

Paddle Manitoba

“Your Recreational & Wilderness Paddling Community”

Vision:

“Paddle Manitoba supports the opportunity for all Manitobans to enjoy a safe recreational and wilderness paddling experience.”

Mission:

“Paddle Manitoba, as the promotional and educational association for recreational and wilderness paddlesports in Manitoba, seeks to advance the safe, responsible, and active pursuit of canoeing and kayaking experiences.”

Motion: BIRT the Constitution and By-Laws of Paddle Manitoba be amended as outlined below.

Mover: Catherine Holmen

Seconded: Stephen Challis

◆ **Constitution Changes:**

○ Objectives:

3. **Objectives.**
 - a. To promote recreational paddling in Manitoba;
 - b. To establish, maintain, and promote training and safety standards appropriate to recreational paddling in Manitoba;
 - c. To represent all interests of recreational paddlers regarding protection and preservation of the paddling environment;
 - d. To provide paddling information to Paddle Manitoba members and the public;
 - e. To cooperate, when possible, with municipal, provincial and national bodies in matters related to recreational paddling in Manitoba; and
 - f. To provide leadership and appropriate administrative and financial support to the membership for the accomplishment of the Paddle Manitoba Objectives.

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3. **Objectives:**
 - a. To promote and provide leadership, training, and safety standards for recreational and wilderness paddling in Manitoba.
 - b. To network with clubs, associations, and organizations which have goals and objectives consistent with those of Paddle Manitoba.
 - c. To support government and non-government agencies that advocate for the protection and preservation of waterways and advance recreational and wilderness paddling in Manitoba.
 - d. To act as a source of paddling information and opportunities in Manitoba.
 - e. To support, promote, and instruct Paddle Canada programs in Manitoba.
 - f. To uphold and promote the heritage of paddling in Manitoba.

○ **Governance:**

5. **Governance.** Paddle Manitoba shall be governed by a Board of Directors of 12 to 14 persons (Directors) elected or appointed from the membership as the by-laws may from time to time provide.

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5. **Governance.** Paddle Manitoba shall be governed by a Board of Directors of 10 to 14 persons (Directors) elected or appointed from the membership as the by-laws may from time to time provide.

◆ **By Law Changes:**

2. **Board of Directors (The Board):**
a. Composition. The Board shall consist of 12 to 14 members including officers and convenors;

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2. **Board of Directors (The Board):**
a. Composition. The Board shall consist of 10 to 14 members including officers and chairs;

3. **Directors:**
Eliminate the entire former section 3

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3. **Directors and Duties:**
- a. Officers**
- 1) **President:**
- a) Normally call and chair all meetings of the Executive, the Board, and Members;
 - b) Act as CEO and give direction and exercise supervision over the affairs of Paddle Manitoba;
 - c) Maintain communication among Board members;
 - d) Liaise and maintain communication with Paddle Canada, FortWhyte Alive, Manitoba Paddling Association, and similar associations;
 - e) Ensure compliance with Paddle Manitoba constitution, by-laws and policies;
 - f) Represent Paddle Manitoba in dealings with public or private corporations, groups or individuals;
 - g) In cooperation with the Secretary, draft all Corporate Membership contracts and liaise with those same members;

- h) Be a signing Officer of Paddle Manitoba;
 - i) Establish and oversee any Committees necessary to execute the duties of the office; and
 - j) Carry out such other duties as may be assigned by the Board.
- 2) Vice-President:
- a) Act for the President in the President's absence;
 - b) Be a Signing Officer of Paddle Manitoba;
 - c) Actively promote membership in Paddle Manitoba;
 - d) Establish and oversee a Membership Committee that :
 - i) Maintains an accurate and up-to-date Paddle Manitoba membership list;
 - ii) Maintains an accurate and up-to-date mailing list of current Paddle Manitoba members;
 - iii) Maintains an accurate and up-to-date e-mail distribution list of current Paddle Manitoba members;
 - iv) Advises members of renewal date and follow up as necessary to encourage timely renewals;
 - v) Receives and process all applications for membership;
 - vi) Prepares mailing labels for Newsletters and other Paddle Manitoba mail-outs;
 - vii) Provides monthly membership status reports to the Board; and
 - e) Establish and oversee any Committees necessary to execute the duties of the office; and
 - f) Carry out such other duties as may be assigned by the Board.
- 3) Secretary:
- a) Record the minutes of all Executive, Board and Member meetings;
 - b) Carry out correspondence, both electronic and print, as directed by the President or Board;
 - c) Maintain and, with direction from the Board, update the constitution, by-laws and policies;
 - d) Provide expert opinion to the Board and membership on the constitution, by-laws, and policies;
 - e) Maintain print and electronic copies of all correspondence sent to the membership and outside agencies;
 - f) Be a signing Officer of Paddle Manitoba;
 - g) Establish and oversee any Committees necessary to execute the duties of the office; and
 - h) Carry out such other duties as may be assigned by the Board.
- 4) Treasurer:
- a) Receive and disburse all funds of Paddle Manitoba;
 - b) Prepare an audited annual financial report prior to the AGM;
 - c) Prepare an annual budget for approval by the Board prior to the AGM;
 - d) Prepare financial reports for Board meetings;
 - e) Administer insurance policies of Paddle Manitoba;
 - f) Submit annual report as required under Corporations Act;

- g) Maintain an inventory of all assets of Paddle Manitoba and submit a report to Board prior to AGM;
 - h) Establish and oversee a Fundraising Committee;
 - i) Be a signing officer of Paddle Manitoba;
 - j) Establish and oversee any Committees necessary to execute the duties of the office; and
 - k) Carry out such other duties as may be assigned by the Board.
- 5) Past-President:
- a) Act as a mentor to new Board members;
 - b) Act as a roving ambassador to promote the objectives of Paddle Manitoba;
 - c) Chair a nominating committee to nominate members for Board positions;
 - d) Be a signing officer of Paddle Manitoba;
 - e) Develop and supervise Paddle Manitoba marketing, promotional, and advertising campaigns;
 - f) Establish and oversee any Committees necessary to execute the duties of the office; and
 - g) Carry out such other duties as may be assigned by the Board.

b. Chairs

1. Instruction Chair (a Paddle Manitoba member and Paddle Canada instructor elected by Paddle Canada instructors in Manitoba)
 - a) Establish and oversee Instruction Committee;
 - b) Organize all Paddle Manitoba training;
 - c) Schedule and engage all instructors for Paddle Manitoba courses;
 - d) In cooperation with the members of the Instruction Committee, secure training required to ensure the development of Paddle Canada instructors in Manitoba;
 - e) Maintain a record of certified instructors in Manitoba;
 - f) Coordinate course recording with Paddle Canada;
 - g) Maintain custody of Paddle Manitoba canoes and related equipment and supervise the maintenance thereof;
 - h) Establish and oversee any Committees necessary to execute the duties of the office; and
 - i) Carry out such other duties as may be assigned by the board.

2. Communication Chair:
 - a) Establish and oversee the Newsletter Committee that publishes the Paddle Manitoba newsletter;
 - b) Establish and oversee the Website Committee that maintains, upgrades, and services the Paddle Manitoba website;

- c) Establish and oversee the Special Publications Committee that prepares and publishes material as specified by the Board;
 - d) Establish and oversee any Committees necessary to execute the duties of the office; and
 - e) Carry out such other duties as may be assigned by the Board.
3. Programs Chair:
- a) Establish and oversee the Indoor Program Committee;
 - b) Establish and oversee the Outdoor Program Committee;
 - c) Establish and oversee the Special Programs Committee;
 - d) Establish and oversee any Committees necessary to execute the duties of the office; and
 - e) Carry out such other duties as may be assigned by the Board.
4. Community Collaboration Chair:
- a) Seek and maintain connections with other clubs, organizations, companies, and government and non-government agencies in order to promote issues of mutual interest;
 - b) Develop agreements with other clubs, organizations, companies, and government and non-government agencies which, where necessary, formalize relations with Paddle Manitoba (these can be membership or non-membership agreements);
 - c) Establish and oversee the Advocacy Committee;
 - d) Establish and oversee any Committees necessary to execute the duties of the office; and
 - e) Carry out such other duties as may be assigned by the Board.

c. Non-Voting Board Positions

- 1) Corporate Representative (elected by Paddle Manitoba Corporate Members);
 - a) Act as a liaison between the Paddle Manitoba Board and the Corporate Members of Paddle Manitoba.
- 2) Paddle Canada Representative:
 - a) Act as a liaison between Paddle Canada and the Paddle Manitoba Board.