

RULES OF STRUCTURE

*Being rules governing generally
the organization of
The Whitewater Disciplines
of
CANOEKAYAK CANADA
Enacted January 14, 2009*

This document includes the revisions made at the
Whitewater Disciplines Annual General Meetings held
November 22, 2009

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BE IT ENACTED as the Rules of Structure of The Whitewater Disciplines of, CanoeKayak Canada as follows:

1. INTERPRETATION

1.01 In these rules of structure and all other rules of structure of the CKC-W Council, unless the context otherwise requires:

- a. "canoe" means closed-deck canoe;
- b. "by-laws" means all by-laws, including special by-laws of the Association as amended from time to time;
- c. "Association" means CanoeKayak Canada;
- d. "person" includes an individual, a body corporate, corporation, company, partnership, syndicate, trust and any member or aggregate of persons;
- e. the singular includes the plural, and the plural includes the singular;
- f. the masculine gender includes the feminine and the neuter;
- g. "council" is a subset of the general membership, elected to positions on the Council for the purposes of governing CKC-W;
- h. "CKC-W" means CanoeKayak Canada – Whitewater and includes the Council and committees, the provincial/territorial associations, and the clubs and individuals that belong to the provincial/territorial associations;
- i. "Discipline" means the four whitewater disciplines (slalom, polo, freestyle, wildwater) under the CKC-W umbrella;
- j. "Member" is the term used to describe a person or entity who is considered a member of CKC-W, the sum of which constitute the group that CKC-W primarily represents, and provides services to;
- k. "Voting member" are provincial/territorial associations
- l. "incorporated" (Note: used in documents related to provincial associations) describes an organization, or group of individuals or clubs that has been recognized as a legal entity
- m. "DG" means the Director General of CKC
- n. CKC-W Executive Committee – A subset of the elected members of the CKC-W Council

2. PURPOSE

2.01 Purpose - The purpose of these Rules, and all amendments and additions thereto, is to provide for and govern the organization of all disciplines of CKC-W, Council members, and all committees and sub-committees

3. MISSION AND VISION

3.01 Mission – CKC-W leads develops and sustains a sport system that promotes the pursuit of excellence in our competitive disciplines and lifelong participation at all levels

3.02 Vision – CKC-W will be a model of excellence in participation, athlete development and international performance through a collaborative, creative, and focused sport system. On behalf of our paddlers, we will be leaders in the development and preservation of sustainable resources, facilities, healthy communities and rivers.

4. MEMBERSHIP

4.01 General - Membership in CKC-W shall be by and through Provincial and Territorial Sport Governing bodies (PSO's) that shall represent Clubs and Individuals that are interested in supporting and promoting slalom canoe/kayak, and/or freestyle canoe/kayak, and/or polo canoe/kayak, and/or wildwater canoe/kayak, and/or the sport of whitewater canoe/kayak..

4.02 Process of Admission: Province/Territory - Any incorporated Provincial/Territorial association may be admitted to membership in the Association provided they are in good standing with their Provincial/Territorial sport ministry and at a minimum, provide instructor and coach accreditation consistent with that of CKC-W, host a provincial championships and support the development of all CKC-W disciplines in their province. Provincial/Territorial Associations may be admitted via a written application – establishing that their mission and purpose is consistent with that of CKC-W – to the Director General (DG). Upon such application being delivered to the DG, the DG shall submit the application to the first meeting of the CKC-W council thereafter. If, and only if, the application is then approved by simple majority of the council, the Provincial/Territorial association becomes a member, otherwise the application shall be deemed rejected. There can be only one PSO per province, and one TSO per territory.

4.03 Voting Rights – Each member association is entitled to nominate one (1) person to vote on its behalf at all meetings of the Council, standing committees, and discipline committees. The member association shall notify CKC-W as to the person authorized to vote at meetings of the

council, standing committees, and discipline committees on behalf of the Provincial or Territorial member.

4.04 Not In Good Standing - Any member Province or Territory, or member thereof, in the CKC-W not meeting minimum activity requirements as indicated in 4.02, or acting against the best interests of CKC-W or in a manner inconsistent with the Mission and Vision of CKC-W, or owing moneys to the Association, whether on account of fees as hereinafter provided for or otherwise, which are past due shall be deemed to be a member not in good standing.

5. ANNUAL FEES

5.01 Annually Determined - The Council shall present to the Annual General Meeting of members of the Association a recommended schedule of annual Member provincial/territorial fees. Upon acceptance by a simple majority of votes cast at such Annual General meeting, the said fees become binding upon, and payable by, the members.

5.02 Paying Members – Only the voting members of CKC-W (Provincial/Territorial associations) will be required to pay annual fees, direct to CKC-W

5.03 Time of Payment – The annual Provincial/Territorial membership fees shall be paid on or before April 1st of each year

6. CANOEKAYAK CANADA – WHITEWATER COUNCIL
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6.01 Composition - The council, which is vested with the responsibilities and jurisdiction as set forth in the By-Laws of the Association and which is referred to herein as the CanoeKayak Canada – Whitewater Council shall be comprised of the following persons:

- *Immediate Past Chairperson*
- *Chairperson*
- *Provincial/Territorial Representatives (one from each of the following provinces; PEI, NB, NS, NFLD, PQ, ON, MN, SK, AB, BC, NUN, YU, NWT)*
- *Discipline Committee Chairs (Wildwater, Polo, Slalom, Freestyle)*
- *Standing Committee Representative*
- *Athlete Representative*
- *Treasurer/Secretary (ex-officio)*

6.02 Qualifications - Any person who is a member in good standing of a member Province or Territory of CKC-W of the Association is eligible for election or appointment to the council. Provincial

6.03 Election and Terms of CKC-W Council Members - The election of the CKC-W Council members shall take place at the Annual General Meeting of the members. Votes shall be cast

only by the voting members, which are the provincial/territorial associations. Vote shall be by secret ballot

6.04 Election and Term of Chairperson - The Chairperson elected by the Council in the year 2008 shall be the chairperson for a term ending at the 2009 Annual General Meeting of the Association. As of the date of the 2009 Annual General Meeting of the association and thereafter, the chairperson shall serve for a term of two-years.

6.05 Election and Term of the Provincial/Territorial Representative – The Provincial/Territorial Representative shall be elected or appointed by their respective Province/Territory.

6.06 Election and Term of the Athlete Representative – Each CKC-W discipline is responsible to elect or appoint an athlete representative every year, commencing August 30, 2009, by the athletes’ constituency for their respective discipline through a democratic mechanism of their choice. The Athlete representative elected in 2008 shall be the Athletes’ Representative for a term ending August 30, 2009, and as of that date and thereafter, the Athletes’ Representative shall be elected and appointed for one-year terms.

The four Athlete Representatives’ will elect from amongst them an Athlete Representative to the CKC-W Council on an annual basis.

6.07 Election and Term of the Discipline Committee Chairs - The Slalom and Polo Discipline Committee Chairs shall be elected or appointed not that later than August 30th of every year commencing with August 30th, 2009 by the members constituting their respective committees through a democratic process of their choice. The Slalom and Polo Discipline Committee Chairs elected in the year 2008 shall be the Slalom and Polo Discipline Committee Chairs for a term ending August 30th, 2009 and as of that date and thereafter the Slalom and Polo Discipline Committee Chairs shall be elected or appointed for two-year terms. The Wildwater and Freestyle Discipline Committee Chairs shall be elected or appointed not that later than August 30th of every year commencing with August 30th, 2010 by the members constituting their respective committees through a democratic process of their choice. The Wildwater and Freestyle Discipline Committee Chairs elected in the year 2008 shall be the Wildwater and Freestyle Discipline Committee Chairs for a term ending August 30th, 2009 and as of that date and thereafter the Wildwater and Freestyle Discipline Committee Chairs shall be elected or appointed for two-year terms.

6.08 Election and Term of the Standing Committee Representative – The Standing Committee Representative shall be elected or appointed not later than August 30th of every second year commencing with August 30th, 2009, by the Chairs of the Standing Committees through a democratic mechanism of their choice. The Standing Committee Representative elected in the year 2008 will be the Standing Committee Representative for a term ending August 30th, 2009 and as of that date and thereafter the Standing Committee Representative will be elected or appointed to two-year terms.

6.09 Immediate Past Chairperson - The position on the CKC-W Council of Immediate Past Chairperson shall be held from time to time by that person who is in fact the Immediate Past Chairperson of the Council or the person appointed to that position as hereinafter provided.

6.10 Secretary/Treasurer - If there is a Director General in the employ of the Association, that person may act as treasurer and secretary to the CKC-W Council and for that purpose shall attend all meetings of the Council and such meetings of committees thereof as the Council may prescribe, and shall enter or cause to be entered in books kept for that purpose minutes of all proceedings at such meetings; and shall give, or cause to be given, when instructed, notices required to be given to members of the CKC-W, CKC-W Council, and committees thereof; and shall perform such other duties as may from time to time be prescribed by the Council and approved by the Board. The Director General may delegate these responsibilities to other qualified CKC staff as required. In the absence of the Director General or delegated staff, the Council may appoint any person, who need not be, but may be a Council member, to act as the Secretary/Treasurer of the Council as aforesaid.

6.11 Resignation - Any member of the CKC-W Council, except for the Provincial/Territorial Representatives, may resign from his or her position on the Council upon giving notice thereof in writing to the Council and the resignation becomes effective at the time specified in the resignation or upon receipt by the Council, whichever is later.

6.12 Removal - The members of the CKC-W of the Association may, by resolution passed by a majority of at least three-quarters of the votes cast at a special meeting of such members duly called for that purpose, remove any member of the Council from his or her position on the Council, except for the Provincial representative, before the expiration of his or her term and may, by a majority of votes cast at the meeting, elect any person (who is a member of CKC-W) in his or her stead for the remainder of his or her term.

6.13 Vacation of Council Seat - In addition to the vacancy of a seat on the CKC-W Council as provided in paragraph 6.01, a seat on the CKC-W Council is vacated if the person holding that position dies, resigns from the Council or in the case of a Provincial/Territorial representative resigns as such Provincial/Territorial representative, is removed from the Council as aforesaid, or if he or she ceases to have the necessary qualification.

6.14 Filling Vacancies - Where a vacancy occurs in a seat on the CKC-W Council, other than that of a Provincial/Territorial representative, or the Athlete Representative, or the Discipline Committee Chairs, or the Standing Committee Representative, the remaining Council members, as soon as practicable after the vacancy occurs, whether their number on the Council amounts to a quorum or not, shall appoint a person to fill the vacancy until the time of the next ensuing Annual General Meeting, at which Annual General Meeting the vacancy shall be filled by election or appointment by the general membership for the balance of the term of the vacated seat. Where a vacancy occurs in the position of a Provincial/Territorial representative on the Council, the appropriate Province/Territory shall elect or appoint a replacement person as soon as practicable after the vacancy occurs. Where a vacancy occurs in the position of Athlete Representative, or one of the Discipline Committee Chairs, or the Standing Committee Representative, that seat on the Council shall be replaced for the remainder of the term of that position on the Council by the athletes' constituency, or the Discipline committees' constituency,

or the Standing committees' constituency, whichever is appropriate, as soon after the vacancy occurs as is practicable.

7. ROLES/RESPONSIBILITIES OF CKC-W COUNCIL MEMBERS

7.01 General – The CKC-W council is responsible for administering the whitewater disciplines of CanoeKayak Canada, in accordance with the CKC-W Mission and Vision in order to achieve the stated Vision in 3.02.

7.02 Chairperson - The Chairperson shall be the chief spokesperson of the CKC-W Council of the Association. He or she shall, if present, preside at all meetings of the members of the CKC-W Council and shall be charged with the general supervision of the business and affairs of CKC-W of the Association.

7.03 Immediate Past Chairperson - The Immediate Past Chairperson shall be vested with all the powers and shall perform all the duties of the Chairperson in the absence or disability or refusal to act of the Chairperson. If the Immediate Past Chairperson exercises any such duty or power, the absence or inability of the Chairperson shall be presumed with reference thereto. The Immediate Past Chairperson shall serve as Chair for the CKC-W Council and shall also perform such duties and exercise such powers as the Chairperson may from time to time delegate to him or her or the CKC-W Council may prescribe.

7.04 Provincial/Territorial Representatives - The member Provinces/Territories shall elect or appoint a person to be known as the Provincial/Territorial Representative of the Province/Territory. The Provincial/Territorial Representative is a member of the CKC-W Council as hereinafter provided and shall be the presiding member generally with respect to the Provincial/Territorial affairs. He or she shall be familiar of all meetings of the Province/Territory, have an understanding of the operations of the Province/Territory and races or competitions held by clubs or members of the Province/Territory, and report to the CKC-W Council of such operations; and in this regard, the Provincial/Territorial Representative shall ensure that the Provincial/Territorial clubs and their members conduct themselves in accordance with the Association By-Laws and Policies, the Rules of Structure, ICF competition rules, and the By-Laws or Rules of the Province/Territory. The Provincial/Territorial Representative shall ensure their respective province/territory associations operate in a manner consistent with the CKC-W Mission and Vision as stated in Section 3.01 and 3.02.

7.05 Secretary/Treasurer - If there is a Director General in the employ of the Association, that person may act as treasurer and secretary to the CKC-W Council and for that purpose shall attend all meetings of the Council and such meetings of committees thereof as the Council may prescribe, and shall enter or cause to be entered in books kept for that purpose minutes of all proceedings at such meetings; and shall give, or cause to be given, when instructed, notices required to be given to members of the CKC-W, CKC-W Council, and committees thereof; and shall perform such other duties as may from time to time be prescribed by the Council and approved by the Board. The Director General may delegate these responsibilities to other

qualified CKC staff as required. In the absence of the Director General or delegated staff, the Council may appoint any person, who need not be, but may be a Council member, to act as the Secretary/Treasurer of the Council as aforesaid.

7.06 Discipline Committee Chairs – The Discipline Committee Chairs shall be responsible for recruiting committee members for the purpose of developing and implementing high performance policies and programs, grassroots and domestic-development initiatives, as well as plans for international competition for their respective discipline. These plans shall be consistent with the principles of Long Term Athlete Development (LTAD) as promulgated by Sport Canada. He or she shall report to the CKC-W Council on the status of the high performance program and domestic-development initiatives wherever requested to do so and make a full report to the membership of the CKC-W at each Annual General Meeting. The Discipline Committee chairs shall also perform such duties and exercise such powers as the Chairperson of the CKC-W Council may from time to time delegate to him or her or the CKC-W Council may prescribe.

7.07 Athlete Representative - The Athlete Representative shall serve as a member of the CKC-W Council and the CKC-W Executive Committee representing the voice of the athletes of all CKC-W disciplines. The Athlete Representative shall also perform such duties and exercise such powers as the Chairperson of the CKC-W Council may from time to time delegate to him or her or the CKC-W Council may prescribe.

7.08 Standing Committee Representative – The Standing Committee Representative shall serve as a member of the CKC-W Council representing the voice of the Standing Committees. The Standing Committee Representative shall also perform such duties and exercise such powers as the Chairperson of the CKC-W Council may from time to time delegate to him or her or the CKC-W Council may prescribe

7.09 Others - The duties of all other CKC-W Council members shall be such as the Council requires of them.

Note: Need to specify provisions for “General Meetings of the CKC-W Members” – i.e. primarily the annual general meeting. When these meetings take place, who can attend, what business is to be conducted. Etc.etc. This is pretty important!

8. MEETINGS OF THE CKC-W COUNCIL

8.01 Place of Meetings - Meetings of the CKC-W Council may be held at any place in or outside Canada. The Annual General Meeting of the CKC-W Council will be held in conjunction with the Annual General Meeting of the Association, every year in November, on the date specified by the Association. The Annual General Meeting will be held in Ottawa.

8.02 Quorum - A majority of the Council members constitutes a quorum at any meeting of the Council, and, notwithstanding any vacancy among the members thereof, a quorum of council members may exercise all the powers of the Council.

8.03 Calling of Meetings - Meetings of the Council shall be held from time to time at such place, at such time and on such day as the Chairperson, or Immediate Past Chairperson, or any two Council members may determine, and call. Notice of every meeting so called shall be given to each Council member not less than fourteen days before the time when the meeting is to be held, except that no notice of a meeting shall be necessary if all the Council members are present or if those absent have waived notice of or otherwise signified their consent to the holding of such meeting.

8.04 Regular Meetings - The Council may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A copy of any resolution of the Council fixing the place and time of regular meetings of the Council shall be sent to each member thereof forthwith after being passed, but no other notice shall be required for any such regular meetings.

8.05 First Meeting of New Council and Appointment of Board of Representatives - The Council may without notice hold its first meeting for the purpose of organization and appointment or election of positions for the ensuing term, immediately following an Annual General Meeting of members of the CKC-W Council, provided that a quorum of Council members is present, or such later time as the meeting can be reasonably convened provided that a quorum of members is present.

8.06 Votes to Govern - At all meetings of the Council, motions shall pass when a majority of the votes are in favor of a question. Motions are defeated in the case of a tie in votes cast. Voting by proxy is prohibited; however, a Provincial/Territorial Representative may have a person represent him or her at meetings in his or her absence provided that written notice of such, naming the representative, is delivered to the Chairperson prior to commencement of the meeting. Such representative may vote at the meeting in place of the Provincial/Territorial Representative.

8.07 Waiver of Notice - A member of the Council may waive a notice of a meeting of the Council, and attendance of a Council member at a Council meeting is a waiver of notice of the

meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

8.08 Participation by Telephone or Internet - A Council or committee member may, if a majority of the members of the Council/Committee consent, participate in a meeting of Council members or of a committee thereof by means of such telephone or other communications facilities as permits all persons participating at the meeting to hear each other, and a Council/Committee member participating in such a meeting is deemed to be present at the meeting.

8.09 Adjournment - Notice of an adjourned meeting of Council members is not required to be given if the time and place of the adjourned meeting is announced at the original meeting.

8.10 Committees - In addition to the standing committees hereinafter referred to in Section 12 below, the Council may, from time to time, appoint such committee or committees as it deems necessary or appropriate for such purposes and with such duties and powers as it shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Council may, from time to time make.

8.11 Resolution in Lieu of Meeting - A resolution in writing, signed by all the persons entitled to vote on the resolution at a Council meeting or committee meeting, is as valid as if it had been passed at a meeting of such. A copy of every such resolution shall be kept with the minutes of the proceedings of the Council or committee.

8.12 Reimbursement of Expenses - Council members may be paid such sums in respect of their out-of-pocket expenses incurred in attending Council, committee, or Association meetings or otherwise in respect of the performance by them of their duties as the Council may from time to time determine.

8.13 Nominations to the Council – Nominations to any position on the council should be submitted to the Secretary General (DG) 30 days prior to the date of the Annual General Meeting of the Association.

8.14 Observers – Any member in good standing of a CKC-W recognized PSO, may attend the Annual General Meeting of the council as an observer. Unless called upon by the Council, they will not be permitted to talk or interrupt the meeting. Failure to comply will result in their removal from the meeting.

9. INDEMNITIES TO COUNCIL MEMBERS AND OTHERS

9.01 Every Council Member of CKC-W or other person who has undertaken or is about to undertake any liability on behalf of CKC-W or any company controlled by it and their heirs, executors, and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of CKC-W, from and against:

- 1) All costs, charges, and expenses whatsoever which such member, officer, or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him/her, or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office or in respect of any such liability; and
- 2) All other costs, charges and expenses which he/she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by his/her own willful neglect or default.

10. POWERS AND DUTIES OF COUNCIL MEMBERS

10.01 Administrative Oversight - Council Members may administer affairs of CKC-W in all things and make or cause to be made for CKC-W, in its name, any kind of contract which CKC-W may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as CKC-W is by its charter or otherwise authorized to exercise and do.

10.02 Fiscal Management - The Council Members, acting in council, shall have the power to authorize expenditures on behalf of CKC-W from time to time and may delegate by resolution to an officer or officers of CKC-W the right to employ and pay salaries to employees. The Council Members shall have the power to make expenditures for the purpose of furthering the objectives of CKC-W. The Council Members shall have the power to enter into a trust agreement in which the capital and interest may be made available for the benefit of promoting the interest of CKC-W in accordance with such terms as the CKC-W Council may prescribe.

10.03 Trustee Role - The CKC-W Council shall take such steps as they may deem requisite to enable CKC-W to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of CKC-W

10.04 Appropriate Behavior - Council Members shall at all times conduct their duties and exercise powers in the best interests of the CKC-W Council and its Members, and the Sport. Council Members shall conduct themselves in an appropriate manner as representatives of the Council and its Members.

10.05 Rules of order - Council members shall endeavor to conduct their duties in accordance with these rules of structure, CKC-W policies and guidelines, the CKC-W Mission, Values, and Vision, as well as any rule of law that may apply.

11. COMMITTEES

11.01 General - The CKC-W Council shall appoint specific committees and chairpersons every two years commencing in the year 2009 as herein provided each with the terms of reference noted. Committee members and chairpersons shall hold office for a period of two years, or until

their successors are appointed. The Council may remove at its pleasure any such committee chairperson.

11.02 Executive Committee - The Executive Committee shall be comprised of;

- CKC-W Council Chair
- 1st Executive Committee Vice-Chair
- 2nd Executive Committee Vice-Chair
- CKC-W Council Athlete Representative
- Secretary/Treasurer (Director General, or Other, ex-officio),
- CKC-W Council Immediate Past Chair

Both Executive Committee Vice-Chair positions shall be comprised of individuals from the CKC-W Council, and voted in by the CKC-W Council at the annual general meeting of the association. During intervals between the meetings of the CKC-W Council, the Executive Committee shall possess and may exercise all the powers and functions of the CKC-W Council in the management and direction of the affairs of the CKC-W Disciplines in all cases in which specific directions shall have not been given by the CKC-W Council. All actions by the Executive Committee shall be ratified by the CKC-W Council at its meetings next succeeding such action. Regular minutes of the proceedings of the Executive Committee shall be kept and circulated to members of the CKC-W Council. A majority of the members of the Executive Committee in office at the time, said majority to include the Chairperson or Immediate Past Chairperson barring any vacancy, shall be necessary to constitute a quorum and in every case a majority affirmative vote of the Committee present at a meeting shall be necessary for the taking of any action.

11.03 Slalom Discipline Committee (SDC) – The SDC shall be comprised of:

- Chair
- Provincial/Territorial Representatives (PEI, NFLD, NS, NB, PQ, ON, MN, SK, AB, BC, YU, NUN, NWT)
- National Team Head Coach (will be ex-officio in situations or circumstances related to their employment)
- Athlete Representative
- CKC Staff (ex-officio)

The Director General and/or other staff as determined from time to time by the DG, shall be ex-officio, non-voting members of the committee.

Within jurisdictional limits of the CKC-W Council, the SDC shall function and have the responsibilities and powers as set out in Schedule A: Slalom Discipline Committee terms of Reference:

[Detailed terms of reference to be determined by committee and approved by the Council – drawing from existing terms of reference and the terms of reference of the Sprint HPC]

11.03.01 SDC Sub-Committees: Sub-committees shall be established as required, but shall include at a minimum:

- Development Sub-Committee
- High Performance Sub-Committee (HPC)

11.04 Freestyle Discipline Committee (FDC) – The FDC shall be comprised of:

- Chair
- Provincial/Territorial Representatives (PEI, NFLD, NS, NB, PQ, ON, MN, SK, AB, BC, YU, NUN, NWT)
- National Team Head Coach
- Athlete Representative
- CKC Staff (ex-officio)

The Director General and/or other staff as determined from time to time by the DG, shall be ex-officio, non-voting members of the committee.

Within jurisdictional limits of the CKC-W Council, the FDC shall function and have the responsibilities and powers as set out in Schedule B: Freestyle Discipline Committee terms of Reference:

[Detailed terms of reference to be determined by committee and approved by the Council – drawing from existing terms of reference and the terms of reference of the Sprint Racing Council]

11.05 Polo Discipline Committee (PDC) – The PDC shall be comprised of:

- Chair
- Provincial/Territorial Representatives (PEI, NFLD, NS, NB, PQ, ON, MN, SK, AB, BC, YU, NUN, NWT)
- National Team Head Coach
- Athlete Representative
- CKC Staff (ex-officio)

The Director General and/or other staff as determined from time to time by the DG, shall be ex-officio, non-voting members of the committee.

Within jurisdictional limits of the CKC-W Council, the PDC shall function and have the responsibilities and powers as set out in *Schedule C: Polo Discipline Committee Terms of Reference*

[Detailed terms of reference to be determined by committee and approved by the Council – drawing from existing terms of reference and the terms of reference of the Sprint Racing Council]

11.06 Wildwater Discipline Committee (WDC) – The WDC shall be comprised of:

- Chair
- Provincial/Territorial Representatives (PEI, NFLD, NS, NB, PQ, ON, MN, SK, AB, BC, YU, NUN, NWT)
- National Team Head Coach
- Athlete Representative
- CKC Staff (ex-officio)

The Director General and/or other staff as determined from time to time by the DG, shall be ex-officio, non-voting members of the committee.

Within jurisdictional limits of the CKC-W Council, the WDC shall function and have the responsibilities and powers as set out in *Schedule D: Wildwater Discipline Committee Terms of Reference*

[Detailed terms of reference to be determined by committee and approved by the Council – drawing from existing terms of reference and the terms of reference of the Sprint Racing Council]

11.07 Other Standing Committee(s) – Other standing committees may be established as determined by the CKC-W Council with composition and terms of reference to be established by the CKC-W council. These committees should typically include, at a minimum:

- Education and NCCP Certification Committee:
 - Chair
 - Provincial/Territorial Members
 - CKC Staff (ex-officio)
- Facilities and Rivers Committee:
 - Chair
 - Provincial/Territorial Members
 - CKC Staff (ex-officio)
- Participation and Club Committee:
 - Chair
 - Provincial/Territorial Members
 - CKC Staff (ex-officio)
- Marketing and Fundraising Committee:
 - Chair
 - Provincial/Territorial Members
 - CKC Staff (ex-officio)

11.08 Committee Meetings Quorum – At any meeting of any of the Discipline committees or Standing committees, a majority of the committee members, shall constitute a quorum.

11.09 Voting of the Committee Members – Each committee member (except ex-officio members) shall be entitled to one (1) vote on all matters brought before the committee. All

matters constitutionally before the meeting shall be passed by way of resolution, and except as herein provided, wherein a simple majority of votes cast shall sufficient. The Chair of the meeting shall not have a second or deciding vote and in the event of a tie, the motion shall be defeated.

12. EXECUTION OF DOCUMENTS

12.01 Signing Persons - Documents required to be signed on behalf of the CKC-W Discipline of the Association may be signed by any two of the Chairperson, Immediate Past Chairperson and a CKC-W Council member. Notwithstanding this, the Council may at any time and from time to time direct the manner in which and the person or persons by whom any particular document of any class of documents may be signed.

13. POLICIES

13.01 CKC-W shall develop and publish policies as required. Key policies may be appended to these Rules of Structure from time to time and shall have the same authority as these Rules of Structures and/or By-Laws.

14. COMPETITION RULES

14.01 The competition rules for CKC-W shall be the Rules for Competition adopted by the International Canoe Federation, subject to the special amendments for Canadian competitions as set out in *Schedule F: Competition Rules*, attached hereto.

15. FISCAL YEAR

15.01 The fiscal year of CKC-W shall be consistent with that of the Association, and shall commence on the 1st day of April each year and on the last day of March in the following year.

16. AMENDMENTS

16.01 These Rules of Structure may be amended upon vote of the majority of the CKC-W Council and approved by a vote of the two-thirds (2/3rds) of the members at the next Annual General Meeting of the members or a meeting of the members to be called for that purpose.

17. EFFECTIVE DATE

Commencement - These amendments to the Rules of Structure are enacted in January 2009 and come into effect at the close of the Annual General Meeting of the members of the CKC-W Discipline of the Association to be held in November 2009, except for the following

amendments that take effect immediately upon the close of the meeting of the Council of the
CKC-W Discipline of the Association

ENACTED this 14th day of January, 2009.

Chairperson

Immediate Past Chairperson