



Lambton Shores Dragon Boat Club
3954 Tile Yard Road
Petrolia, Ontario
N0N 1R0

Club Constitution
Last updated: March 2024

ARTICLE 1 – Name of the Club

The name of this club shall be the “Lambton Shores Dragon Boat Club” (the club)

ARTICLE 2 – Purpose of the Club

The Lambton Shores Dragon Boat Club is a community-based club that is open to anyone who wants to learn how to paddle.

The club encourages teamwork and the development of the paddlers’ abilities regardless of age, gender, and ability at a competitive and/or recreational level. Our goal is to improve through committed training, and support of each other.

We are a club that accepts community donations, and in return we give back through volunteering activities.

ARTICLE 3 - Membership

The club welcomes all people to become a member under the following understanding;

Part 1 – Eligibility for Membership

- Members must be in good standing with the club
- Members must be 8 years of age or older. There is no maximum age limit
- Members must be physically capable of performing all aspects of the dragon boat sport. The club will make every effort to accommodate everyone with the exception of those that may cause injury to themselves or to other members

Part 2 - How to Become a Member

- Existing members can register and pay the annual dues on the club website.
- New potential members can inquire about becoming a member by emailing contactlsdbc@gmail.com
- New potential members (not existing members) will have the opportunity to participate in 2 practices before committing to become a member of the club.
- If the new potential member decides to become a member they can register and pay the annual dues on the club website.
- New potential members will be appointed to a team. If people want to paddle with friends or people they know every effort will be made to put them on the team of their choice.
- Members that register in the middle of the season will pay the full price of the annual dues
- NO REFUNDS will be issued after the annual dues are paid. No exceptions



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Part 3 – Annual Dues

- The price for annual dues will be discussed and set each year at the annual Board Meeting
- What is included in the annual dues will be discussed and decided each year at the annual Board Meeting
- Annual dues must be paid in full prior to the start of the season
- Club coaches or National qualified sterns will receive a free membership to the club

Part 4 - How to Remain in Good Standing

- Annual dues must be paid in full
- All previous race dues must be paid in full
- Annual waivers must be filled out and signed
- Race waivers must be filled out prior to attending any races
- Members will continue to further the purpose of the club
- Members will take their safety and the safety of others very seriously
- All members shall uphold to Dragon Boat Canada's rules including Dragon Boat Canada rules for appropriate Standard of Conduct.
- Members will refrain from any use of alcohol or illicit drugs or narcotics prior to a practice or competition and during the competition day.
- Discrimination and harassment will not be tolerated within the club

Part 5 – Termination of Membership

- The officers of the club will make the final decision for termination of a membership
- Membership may be terminated if the member's actions threaten the safety of themselves or other members
- Membership may be terminated if the member's actions toward other members are inappropriate as indicated in part 4
- Membership may be terminated if the member's actions are contrary to this constitution

ARTICLE 4 – Teams

The club will be made up of a number of junior and adult teams. See Appendix A for a list and description of teams

Part 1 - Definitions

- Junior teams are for people who are under the age of 18 as of January 1st of the calendar year (18U)
- Adult teams are for people who are over the age of 18 as of January 1st of the calendar year.



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Part 2 – Starting a New Team

- Before a new team can be started all other teams will need to be full teams
- From time-to-time special teams can be created for special events or races

Part 3 – Choosing a Team Name

- The team will choose a name.
- Team names can be fun but will need to be age appropriate and appropriate for the sport
- Team names will be approved by the Board

Part 4 – Team Captain

- Each team will establish a Team Captain
- The Team Captain will represent the team at meetings
- The Team Captain will be the contact person for the team
- The Team Captain will communicate with the team, send emails and ensure that all team members are informed.
- The Team Captain will organize their team for any races

ARTICLE 5 – Officers of the Club

A Board of Directors will be established and maintained to manage all the dealings of the club. In order to hold a position (appointed or elected) on the Board a person will need to be a club member in good standing.

Part 1 – Elected Officers Shall Be

- President
- Treasurer
- Secretary

Part 2 Appointed Officers

- Head Coach
- Coach
- Volunteer Coordinator
- Youth Chair - 18U
- Team Captains / Team Manager
- Recruitment Officer
- Social Media Manager



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Part 3 – Duties of the Officers

President

- Hold Executive Committee meetings
- Prepare an agenda for each meeting
- Preside over the club and club meetings
- Serve as the official spokesperson for the club
- Coordinate the work of the officers and committees
- Ensure the appropriate insurance has been purchased and is in place
- 1 of 3 signing authorities for the club funds or other as required

NOTE: The president has no vote except to break ties.

Treasurer

- Responsible for all club funds and accounts
- 1 of 3 signing authorities for the club funds.
- Prepare and make all payments as required by the club. Each payment will require 2 signatures.
- Maintain the financial records of the club.
- Have records available for examination at any time
- Prepare and give a report at each business meeting of the organization listing revenue, expenditures and balances on hand

Secretary

- Record what was done at club meetings and keep accurate permanent minutes
- Keep an accurate and up-to-date list of members
- Keep a copy of the constitution and/or bylaws and have it available for easy reference during meetings
- Write motions down accurately and be prepared to read them
- 1 of 3 signing authorities for the club funds.

Head Coach

- Coordinate all aspects of practices
- Mentor other coaches
- Mentor and train sterns

Coach

- Work with the Head Coach to coordinate and run practices



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Volunteer Coordinator

- Prepare a list of volunteers and/or fundraiser opportunities for the club (event)
- Organize volunteers for each event
- Ensure that each club member has met the required volunteer hours as set out by the club

Youth Chair – 18U

- Advisory role to the Board
- Represent the 18U members at each meeting
- Help plan and organize club activities

Team Captains / Team Manager

- Organize all team events
 - Practices
 - Races
 - Social events
- Spokes person for the team to the board
- All communication to the team
- Working with the Treasurer and Board to make sure that all team member payments are up to date

Recruitment Officer

- Promotion of the club as it pertains to recruiting youth and adult paddlers
- Work with the Volunteer Coordinator to have club members help promote the club at fundraisers and community events
- Work with the Social Media Manager to promote the club

Social Media Manager

- Maintaining, updating, and posting social media content to help promote the club and recruitment initiatives
- Any other media or media relations that may come up for the club

Part 4 – Term of Office

- The elected officers of the club will hold the Board position for 2 years
- The appointed officers of the club will hold the Board position for 2 years
- If no nominees brought forward the position may be extended in 2-year intervals
- When an elected officer's term is complete the outgoing officer will make every effort to make the transition smooth and easy for the newly elected officer. This includes passing



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on all notes, notebooks, contact names, computer files or any other information that is pertinent to the position.

Part 5 – Nominations and Elections

- The positions that will be voted on at the AGM (Annual General Meeting) are President, Secretary, and Treasurer.
- When a Board position will become vacant for the upcoming season nominations can be brought forward.
- Nominations will be emailed to the President, Secretary or Treasurer
- Nominations will be accepted until the board meeting that is held prior to the AGM usually in March
- The nominees will be brought forward at the AGM and will be voted on by a show of hands in favour by the club members

Part 6 – Appointed Positions to the Board

- If there is more than one person that comes forward at the AGM for any of the appointed positions the club will hold a vote.
- The Head Coach will be a club member with the most coaching experience who will accept the position.
- The President will ask for volunteers to fill the position of the Volunteer Coordinator.
- The Head Coach will work with the U18 club members to select a Youth Chair to represent them on the Board
- Each team will decide who their Team Captain will be to represent them on the Board.
- When an appointee's term is complete the outgoing person will make every effort to make the transition smooth and easy for the new appointee. This includes passing on all notes, notebooks, contact names, computer files or any other information that is pertinent to the position.

ARTICLE 6 - Meetings

Part 1 – Board Meeting

- A Board meeting will be held once per year prior to the Annual General Meeting (AGM) and prior to the beginning of the season (usually in March)
- A quorum shall consist of 50% + 1 of the board members present either in person or by video conference.

Part 2 – Special Board Meeting

- The President will determine if a special board meeting is required
- The President may consult with other Board Members to determine if a Special Board Meeting is required.



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Part 3 – Annual General Meeting (AGM)

- An AGM will be held once per year after the Annual Board Meeting and prior to the beginning of the season.
- The AGM will be held at a facility close to Port Franks Marina (our practice venue) and is appropriate for the size of group that is anticipated to attend
- Notice of the AGM will be sent out approximately 4 weeks prior to the meeting.
- An agenda will be established and sent out with the notice of AGM
- If a club member would like to have an item added to the agenda, they will email the President with the request. The request will include adequate information as to why the request is being made. The President will determine whether the request is appropriate to be added to the agenda.
- The President will Chair the meeting. If the President is not able to Chair the meeting the Secretary, Treasurer, or Head Coach will chair the meeting.

ARTICLE 7 – Safety

Part 1 – Members Safety

- All people in the boat must wear a properly fitted; club approved Life Jacket / Personal Flotation device at all times.
- Life Jackets and paddles will be provided by the club. It is also acceptable for members to purchase their own club approved equipment.
- All members must adhere to the rules set out by Dragon Boat Canada. You can visit the DBC website www.dragonboat.ca/resources/rules-of-racing

Part 2 – Safety Boat

- The operator of the safety boat will have a valid boaters license
- The operator of the safety boat must have the appropriate boating experience and be able to drive the boat in a safe and appropriate manor
- The operator of the safety boat will be responsible to ensure that required safety equipment is in the boat
- The club will NOT be responsible for any fines that the operator may receive while driving the boat. No exceptions

ARTICLE 8 – Races

- Team Captains will coordinate the races for their teams
- Waivers must be signed for each race before a member can attend a race
- If there are more members who want to attend a race than there are seats in the boat for that race priority will be given to the members who attend the practices. The more practices that you attend the better chance you will have to race.
- 18U races are paid for by the money raised through volunteering activities



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- Adult races are paid for in 2 ways
 - Annual fees may pay for a predetermined number of races as set out by the officers of the club prior to the start of the season
 - Any addition races will be paid for by the members through the club website. Not all races cost the same so the addition race dues will be set prior to each race
- Special teams may be put together to attend a race. The above race fees apply

ARTICLE 9 – Fundraising and Volunteering

- Each member of the club may be required to volunteer a minimum amount as set out by the Board prior to the beginning of the season
- A \$200 volunteer cheque may be required from each member prior to the first practice. These cheques will be collected by the team captains and held by the treasurer. The cheques will not be cashed unless the member does not fulfill their obligated volunteering time.
- The Volunteer Coordinator will prepare a list of volunteers and/or fundraiser opportunities for the club prior to the AGM
- The volunteering opportunities will be approved by the Team Captain, President, Secretary, or Treasurer of the club
- A list of volunteer opportunities will be posted on the club website
- Members will be able to sign up for volunteering while attending the AGM or by contacting the Volunteer Coordinator.
- It is up to each member to ensure that they have met the required volunteer hours as set out by the officers of the club
- Fundraising through lotteries will be used exclusively for U18 programs or activities.

ARTICLE 10 - Donations

There will be times when the club will solicit donations for specific projects, specific equipment requirements or special races such as international races.

- Any solicitation will be approved by the Board
- It will be made clear to the companies or people being solicited what the funds will be used for
- Proof will be provided that the funds received were used for the intended purposes.

Article 11 - Insurance

Dragon Boat Canada chooses and makes arrangements with an insurance provider that can provide all the insurance requirements for dragon boat clubs. As a minimum the club will maintain the following insurance;

- Property insurance for all club owned equipment
- General Liability Insurance



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- Directors and Officers Insurance
- Coaches and Sterns Insurance
- Mandatory 18U Dragon Boat Canada Insurance

ARTICLE 12 – Amendments to the Constitution

- This Constitution will be reviewed and updated every 3 years minimum.
- Amendments can be made more frequently if required
- If a member wishes to amend the constitution a request may be presented to the President a minimum of 1 week prior to the annual Board Meeting. Supporting information will be required.
- The Board will be responsible to review and amend the constitution at the annual Board Meeting prior to the AGM
- The members will vote to accept or deny the amended constitution at the AGM.
- If denied a discussion can be held at the AGM to rectify the issue and another vote can be taken.

ARTICLE 13 – Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Lambton Shores Dragon Boat Club in all cases to which they are applicable and in which they are not inconsistent with the Constitution/Bylaws of the Lambton Shores Dragon Boat Club.

ARTICLE 14 – Enacting Clause

This Constitution was adopted by the members at the AGM that was held on _____ 20__.

President _____
Print Name _____

Secretary _____
Print Name _____

Treasurer _____
Print Name _____



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APPENDIX A – Teams

Part 1 - Under 18 years of age (18U)

- Super Stokers
 - The Super Stokers team is a junior program focusing on paddlers aged 18 and under including kids who turn 18 prior to season (January to May). The focus of the program is to encourage physical activity in a safe, inclusive environment. Paddlers are encouraged to pursue excellence through the Dragon Boat Canada National and Club Crew programs as well as within the LSDBC program. Basic paddling techniques and teamwork skills are learned through skill development and race strategies. Boat safety and nature appreciation are integral aspects of this program as well.

Part 2 – Adult Teams

- Dirty Oars
- Bolting Turtles