



BYLAWS OF AVALON DRAGON BOATING ASSOCIATION - 2013

ARTICLE I - NAME, PURPOSE, GOALS

Section 1: The name of the organization shall be AVALON DRAGON BOATING.

Section 2: AVALON DRAGON BOATING is organized exclusively for charitable and educational purposes - more specifically, to organize and support the sport of dragon boating for breast cancer survivors in the North East Avalon and conduct fundraising and other activities that are approved by the Board of Directors to support the organization.

Section 3: AVALON DRAGON BOATING aims to:

- a. Demonstrate to all that people living with breast cancer can lead full, active, healthy lives.
- b. Support team members in improving their physical, emotional and spiritual health, celebrating life and having fun.
- c. Raise awareness about the role of exercise and healthy lifestyle choices in preventing breast cancer and its recurrence.
- d. Educate breast cancer survivors about the role of exercise and healthy living in preventing and managing lymphedema.

ARTICLE II – GENERAL MEMBERSHIP

Section 1: Membership shall consist of the Board of Directors, Avalon Dragons team members, their friends, families and other interested individuals who support the team's goals and activities.

Section 2: Membership is open and unlimited. A membership fee will be collected from each member at the annual meeting or shortly thereafter in order to retain membership privileges. The membership fee amount will be reviewed annually and set at the Annual General Meeting.

Section 3: General members may serve on committees and hold Board of Directors positions as specifically named in the Association's Structure Document.

Section 4: General members may take part in team functions and special events,

boatbuilding/boat maintenance activities, fitness activities and any open paddling sessions which the team may coordinate for their benefit and enjoyment.

Section 5: Every general member shall have one vote and no more.

Section 6: Membership may be terminated at any time by a member.

ARTICLE III - TEAM MEMBERSHIP

Section 1: Membership on the Avalon Dragons Team consists of breast cancer survivors and others approved as founding members. Team members are generally active paddlers but may also include breast cancer survivors who are unable to paddle at the time of becoming members or at some point in the future.

Section 2: Avalon Dragons team members designate themselves as either regular or occasional paddlers at the time they become members. They base their choice on a commitment to attend paddling practices either regularly i.e. two to three times a week or occasionally i.e. less frequently. Members confirm their designation as a regular or occasional paddler annually and communicate their choice to the team captain pre-season.

Section 3: Avalon Dragons team members commit to live active, healthy lifestyles and promote healthy living with others. Team members commit to make their best effort to attend monthly team meetings and to take part in team/association fundraising activities.

Section 4: Avalon Dragons team members must actively serve on at least one of the organization's committees.

Section 5: Avalon Dragons team members may hold any Board of Directors positions.

Section 6: Only Avalon Dragons team members may attend team meetings. Every team member shall have one vote and no more.

Section 7: Avalon Dragons team members elect their Captain and Assistant Captain annually at the last team meeting of the calendar year.

Section 8: Team members may terminate their membership on the Avalon Dragons team but remain a general member of Avalon Dragon Boating.

ARTICLE IV - ANNUAL MEETING

Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place.

Section 2: Notice. Notice of annual meetings shall be given to each member, by email, online posting and/or regular mail so that it is received not less than seven days before the meeting.

Section 3: Motions. Motions at the Annual Meeting must be passed by 51% of attending and voting members to be accepted.

ARTICLE V - BOARD OF DIRECTORS

Section 1: Board Role, Size, Compensation. The Board is responsible for overall policy and direction of the Association. It consists of a Chair, Vice Chair, Treasurer, Secretary and up to eleven Directors who have responsibility for day-to-day operations. The Board shall have no fewer than six members. The Board receives no compensation other than reasonable expenses and these must be approved by the Board and presented to the membership at the Annual Meeting.

Section 2: Meetings. The Board of Directors shall meet at least bi-monthly at an agreed upon time and place.

Section 3: Board Elections. Election of new directors or election of current directors to a second term will occur annually before of the end of the calendar year. Directors will be elected by a majority vote of the current directors and members. Paddlers are eligible to hold any director position. Other members may hold the positions of Treasurer, Secretary and specially designated Director positions.

Section 4: Terms. All Board members shall serve two-year terms. All positions except the Chair and Vice Chair may serve an unlimited number of terms. The Chair and Vice Chair may serve two terms only.

Section 5: Quorum. To have a quorum, a board meeting must be attended by at least 51 percent of the Board members before business can be transacted or motions made or passed.

Section 6: Notice. An official Board meeting requires that each Board member have notice one week in advance via email and/or online posting.

Section 7. Officers and Duties. There shall be four officers of the Board consisting of a Chair, Vice Chair, Treasurer and Secretary.

The Chair must be elected from among current and former paddlers. The Chair shall have the following responsibilities:

- To schedule, coordinate and chair monthly meetings of the Board of Directors and extra meetings as needed;
- To prepare and distribute an agenda in advance of meetings;
- To establish a reporting mechanism which ensures that board decisions are acted on;
- To build consensus among members on strategic goals and objectives;
- To ensure that the board updates plans on an annual basis;
- To assist the team in getting/maintaining/managing qualified coaching resources;
- To provide interviews, give presentations and respond to requests for information as necessary to achieve the association's public awareness and education goals;
- To co-sign cheques issued by the Treasurer;
- To prepare and present a report of the year's activities at the Annual General Meeting.

The Vice Chair must be elected from among current or former paddlers. The Vice-Chair shall have the following responsibilities:

- To support the Chair with administrative tasks as needed;
- To schedule, coordinate and chair monthly board meetings in the absence of the Chair;
- To provide interviews, give presentations and respond to requests for information in the absence of the Chair;
- To assume the responsibilities of the Chair should the position become vacant.

The Treasurer is elected from the membership at large. The Treasurer shall have the following responsibilities:

- To establish and maintain the association's bank account and serve as its primary signatory;
- To pay all expenses approved by the Board;
- To provide receipts for all donations received by the association;
- To keep a ledger of accounts and engage an accountant to review them annually;
- To forward a list of donors and any related correspondence to the Corporate Sponsorship Director for response;
- To prepare financial reports and present it to the Board at its regularly scheduled meetings
- To assist with budget preparations.

The Secretary is elected from the membership at large. The secretary shall have the following responsibilities:

- To record major discussion points and decisions reached on agenda items at board meetings and team meetings;
- To record attendance at board meetings and team meetings;
- To distribute copies of minutes to board members and team members within one week of meetings;
- To maintain an official record of all minutes and any other business of the Association;
- To accept nominations to fill board vacancies.

Section 8: Vacancies. When a vacancy exists on the Board, the Secretary may receive nominations for new Board members from present Board members two weeks in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be

filled only to the end of the particular Board member's term.

Section 9: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 10: Special Meetings. Special meetings of the Board shall be called upon the request of the Chair or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member by email one week in advance.

Section 11: Telephone Meetings: Meetings of the Board may be held in person or by telephone or other telecommunication conference provided that all directors participating in a meeting by telephone or other telecommunication conference can hear each other.

Section 12: The Board may use Email as a means of communication for the purposes of discussion and decision-making when decisions need to be made before the scheduled date of the next meeting of the Board of Directors. An email would be sent to all Directors concurrently for the purposes of transparency and open communication. Responses of Directors must be copied to all Directors clearly indicating acceptance or non-acceptance of the motion.

ARTICLE VI - COMMITTEES

Section 1: The Board may create certain standing committees such as Sponsorship, Special Events/Festival, Communications, Operations, Travel, Boats, Outreach, Safety, Membership and Sport Development. The Standing Committee Chairs are members of the Board of Directors and must be elected at a full meeting of the Association which is generally the last meeting of the year. Standing Committee Chair term is for two years with an option for renewal at the end of the two year term.

Section 2: The Board may create certain Ad-Hoc Committees, as required. Ad-Hoc Committees must include a representative from the Board of Directors who may serve at large.

Section 3: Budget Committee. The Treasurer will convene a Budget Committee, which includes two other Board members. The Budget Committee is responsible for preparing an annual budget. The Board must approve the budget and all expenditures must be within the budget. The Board must approve any major change in the budget. The fiscal year shall be the calendar year. The budget of the organization is public information and shall be made available to the membership and the public.

ARTICLE VII - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

These Bylaws were approved by two thirds of the Board of Directors, March 22, 2013.