



CONSTITUTION

WESTERN ONTARIO DIVISION OF CANOEKAYAK CANADA

With amendments passed
the 27th day of October 2007

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1. NAME

1.1 The name of the organization shall be the “Western Ontario Division” of the Canadian Canoe Association hereinafter referred to as the “Division”.

2.0 ADDRESS

2.1 The mailing address of the Division shall be that of the Secretary.

3.0 OBJECTS

3.1 The objects of the Division are:

- a) To promote the sport of flat water canoeing among its members through collaboration and co-operation;
- b) To sanction, conduct and regulate regattas and races within the Division in accordance with the Canadian Canoe Association Sprint Racing Discipline Rules of Structure and Competition Rule Book as amended from time to time;
- c) To support and promote opportunities for high performance athletes in the division; and,
- d) To participate in the program sponsored by the Canadian Canoe Association and other organizations which promote flat water racing.

4.0 INTERPRETATIONS

4.1 “CCA” means the Canadian Canoe Association.

4.2 “CKC” means CanoeKayak Canada, the trade name for CCA.

4.3 “Council” means the Sprint Racing Council of the CCA.

4.4 “OCSRA” means the Ontario Canoe Sprint Racing Affiliation of Canoe Ontario. The number of representatives to the OCSRA is set by the OCSRA and there will be one vote amongst them as a director of WOD.

4.5 “Executive Committee” means the officers of the Division plus one Director appointed by the Member Clubs.

4.6 “Executive Board” means the officers and Directors of the Division.

4.7 “Club” means any Club in the Division registered as a Club with CCA. Each Club will have two representatives to act as Directors of the Division who are empowered to make decisions binding on their respective Clubs. The Clubs shall discharge such duties as may be required.

- 4.8 “Officer” means the Flag Officer, First Assistant Flag Officer, Second Assistant Flag Officer, Immediate Past Flag Officer, Treasurer, Secretary and Registrar.
- 4.9 “Director” means the representatives of each member Club, the Division Officials Coordinator, PaddleALL Divisional Coordinator, High Performance Coordinator, High Performance System Treasurer, OCSRA representation, Dominion Day Regatta Association representative, Athletes’ Representative selected by the athletes, and Masters’ Representative selected by WOD Masters.
- 4.10 “DOC” means the Divisional Officials Coordinator. The position of DOC will be filled as per guidelines established from time to time by CCA. Duties and responsibilities of the DOC are described in the *CCA Officials Manual*.
- 4.11 “PaddleAll Divisional Coordinator” is filled as per guidelines established from time to time by CKC. Duties and responsibilities of the Coordinator include assisting Clubs to implement the PaddleALL Programs for people with a disability.
- 5.0 EXECUTIVE COMMITTEE
- 5.1 The Executive Committee shall from time to time between Division meetings, decide upon any matter requiring a decision of the Division when in the opinion of the Flag Officer and the one Director appointed by the Member Clubs it is impractical or unreasonable to convene a meeting of the Executive Board, providing minutes of the meeting are filed with the Secretary and are duly presented at the next Division meeting.
- 6.0 EXECUTIVE BOARD
- 6.1 Control and Management. The control and management of the affairs of the Division shall be vested in the Executive Board save and except where limited by this Constitution or its amendments thereto.
- 6.2 Quorum. Equal to or more than 25% of the Executive Board shall constitute a quorum.
- 6.3 Absenteeism. Any Member of the Executive Board who shall be absent from three (3) consecutive Executive Board meetings without just cause may be required to relinquish his office.
- 6.4 Appointments. The Executive Board shall fill any vacancies which may occur in its ranks.
- 6.5 Term of Office. The Executive Board shall hold office for one year following its election.
- 6.6 Voting Privilege. All members of the Executive Board shall be entitled to one vote only. Members shall not be represented by proxy and in the case of a tie, the Flag Officer shall cast the deciding vote.

- 6.7 Expenses. The division shall honour any reasonable traveling expenses incurred by the Flag Officer in attending CCA meetings provided funds are not available from other sources.
- 7.0 DUTIES OF OFFICERS
- 7.1 The Flag Officer shall be the Chief Executive Officer of the Division. The Flag Officer shall preside at all meetings of the Division and of the Executive Board and shall be ex officio a Member of all committees. The Flag Officer shall also represent the interests of the Division in all matters related to it. . The Flag Officer shall be a signing officer for the Division.
- 7.2 First Assistant Flag Officer shall assist the Flag Officer in the discharge of his duties and in his absence act in his stead. The First Assistant Flag Officer should be prepared for either appointment or election to the position of Flag Officer. . The First Assistant Flag Officer shall be a Chairman of a Committee to include the DOC and one other Executive Board member to recommend for appoint all officials for regattas sanctioned by the Division, shall be a signing officer for the Division, and shall be Competition Organizer for the divisional regattas, trials and championships.
- 7.3 The Second Assistant Flag Officer shall assist the Flag Officer and the First Assistant Flag Officer in the discharge of their duties and in their absence act in their stead. The Second Assistant Flag Officer shall also be Chairman of the Racing committee and the divisional representative to the CCA Coaches Association.
- 7.4 The Past Flag Officer shall be the retiring Flag Officer.
- 7.5 The Secretary shall attend and keep a true record of all meetings of the Division and of the Executive Board and a correct roll of Division Members. The Secretary shall conduct all correspondence under the direction of the Flag Officer, the Executive Committee and/or the Executive Board. The Secretary shall forward Minutes of each meeting to all Members of the Executive Board.
- 7.6 The Treasurer shall receive all monies or securities due to the Division and keep proper records of all assets so received and deposit them in an insured depository institute approved by the Executive Board. All cheques shall be signed by the Treasurer and the Flag Officer or in his absence the First Assistant Flag Officer. The Treasurer shall advise and assist in the development of budgets and inform the Executive Board of the current position upon request. The Treasurer shall provide a written statement to the Executive board at the Annual General Meeting for the fiscal year ended immediately prior to the Annual General Meeting.
- 7.7 The Executive committee and Executive Board may delegate to any of its members the organization and supervision of specific duties.

7.8 The Registrar shall maintain a list of names, addresses, phone numbers and status as a paddler of all registered competitors in the Division and shall leave a copy of the same with the Secretary of the Division following the CCA championships in each year.

8.0 MEETING OF THE EXECUTIVE BOARD

8.1 First Meeting. The Executive Board shall hold its first meeting immediately following the Annual General Meeting of the Division.

8.2 Monthly Meetings. The Executive Board shall meet not less than once a month on dates to be established by the current Executive Board.

8.3 Special Meetings. The Secretary shall call an Executive Board meeting at the discretion of the Flag Officer or on a requisition to the Secretary signed by not less than four Members of the Executive Board. In all such cases, the matters to be dealt with must be specifically stated by such requisitioning Members and it shall be the Secretary's duty to advise all Executive board Members by mail, email or telephone accordingly.

9.0 ANNUAL MEETING

9.1 Date. the Annual General Meeting must be held after the CCA Sprint Canoe Championships and not later than the end of October. The Secretary must give three week's notice to all active and voting Members by mail, email or telephone together with a slate of officers and non Club Directors proposed by the Nominating committee.

9.2 Quorum. Equal to or more than 25% of voting Members shall constitute a quorum. In the event of there being no quorum, the meeting will be re-scheduled within 30 days at which time 10% will constitute a quorum with due notice by email or telephone to each voting member.

9.3 Voting Privilege. All Members of the Executive Board shall be entitled to one vote only. Members may be represented by proxy and in the case of a tie; the Flag Officer shall cast the deciding vote.

10.0 GENERAL MEETING

10.1 Requirements. The Secretary shall call a General Meeting at any time at the discretion of the Flag Officer or on requisition to the Secretary signed by not less than ten active Members. Ten day's notice must be given. In all such cases, it is the duty of the Secretary to advise all Members of the Executive Board of the matters to be dealt with either by mail, email or telephone.

10.2 Quorum. Equal to or more than 25% of voting Members shall constitute a quorum.

11.0 NOMINATIONS AND ELECTIONS

11.1 Nominating Committee. A Nominating Committee shall be appointed by the Executive Board at its September meeting. This shall consist of the First Assistant Flag Officer and four other Members of the Executive Board. This Committee shall submit to the Secretary for mailing a proposed slate of candidates to all Members.

12.0 COACHING POSITIONS

12.1 Applications for the position of Divisional Coach may be received at any time. Additional coaching requirements will receive the approval of the Executive Board as required.

12.2 The appointment of Divisional Coach shall be made by the Executive Board.

13.0 SAFETY

13.1 The Division shall adhere to the CCA Code of Safety which may be amended from time to time.

14.0 FISCAL YEAR

14.1 The fiscal year shall end on September 30 in each year.

15.0 AUDITOR

15.1 The Auditor may be appointed by the Executive Board to inspect the books and accounts of the Division at the end of each fiscal year. A report shall be forwarded to the Members of the Executive Board before the end of the calendar year.

16.0 REQUISITIONS AND SUPPLIES

16.1 All requisitions for supplies, equipment, repairs, boats, stationery, etc., for use of the division or its officers, must be approved by the Executive Board.

17.0 TERMINATION

17.1 Upon termination of the WOD, any assets then belonging to the WOD will be delivered to the CCA to be held in trust for a period of five years pending the resurrection of the Division or similar entity failing which will become the property of the CCA.

18.0 AMENDMENTS AND REPEALS

18.1 This Constitution may be amended or repealed only at the Annual Meeting or a General Meeting provided that:

- a) 25% or more of the total voting membership is present at the meeting pursuant to paragraphs 8.0 and 9.0; and
- b) A requisition for such proposed amendment or repeal be signed by at least ten voting Members of the Division and be given to the Secretary at least four weeks before any such meeting. The Secretary shall immediately notify all voting Members of such proposed amendment or repeal by mail, email or telephone.