall be entitled to vote.

4.3. Hall of Fame Committee (HOF): The committee is tasked to induct life members (4.3) and Hall of Fame members (4.4). The committee is a group of 5 members that represent the club’s history, both male and female representation, as well as both canoe and kayak disciplines. There is no required duration for tenure; if a HOF committee member chooses to step down, the remaining members shall nominate a replacement, followed by board approval.

4.4. Life Members: The Club may honour certain persons with a lifetime membership. A Life Member shall retain all Club privileges and is deemed a Life Member upon acceptance by the Board of Directors by way of ordinary resolution of the Directors at a duly called Board Meeting. An individual may be granted Life Membership for exemplary long-standing club service, significant contributions to the growth and well-being of the club, outstanding commitment to club programming, enrichment of club tradition and culture, and/or for unprecedented club spirit.

4.5. Hall of Fame Members (HOF): These members are inducted by the Hall of Fame committee. HOF general principal member guidelines include: Athletes and coaches for achieving outstanding standards of performance, long standing member of MCC, character and citizenship is exemplary, sportsmanship serves as a model for other members, displays an unwavering pride in being a member of the Mississauga Canoe Club.

4.6. MCC is in the City of Mississauga CGRP category as a regional community sports provider; as such, the club shall maintain a member base of minimum 55% Mississauga residents.

4.6.1. Code of Conduct, Conflict of Interest policy and Mechanism for Resolution of Complaints:

4.6.2. As a member club operating within CKC, MCC will adopt CKC Code of Conduct and Conflict of Interest Policy as outlined in CKC Safe Sport Policy: https://canoekayak.ca/wp-content/uploads/2020/02/CKC-Safe-Sport-Policy-Suite_FINAL_EN.pdf

4.6.3. MCC will adopt the following mechanism of Complaint Resolution for Members: All issues regarding a club member, policies or procedures, must be submitted in writing to the Disciplinary Chair within 30 days of the occurrence. The Disciplinary Chair will convene the Executive to discuss the matter. Executive members will make a decision and the Disciplinary Chair will communicate said decision to the complainant within 15 business days.

4.7. Membership and its privileges are not transferable.

5. PRIVILEGES

5.1. Access to Facilities: All Members shall have access to the facilities of the Club, subject to the requirements of the Board and/or Club programming.

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 alleged to have infringed the Club rules and regulations, provided the Member has the right to know the case against him and an opportunity to respond. 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, to know the case against him and an opportunity to provide submissions.

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. In such circumstance, the individual must be provided the facts relied upon and an opportunity to respond.

5.4. Vote at Annual General Meeting/General Meeting: All Members in good standing, 16 years of age and over, and including Life Members are eligible to vote. A parent or guardian shall be entitled to vote on behalf of each of their member child under the age of 16.

6. PROXY

6.1. Any Member in good standing or a member of their family household who is of Minimum Voting Age may carry any or all of the proxy votes at the Annual General Meeting or a General Meeting for all those Members who are a part of their family household.

6.2. Any Member in good standing or a parent or guardian of a Member in good standing may carry a maximum of one proxy vote at the Annual General Meeting or a General Meeting for a Member who is not part of their family household.

7. FEES

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

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

8. 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 these Bylaws 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 without a longer-term view to profit. Any profits or other income to the Club shall be used in promoting its services.

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

8.4. Quorum: For purposes of meetings of the Board, quorum shall constitute a 40% of the voting members of the Board holding office. Calling in to a board meeting where a member is not able to physically attend is permitted and considered present.

8.5. Absenteeism: Any member of the Board who is absent for a meeting shall ensure that a written monthly director report is provided to the secretary before the scheduled meeting time; unless the absence is approved by ordinary resolution of the Board. Any member of the board who is absent for three (3) board meetings in a single term requires attention, and subsequent approval by ordinary resolution of the board. The Board reserves the right to revoke a position due to absenteeism.

8.6. 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.

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

8.8. Any member of the Board whose office has been relinquished under Section 8.5 shall not be eligible for nomination or for election at the next Annual General Meeting.

9. DUTIES OF 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 Mississauga.

9.1.1 In the event that the Commodore is not a resident of the City of Mississauga, upon the first meeting of the Board after the Annual General Meeting, The board will appoint Vice-Commodore from a member of the board that is a Mississauga resident.. The Board member will hold this title along with their elected Director position. The Board Member designated as Vice Commodore will not carry an additional vote or additional duties beyond those defined by their elected Board position, except to act as liaison with the City of Mississauga if the Commodore is unavailable.

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.. The Secretary shall be responsible for researching and applying for applicable government or other grants.

9.3. The Director of Volunteers shall be responsible for coordinating all volunteer activities for the club and ensuring appropriate volunteer help is present and directed wherever Club volunteers are required.

9.4. The Director of Special Events shall be responsible for coordinating all activity associated with planning and running of Club events.

9.5. The Director of Registration 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 deliver the appropriate lists as required by the appropriate governing bodies.

9.6. The Director of Marketing and Communications shall be responsible for raising the Club's profile in the community through various means and ensuring social and online media is notified of Club activity including regatta results.

9.7. The Director of Property shall be responsible for the maintenance of the building and grounds and boat transportation.

9.8. The Director of Coaching shall act as the primary liaison between the Head Coach and the Board. The Director of Coaching will assist the Head Coach with staff agreements and yearly budgeting for the coaching portfolio. They will assist the Head Coach in reporting to the Board when required. A candidate for the Director of Coaching is required to have at least three years of past competitive canoe/kayak experience at the club level.

9.9. The Director of Fundraising shall organize and operate all fundraising events and initiate and actively seek corporate sponsors and grants.

9.10. The Director of Equipment shall ensure that the Club has adequate equipment and inventory in good order for the operation of a canoe club.

9.11. The Paddlers' Representative shall be responsible for bringing all issues raised by the athletes to the Board's attention and shall assist the Board in organizing the athletes' participation in all home events.

9.12. The Finance Director shall be responsible for overseeing and leading annual budgeting; monitor progress and changes; and keep the board abreast of financial status.

9.13. All members of the Board shall assist in the organization of the Home Regatta and the Mississauga Dragon Boat Festival, in all aspects relating to their area of responsibility.

9.14. All cheques must be signed by any two of 3 signing authority Directors. All direct deposit payments must be authorized by any two of the signing authority directors. None of the signing officers shall be related to each other.

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

9.16. Each Director shall provide the Commodore with any information or material of the Club that relates to his/her portfolio upon request and within the time limit set for the response by the Commodore, acting reasonably. Original records or copies of all significant records belonging to the Club shall remain within the building or secure electronic storage at all times.

9.17. Notwithstanding the foregoing, each Director shall prepare a budget for his/her portfolio on 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. MEETINGS OF THE BOARD

10.1. The 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 ten (10) times in a calendar year, on dates to be established each year by the current Board.

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

10.4. Vote: A secret ballot may be requested at any time. There is no proxy voting.

11. ANNUAL GENERAL MEETING

11.1. Date: The Annual General Meeting (AGM) must be held after the National Championships of the CKC and not later than the end of October. The Director of

Communications must give three (3) weeks' notice to all voting Members by email and by posting a notice on social media and/or club website. The City of Mississauga Community group must be notified 21 days in advance by email as a registry policy requirement at community.group@mississauga.ca.

11.2. Quorum: A quorum shall constitute 20 Voting Members in person or by proxy, or 25% of voting membership, whichever is the lesser. In the event there is no quorum, the meeting will be re-scheduled within 30 days. Notice must be given to all active and voting Members by email and by posting a notice on social media and/or club website.

12. GENERAL MEETING

12.1. Requirements: The Director of Communications shall call a General Meeting at any time at the discretion of the Commodore or on requisition to the Director of Communication signed by not less than ten percent of Members. Ten days' notice must be given. In all such cases, it is the duty of the Director of Communications to advise all active Members of the matters to be dealt with either by email, by posting a notice on social media and/or club website.

12.2. Quorum: 20 voting Members in person, or by proxy, or 25% of voting membership, whichever is the lesser, of the voting Members shall constitute a quorum.

13. NOMINATIONS AND ELECTIONS

13.1 Eligibility – To be eligible for election as a Director, an individual must: a) Be eighteen (18) years of age or older and a member of the Club; b) Not have been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property; c) Have the power under law to contract; d) Have not been declared incapable by a court in Canada or in another country; and e) Not have the status of bankrupt.

13.2 Nominating Committee: A Nominating Committee shall be appointed by the Board by its September meeting and consist of the 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 email and by posting a notice on social media and/or club website.

13.3 Nominations: Any member of the Nominating committee may accept (in paper or email) nominations for Directors from Members prior to the Annual General Meeting. Any such nominations shall be in writing signed by two Nominating Committee Members and the Member being nominated to indicate acceptance. Any known nominations must be posted by email, social media, or website prior to the AGM. Nominations for Director shall be accepted from the floor

at the Annual General Meeting if duly moved and seconded and if the person being nominated indicates acceptance.

13.4 If prior to the Annual General Meeting it is found that insufficient nominations have been received for Director, the Secretary shall post a notice by email and by posting a notice on social media and/or club website requesting further nominations.

13.5 In the event that there is more than one nomination for a particular Director's portfolio, they shall be elected by ballot. In the case of a tie vote, the membership will vote again on those tied.

14. COACHING POSITIONS

14.1. 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.

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

15. FISCAL YEAR

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

16. FINANCE

16.1 An accounting or bookkeeping company or person(s) shall be hired to maintain all Club Finances and receive all monies or securities due to the Club; manage and keep proper records of all revenue and expenses so received and deposit them in the Club's bank account at a financial institution approved by the Board; produce financial statements for the Board's review; co-ordinate the year-end audit; assist with budget preparation; and prepare a report for the Annual General Meeting. The bookkeeper is approved by the Board and shall ensure that all necessary information is made available for completion of the year-end audit and submissions to the Canada Revenue Agency, City of Mississauga and other agencies as required in a timely way. The accountant will liaison with the finance director to maintain communication with the board.

17. AUDITORS

16.1. 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. REQUISITIONS AND SUPPLIES

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

18. TERMINATION

18.1. Upon dissolution of the Club, any assets belonging to the City of Mississauga will be returned to the City. Any moneys accrued in the Bingo or Nevada accounts will be distributed to a suitable charity or charities as determined by the Board of Directors by ordinary Resolution. 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 the City of Mississauga failing which will become the property of WOD.

19. AMENDMENTS AND REPEALS

19.1. The Bylaws may be amended or repealed provided:

19.1.1. that there is a quorum

19.1.2. that there is an affirmative vote of not less than two thirds of those present at the meeting.

19.1.3. that a requisition for such proposed amendment or repeal 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 email and by posting a notice on social media and/or club website.

20. CAPITAL IMPROVEMENT FUND

20.1. The Club has set up a Capital Improvement Fund in order to set aside funds to be used for major capital expenditures or future renovations to the Club. Revenues in excess of expenditures will be added to the Capital Improvement Fund each year. The Capital Improvement Fund is to be spent on major capital improvements, (not normal operating expenses or equipment purchases), in accordance with guidelines set out by Canada Revenue Agency. 20.2. These funds are to be kept separate from the Club's normal operating funds, and invested in variable rate, redeemable Guaranteed Investment Certificates (GIC's).

20.3. In order to access the money in the Capital Improvement Fund, the Board must present the plans to the membership at a General Meeting called for this purpose. The membership must approve of the plans, as outlined in Section 12 of the Club Constitution.

Approved at Annual General Meeting October 29, 2022