

Cataraqui Canoe Club of Kingston Inc.  
By-laws (revised October 2014)

---

1 NAME: The organization shall be known as the Cataraqui Canoe Club of Kingston (hereinafter known as "the Club").

2 PURPOSE:

2.1 The Club shall be a non-profit organization.

2.2 The Club shall promote canoeing and kayaking by residents of Kingston and the surrounding area through activities such as the organization and sponsorship of instructional sessions, competitions and recreational trips.

2.3 The Club shall develop and promote policies to (a) achieve good practices in personal safety and (b) ensure that the Club's activities have minimal negative impact on the environment.

2.4 In addition to its prime activities, the Club may engage in other outdoor or social activities to enhance the health and well being of its Members.

2.5 To achieve its goals, the Club may co-operate with or affiliate with other organizations with similar goals.

3 MEMBERSHIP:

3.1 Membership is open to any person or family on the approval of an application submitted to the Membership Committee and the receipt of the membership fee by the Secretary.

3.2 Membership is maintained by the payment of the annual membership fee to the Secretary when its renewal is due.

3.3 A membership shall terminate:

(a) by failure to renew annual membership fees.

(b) by resignation.

(c) by the passing of a resolution to terminate membership by the Board of Directors on the recommendation of the Membership Committee.

3.4 A Member whose membership has been terminated by a vote of the Board of Directors has the right to appeal that decision at the next Annual General Meeting or at a Special General Meeting, providing that the request for appeal is made in writing to the Board of Directors by the Member within ten days of notification by the Board of Directors.

4 FEES AND CHARGES: The Board of Directors shall recommend a schedule of membership fees which shall be subject to ratification by a majority vote at a General Meeting. All other fees and charges shall be determined by the Board as they feel appropriate.

5 GENERAL MEETINGS:

5.1 The Annual General Meeting shall be held during the months of September or October each year.

5.2 Other general meetings, to be known as Special General Meetings, shall be called either by resolution of the Board of Directors or when at least ten percent of the Members who are entitled to vote petition the Secretary in writing.

5.3 Each Member shall be notified of the time, place, and agenda of a General Meeting at least two weeks in advance of the meeting.

5.4 Only those who have been paid up Members for 60 days immediately preceding a General Meeting shall be entitled to vote. No more than two persons shall be entitled to vote for each Family Membership. The minimum age for voting shall be 14 years.

5.5 A quorum at any General Meeting shall be ten percent of the Membership entitled to vote.

5.6 A Member entitled to vote at a General Meeting, but unable to attend, may give written authorization to vote to another person in his or her place. No more than two such proxies shall be used by any person at a General Meeting.

6 FISCAL YEAR: The fiscal year shall begin on the first day of April.

#### 7 BOARD OF DIRECTORS:

7.1 The activities, property and other matters pertaining to the Club shall be directed and administered by a ten member Board of Directors, consisting of nine elected Officers and other Board Members, and the Past-Commodore. In the event that the Past-Commodore is unable to serve on the board, an additional person shall be elected instead.

7.2 There shall be at least six meetings of the Board of Directors within the year, with no more than ten weeks between meetings.

7.3 Usually the time and place of each Board Meeting shall have been decided by resolution at a previous meeting. A meeting may also be called on two weeks written notice by the Commodore. The quorum for a meeting arranged in either of these ways shall be five Board Members.

7.4 In special circumstances a meeting may be called by the Commodore with less than two weeks notice. The quorum in such a meeting shall be seven Board Members.

7.5 The Board of Directors shall constitute the Membership Committee which shall review and approve new Memberships and promote actions to encourage a healthy growth of the Club.

8 OFFICERS: The Officers of the Club shall be the Commodore, Vice-Commodore, Secretary and Treasurer.

#### 9 DUTIES:

9.1 The Commodore:

- (a) provides leadership to the Club directly and through the Board of Directors.
- (b) presides at General Meetings of the Club and at Meetings of the Board.
- (c) acts as ex-officio member of all committees.
- (d) signs the minutes of General Meetings of the Club and of Meetings of the Board.

9.2 The Vice-Commodore performs all duties of the Commodore in the absence of the Commodore.

9.3 The Secretary:

- (a) records minutes of General Meetings and Board Meetings.
- (b) notifies the Membership of General Meetings.
- (c) handles correspondence for the Club.
- (d) receives applications and fees for Membership.

9.4 The Treasurer oversees the finances of the Club, including the receipt and payment of funds.

9.5 As designated by the Board of Directors, Officers may be assisted by other Club Members in carrying out their duties.

9.6 The duties shown above are specific to these particular Officers. Other duties for the

successful functioning of the Club shall be designated as needed by the Board to particular Board Members or Committees of the Board.

**10 ELECTION OF OFFICERS AND BOARD OF DIRECTORS:**

10.1 The election of Officers and other Members of the Board of Directors shall take place at the Annual General Meeting. Each person elected must be a Member of the Club.

10.2 The Term of Office for Officers and other Members of the Board of Directors shall expire when the new Officers and other Members of the Board have been elected.

10.3 If vacancies of Officers or other Members of the Board occur during their Term of Office, the Board of Directors may appoint other Club Members to fill the vacancies until the next election.

10.4 The Commodore may hold no more than two consecutive terms of office.

**11 COMMITTEES OF THE BOARD:** In addition to the Membership Committee, the Board of Directors may establish other committees to make recommendations and to carry out functions as specified by the Board to further the goals of the Club.

**12 AUDITOR:** The Board shall appoint a person, preferably a Club Member, to review the records of the finances and property pertaining to the Club and to make a report at the Annual General Meeting.

**13 AMENDMENTS:** These by-laws may be added to, amended, or repealed by affirmative vote of at least two thirds of the votes cast at an Annual General Meeting or a Special General Meeting, providing that written notice of motion has been given to the Membership at least two weeks before the Meeting.