



**VANCOUVER ROWING CLUB
ROWING SECTION**

SECTION CONSTITUTION & BYLAWS

Revision Date: November 14th, 2007

CONSTITUTION AND BYLAWS
VANCOUVER ROWING CLUB
ROWING SECTION

REVISION HISTORY

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INTERPRETATION

In these Bylaws:

“Board of Directors” means the board of directors of the Vancouver Rowing Club;

“Directors” means Vancouver Rowing Club Members duly elected to serve on the Board of Directors according to Point 7 of the Vancouver Rowing Club Constitution and Article 4 of the Vancouver Rowing Club Bylaws;

“Executive Committee” means Vancouver Rowing Club, Rowing Section members duly elected to serve on the Executive Committee as set out in Part 4 of these Bylaws, to fulfill the duties as described in Part 5 of these Bylaws;

Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation or society.

CONSTITUTION

1. The section is called “The Vancouver Rowing Club Rowing Section”, and is subject to the constitution, bylaws and rules of the Vancouver Rowing Club.
2. The objects of the Section are to:
 - a. Foster rowing
 - b. Provide opportunities for the members to participate in rowing
 - c. Encourage competitive rowing at all levels

BYLAWS

In these Bylaws, The Vancouver Rowing Club shall be referred to as the “Club” and the Vancouver Rowing Club, Rowing Section, shall be referred to as the “Section”.

PART 1

MEMBERSHIP

- 1.1 Members of the Section shall be divided into the following classifications: Senior, Collegiate, Junior and Associate Members.
- 1.2 Senior Members are members who row and are entitled to all privileges of the Club.
- 1.3 Collegiate Members are members who have not reached the age of twenty-six years by the thirtieth day of September in the current year and are in full time attendance at a bona fide educational institution.
- 1.4 Junior Members are members who have not reached the age of eighteen years by the thirtieth day of September in the current year. The Board of Directors may place reasonable restrictions on access to the Club by Junior members. The Rowing Section, at the discretion of the Executive Committee may place reasonable restrictions on the use of equipment by Junior Members.
- 1.5 Associate Members are members who do not participate in rowing, but are entitled to all other privileges of the Club.
- 1.6 Membership candidates shall file their application, with the secretary, together with the full or pro-rated amount of dues as established for the category of membership for which the application is made.

- 1.7 During the time a candidate is awaiting the decision on his application for membership he may enjoy such privileges of the Section at the discretion of the Executive Committee with the exception he will not be entitled to vote at any meeting.
- 1.8 All members shall receive a copy of the Section Constitution and Bylaws upon request.
- 1.9 A person shall cease to be a member of the Section:
 - a) by delivering his resignation in writing to the Section Secretary or by mailing it or delivering it to the address of the Club, or
 - b) on being expelled, pursuant to Bylaw 2.7, or
 - c) by failing to pay annual membership fees on the date specified by the Board of Directors.
- 1.10 Members are responsible for notifying the Club and Section Secretary of any change of address and/or telephone number.
- 1.11 Classification of membership shall be determined by the Executive Committee of the Section.
- 1.12 All Section members, program participants and guest rowers will not fail to be registered with Rowing Canada Aviron with a common renewal date for each membership category within the Section as is appropriate.

PART 2

CONDUCT OF MEMBERS

- 2.1 Members shall at all times conduct themselves in a safe manner and shall have concern for the safety of other members and for the safety and care of equipment and facilities that their membership allows them to use.
- 2.2 Members will only use equipment assigned by decision of the Executive Committee to the program they are participating in.
- 2.3 Members shall at all times conduct themselves in such a manner so as not to bring disrepute to the Club or to the sport of rowing in general.
- 2.4 Every member shall uphold and comply with these Bylaws.
- 2.5 Every member shall observe all rules and regulations of and expectations placed on the Section by the Club, its Directors and staff.

- 2.6 Each member shall be responsible for and pay the repair or replacement costs resulting from any damages caused by misuse or negligence to any fixture, fitting, equipment, or property belonging to the Section or Club.
- 2.7 The Executive Committee shall have power to reprimand, suspend or recommend expulsion of any member to the Board of Directors of the Club, who may, in their opinion, be guilty of any ungentlemanly or unsportsman like conduct, or who may have transgressed any of the rules of the Section or Club.

PART 3

MEETINGS OF MEMBERS

- 3.1 The Annual General Meeting of the Section shall be held before the Club Annual General Meeting.
- 3.2 A quorum at an Annual General Meeting of the Section shall consist of not less than 20 percent or the voting membership. Should a quorum not be present, the meeting will be adjourned. The Executive Committee shall call another Annual General Meeting within 30 days. Should a quorum still not be present after one hour the members present shall form a quorum.
- 3.3 An Extraordinary General Meeting may be called by the Executive Committee or at the written request of the Captain of not less than 20 percent of active membership. Such meeting is to be held within 30 days after receipt of the written request.
- 3.4 Members shall be notified by mail and by notice posted in the Section notice board at least 14 days prior to the Annual General Meeting and at least seven days prior to an Extraordinary General Meeting. The notice of an Extraordinary General Meeting shall also state the business requested to be brought before the meeting.
- 3.5 The Captain is to preside as Chairperson at all General Meetings.
 - a) If the Captain is not present, then either of the two Vice-Captains is to preside over the meeting.
 - b) If neither the Captain nor either Vice-Captain is present within 30 minutes of the called meeting time, then the attending members are to appoint an elected Executive Committee member to take the chair for the duration of the meeting.
- 3.6 Voting by proxy shall not be permitted at any General Meeting.
- 3.7 At monthly meetings of the Executive Committee a quorum shall consist of not less than four members, otherwise the meeting shall be adjourned.

PART 4**EXECUTIVE COMMITTEE**

Bylaws Governing Composition and Election of the Executive Committee

- 4.1 The composition of the Executive Committee is as follows:
- a) Captain
 - b) Secretary
 - c) Treasurer
 - d) Vice-Captain of Membership
 - e) Vice-Captain of Operations
 - f) Rowing Liaison
 - g) Equipment Manager
- 4.2 Should a member of the Section be elected President, first Vice-President or second Vice-President of the Club, he or she is invited to serve on the Executive Committee.
- 4.3 The Executive Committee is elected by a simple majority vote of all members present at the Annual General Meeting of the Section.
- a) Each member of the Executive Committee is elected to that position for a two-year term
 - b) Each member of the Executive Committee serves for no more than two terms
 - c) The positions of Captain, Secretary, and Vice-Captain of Operations are reelected in years ending in even numbers
 - d) The positions of Treasurer, Vice-Captain of Membership, Rowing Liaison, and Equipment Manager are re-elected in years ending in odd numbers
 - e) The names, addresses, phone numbers and email addresses of all elected Executive Committee officers must be registered in writing with the Club Secretary within seven days of their election
 - f) In the transitional year of 2007, all positions on the executive committee will be elected
- 4.4 If any vote is evenly split in the number of votes cast on any matter at any meeting, then the meeting Chairperson is to cast the deciding vote in addition to his or her ordinary vote.
- a) This includes meetings of the Executive and General Meetings
- 4.5 The Executive Committee may:
- a) Form any sub-committee they deem fit

- b) Members of sub-committees are not entitled to vote at any meeting of the Executive Committee unless such a sub-committee member is a sitting member of the Executive Committee
 - c) Appoint by majority vote of the Executive Committee any active Rowing Section member to any position on the Executive Committee if that position becomes vacant before the next scheduled election for that position
- 4.6 The signing officers of the section are:
- a) The Captain
 - b) The Treasurer
 - c) Any other sitting member(s) of the Executive Committee that have been appointed by a majority vote of the Executive Committee
- 4.7 A sitting member of the Executive Committee may not hold any more than two offices on the Executive Committee.

PART 5

EXECUTIVE COMMITTEE DUTIES

Rules Governing the Duties of the Members of the Executive Committee of the Rowing Section

- 5.1 Section Captain - duties and responsibilities are to:
- a) Give leadership and guidance to the Section, including but not limited to matters of Policy and general well being
 - b) Schedule and chair all meetings of the Section
 - c) Call meetings of the Executive Committee
 - d) Obtain nominations for the election of Executive Committee Officers at the Annual General meeting by appointing a Committee of two Section members and a Chairperson
 - e) Oversee all aspects of rowing programs
 - f) Mediate and resolve any disputes between members. These disputes may include, but are not limited to: disputes arising from equipment usage, or scheduling
 - g) Implement and oversee the strategic goals of the Section as recommended by a Strategic Planning Committee or other body with the assistance of the Vice-Captain of Operations and the Rowing Liaison
 - h) Oversee public funding and grants, including applications for funding and grants
 - i) Liaise with the Parks Board and other authorities
 - j) Coordinate Alumni activities
- 5.2 Section Secretary - duties and responsibilities are to:

- a) Act as custodian of all records, archives, documents and publications of the Section except those to be kept by the Section Treasurer or the Club
 - b) Keep minutes of all meetings of the Section and distribute these minutes to the other members of the Executive Committee and the Club Manager
 - c) Communicate with other bodies as directed by the Executive Committee
 - d) Issue notice of meetings of the Executive Committee
 - e) Maintain a Membership Manual
 - f) Act as Section Editor of the ROAR
 - g) Communicate between members and the Executive Committee through the ROAR
 - h) Inform the membership of Club developments that will affect the section through the ROAR
- 5.3 Section Treasurer - duties and responsibilities are to:
- a) Perform financial planning and risk management for the Section
 - b) Coordinate and account for membership dues and all fundraising activities
 - c) Record all receipts and disbursements of Section funds
 - d) Submit an accurate financial statement to the Club Treasurer at the date established by the Club at year-end and any interim statements as required by the Club
 - e) Cooperate with and inform the Executive Committee of major financial matters concerning the Section
 - f) Arrange for financial statements to be available for the Executive Committee at the regular monthly meetings of the Executive Committee
 - g) Prepare and administer yearly budgets and quarterly reviews for the Section
 - h) Coordinate LTR finances
 - i) Coordinate infrastructure replacement
- 5.4 Vice-Captain Membership - duties and responsibilities are to:
- a) Maintain a membership list
 - b) Develop community
 - c) Introduce new members to the Rowing Section
 - d) Distribute the Section Constitution, Section Rules, and Membership Manual
 - e) Inform the membership of Section activities
 - f) Organize membership drives
 - g) Coordinate with the parents of Junior Members
 - h) Coordinate social events and fundraising

- i) Update and maintain the Section's web presence
- 5.5 Vice-Captain Operations - duties and responsibilities are to:
- a) Coordinate Coaches and Programs
 - b) Oversee the Coordinator of LTR programs
 - c) Coordinate LTR Instructors
 - d) Coordinate regatta participation
 - e) Manage environmental concerns with respect to the activities of the Section
 - f) Assist the Captain and Rowing Liaison with the implementation of strategic goals
 - g) Implement all safety provisions and plans for the section
- 5.6 Rowing Liaison - duties and responsibilities are to:
- a) Represent the Rowing Section to the Club Board
 - b) Represent VRC to Rowing BC and Rowing Canada Aviron
 - c) Review Bylaws and Policies no less than once per year
 - d) Oversee interclub relations
 - e) Act as disciplinarian of the Section and its members
 - f) Assist the Captain and Vice-Captain of Operations with the implementation of strategic goals
- 5.7 Equipment Manager - duties and responsibilities are to:
- a) Maintain all equipment and infrastructure belonging to the Section
 - b) Maintain an Equipment Log Book
 - c) Provide yearly budgets for maintenance to be performed for all equipment
 - d) Organize volunteer groups for the upkeep of the shell bays and equipment, and to assist in all other aspects of maintenance
 - e) Manage the Boat Acquisition Plan
 - f) Manage the Boat Replacement Plan
 - g) Maintain the coach launches and motors
 - h) Manage the private boat policies
 - i) Maintain the Ergometers
 - j) Coordinate with the club to maintain the docks

PART 6

MISCELLANEOUS

- 6.1 The fiscal year of the Section shall be from October 1st to September 30th
- 6.2 No alteration or amendment to the Constitution or Bylaws shall be made unless passed by a special resolution with a two-thirds majority of

members present and entitled to vote at a general meeting of the Section and the consent of the Board of Directors.

- 6.3 Resolved that a fee of \$100 per member be assessed and collected annually from each member of the Rowing Section starting in 2005. This fee shall be exclusively for boat replacement. This fee shall be reviewed annually and adjusted as required to meet the needs of the Rowing Section.