



**National Retriever Club of Canada
Annual Meeting of Members Minutes
Saturday September 10, 2022 at 1:00 pm ET
At 2022 National Headquarters, Baypoint Kennels**

Meeting Called to Order by Jim Andrew: 1:04 pm ET

Present:

Alberta Field Trial Club – Laura Danforth (p)
Alberta Retriever Clubs Association – Doug Shepherd (d)
BC Amateur Field Trial Club – Hope Roberts (p)
BC Labrador Retriever Club (1995) – Lorne Parker (d)
Brandon Retriever Club – Carrie Whenham (p)
Delta Marsh Retriever Club – Medie Robinson (p)
Eastern Ontario Retriever Club – Jim Ling (p)
Fraser Valley Retriever Training Club – Hope Roberts (p)
Labrador Retriever Club of Central Ontario – Jane Thompson (d)
Logan Lake Retriever Club – Hope Roberts (p)
Long Point Retriever Training Club – Gar Clark (d)
Manitoba Gun Dog Association – Carrie Whenham (p)
Moncton Retriever Club – Walt Vessey (p)
Mountain Valley Retriever Training Club – Chris Bayles (d)
North Bay & District Retriever Training Club – Jim Andrew (d)
Northern Ontario Retriever Association – Richard Dresser (d)
Ottawa Retriever Club – Jim Ling (p)
Pine Ridge Retriever Club – Jim Ling (d)
Rocky Mountain Sporting Dog Club – Laura Danforth (p)
South Western Ontario Retriever Training Club – Chris Mason (p)
Stampede City Retriever Club – Gloria DeVos (p)
Sunpoke Hunting Retriever Club – Walt Vessey (p)
Temiskaming Retriever Club – Mark Laberge (p)
Upper Island Retriever Club – Lorne Parker (d)
Vancouver Island Retriever Club – Hope Roberts (d)
Winnipeg Field Trial Club – Carrie Whenham (p)
York Retriever Club – Chris Mason (p)

d = Delegate

p = Proxy

Absent:

Club du Chien Rapporteur de Montreal
Club du Chien Rapporteur de Québec
Eastern Flyway Hunting Retriever Club
Labrador Owners Club
Niagara Peninsula Retriever Training Club
Saskatchewan Retriever Clubs Association

Saskatoon Retriever Club
Wild Rose Retriever Club

Other attendees:

John Costello
Ken Crosby
Darlene Broomhead

Meeting notes recorded by Laura Danforth

Roll Call

- Quorum - NRCC Bylaws Section 4.03: 40% of members entitled to vote at the meeting
 - 27/35 Class A members = 77.1%

Adoption of the Agenda

The agenda was revised to defer the following items to the next meeting date.
(Refer to MEETING SUPPORTING DOCUMENTS)

- Old Business 1 “Enhancement and Improvement of the Field Trial Sport Task Force Report” Website/Facebook Improvement Committee Report and 2 National Retriever Championship Stake New Format
- Other Business 5 Selecting a Financial Auditor
- New Business 1.2,1.3,1.5,1.6 and 1.7

Motion by Jim Ling to accept the amended agenda/seconded by Richard Dresser
All in favour. **Motion carried.**

Annual Meeting of Members Minutes

- September 11, 2021 “2021 NRCC Annual Meeting of Members Minutes”

Motion by Chris Mason to accept the Meeting Minutes held on September 11, 2021 as presented/seconded by Darlene Broomhead
All in favour. **Motion carried.**

REPORTS

Treasurer’s Report

- NRCC YE 2021 Financial Statements
 - approved by Directors on March 22, 2022
- Refer to **Financial Statements** in **Meeting Support Documents** below

Motion by Doug Shepherd to accept the financial statements as presented/seconded by Hope Roberts
All in favour. **Motion carried.**

2022 National Report

National Retriever Championship – Long Point Retriever Training Club, Port Rowan ON

- 2022 National Field Trial Committee
 - Walter Vessey – National Field Trial Committee Chairman
 - Gloria DeVos
 - East Zone – Darlene Broomhead and Ken Crosby
 - West Zone – Lorne Parker (Richard Dresser if need after Lorne leaves)

- Marshal Report – Walt Vessey
 - 10 series planned with alternatives in place
 - Test set up on course

- NRCC Sponsor Program Report – Lorne Parker
 - 2022 National sponsors: Garmin, Purina, Kent Cartridge, Dakota Creek Retrievers, Avery Sporting Dog, Dive Bomb Industries, Ainley Kennels and Fabrication, Wingfeather Outfitters, Heron Games Calls, Canadian Waterfowl Supplies, Canine Field Company, St Lawrence Outfitters
 - Continue relationships with current sponsors

Other Reports - none

OTHER BUSINESS

1. NRCC Directors Election

- Elected Directors for a 3-yr term ending 2025
 - British Columbia – Lorne Parker (by acclamation)
 - Alberta – Doug Shepherd (by acclamation)
 - Southern Ontario – Chris Mason (by majority vote)
 - Newfoundland & Maritimes – Mike Zelman (by acclamation)
- Thank you to retiring Director; Connie Swanson (Southern Ontario)

1. 2023 National Host Club – Vancouver Island Retriever Club

- Black Creek, BC September 17-23, 2023

2. 2023 National Judges Selection Announcement

- Selection deferred to the next Directors meeting due to no quorum at the September 10, 2022 NRCC Directors meeting

3. 2024 National Host Club Selection (East Zone)

- no Letter(s) of Intent received to date

4. National Host Club Schedule (for information only)

- 2025 West Zone
 - **Alberta Retriever Clubs Association**
 - **Manitoba Gun Dog Association**
- 2026 East Zone
- 2027 West Zone
 - **Manitoba** (James Oake property)

- 2028 East Zone

NEW BUSINESS

1. **NRCC By-Law Amendments and Additions** – Hope Roberts, Mike Zelman, Doug Shepherd
 - Refer to by-law 9.02 for process to amend by-laws

9.02 Amendments

Amendments to these by-laws may be made in the following manner:

a. Subject to the articles, the Board may, by resolution, make, amend or repeal any by-laws that regulate the activities or affairs of the Corporation. Any such by-law, amendment or repeal shall be effective from the date of the resolution of directors until the next meeting of members where it may be confirmed, rejected or amended by the members by ordinary resolution. If the by-law, amendment or repeal is confirmed or confirmed as amended by the members it remains effective in the form in which it was confirmed. The by-law, amendment or repeal ceases to have effect if it is not submitted to the members at the next meeting of members or if the members at the meeting reject it.

This section does not apply to a by-law that requires a special resolution of the members according to subsection 197(1) (fundamental change) of the Act because such by-law amendments or repeals are only effective when confirmed by members.

b. A member entitled to vote at an annual meeting of members may, make a proposal to make, amend or repeal a by-law. The proposal must be submitted to the Secretary of the Corporation no less than 90 days before the anniversary of the previous annual meeting of members.

1.1 **By-law 4.08 Annual Meeting**

4.08 Annual Meeting

The Annual Meeting of Members shall take place within the two days prior to the commencement of, and at a location near the National Retriever Championship Stake. In the absence of the stake, the Annual Meeting of Members shall take place at such time, day and place as determined by the Board, but not more than 15 months after the preceding annual meeting of members.

Background: Hold the Annual Meeting of Members using an online meeting platform instead of an in-person meeting format to allow for more member club representatives to attend and participate. Hold the Annual Meeting of Members not in conjunction with the National Retriever Championship in September, but at a time that aligns with NRCC base business.

Note: By-law 4.10 and 4.11 allow for the Annual Meeting of Members to take place online.

4.10 Participation by Electronic Means at Members' Meetings

If the Corporation chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this by-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act, by means of any telephonic, electronic or other communication facility that the Corporation has made available for that purpose.

4.11 Members' Meeting Held Entirely by Electronic Means

If the directors or members of the Corporation call a meeting of members pursuant to the Act, those directors or members, as the case may be, may determine that the meeting shall be held, in accordance with the Act and the Regulations, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

Motion by Special Resolution by Hope Roberts to update the timing and place of the Annual Meeting of Members to read:

4.08 Annual Meeting – The Annual Meeting of Members shall take place **in January by electronic means.**

Seconded by Doug Shepherd. All in favour. **Motion carried.**

NOTE: The 2022 AMM will be reconvened in January 2023 to complete the items deferred. This meeting will be a ZOOM meeting.

1.4 By-law Section 5 Directors – Add By-law 5.08 Filling Vacancy

Background: to have the ability to accommodate an interim appointment of directors for vacant mid-term positions (by voluntary resignation)

Motion by Special Resolution by Hope Roberts to add By-law 5.08 to read:

1. Unless so removed in accordance with 5.05, a director shall hold the position until the earlier of:
 - a. the director's successor being elected or appointed;
 - b. the director's resignation;
 - c. such director ceasing to be a director (if a necessary qualification of appointment); or
 - d. such director's death.
2. Where the position of director of the Corporation shall become vacant AND there is more than six (6) months remaining until the next annual meeting of members, the directors may, by resolution, appoint a person nominated by the members from the region (where a vacancy exists) to fill such vacancy until the next annual meeting of members.
3. Where there is less than six (6) months remaining until the next annual meeting of members, AND there is at least one remaining director for the region, the position will remain vacant until the next annual meeting of members.
4. Where the vacancy leaves no remaining director for the region, the directors may, by resolution, appoint a person nominated by the members from the region, regardless of the time remaining until the next annual meeting of members.
5. At the next annual meeting of members, an election of the director is required and the director shall only be elected for the vacant position for the remaining balance of the three (3) year term.

Seconded by Doug Shepherd. All in favour. **Motion carried.**

MEETING ADJOURNMENT

Motion by Chris Mason to adjourn the meeting and to reconvene this meeting in January 2023 /seconded by Chris Bayles.

26 in favour and 1 opposed. **Motion carried.**

Meeting Adjourn: 1:40 pm ET

MEETING SUPPORT DOCUMENTS

NOTE: NRCC YE2021 Financial Reports approved by Directors on March 22, 2022

NATIONAL RETRIEVER CLUB OF CANADA

Balance Sheet as of December 31, 2021

	YE2021	YE2020
ASSETS		
Bank of N.S. - Chequing	15,060.26	13,134.55
Inventory of club pins, lanyard bands	2,362.50	3,260.00
Loans Receivable	5,000.00	10,000.00
Edward Jones Investment	38,014.79	38,876.08
Total Assets	60,437.55	65,270.63
LIABILITIES		
Accounts Payable	0.00	0.00
Prepaid Membership Dues	600.00	50.00
Total Liabilities	600.00	50.00
EQUITY		
Current Earnings	-5,383.08	3,540.67
Retained Earnings	65,220.63	61,679.96
Total Equity	59,837.55	65,220.63
TOTAL LIABILITIES AND EQUITY	60,437.55	65,270.63

Income Statement as of December 31, 2021

	YE2021	YE2020
INCOME		
Membership Dues	3,100.00	3,125.00
Sponsorship Received	7,556.38	0.00
\$5 Levy	6,265.00	4,280.00
National Fee \$125 per dog	6,500.00	0.00
Host Club Reimburse Expenses	1,066.48	0.00
CKC results payment	400.00	0.00
Mutual Fund Income (reinvested)	-861.29	3,061.81
Total Income	24,026.57	10,466.81
EXPENSES		
Secretary Honorarium	1,250.00	1,250.00
Treasurer Honorarium	1,250.00	1,250.00
Webmaster Honorarium	2,500.00	0.00
Webmaster Travel	360.00	0.00
FB Administrator Honorarium	1,000.00	500.00
Sponsorship Paid to Host Club	7,555.00	0.00
2020 \$5 Levy Paid to Host Club	4,280.00	0.00
\$5 Levy Paid to Host Club	6,265.00	0.00
Trophy, Plaques, Ribbons and Pins	1,252.08	0.00
CKC Fees	281.48	0.00
Retriever Results	1,001.69	2,500.00
Website	181.00	0.00
CKC Membership Dues	157.50	84.75
Insurance	470.00	414.00
Supplies	0.00	0.00
Teleconference/Zoom	823.53	708.09
Postage & Shipping	245.31	56.60
Administration Expenses**	55.00	12.00
Miscellaneous/Adjustments***	340.00	-3.00
Bank Service Charges	142.06	153.70
Total Expenses	29,409.65	6,926.14
NET INCOME	-5,383.08	3,540.67

Note: 2020 All Age fees	4,280.00	-4,280.00
	-1,103.08	-739.33

NATIONAL RETRIEVER CHAMPIONSHIP STAKE

National Field Trial Champion NFTCH

The National Field Trial Champion title, NFTCH, is awarded to the winner of the National Retriever Championship stake.

National Amateur Field Trial Champion NAFTCH

The National Amateur Field Trial Champion title, NAFTCH, is awarded to the top Amateur handled dog when the winner is handled by a Professional and the top Amateur handled dog completes the 10th series of the National Retriever Championship stake.

To honour the past National Amateur Field Trial Champions and maintain the integrity of the National Amateur Field Trial Champion title, no dog will receive both titles.

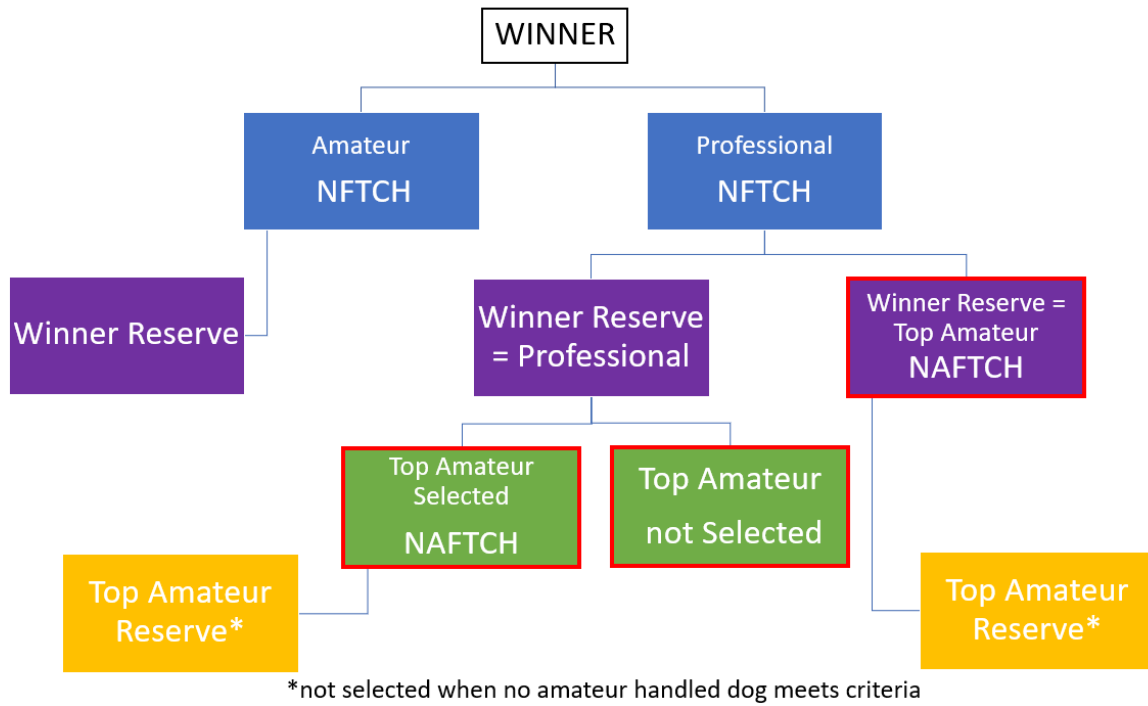
HANDLER STATUS	TITLE(S) AWARDED
WINNER = AMATEUR	NFTCH ONLY
WINNER = PROFESSIONAL	NFTCH
TOP AMATEUR HANDLED DOG	NAFTCH
WINNER = PROFESSIONAL	NFTCH ONLY
TOP AMATEUR HANDLED DOG NOT SELECTED	NAFTCH NOT AWARDED

Judging

- Judging procedure remains status quo.
- At the completion of the 10th series, the judges will select the National Finalists*.
- Prior to the judges' selection of the winner, the Field Trial Marshal will officially communicate to the judges the handler status, Professional or Amateur, of the National Finalists*.
- Judges will select a winner and a reserve to the winner.
- When winner is handled by a Professional, the judges will select the top Amateur handled dog who has completed the 10th series and a reserve to the top Amateur handled dog. Reserve to the top Amateur handled dog must be handled by an Amateur and have completed the 10th series.

*National Finalists are the dogs who complete the 10th series without an eliminating fault.

SELECTIONS REQUIRED BY JUDGES



FOR REFERENCE – Items to be moved to the 2023 ANNUAL MEETING OF MEMBERS AGENDA

OLD BUSINESS

1. **“Enhancement and Improvement of the Field Trial Sport Task Force Report”**
 - **Website/Facebook Improvement Committee Report** – Dan Danforth
 - **New People to the Sport Committee** – Dan Danforth (chairman), Lorne Parker, Doug Shepherd, John McDonald
 - **Website Review Committee** – Dan Danforth (chairman), Laura Danforth, Colette Prefontaine, Susan Shearer, Hope Roberts
 - **Updated Website** – soft launch September 1
 - **FB Administrators:** Kevin Riddell and Carrie Whenham.
2. **National Retriever Championship Stake New Format** – Dan Danforth
 - Implement new format at 2022 National Retriever Championship
 - Refer to National Retriever Championship Stake in **Meeting Support Documents** below

OTHER BUSINESS

6. **Selecting a Financial Auditor**

NEW BUSINESS

1.2 By-law 2.01 Membership Conditions: Amend Class A – Voting Members a. and Add Class A – Voting Members d.

2.01 Membership Conditions

Subject to the articles, there shall be two classes of members in the Corporation, namely, Class A - Voting Members and Class B - Non-Voting "Associate" Members. The Board of Directors of the Corporation may, by resolution, approve the admission of the members of the Corporation. Members may also be admitted in such other manner as may be prescribed by the Board by resolution. The following conditions of membership shall apply:

Class A - Voting Members

- a. Class A voting membership shall be available to any club, corporation or association holding a retriever field trial licensed by the Canadian Kennel Club within the current calendar year or the previous five calendar years and who have applied and have been accepted for Class A voting membership in the Corporation.
- b. The term of membership of a Class A voting member shall be annual, subject to renewal in accordance with the policies of the Corporation.
- c. As set out in the articles, each Class A voting member is entitled to receive notice of, attend and vote at all meetings of members and each Class A voting member shall be entitled to one (1) vote at such meetings.

Class B - Non-Voting "Associate Members"

- a. Class B non-voting associate membership shall be available to individuals, clubs, corporations or associations who are interested in furthering the corporation's mission, have applied and have been accepted for Class B non-voting membership in the Corporation.
- b. The term of membership of a Class B non-voting associate member shall be annual, subject to renewal in accordance with the policies of the Corporation.
- c. Subject to the Act and the articles, a Class B non-voting member shall be entitled to receive notice of and attend meetings of members as an observer but shall not vote.

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendments to this section of the by-laws if those amendments affect membership rights and/or conditions described in paragraphs 197(1)(e), (h), (l) or (m).

Background: to align with CKC Policy & Procedures Chapter 5(8) regarding timeline for Event and Non-event holding clubs.

By **Special Resolution**, update the terms of membership for Class A voting membership to read:

Class A – Voting Members a. Class A voting membership shall be available to any club, corporation or association holding a retriever field trial licensed by the Canadian Kennel Club **within four (4) calendar years** and who have applied and have been accepted for Class A voting membership in the Corporation.

Background: to implement voting rights among Class A members where only clubs holding All Age stakes have voting privileges on topics specific to National Championship events.

By **Special Resolution**, add voting rights as subsection Class A – Voting Members d.:

Class A – Voting Members 2.01 d. Voting Rights - only Class A voting members who have held All Age Stakes in accordance with the time period set out in (Class A – Voting Member a.), are entitled to vote on resolutions specific to National Championship rule changes, bylaws related to National Championships, or the National Championship event.

1.3 By-law Section 5 Directors – Amend By-law 5.02 Number of Directors

5.02 Number of Directors

For the purpose of the election of the directors, Canada shall be divided into the following eight areas: Newfoundland and Maritimes, Quebec, Northern Ontario, Southern Ontario, Manitoba, Saskatchewan, Alberta, and British Columbia. The number of directors to be elected from each area shall be based on the following formula:

- a. One or two Class A members resident in the area - One Director
- b. Three or four Class A members resident in the area - Two Directors
- c. Five or more Class A members resident in the area - Three Directors
- d. Ten or more Class A members resident in the area - Four Directors

Background: *to ensure there will typically be two directors representing the Maritime Provinces at any time.*

By **Special Resolution**, split the Newfoundland and Maritime Provinces area into two regions, making nine areas in Canada. Update bylaw 5.02 to read:

5.02 Number of Directors - For the purpose of the election of the directors, Canada shall be divided into the following **nine areas: Nova Scotia & Newfoundland, New Brunswick & PEI**, Quebec, Northern Ontario, Southern Ontario, Manitoba, Saskatchewan, Alberta, and British Columbia.

1.5 By-law Section 5 Directors – By-law 5.04 Responsibility of Directors – Add By-law 5.04 e

5.04 Responsibilities of Directors

The Board shall elect or appoint the Officers of the Corporation and shall elect or appoint the chairpersons of any committees.

- a. The Board may by resolution appoint and constitute committees as it deems necessary which may but not need include members of the Board. Until otherwise provided, the President shall be ex officio of all committees. All committees created by the Board shall be given written terms of reference. Any committee member may be removed by resolution of the Board;
- b. The directors shall have the power to authorize expenditures on behalf of the corporation from time to time and may delegate by resolution to an officer or officers of the corporation the right to employ and pay salaries to employees. The directors shall have the power to make expenditures for the purpose of furthering the objectives of the corporation.
- c. The Board shall take such steps as they may deem requisite to enable the corporation to receive donations and benefits for the purpose of furthering objectives of the corporation.
- d. The directors may exercise all such powers of the corporation, which are found in the Not For Profit Act or by these by-laws required to be exercised by the members at general meeting.

Background: *to improve working groups and engagement of directors, include mandatory participation on standing committees.*

By Resolution, add subsection bylaw 5.04 regarding Responsibilities of Directors to read:

5.04 e. Directors may be appointed by the Executive Committee to up to two Standing Committees for one-year terms; re-appointments are permitted.

1.6 By-law Section 6 Directors – Meeting of Directors – Add By-law 6.07

SECTION 6 - MEETINGS OF DIRECTORS

6.01 Calling of Meetings

The President or Vice-President or any director may call meetings of the Board at any time.

6.02 Notice of Meeting

Notice of the time and place for the holding of a meeting of the Board shall be given to every director of the Corporation not less than 10 days before the time when the meeting is to be held by one of the following methods:

- a. delivered personally to the latest address as shown in the last notice that was sent by the Corporation in accordance with section 128 (Notice of directors) or 134 (Notice of change of directors);
- b. mailed by prepaid ordinary mail to the director's address as set out in (a);
- c. by telephonic, electronic or other communication facility at the director's recorded address for that purpose; or
- d. by an electronic document in accordance with Part 17 of the Act.

Notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the by-law otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

6.03 Quorum

A quorum at a meeting of the Board for the purpose of transacting business shall be a majority of the directors. If a quorum is present at the opening of a meeting of the Board, the Board may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

6.04 Votes to Govern at Meetings of the Board

At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to an original vote shall have a second or casting vote.

6.05 Participation by Electronic Means at Meetings of the Board

If the Corporation chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of the Board, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this by-law, any person participating in a meeting of the Board pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act, by means of any telephonic, electronic or other communication facility that the Corporation has made available for that purpose.

6.06 Meeting of the Board Held Entirely by Electronic Means

If the directors of the Corporation call a meeting of the Board pursuant to the Act, those directors, as the case may be, may determine that the meeting shall be held, in accordance with the Act and the Regulations, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

Background: move committees from policies and procedures to be included in bylaws under Section 6. Standing committees will carry out the work of the Board and develop and maintain effective communication to assist the Board in making informed decisions.

By Resolution, add subsection bylaw **6.07** to read:

6.07 Committees - The Board may appoint Ad-Hoc committees and shall have Standing Committees to carry out activities of the Board, but no committee may pass a resolution on behalf of the Board. Committees may include members other than directors unless otherwise specified. Standing Committees shall include:

- a. **Executive Committee - comprised of the President, 1st Vice President, 2nd Vice President, Treasurer, and Immediate Past President.**
- b. **National Retriever Championship - comprised of directors representing clubs running All Age Stakes per Class A voting rights Section 2.01 d.**

- c. Sponsorship and Promotion
- d. Finance and Audit
- e. Communications and Technology
- f. Governance and By-Laws

1.7 By-law Section 7 Officers – Amend and Separate By-law 7.01 and Amend By-law 7.02

SECTION 7 - OFFICERS

7.01 Composition

The Board shall at the first meeting of directors following each annual meeting of members, or more often as may be required, elect a President and a Vice President from among themselves and appoint a Secretary and a Treasurer. The same person may hold the offices of the Secretary and the Treasurer. The Board may from time to time appoint such other officers and agents as it shall deem necessary, who shall have such authority and shall perform such duties as may from time to time be prescribed by the Board. Officers shall not be subject to term limits.

7.02 Responsibilities of Officers

The President

Is the leader of the Corporation, responsible for running the Board smoothly and effectively. They will demonstrate the leadership necessary to make the Corporation's mission a success, and it is their responsibility to implement Board decisions and initiatives, and to maintain smooth operation of the Corporation with the assistance of the executive committee and members of the Board.

The Vice President

Supports the President, taking assigned tasks and serving in place of the President when they are not available to conduct official business. An effective Vice President will not only learn as much as possible about the Corporation's goals and projects, but will also learn the duties of the President.

The Secretary

Provides the coordinating and communication link between members, the Board and outside agencies. They often act as an information and reference point for the President and other committee members, clarifying past practice and decisions, confirming legal requirements, and retrieving relevant documentation

The Treasurer

Has a watchdog role over all aspects of financial management, working closely with other members of the Management Committee to safeguard the organization's finances. They typically act as an information and reference point for the President and other committee members, clarifying financial implications of proposals, confirming legal requirements, outlining the current financial status and retrieving relevant documentation.

Background: to ensure succession planning for club Officers and enhance the Executive committee, it is recommended that the 2nd Vice President position be reinstated, and the Treasurer position be added as an Officer. Officer positions will also have term limits of two years.

By Resolution, amend and separate bylaw 7.01 into subsections to read:

7.01 Composition

a. The Board shall at the first meeting of directors following each annual meeting of members, or more often as may be required, elect a President, 1st Vice President, and 2nd Vice President, and Treasurer from among themselves and appoint a Secretary. The same person may hold the offices of the Secretary and the Treasurer.

i) The 1st and 2nd Vice President shall be elected alternating from Eastern and Western zones.

b. The Board may from time to time appoint such other officers and agents as it shall deem necessary, who shall have such authority and shall perform such duties as may from time to time be prescribed by the Board.

c. Officers shall be limited to two consecutive one-year terms.

Background: to provide adequate succession planning and development of club Officers, the roles and responsibilities should be updated.

By Resolution, amend bylaw 7.02 to read:

7.02 Responsibilities of Officers

The President Is the leader of the Corporation, responsible for running the Board smoothly and effectively. They will demonstrate the leadership necessary to make the Corporation's mission a success, and it is their responsibility to implement Board decisions and initiatives, and to maintain smooth operation of the Corporation with the assistance of the Executive Committee and members of the Board. **The President will be Chair of the Executive Committee, and exofficio of all Standing Committees.**

1st Vice President Supports the President, taking assigned tasks and serving in place of the President when they are not available to conduct official business. An effective Vice President will not only learn as much as possible about the Corporation's goals and projects, but will also learn the duties of the President, and provide mentorship to the 2nd Vice President as part of a succession plan. The 1st Vice President will Chair up to two Standing Committees. After two one-year consecutive terms shall be an automatic delegate to the position of President.

2nd Vice President shall assume the duties of the 1st Vice-president in their absence. This position will work with the Executive to learn about and be familiar with the organizations goals as part of a succession plan. The 2nd Vice President will Chair up to two Standing Committees. The 2nd Vice-president, after the two one-year consecutive terms shall be an automatic delegate to the position of 1st Vice-president.

Treasurer will chair the Finance and Audit Committee and participate as a member of the Executive Committee. The Treasurer oversees all aspects of financial management while working closely with other members of the Executive Committee to safeguard the organization's assets and minimize risk. They will provide up to date financial information to the Board while following Canadian Accounting Standards for Not-for-profit Organizations. The Treasurer will review financial and legal implications of contracts and proposals.