

Bylaws of the

Limestone Boat and Board Club



Revised February, 2016

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1. Corporate

1.01

The name of the Limestone Boat and Board Club may be shortened to LBBC and shall be referred to herein as the Club.

1.02

The mailing address of the club shall be 632 Rankin Cres. Kingston ON K7M7L4 and the physical location of the Club shall be 4034 Bath Rd, Kingston ON K7M 4Y4 (West side of Royal Canadian Legion 631 Kingston).

1.03

Any Member may use the name of the Club, but may speak in the name of the LBBC only if duly appointed an Officer of the Club.

1.04

The emblem of the Club shall be as shown below and may be revised until approved by Board of Directors:



1.05

The Club emblem may be used on all Club correspondence and insignia such as medals, trophies, flags, and clothing.

1.06 The colours of the Club shall be orange and blue

2. Assets and Finances

2.01

All funds that accrue to the Club shall be used, in accordance with the Bylaws and accepted accounting practices, for the purposes of acquiring equipment and for the operations of the Club.

2.02

The Club shall undertake such fund raising projects as are legal within the City of Kingston and surrounding areas of the Provinces of Ontario. All proceeds from such fund raising projects shall accrue to the Club.

2.03

Fundraising done in the name of the Club must receive prior approval of the Club's Executive Committee.

2.04

Fundraising done in the name of the club for individual Members must receive prior approval of the Club's Executive Committee.

2.05

The Club shall appoint auditors or accountants to verify the accounts of the Club. Such auditors may be appointed from within, or external to, the Club. These auditors shall report their findings to the Club at each Annual General Meeting.

3. Membership

3.01

There shall be three classes of general membership in the Club: Access Membership, Individual Membership and Family Membership.

3.02

R² Membership:

Access to parking, floating dock, and Washrooms for races, races and rental periods.

Membership in PaddleCanada to participate in races or events

Access Member discounted price for all programs and lessons

No access to club equipment outside of specific rental times subject to availability (~BYO Board)

Non-voting membership

3.03

Individual Membership:

Access to the water and facilities

Use of club equipment during regular activity times

Mandatory Learn to SUP Basic Skills and Safety Course

Access to all regular club activities including race events

1 Full vote at the Club AGM

Membership in PaddleCanada for each family member

Full Membership pricing for additional courses and activities

2 Guest passes for regular club activities

Membership discount on purchases of equipment

Access to sell-off club gear

3.04

Family Membership includes the following for 2 adults and any directly related offspring:

Access to the water and facilities

Use of club equipment during regular activity times

Mandatory Learn to SUP Basic Skills and Safety Course for EVERYONE in the family

Access to all regular club activities including race events

2 Full votes at the Club AGM

Membership in PaddleCanada

Full Membership pricing for additional courses and activities

5 Individual guest passes for regular club activities

Membership discount on purchases of equipment

Access to sell-off club gear

3.05

Life Memberships may be granted for sufficient and good reasons by the Club board of directors. Life Members shall have all the rights and privileges of a family membership, but in addition, may be invited to such events as may from time to time be held. Once granted, such memberships are in effect until resignation of such a membership.

3.06

Membership categories may be added during the course of a season if approved by the board of directors.

These new fee categories may be added to the bylaws at the following AGM

3.07

The Club shall set Membership fees and conditions in a Fee Schedule approved annually at the Annual General Meeting. In the absence of a current Fee Schedule, the previous Fee Schedule shall remain in effect.

3.08

The Club will register Members, as necessary, with appropriate provincial and national associations.

3.09

Competitive Athletes at the Club shall be governed by the rules of eligibility as set out by Rowing Canada or Canoe/Kayak Canada and shall be classified under the RCA Rules of Racing or Canoe Kayak Canada should the LBBC ever be registered as a competitive club.

3.10

Should club members wish to participate in competitive rowing or paddling activities, they must be registered and compete with a competitive club for which the LBBC has a formal agreement on record.

4. Membership Rights, Privileges

4.01

Members shall have the right to use such Club equipment and facilities as are designated by the Executive Committee. The Executive Committee may appoint a person to allocate equipment and facilities on its behalf.

4.02

The Club shall post rules for the reservation and use of equipment designated for use by Recreational Members. Members shall be aware of and adhere to these rules.

4.03

The Club shall make public the rules for participation at the LBBC. Persons using LBBC equipment or facilities must have read and be aware of the Club's rules. Persons failing to adhere to the Club's rules shall be subject to sanctions.

4.04

Members are responsible for being aware of and adhering to municipal, provincial, and national safety laws and regulations and must hold appropriate credentials before using Club equipment. Members are liable for consequences resulting from failing to do so.

4.05 Full Members, Life Members, and Members holding an Office or Directorship of the Club shall have voting privileges at meetings and on affairs and matters of interest to the Club.

4.06

Any Member with voting privileges may give proxy to a Full Member using a document deemed satisfactory by the Club. The maximum number of proxies a single Member may hold is one.

4.07

Where a Member with voting privileges is under the age of eighteen years, proxy for that member is granted to one of the Member's legal guardians. Legal guardians of a Member under the age of eighteen years may grant proxy for that Member's vote to another Member with voting privilege who does not already hold the maximum allowed proxies.

4.08

Members shall take part in such fundraising activities as are organized by the Club.

4.09

The Club may refuse membership to any person or revoke membership from any person if, in the opinion of a majority of the Club's Officers at a legal meeting of those Officers, the individual concerned is not deemed to be pursuing the objectives of the Club, having due regard for such aspects as sportsmanship, moral leadership, and good conduct, or is deemed to have behaved contrary to the safe pursuit of the Club's objectives.

5. Operation and Management of the Club

5.01

The Officers of the Club shall be the President, Vice President, Vice President Programs, Secretary, Treasurer. Further positions may be added and ratified at an AGM to a maximum of 7 positions. The Officers of the Club shall be elected at an Annual General Meeting (AGM) and shall hold office for a period of up to two years. In the event of a vacant office, the remaining Officers shall appoint a Member to fill the vacancy *Pro Tempore*. *Pro Tempore* appointments must be ratified at the subsequent AGM.

5.02

The Officers of the Club, and such Directors as deemed necessary and appointed by the Officers, shall comprise the Executive Committee.

5.03

The Executive Committee shall conduct the affairs of the Club. The Executive Committee shall meet no less than four (4) times per year, but more often as required. No quorum shall be deemed to exist at a meeting of the Executive Committee unless more than half of the Officers and Directors are present.

5.04

At meetings of the Executive Committee, only Officers of the Club shall vote upon matters concerning the finances of the Club. No quorum for these matters shall be deemed to exist at a meeting of the Executive Committee unless more than half of the Officers of the Club are present.

5.05

The Executive Committee shall hire and be responsible for such staff as is necessary for the operation of the Club.

5.06

The Club shall provide coaching and training staff. The Executive Committee may appoint or hire a Coach(s) for programs offered at the club or satisfactory supervision during structured activities.

6. Dispute and Appeals

6.01

Members with a complaint against Officers or Directors of the Club, Club employees, coaches, or volunteers, shall first attempt to resolve their complaint individually before taking formal action. Members may seek the assistance of a Club Ombudsperson to achieve a mediated solution.

6.02

The Club may annually appoint a voting Member of the Club to be Ombudsperson to investigate complaints and mediate fair settlements for disputes between Members and Officers or Directors of the Club, Club employees, Coaches, or Volunteers acting on the Club's behalf. The Ombudsperson will file a report of each complaint with the Club President. The Ombudsperson and Club President will make every possible effort to keep details of complaints confidential.

6.03

Members may appeal decisions made and actions taken by a Club official on the behalf of the Club. A legal guardian of a Member under the age of eighteen may file an appeal on the Member's behalf. An Appeals Tribunal will be convened by the Club President to adjudicate the appeal.

6.04

Appeals Tribunals shall consist of the Club President, a voting Member of the Club appointed by the persons named in the appeal, and a voting Member of the Club appointed by the appellant. Where the Club President is named in an appeal, the Club Treasurer will take the Club President's place on the Tribunal. Where both the Club President and Club Treasurer are named in an appeal, the Ombudsperson will appoint a member of the Executive Committee not named in the appeal to take the Club President's place on the Tribunal.

6.05

Both appellant and persons named in the appeal will have adequate opportunities to address the Appeals Tribunal before a decision is made.

6.06

An Appeals Tribunal will make decisions based solely on the adherence to the Club's policies by the persons named in the appeal.

6.07

Proceedings of Appeals Tribunals shall be closed. An Appeals Tribunal's deliberations shall be held in camera. No record of the proceedings or deliberations will be kept. Appellants and persons named in an appeal may make or keep their own recording of the proceedings.

6.08

Deliberations of the Appeals Tribunals will be concluded and decisions pronounced in a timely manner. Appeals Tribunals shall pronounce a decision on the appeal in the presence of both appellant and persons named in the appeal within seven days of the proceedings. The Appeals Tribunal must come to a decision by the end of the seventh day following the commencement of deliberations.

6.09

Decisions of the Appeals Tribunal shall be final, binding, and supersede the authority and decision of the persons named in the appeal. The President will maintain a record of decisions made by Appeals Tribunals.

8. Annual General Meeting

7.01

An Annual General Meeting (AGM) will be held between April 1st and April 31st of the following year save that the meeting shall not be called upon a day designated as a festive holiday such as Christmas or New Years Day. Quorum is defined as fifteen voting Members or fifteen percent of voting Members, whichever is greater.

7.02

The location of the AGM shall be in a room large enough to enable all members to attend. Such location is to be within the confines of the City of Kingston.

7.03

Notice of the date, place, and time of the AGM shall be dispatched to all members at least two weeks before the actual meeting.

7.04

All members and interested parties may attend the AGM.

7.05

Motions must be moved and seconded by a voting attendee. A majority of voting attendees must vote in favour of a motion for it to carry. A majority vote shall be defined as more than half of voting attendees. Voting shall be done by a showing of hands unless a Member requests a secret ballot. Motions are recorded in the AGM minutes.

7.06

The Order of Business at the AGM shall be:

- (a) Roll Call
- (b) Minutes of Previous Annual General Meeting
- (c) Reports of Officers
- (d) Business Arising out of Reports
- (e) Budget and Fee Schedule
- (f) Election of Officers
- (g) New Business
- (h) Adjournment

7.07

Election of officers will be staggered to ensure that no more than half the current slate of directors be changed.

7.08

Officers may be removed from office by a vote of more than half of voting attendees at an AGM. Notice of a vote on the removal of an Officer must be given at least two weeks prior to the AGM and included in the official agenda.

7.09

Proposals and motions concerning the financial affairs of the Club must be accompanied by a written proposal. All voting attendees must have had an opportunity to read the written proposal or motion prior to voting.

8. Policies

8.01

A copy of these Bylaws, along with the Club's Constitution, shall be posted in the clubhouse.

8.02

Nothing in these Bylaws shall be construed as overriding or conflicting with the Club's Constitution, and where such conflict is deemed to exist, the Constitution shall have overriding authority.

8.03

Nothing in an appendix to the Bylaws shall be construed as overriding or conflicting with the articles of the Bylaws, and where such conflict is deemed to exist, the articles shall have overriding authority.

8.04

A change in the Bylaws shall be a change in wording, intent, or specifics in any article.

8.05

A change to the Bylaws may take place at either a special meeting called by the Executive Committee or at the Annual General Meeting provided notice of the proposed change has been sent to all Members with voting privileges. When the Club is open, this notice will be posted at the Club. Such notice shall be given with the intended date, time, and place of the meeting, not less than two weeks prior to the meeting. Voting Members shall be permitted to attend the meeting and speak on the proposed change.

8.06

A change to the Bylaws must be ratified at the next Annual General Meeting (AGM).

8.07

Policies of the Club shall be included in appendices to the Bylaws. Policies shall be ratified at an AGM. A list of appendices shall be included in articles of the Bylaws.

8.08

Appendices included with the Bylaws are:

- (a) Duties and Responsibilities of the Officers and Directors of the Club.
- (b) Limestone Boat and Board Club's Safety Rules & Regulations & Safety Action Plan.
- (d) Membership safety and code of conduct waiver