



Atlantic Division CanoeKayak Canada
Legal Name: Atlantic Division Association
Canoe Kayak Canada

BY-LAWS

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Appendix 1: Atlantic Division CanoeKayak Canada Executive Organizational Chart

Appendix 2: Atlantic Division CanoeKayak Canada Board of Directors Organizational Chart

Appendix 3:

Canoe Kayak Canada By-Laws

Sprint Racing Discipline Competition Rules of Canoe Kayak Canada

Policies and Procedures of the Atlantic Division CanoeKayak Canada

Appendix 4: Executive Committee Position Descriptions

Appendix 5: Board of Directors Position Descriptions

Appendix 6: Committee Terms of Reference



BE IT ENACTED as the By-Laws of Atlantic Division CanoeKayak Canada:

1 INTERPRETATION

1.1 Interpretation

In these by-laws and all other by-laws of the Atlantic Division, unless the context otherwise requires:

- a. "By-laws" means all by-laws, including special by-laws of the Division as amended from time to time;
- b. "Association" means Canoe Kayak Canada;
- c. "Person" includes an individual, a corporate body, corporation, company, partnership, syndicate, trust and any member or aggregate of persons;
- d. Singular includes the plural, and the plural includes the singular;
- e. Masculine gender includes the feminine and the neuter,
- f. "Division" means the Atlantic Division CanoeKayak Canada; and,
- g. "Current year or season" means 1st January to 31st December of the racing year.

2 ADDRESS

2.1 Mailing Address

The mailing address of the Division shall be:
PO Box 295, Station Main
Dartmouth, NS B2Y 3Y3

2.2 Street Address

The street address of the Division shall be:
34 Boathouse Lane
Dartmouth, NS B3A 0G5

3 MISSION, VISION & VALUES

3.1 The Mission, Vision & Values of the Division shall be:

Mission:

To provide excellence in leadership, guidance and support for our members and to provide safe and fair competitive environments that will ensure the successful development of high performance athletes and lifelong paddlers.



Vision:

To lead athlete representation on the National team while continuously developing lifelong paddlers, confirming our dedication to progress the Atlantic Regions' position as a vibrant paddling centre in Canada.

Values:

Inclusive: We believe in providing CanoeKayak as an inclusive, supportive, respectful and accessible sport to all Atlantic Canadians.

Safety First: We are committed to providing safe, fair and world-class competitive racing environments for our membership.

Customer Centric: We believe in focusing our efforts to continuously advance and support our athletes and our Member Clubs.

Leadership: We are committed to govern and lead with transparency, accountability and strategic intent.

Collaboration: We believe in providing a highly positive, collaborative and consultative environment for our membership, best supporting our continuous progression.

Reward Success: We believe in recognizing and celebrating the success of our membership, volunteers, athletes and other stakeholders.

Educate: We are committed to facilitating and delivering ongoing, lifelong educational opportunities.

Volunteerism: We are a volunteer centric organization and believe in best achieving our potential through delivering excellence in the recruitment, retention and recognition of our volunteers.

3 MEMBERSHIP

3.1 Geographical

The Division shall consist of those clubs which are members of Canoe Kayak Canada and the Division, and are in the territory comprising the Provinces of Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador.

3.2 Eligibility

Clubs, groups, organizations or persons who are interested in fostering and promoting the sport of amateur canoeing, who meet the requirements of membership outlined in the Canoe Kayak Canada By-Laws (see Appendix 3) and except for the provisions of paragraph 3.3 "c" below, may be accepted as a member by approval of a majority vote at a Division meeting.

3.3 Classes

There shall be three classes of Membership defined as follows:



- a. Club - Those clubs located in the Atlantic Provinces who sponsor and promote sprint canoe racing on an amateur basis within its membership and who desire to sponsor such amateur competition between its members and members of other amateur clubs in accordance with the Sprint Racing Discipline Competition Rules of Canoe Kayak Canada (see Appendix 3) and the Policies and Procedures of the Atlantic Division (see Appendix 3).
- b. Associate - An associate member shall be any group or organization whose activities include canoeing on an amateur basis and which is in the Atlantic Provinces. An associate member shall have the privilege of attending Division meetings but shall not have voting privileges; and
- c. Individual - Any person interested in the promotion of the objectives of the Division, who applies in writing to be an Individual member of the Division, may be admitted to membership upon approval of a majority vote at a Division meeting. An Individual member shall have all the rights and privileges of member Clubs including attendance at Division meetings but shall not have voting privileges.

3.4 Good Standing

Any member Club, Associate member, or members thereof, or Individual member of the Division, owing moneys to the Division, whether on account of fees as hereinafter provided for or otherwise, which are past due is, so long as any such moneys remain unpaid are not in good standing (see Atlantic Division CanoeKayak Canada Policies & Procedures, Appendix 3).



4 FINANCES

4.1 Fiscal Year

The fiscal year of the Division shall be the 1st of April to the 31st of March.

4.2 Annual Fees

All member Clubs, Associate and Individual members shall pay annual fees of an amount, which shall be determined by the Division Executive Committee to be presented for vote by the Division membership at the Annual General Meeting (AGM). Annual fees shall be paid by all membership classes, in full, on or before the date as declared at the Semi-Annual General Meeting of the current year.

4.3 Soliciting

Any moneys solicited in the name of the Division from governments and their agencies, private firms and any public solicitation shall be authorized ONLY by the Division Executive Committee.



5 ATLANTIC DIVISION AUTHORITY

5.1 General

The Division governing personnel shall draw their authority to act from member Clubs. The structure of the Atlantic Division shall be an Executive Committee and a Board of Directors as specified in 7.2 – 7.7 below. Executive Committee personnel holding those positions, with the exception of the Past Flag Officer, shall be entitled to one vote at any meeting of the Division membership.

5.2 Executive Committee Composition

The Executive Committee shall consist of the following positions:

Flag Officer

Vice Flag Officer

Secretary

Treasurer

The above shall be voting positions at Executive Committee meetings

Past Flag Officer shall not be a voting position at Executive Committee meetings.

5.3 Board of Directors Composition

The Board of Directors shall consist of the following positions:

Chair of Paddling

Chair of External Relations and Media

Chair of Asset Management

Chair of Revenue Development

Chair of Club Development

Chair of National/International Regattas

Chair of Organizational Effectiveness

The Board personnel shall not be entitled to vote at any meeting of the Division membership.

5.4 Representatives

Each member Club shall appoint and officially designate two (2) representatives, in writing, to the Secretary of the Division, or General Administrator, prior to voting at any Division meeting, or may so designate in writing representatives and alternates for the year. All persons designated must have attained 19 years of age prior to the 1st of January of the year in which they propose to represent a club as a voting member.

5.5 Resignation

Any member of the Executive Committee or Board of Directors missing three consecutive meetings shall show cause to the Executive Committee why he/she should not be considered to have resigned. In cases of resignation, etc. the Executive Committee or Board of Directors, respectively for the subject position, shall have the power to appoint a replacement member for the remaining term of that position, subject to confirmation at the next Division meeting or via electronic vote, the result of which must be entered in the minutes of the next Executive, Board or Division meeting, whichever occurs first.



5.6 Removal

The members of the Division may, by resolution passed by a majority of at least three-quarters of the votes cast at a special meeting of such members duly called for that purpose, remove any member of the Executive Committee or Board of Directors from his or her position before the expiration of his or her term and may, by a majority of votes cast at the meeting, elect any person in his or her stead for the remainder of his or her term.

5.7 Procedure

Robert's Rules of Order shall govern the deliberations of Executive, Board and Division meetings.



6 POWERS AND DUTIES OF EXECUTIVE COMMITTEE

6.1 Flag Officer

The Flag Officer shall be the presiding officer generally with respect to Division affairs. He or she shall call and preside over all meetings of the Division, have general supervision over the operation of the Division, and be responsible to the Sprint Racing Council of the Association for such operation; and in this regard, the Flag Officer shall ensure that Clubs and their members conduct themselves in accordance with the Association Policies and By-Laws, the Rules of Structure of the Sprint Racing Discipline, Sprint Racing Discipline Competition Rules of the Association, and the By-Laws and Policies and Procedures of the Division. The Flag Officer shall be the only person with authority to sanction regattas held by the Division, on behalf of the Sprint Racing Council of the Association. The term of office is 2 years, renewable for one additional term.

6.2 Vice Flag Officer

The Vice Flag Officer shall be the successor to the current Flag Officer. As such the position will be mentored by the Flag Officer and the Vice Flag shall assist with and support the duties required of the Flag Officer. The Vice Flag shall manage and support the Division staff and provide direction for staff structure and recruitment. In the absence of the Flag Officer, the Vice Flag will assume the duties and responsibilities of the Flag Officer. The term of office is 2 years, renewable for one additional term.

6.3 Secretary

The Secretary shall act as coordinator and record keeper for the minutes and associated correspondence of all meetings of the Division, Executive and Board of Directors. The Secretary shall ensure that official Division documents, website and non-profit status are maintained and updated promptly, and is responsible for the preparation and submission of the Division's annual report. The initial term of office is 1 year, followed by an ongoing 2-year term. Each term is renewable for one additional term.

6.4 Treasurer

The Treasurer shall have responsibility and authority for the management of Division finances. The Treasurer shall have a yearly budget prepared for approval, have regular update reports prepared of progress versus budget, have the yearly financial report prepared for the Annual General Meeting and act as the principle point of contact of authority for interactions with financial institutions. The initial term of office is 1 year, followed by an ongoing 2-year term. Each term is renewable for one additional term.

6.5 Past Flag Officer

The Past Flag Officer's position shall be that of a mentor to the Flag Officer and provide guidance and advice based on previous experience while assisting with the general management of the organization to achieve the strategic goals of the Division. The term of office is 2 years, renewable for one additional term.



See Appendix 4 for detailed Executive Committee position descriptions.

6.6 Division Staff

The Executive Committee may employ staff at its discretion, both full time and part time, to undertake the day to day operations of the Division.

Staff serve in an ex-officio capacity at any meetings that they are requested to attend and have no voting privileges.

7 POWERS AND DUTIES OF THE BOARD OF DIRECTORS

7.1 Description of Board Function

The function of the Board of Directors is to gather, coordinate and develop requirements and direction for the running of the Division. The member clubs assure their ability to direct the Division through club representation and participation on the committees chaired by the respective Board members.

7.2 Chair of Paddling

The Chair of Paddling leads all initiatives poised to advance the ADCKC as it pertains to all age groups of the sport of CanoeKayak. The Chair of Paddling oversees Committees with an established Terms of Reference. All paddling initiatives must ensure that the ADCKC succeeds in meeting strategic outcomes, mission, vision and are reflective of core values. The term of office is 2 years, renewable for one additional term.

7.3 Chair of External Relations and Media

The Chair of External Relations and Media leads relationship development, marketing, public relations and communications strategy that raise awareness of the sport of CanoeKayak. The Chair of External Relations and media oversees a Committee with an established Terms of Reference. All relationship development, marketing, public relations and communications initiatives must ensure that the ADCKC succeeds in meeting strategic outcomes, mission, vision and are reflective of core values. The initial term of office is 1 year, followed by an ongoing 2-year term. Each term is renewable for one additional term.

7.4 Chair of Asset Management

The Chair of Asset Management leads all initiatives to ensure that ADCKC owned and managed assets are available and maintained to a world class level for future generations of paddlers. The Chair of Asset Management oversees a Committee with an established Terms of Reference. All asset management and development initiatives must ensure that the ADCKC succeeds in meeting strategic outcomes, mission, vision and are reflective of core values. The term of office is 2 years, renewable for one additional term.



7.5 Chair of Revenue Development

The Chair of Revenue Development leads all initiatives to ensure the ADCKC meets and/or surpasses revenue development targets and goals. This includes operational and directed funding. The Chair of Revenue Development oversees a Committee with an established Terms of Reference. All revenue development initiatives must ensure that the ADCKC succeeds in meeting strategic outcomes, mission, vision and are reflective of core values. The initial term of office is 1 year, followed by an ongoing 2-year term. Each term is renewable for one additional term.

7.6 Chair of Club Development

The Chair of Club Development leads all initiatives to expand the sport of CanoeKayak; including increasing membership (competitive and general) and to establish new Clubs throughout Atlantic Canada. The Chair of Club Development oversees a Committee with an established Terms of Reference. All Club Development initiatives must ensure that the ADCKC succeeds in meeting strategic outcomes, mission, vision and are reflective of core values. The initial term of office is 1 year, followed by an ongoing 2-year term. Each term is renewable for one additional term.

7.7 Chair of National/International Regattas

The Chair of National / International Regattas leads all initiatives to host national and international CanoeKayak events. The Chair of National / International Regattas oversees a Committee with an established Terms of Reference. All events must ensure that the ADCKC succeeds in meeting strategic outcomes, mission, vision and are reflective of core values. The term of office is 2 years, renewable for one additional term.

7.8 Chair of Organizational Effectiveness

The Chair of Organizational Effectiveness lead's all initiatives to ensure successful high-level administration. The Chair of Organizational effectiveness oversees Committees with an established Terms of Reference. All administrative functions must ensure that the ADCKC succeeds in meeting strategic outcomes, mission, vision and are reflective of core values. The term of office is 2 years, renewable for one additional term.

See Appendix 5 for detailed Board of Director position descriptions.

8 ELECTION OF EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

8.1 Method of Election

All the positions of the Executive Committee and the Board of Directors shall be elected by the Division membership at an Annual General Meeting. Nomination of persons to run for office for the positions up for election by the general membership must be proposed by one of the methods as follows:

- a) by the Nominating Committee;



- b) by any two member Clubs in good standing who jointly submit, in writing, to the Flag Officer of the Division, the name of their nominee and the position for which he or she is nominated, no later than ten (10) days before the date of the said Annual Meeting. The joint nomination must be from the Commodore of the member Clubs making the submission; or
- c) any member of a member Club in good standing or any Individual member in good standing may submit his or her name, in writing, to the Flag Officer of the Division as a nominee to a position for election at the next ensuing Annual General Meeting of members of the Division. Submissions must be received by the Flag Officer thirty (30) days prior to the date of the Annual General Meeting.

9 MEETINGS

9.1 Division Meetings

The Annual General Meeting shall be held on or before the third Sunday in October. The name of the Flag Officer elected at this meeting shall be submitted to the Chief Operating Officer of Canoe Kayak Canada.

A Semi-Annual General Meeting shall be held on or before the third Sunday of April.

There shall be at least 14 days' notice of these meetings delivered to members.

A quorum for meetings of the Atlantic Division shall be twelve voting members with at least five member Clubs represented. At all Division meetings, the Flag Officer/Chairperson shall cast a vote only in the case of a tie. In every case a majority affirmative vote of the Committee present at a meeting shall be necessary for the taking of any action.

9.2 Special Meetings

The Flag Officer may call a Special Meeting of the Division any time and must do so at the written request of any three member Clubs and/or any six voting members of the Division. The agenda for such meetings must be confined to the subject for which the meeting was called. Members and voting delegates are to be given reasonable prior notice of the meeting and the specifics of the agenda.

A quorum for meetings of the Atlantic Division shall be twelve voting members with at least five member Clubs represented. At all Division meetings, the Flag Officer/Chairperson shall cast a vote only in the case of a tie. In every case a majority affirmative vote of the Committee present at a meeting shall be necessary for the taking of any action.



9.3 Executive Meetings

The Flag Officer may call an Executive Committee Meeting at any time and must do so at the written request of any three members of the Executive Committee. Seven days' notice normally shall be given unless there is, in the opinion of the Flag Office or any three members of the Executive Committee, emergency business to resolve.

A quorum for meetings of the Executive Committee shall be at least one half of the voting members of the Executive Committee in office at the time, including the Flag Officer. In every case a majority affirmative vote of the Committee present at a meeting shall be necessary for the taking of any action. At all Executive Committee meetings, the Flag Officer/Chairperson shall cast a vote only in the case of a tie.

9.4 Board of Directors Meetings

The Board of Directors shall hold a Board meeting at a minimum once per year. A meeting of the Board of Directors may be called at any time with seven days notice by any Director or the Flag Officer when a topic requiring group consideration is required.

A quorum for meetings of the Board of Directors shall be at least one half of the Directors in office at the time. In every case a majority affirmative vote of the Directors present at a meeting shall be necessary for the taking of any action. At all Board meetings, the Chairperson shall cast a vote only in the case of a tie.

9.5 Agenda of the Annual General Meeting

The agenda of the Annual General Meeting shall be as follows:

- a. Reading and approval of the Minutes of the last Annual Meeting;
- b. Business Arising out of Minutes;
- c. Old Business;
- d. Proposals for Membership;
- e. Reports of Committees, Special Individual and Auditor's Reports;
- f. Approval of the actions of the Executive Committee for the previous operating year;
- g. Correspondence and Special Business;
- h. Financial Business, including setting the following year member Club fees;
- i. By-Laws;



- j. Election of Officers;
- k. New Business and Items for Future Agenda; and
- l. Adjournment.

9.6 *Agenda of the Semi-Annual Meeting*

The agenda of the Semi-Annual Meeting shall be:

- a. Reading and approval of the Minutes of the last regular Division meeting;
- b. Old Business;
- c. Proposals for Membership;
- d. Treasurer's Report, Appointment of Auditors and Adoption of Budget, and announcement of final registration submission date;
- e. New Business and Items for Future Agenda; and
- f. Adjournment.



10 COMMITTEES

10.1 General

The following committees are formed annually under the authority of the Division. Committee Chairpersons, except where noted, shall be a Board of Directors member. The committee members shall be drawn from member Clubs and Individual members of the Division where possible, however the need for specific expertise may require persons who are not members of a member Club, or Individual members of the Division, to serve as a member of a Committee. All committee Chairpersons report directly to the Board of Directors. Agreements of a contractual or financial nature shall not be entered into by any Chairperson or member of a committee without prior approval of the Board of Directors, unless directed to do so by the Executive Committee.

Committee Chairpersons and members shall hold office for a period of one year, or until their successors are appointed. The Executive Committee reserves the right to remove, at its sole discretion, any committee member.

See Appendix 6 for committee Terms of Reference with the exception of the Executive Committee. These committee members shall be appointed and shall not require a vote of the Division membership to ratify.

10.2 Executive Committee

The elected Executive Committee shall be comprised of the Flag Officer, Past Flag Officer, Vice Flag Officer, Secretary and the Treasurer. The following shall apply to the Executive Committee:

- a. The Past Flag Officer shall also be a member of this committee in an ex-officio, non-voting capacity.
- b. The Executive Committee will conduct meetings at least bi-monthly excluding the AGM and SAGM.
- c. During intervals between the meetings of the Division, the Executive Committee shall possess and may exercise all the powers and functions of the Division in the management and direction of the affairs of the Division in all cases in which the Division shall have not given specific directions.
- d. Regular minutes of the proceedings of the Executive Committee shall be kept and archived and made available on request to members of the Division.
- e. The members of the Executive shall have direct responsibility for the operation of the following committees:
 - 1) Discipline Committee with the Flag Officer as the chairperson
 - 2) Human Resources Committee with the Vice Flag Officer as the chairperson
 - 3) Nominating Committee with the Past Flag Officer as the chairperson



- f. The term for the Executive Committee is one year.

10.3 Discipline Committee

The Discipline Committee shall have charge of investigating all complaints against the conduct, during all phases of Division or Association sanctioned programs or events, of any member Club, or member thereof, or Individual member, for the breach of any Division Policies or Procedures or any Sprint Racing Discipline Competition Rules of the Association. The committee shall consist of the Flag Officer as chairperson, and at least two past Commodores of member clubs of the Division. The names of the committee members must be presented to the Executive and Board prior to the first race of the current season.

10.4 Human Resources Committee

The Human Resources Committee shall have charge of management of all Division staff, determination of staffing needs, personnel hiring and release, annual performance reviews, authorization of vacation time, salary review and providing support for staff for functional reports. The committee shall consist of the Vice Flag Officer as chairperson, Past Flag Officer and at least two members of the Executive Committee or Board of Directors.

10.5 Nominating Committee

The Nominating Committee shall select, after securing the consent of each nominee, persons to run for office for the Executive Committee and Board of Directors positions up for election at the ensuing Annual General Meeting. The Nominating Committee shall then, and not later than 21 days prior to the Annual General Meeting, submit a report of their nominations to the Flag Officer of the Division who shall include it in the Notice calling the Annual Meeting of the Division. This report shall show the persons named by the Committee as nominees for all positions up for election.

The Nominating Committee shall be composed of the Immediate Past Flag Officer of the Division who shall serve as Chairperson and at least two members of the Executive Committee or Board of Directors.

10.6 Paddling Committee

The Paddling Committee shall have charge of plan development, recommendations and execution of the paddling programs for all paddling age groups and associated personnel, such as safety, registration and high performance. Administrative functions such as regatta policy and procedure, rule changes and awards and recognition are also under the direction of this committee. It is expected that sub-committees shall be required to address these requirements. The primary Paddling Committee shall consist of the Board position, Chair of Paddling as chairperson, and up to seven more members drawn firstly from the Clubs of the Division and then where necessary, persons with areas of expertise who may not be a member of the Division.



10.7 External Relations and Media Committee

The External Relations and Media Committee shall have charge of plan development, recommendations and execution of promotional relationships and publicity for the Division. The areas of responsibility shall be marketing, communication, public, governmental and sponsorship partner relations. The External Relations and Media Committee shall consist of the Board position, Chair of External Relations and Media as chairperson, and up to five more members drawn from persons with areas of expertise in this field who may or may not be a member of the Division.

10.8 Asset Management Committee

The Asset Management Committee shall have charge of plan development, recommendations and execution of the maintenance and improvement of all capital assets of the Division. The areas of responsibility shall be buildings, race course, starting system and on and off water equipment including installation and removal where applicable. This committee shall also develop and pursue long term plans for venue improvement to world class status. The Asset Management Committee shall consist of the Board position, Chair of Asset Management as chairperson, and up to five more members drawn from persons with areas of expertise in this field who may or may not be a member of the Division.

10.9 Revenue Development Committee

The Revenue Development Committee shall have charge of plan development, recommendations and execution of revenue generation for the Division. The areas of responsibility shall be development of short and long term revenue goals and establishing fundraising programs to address regattas, individual donors, corporate sponsorships and planned-giving. The Revenue Development Committee shall consist of the Board position, Chair of Revenue Development as chairperson, and up to five more members drawn from persons with areas of expertise in this field who may or may not be a member of the Division.

10.10 Club Development Committee

The Club Development Committee shall have charge of plan development, recommendations and execution of improvement and expansion of the sport Club base in the Division. The areas of responsibility shall be development of new member Clubs, club resources such as equipment procurement, coaching, club to club mentorship and tailored program development assistance. The Club Development Committee shall consist of the Board position, Chair of Club Development as chairperson, and up to five more members drawn from persons with areas of expertise in this field who may or may not be a member of the Division.



10.11 National and International Regattas Committee

The National and International Regattas Committee shall have charge of plan development, recommendations and execution of major paddling events to facilitate the raising of the sport profile and assist in attracting significant asset and paddler participation improvements for the Division. The areas of responsibility shall be development ICF and COPAC partnerships, event bid development and procurement for National to highest profile International competitions and event organization. The National and International Regattas Committee shall consist of the Board position, Chair of National and International Regattas as chairperson, and up to five more members drawn from persons with areas of expertise in this field who may or may not be a member of the Division.

10.12 Organizational Effectiveness Committee

The Organizational Effectiveness Committee shall have charge of plan development, recommendations and execution of outcomes from the study and analysis of the governing and operating structure of the Division. The areas of responsibility shall be strategic planning, volunteer resource management, Executive and Board level administration, bylaws and policies and procedures. The Organizational Effectiveness Committee shall consist of the Board position, Chair of Organizational Effectiveness as chairperson, and up to five more members drawn from persons with areas of expertise in this field who may or may not be a member of the Division.

12 POLICIES AND PROCEDURES

12.1 General

The Executive Committee may from time to time adopt policies and procedures to assist in the safe, fair and efficient conduct of the sport of canoeing. These policies and procedures shall be published and on display for Division membership reference, and the Division membership shall be promptly notified of updates.

11 DISCIPLINE

11.1 Division Disciplinary Action

The Division may take disciplinary action, including suspension from regatta racing in the Division, against any member Club, or member thereof, or Individual member, for breach of any of the Division policies or procedures or the Sprint Racing Discipline Competition Rules of the Association. Any such disciplinary action shall take effect immediately upon notification in writing to the member Club or member thereof, or Individual member, being disciplined. The following procedures shall be used when dealing with disciplinary matters:



- a. After all routine and official avenues have been exhausted in the handling of claims, complaints and protests, including conduct of participants, coaches, officials, member Clubs, or member thereof, or Individual members, the Executive Committee shall hear evidence and recommendations of the official bodies of the Division concerning the matter, and shall rule on behalf of member Clubs;
- b. Failure of any participant, coach, official, member Club, or member thereof, or Individual member to abide by the ruling of the Executive Committee, may have their membership in the Division revoked, for a period of up to one year from notice of revocation, but in no circumstance longer than fifteen months from the date of occurrence of the event concerned; and
- c. Under no circumstances shall enactment of revocation of membership be effected without a vote of member clubs at a Division meeting, or previously decided upon reason for revoking membership.

11.2 Appeals Process

In the case of an appeal a Committee is established by Flag Officer as required following the “Appeals Process” as detailed in the Policies and Procedures of the Division (see Appendix 3).

12 AMENDMENTS TO PUBLICATIONS

12.1 By-Laws

The Division By-Laws shall be reviewed annually taking into consideration the minutes of the meeting held since the last Annual General Meeting, by the Organizational Effectiveness Committee. The process for amending By-Laws shall be as follows:

- a. Notice of proposed amendments shall be sent to the General Administrator at least 30 days prior to the Annual General Meeting and shall be forwarded by the General Administrator to the Division at least 14 days prior to the Annual General Meeting.
- b. Amendments of By-Laws shall be made only at the Annual General Meeting or at a Special Meeting of the Division.
- c. A three-fourths majority of the Division present shall be required to amend the By-Laws.

12.2 Policies and Procedures

The Division Policies and Procedures shall be reviewed at least annually taking into consideration the minutes of any meeting held since the last Semi-Annual Meeting. The Executive Committee is responsible for approving and adopting the Policies and Procedures.

