

Yukon Canoe and Kayak Club

CONSTITUTION

A. Constitution

1. The name of the Society shall be known as " Yukon Canoe and Kayak Club".
2. The operations of the Society are to be carried on within the boundaries of Yukon Territory.
3. The objectives of the Society are:
 - a) to promote the sport of canoeing and kayaking to all residents of Whitehorse and Yukon.
 - b) to encourage family participation.
 - c) to operate on a non-profit basis.

B. Bylaws

1. Terms of admission for members:

Any person may join the Society provided that:

 - a) They agree to abide by the rules and regulations of the Society.
 - b) They pay an annual membership fee which is set or reviewed at every Annual General Meeting.
2. Rights of members:

The rights of the members are:

 - a) To attend all general meetings.
 - b) To vote on all motions and resolutions at the Annual General Meeting.
 - c) To view all Society financial records, books, correspondence, etc.
3. Obligations of members:
 - a) To attend the Annual General Meeting.
 - b) To participate to the best of their abilities.
 - c) To abide by the rules and regulations of the Society.
4. Conditions under which membership ceases:

A membership ceases:

 - a) At the end of each fiscal year
 - b) When a member is expelled.
5. Manner in which a member may be expelled:

A member may be expelled if:

- a) They are shown to be working against the objectives of the Society, and
- b) A majority of members vote for expulsion at the Annual General Meeting.

6. Manner in which disputes between members are to be resolved:

Section 26 of the Societies Act shall apply to the resolution of disputes between members.

7. Annual General Meeting

The Annual General Meeting shall be held in the month of May at which time new Officers and Directors are appointed or elected and the accounts reviewed.

8. Fiscal Year

The fiscal year shall be from April 1 of the given year to March 31 of the following year.

9. Notice of General and Special Meetings:

Notice required for General and Special meetings is:

- a) Thirty days written notice to all members,
- b) Posters displayed in public places thirty days prior to meeting,
- c) General, Special and Annual meetings will be held in Whitehorse, Yukon.

10. Quorum

A quorum for a General or Special meeting shall consist of five or more members. Should a quorum not be achieved, the meeting shall be re-scheduled to the earliest possible date.

11. Voting and proxy rights

Each member shall be entitled to one vote. Proxy voting is permitted by written acknowledgment which is to be given to one of the members of the Board of Directors.

12. Election of Officers and Directors

a) the executive shall consist of:

- 1) president
- 2) two (2) vice-presidents
- 3) treasurer/secretary

b) The Executive shall be elected at the Annual General Meeting for a one (1) year term. Candidates shall be nominated by two members. Candidates must provide verbal or written consent to stand for election. Election shall be by majority by secret ballot.

c) Any vacancy in the positions of President or Vice-President shall be filled chronologically following the Secretary. Any other vacancy on the executive shall be filled by appointment from the Board for the remaining term of the vacant

position.

13. Duties of Officers and Directors:

a) The President shall:

- i) Supervise the other officers in the execution of their duties,
- ii) Preside at all General and Annual Board meetings,
- iii) Act as spokesperson for the Society.

b) The Vice-President shall:

- i) Assume the duties of the President upon his/her absence.

c) The Secretary/Treasurer shall:

- i) Manage in an orderly manner the Society's financial records, accounts, list of members and all communication,
- ii) Prepare the annual budget and financial statement.

d) The Directors-at-large shall:

- i) Represent the intent of the membership.

14. Remuneration

No Officer or Director shall be remunerated for being or acting as an Officer or Director, but shall be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the Society.

15. Removal of Directors and Officers:

Any Officer or Director shall be removed if:

- a) They miss three (3) consecutive board meetings without a valid reason,
- b) They are expelled by the Society.

16. The Society will operate without a seal.

17. Exercise of borrowing powers.

The executive shall have the authority to borrow up to \$1,000 but any loan larger than \$1,000 will require the approval by vote from the general membership.

18. Financial Statement

The Directors shall in each year appoint an auditor of the Society who shall be the auditor of the Society until such time as he/she is replaced or his/her appointment is otherwise terminated. The auditor shall prepare financial statements in accordance with Section 30 of the Societies Act. These financial statements shall be laid before the Annual General Meeting of the members of the Society and shall, within thirty days after such general meeting, be filed in duplicate with the Registrar of Corporations. The financial statements filed with the Registrar of Corporations shall be signed by the auditor.

Should the Society desire to do so, the appointment of an auditor may be

dispensed with and the Directors may, in the alternative, appoint an accountant of the society. The appointment of an accountant must be specially authorized at the beginning of each financial year by the members of the Society passing the following extraordinary resolution:

Pursuant to subsection 30(3) of the Societies Act, the members waive the appointment of an auditor for one fiscal year, being the fiscal year ending (month, day, year).

The extraordinary resolution dispensing with the appointment of an auditor for the Society shall be forthwith filed, in duplicate, with the Registrar of Corporations.

In the event that an accountant is appointed in lieu of an auditor, the financial statements prepared by the accountant shall be signed by two Directors of the Society and filed with the Registrar of Corporations within thirty days after the Annual General Meeting at which the financial statements are presented to the members.

19. Amendment of By-Laws

The By-laws of the Society may be altered by an extraordinary resolution passed at the Annual General Meeting by a majority of two-thirds of such members of the Society as are present at such a meeting provided that notice of the proposed amendment(s) has been given to all members not less than fourteen (14) days prior to the date of the meeting.

20. Custody of Records

The Board of Directors shall delegate the responsibility to prepare and maintain all Society records, proceedings, etc. to the Secretary/Treasurer. The records shall be kept at the residence of the Secretary/Treasurer.

Members may view the books and records of the Society at any reasonable time in the company of the Secretary/Treasurer.

21. Dissolution

Upon dissolution the assets of the Society shall be given in trust to the City of Whitehorse.