

## Appendix A

### June 13, 2006 Board Meeting

#### From Item 4.0 Review of Constitution

Following a request to review the constitution, along with a list of items to be reviewed and subsequent presentation at the team meeting on May 6, 2006, a survey was sent to all members of the team to get feedback on their thoughts. Fifty (50) surveys were sent to the members and there were twenty-seven (27) responses.

**In the following pages you will find:**

- **Constitution Items Reviewed with Proposed Constitution Amendments and Policy Recommendations**
- **Constitution / Summary Report**  
**Included are percentages based on the number of responses**
- **Unsolicited Comments from the Survey**

The following are not necessarily the personal thoughts of the members of the committee but recommendations based on the results / comments from the survey.

Respectfully submitted by:

Betty Stewart \_\_\_\_\_

Darlene Vickers \_\_\_\_\_

Edna Verhelst \_\_\_\_\_

Shirley McNeely \_\_\_\_\_

Legend:

*Blue is the Constitution wording as it is presently (also shown in italics)*

**Black bold is the committee's recommendation**

**Red is the proposed amended wording for the Constitution (also shown as underlined).**

All the policy recommendations and proposed form changes are in black.  
Original survey questions are in italics and comments are in regular type.

## Constitution Items Reviewed with Proposed Constitution Amendments And Policy Recommendations-June 13, 2006

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### *Article 111 -INTERPRETATION:*

*"Quorum" means the number of voting members that must be present at a meeting to make its transactions valid. The quorum for the AGM shall be twenty (20%) of the total membership. The quorum for the Directors meetings shall be fifty (50%) of the members of the board.*

**Recommend that this remain unchanged**

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### *Article V -CONDITION OF MEMBERSHIP:*

*2. The Waves of Hope shall have four (4) categories of membership: Paddling, Associate, Shore Team and Support.*

**Recommend that this remain unchanged**

Refer to Constitution /Survey Report Page 8 Item 1.

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### *ARTICLE V.I MEMBERSHIP PROCESS:*

#### *5.3.1 Membership committee*

*The membership committee shall consist of an **Executive** member, a Team Spirit and Support member, and an additional team member OR any two of the above. The role of the membership committee is:*

*c) make recommendations to the **Executive** regarding members with limited team contact following contact with stated individuals.*

**Recommend that the Constitution be amended to read:**

The membership committee shall consist of a **Board of Director** member, a Team Spirit and Support member, and an additional team member OR any two of the above. The role of the membership committee is:

c) make recommendations to the **Board of Directors** regarding members with limited team contact following contact with stated individuals.

**Recommend that the Membership Committee review the above to develop a policy.**

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### *ARTICLE V.I MEMBERSHIP PROCESS:*

*5.3.2 Individuals applying to be survivor members will submit a survivor application form to the Team Secretary outlining their intention to join.*

- a) *Prior to the **following Executive** meeting, the application will be reviewed by the Membership Committee.*
- c) *The committee will recommend acceptance or state reasons for rejection of the application(s) to the **Executive**. An individual shall be deemed to be a survivor member upon payment of the annual membership fee. A team 'buddy' will be assigned by Team Spirit & Support to assist the new member through their first season.*

**Recommend that the Constitution be amended to read:**

5.3.2. Individuals applying to be survivor members will submit a survivor application form to the Membership Chair outlining their intention to join.

- a) Prior to the **next Board of Directors** meeting, the application will be reviewed by the Membership Committee.
- c) The committee will recommend acceptance or state reasons for rejection of the application(s) to the **Board of Directors**. An individual shall be deemed to be a survivor member upon payment of the annual membership fee. A team 'buddy' will be assigned by Team Spirit & Support to assist the new member through their first season.

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#### **ARTICLE V.I MEMBERSHIP PROCESS:**

5.3.3 *Individuals applying to become **support** members shall complete a shore team / supporter application form accompanied by sponsorship by an existing member.*

**Recommend that the Constitution be amended to read:**

5.3.3. Individuals applying to become "**shore**" members shall complete a shore team application form accompanied by sponsorship by an existing member.

**Note: Membership application form would require a change of wording from:**

CATEGORY (PLEASE CHECK) SURVIVOR ( ) SUPPORT MEMBER ( ) \*

**Recommend that the application form be amended to read:**

CATEGORY (PLEASE CHECK) SURVIVOR ( ) SHORE MEMBER ( ) \*

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#### **Article VI -MEMBERSHIP FEES:**

3. *Annual membership fees will be determined by a majority vote at the Annual General Meeting, the date of which will be determined by the Executive.*

**Recommend that this item be on the agenda for all future AGM's**

Refer to Constitution / Survey Report Item 2 (p. 8)

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**Article V111 -BOARD OF DIRECTORS:**

*The Board of Directors will consist of: a Team Manager, an Assistant Team Manager, a Treasurer, a Secretary and chairs of existing committees.*

**Recommend that a policy be created outlining the term "existing committees".**

Refer to Constitution / Survey Report Item 3 (p. 8)

**Recommend that the Constitution be amended to include:**

The Board of Directors will consist of: a Team Manager, an Assistant Team Manager, a Treasurer, a Secretary and chairs of existing committees **or their representatives**.

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**Article IX -EXECUTIVE:**

*The Executive shall consist of: Team Manager, Assistant Team Manager, Treasurer, and Secretary.*

- b) *The Executive shall have the authority to spend up to \$150.00 without the approval of the general membership.*

**Recommend that the Constitution be amended to read:**

- b) The Executive shall have the authority to spend up to \$200.00 without the approval of the general membership.

**Recommend that the Constitution be amended to add:**

- c) Terms of two Executive members will run on alternate or even years to foster continuity at the Executive level.

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**Article XI -PROCEEDINGS AT GENERAL / ANNUAL GENERAL MEETINGS:**

*5. ...In the absence of the Team Manager, the secretary or the treasurer shall preside over the meetings.*

**Recommend that the Constitution be amended to read:**

5. ...In the absence of the Team Manager, **the Assistant Manager** or the Secretary, or the Treasurer shall preside over the meetings.

**Recommend that the Constitution be amended to add:**

Roberts Rules of Order be used as a basic guide-line when conducting meetings, taking into consideration our by-laws.

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## Article X11 – AMENDMENT OF THE BYLAWS

It is important that the adoption of any By-law or repeal of a By-law be dated for future reference. For example:

**Recommend that the following be adopted as policy.**

These by-laws are ratified by a Special Resolution of the Members of Waves of Hope Inc. on (date)

Repeal of prior by-laws – In ratifying these by-laws, the Members of the Waves of Hope Inc. repeal all prior By-laws of the Association provided that such repeal does not impair the validity of any action taken pursuant to the repeals By-laws.

These By-laws are hereby enacted and shall come into force when confirmed by the Members in accordance with the Corporation Act.

Enacted by the Membership on \_\_\_\_\_ day of \_\_\_\_\_ 2006

Team Manager signature

Secretary signature

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### Article X 111 -DUTIES OF THE EXECUTIVE:

#### A. TEAM MANAGER

1. *Have authority on behalf of the corporation, in consultation with the **Executive** and the approval of the membership, to enter into contracts and incur expenditures to further the objectives of the organization.*
3. *In consultation with the Assistant Team Manager and Secretary set the time, date and location of all meetings and will chair Executive Meetings, General meetings, and Annual General Meetings.*
6. *Gather and submit all necessary forms and waivers from members.*

**Recommend that the Constitution be amended to read:**

1. Have authority on behalf of the corporation, in consultation with the **Board of Directors** and the approval of the membership, to enter into contracts and incur expenditures to further the objectives of the organization.
3. In consultation with the Assistant Team Manager and Secretary set the time, date and location of all meetings and will chair Executive Meetings, **Board Meetings**, General meetings, and Annual General Meetings.

**Recommend that the Constitution be amended to remove:**

6. Gather and submit all necessary forms and waivers from members.

**Recommend that the above be added to the appropriate committee duties in policy.**

7. *Maintain liaison with other Breast Cancer Dragon Boat teams.*

**Recommend that the Constitution regarding the above be unchanged:**

***Article X 111 -DUTIES OF THE EXECUTIVE:***

***B. ASSISTANT TEAM MANAGER***

**Recommend that the Constitution be amended to add:**

3. Chair a committee to review the constitution and the organization's policies on an ongoing basis.

**Recommend that the following be adopted as policy:**

An assessment of the constitution should be done as needed. Procedures in a policy section are much easier to change than constitution. Therefore a policy section must be developed and assessed annually by committee chairs and approved by the Board of Directors.

Refer to Constitution / Survey Report Item 6 (p. 9)

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***Article X 111 -DUTIES OF THE EXECUTIVE:***

***C. SECRETARY***

4. *Circulate the minutes of the last meeting to members of the corporation*

**Recommend that the following be adopted as policy:**

The minutes be circulated to the general membership via "Waves\_News" group or by mail if a member makes a specific request.

Refer to Constitution / Survey Report Item 4 (p. 8)

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***Article X 111 -DUTIES OF THE EXECUTIVE:***

***D. TREASURER***

**Recommend that the Constitution be amended to add:**

- 7.. Prepare an annual budget to be presented at the Annual General Meeting

**Recommend that the following be adopted as policy:**

Receipts for all requests for payment from the treasurer be made 7 days in advance of the Board Meetings.

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***Article XIV -FISCAL YEAR AND AUDITORS:***

1. *The members at the Annual General Meeting shall name an auditor to audit the accounts and annual financial statements of the organization. The report shall be presented at the next Annual General Meeting.*

**Recommend that an Auditor be appointed immediately:**

Although a financial audit (or a more formal year end financial report) may not have been considered in past years or requested by sponsors or donors, it is time to change that situation. Companies and individuals being approached for funding are becoming more cautious about the placement of funds and are likely to place more importance on the organizations financial reports.

In order to maintain our charitable status with Canada Revenue Agency, we are required to file an annual information return. It is recommended that professional assistance be contracted to prepare these returns.

**Recommend that this item be on the agenda for all future AGM's**

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***Under the Articles of Incorporations, Schedule "A",***

*4. To acquire, accept, solicit or receive by purchase, lease, contract, donation, devise, legacy, grant, gift, settlement, bequest, endowment, or otherwise, any kind of real or personal property, and to maintain, use, apply, give, devote, accumulate or distribute the same from time to time (except such amounts from time to time comprising all or any part of the capital of the Corporation which have been received subject to a trust or direction that the amounts or assets are to be held for the purposes of gaining or producing income therefrom) for the charitable purpose of purchasing equipment, assisting with the cost of travel, and the cost of entry fees, for the members of the Waves of Hope Inc. in order that they may train for and participate in dragon boat racing for the purpose of promoting awareness of the disease of breast cancer.*

**Recommend that the following be adopted as policy.**

PRACTICES: That there be no financial compensation for attending practices.

RACES: That compensation should be available. However for short distances no compensation should be made. Any compensation should be at the discretion of the Board of Directors based on fund raising and finances at the time.

Refer to Constitutional Survey Report Item 5 (p. 9)

## Waves of Hope Constitution / Survey Report

1. *Do you feel that there should be a category established under membership to include Honorary / Life Memberships? If so, what should the criteria be for such a membership?*

Agree = 60%

Disagree = 26%

Undecided = 14%

**Recommendation:** Although the majority agreed with having a special recognition section for members who have played an important role in our membership many felt the criteria would be difficult to establish. As a recommendation we would propose instead of a category for Honorary / Life Membership, a Waves of Hope Alumni should be considered. This would allow team members who have moved away or may not want or be unable to remain active due to a variety of reasons, to still be involved. They may receive the newsletters, attend social activities and be involved in activities such as Fashion Show, act as hostesses to other Breast Cancer Teams attending a Brandon Festival, and special celebration events. They could be included in the roster and may either pay the present membership fee or a lesser amount to cover postage. They would not have voting rights and would not receive new team shirts or jacket if a lower fee is paid. Development of criteria would be dealt with by Team Spirit and Support in consultation with the Board of Directors.

The question was raised about Inactive members and their status of membership. The committee felt very uncomfortable about putting forth a recommendation to this concern. Some members are in-active not by their choice. At the present time they may not be able to paddle / participate actively and should be excused from active duty, but remain on the roster. All members should be encouraged to be active in their own "small way" such as through participation on a committee or attending team functions.

2. *In order to cover the rising costs, the team membership fee should be increased from \$25.00 to \$35.00 per year, starting with our new membership year.*

Agree = 52%

Disagree = 41%

Undecided = 7%

Note: That any proposed increase at the AGM would not take effect until October of that year.

3. *It has been recommended that the following committees be combined for attendance at Board Meetings. One person would be selected from each group as chair for the purpose of attending Board Meetings, have voting rights, and have the right to select an alternate representative to attend such meetings.*

1. *Team Communications: Phoning, E-mail distribution, Newsletter editor*

2. *Team Equipment: Team attire, Boat and equipment*



3. *Team Spirit and Support, Social and Membership*
4. *Fund-raising: Poinsettias, Fashion Show, Yard Sale, Merchandise*
5. *Public Relations: Media, Outreach, Promotional Material, Web-site, Scrap-booking*
6. *Festivals and Demonstration, Team Captain*

Agree = 85%

Disagree = 11%

Undecided = 4%

**Recommendations:** The groupings were made to help with numbers attending Board Meetings and to establish a communication net-work that would meet the team's needs. One of the concerns raised from the survey was "out of town" members having difficulty attending Board meetings. An alternate representative may be selected by the Committee Chair to help members who live in the country or have other commitments. Could this possibly be done through a tele-conferencing / speaker phone situation which would include people from out-of-town? (cost approximately 35.00 for 10 people)

On the suggestion of the survey results we recommend having a Festival Manager delegated by the Team Captain.

4. *Do you feel that you would like to receive the minutes of the Board Meetings on a regular basis?*

Agree = 67%

Disagree = 26%

Undecided = 7%

This is dealt with under Constitution revision.

5. *Under the Articles of Incorporations, Schedule "A", we are allowed to assist with the cost of travel of our members in order to train for and participate in dragon boat racing. Do you feel that there should be compensation for travel to the following:*

a) Practices: Agree = 18.5%

Disagree = 81.5%

b) Races: Agree = 85%

Disagree = 15%

This is dealt with under Constitution revision

6. *It has been recommended that a Policy Section to our Team Manuals be developed to clarify responsibilities and procedures. Do you feel that this is important?*

Agree = 89%

Disagree = 11%

**Recommendation:** A policy section in the manual be developed in order to clarify procedures.

It would be an excellent reference for both "old" and "new" members. Each committee should be responsible for developing policies related to their specific activities. This would also help distinguish between constitution and procedure and clarify problems such as when to hand bills in to the treasurer and cost of attire.

7. *New jackets had to be ordered this year. We have had to order a different style of jacket as the old style was no longer available. Do you feel that there should be uniformity in the attire of the team i.e. Jackets / team shirts?*

Agree = 55.5%

Disagree = 29.5%

Undecided = 15%

**Recommendation:** That T-shirts should be uniform and paid for by the team. The uniformity, especially at a public event, is important. The portion of payment for jackets, if ordered, will be decided by the Board of Directors.

### **Unsolicited Comments from the Survey**

1. Concern was raised regarding informing people of the designation of funds raised from a particular project. People do want to know where the money is being directed. The committee arranging for the fund-raising event should know the designation of the funds before they take on the project.
2. The question about payment for boat storage was raised. "It isn't just an ordinary boat to store. If we can buy carafes for First Presbyterian Church for the use of their premises for 3 days by using money from our Fashion Show then we should be able to pay boat storage for 12 months out of our Fashion Show or Garage Sale proceeds."
3. Concern was raised re: people not attending races because of financial reasons when funds may be made available.
4. That a definition for "Outreach" be developed in order to clarify understanding of the term as it pertains to the Waves of Hope members.
5. Car-pooling is working when attending practices. With the rising cost of gas the car-pooling amount should possibly be raised. A fee of \$3.00 per person has been suggested. How does one make the drivers accept payment becomes the question but we do need consistency?
6. "Thanks for asking for our input. As cumbersome as it is to seek everyone's opinion it's very important to the process. Once you compile everyone's responses will you have a team discussion?"