

## **BYLAWS OF WRIGHTSVILLE BEACH OUTRIGGER CANOE CLUB**

(A non-profit Amateur Sports 501c3)

### **ARTICLE I: NAME**

The name of the organization shall be Wrightsville Beach Outrigger Canoe Club.

### **ARTICLE II: LOCATION**

Wrightsville Beach Outrigger Canoe Club, hereafter known as WBOCC, is incorporated under the laws of the State of North Carolina. The principal office for the transactions and affairs of the corporation ("principal office") located at 909 Cicada Court in Wilmington NC.

### **ARTICLE III: PURPOSE**

The Club shall be organized exclusively for the following purposes:

- To adhere to the Nondiscrimination Clause that states there shall be no discrimination within the Club based on race, color, religion, sex, sexual or gender orientation, national origin, ethnicity, marital status, age, profession, or handicap. All Club actions and decisions shall also be administered without regard to race, color, religion, sex, sexual or gender orientation, national origin, ethnicity, marital status, age, profession, or handicap. This definition shall apply to the selection of crews, Club membership, the Board of Directors, and its duly authorized committees.
- To foster national and international amateur sports competition, specifically outrigger canoe racing.
- Develop and implement safety, education and instructional programs designed to introduce, inform, and train athletes of all skill levels in all aspects of outrigger canoe paddling.
- Develop and promote athletic competition at all levels, and in cooperation with other organizations.
- To maintain and perpetuate Hawaiian culture through the promotion of Hawaiian outrigger canoe paddling.

This corporation is organized exclusively for educational and charitable purposes, including, for such purposes the making of distributions to organizations that qualify as exempt organizations under section 501© (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

No substantial part of the activities of this corporation shall consist of carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in

(including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provisions of these Bylaws, the corporation shall not, except to an insubstantial degree, carry on any other activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on an other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under section 179(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law.

#### **ARTICLE IV: DEFINITIONS**

##### **Section 1. Member in Good Standing:**

- A member in good standing is a member who has paid all required dues and fees and has discharged all required obligations to WBOCC for the current term of membership (i.e Release of Liability Waiver). An active member in good standing, in addition to the foregoing, is an active participant in WBOCC events and activities and can vote in the Board Election Process.

##### **Section 2. Voting Member:**

- A voting member is a member in good standing that has attained the age of 18 years as of the date of any WBOCC election.

##### **Section 3. Majority:**

- Unless otherwise specified, majority means a simple majority of those present.

##### **Section 4. Year:**

- Unless otherwise specified, a year is a calendar year and runs from January 1 through December 31.

##### **Section 5. Seasons:**

Seasons are classified as 'Race Season' and 'Off Season'. Race Season is defined as officially beginning in March of each calendar year. Off Season is defined as a time of reduced paddling activity. The Club is able to paddle year round.

## **ARTICLE V: MEMBERSHIP**

Wrightsville Beach Outrigger Canoe Club shall be a membership organization, with individuals comprising the primary base of members served and represented throughout the organization. The following terms and conditions shall apply to organization membership:

### **Section 1. Membership:**

- **Eligibility:** Any person interested in advancing the purposes of WBOCC may become a member. Membership is nondiscriminatory pursuant to Article III. Members do not have to paddle.
- There is no formal application form; Membership commences when dues are paid.
- All members in good standing can reserve a canoe with an approved steersperson if the reservation is scheduled through the club administrator or posted on Team Snap, and must adhere to reservation procedures. A non-team practice paddle requires that all participant names be added to the reservation on Team Snap. Completion of all required forms and payment of all required annual dues and fees shall qualify an individual for membership, with all attendant rights and privileges, for the current year, Jan 1 - December 31.
- Only members may attend a non-team paddle; no guests are allowed unless prior Board approval is asked and granted prior to event. Guests may attend a scheduled team practice upon completion of a liability waiver. A guest may attend two practices before dues will be required.

### **Section 2. Dues and Fees:**

- Members of the Club shall pay annual dues. Dues are to be paid by June 1 of each calendar year, and the Officers of WBOCC shall publish dues not less than 30 days prior to the due date.
- If a payment plan is requested, the first installment is to be paid on June 1, second installment July 1, and final installment on August 1st of each calendar year. Payment plans must be Board approved.
- All members from the previous year that have not paid dues in full or made one installment prior to July 1 will be removed from Team Snap.
- If a member fails to make full payment of annual dues by August 31, they shall be suspended from further participation on TeamSnap and from Club practices, races, activities, and meetings until such payment is made.
- Dues for new members shall become payable upon admittance and may be prorated at the discretion of the Board of Directors.

The Officers of WBOCC shall have discretion to establish from time to time other such dues assessments and structure, including but not limited to the following:

- Full-Time students and active military personnel receive a discount of \$50 (not applicable to retired military).
- As defined by the board, Head and Novice Coaches will have dues waived.

- As defined by the board, Assistant Coaches will receive a 50% discount on their dues.
- As defined by the board, Founding Members Reggie Barnes and Jarrod Covington will have dues waived.
- There shall be no refund of dues or fees for any reason whatsoever.
- June 1, 2023 to May 31, 2024 dues are set to:
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**Section 4. Annual Meeting:**

- There shall be an Annual Meeting of WBOCC membership called by the President. The meeting shall be scheduled to facilitate attendance by all members.

**Section 5. Notice of Annual Meeting:**

- Notice of the Annual Club meeting shall be published to the membership 30 days prior to the meeting.

**ARTICLE VI: OFFICERS**

**Section 1. Officers**

- An officer of WBOCC shall be a current member in good standing of WBOCC.
- The officers of WBOCC shall be the President, Vice-President, Treasurer, Secretary, and Administrative Coordinator. A member may hold an office and be a head coach otherwise an officer may not hold 2 board positions.
- The officers shall be responsible to the members for the efficient administration and operation of WBOCC.
- As an elected officer, you must meet requirements set forth by the board. The Officer must attend all board and general meetings and actively participate in fundraisers.

**Section 2. Election and Term of Office:**

All officers will be nominated and elected by a majority of the voting members at the Annual WBOCC meeting and shall serve a term of one year. There is no limit of consecutive terms that a member may serve when elected. The Term of Office will run along with the club's calendar year, January 1-December 31.

**Section 3. Termination of Office**

Termination refers to resignation, replacement by election, or removal by majority vote. Upon termination of office and no later than the next scheduled Board meeting, each Officer shall relinquish to the Organization any books, records, reports or other properties that came into the officer's possession during their term of office. If an Officer of the Board should resign before their term ends or be unable to complete their term of office, the President, with concurrence of a majority of the Board, may replace

that Officer with a candidate selected from the Membership for the remainder of the term until the next election.

## **ARTICLE VII: DUTIES OF THE OFFICERS**

### **Section 1. President**

The President shall be the principal officer of WBOCC, and shall, in general, supervise and call all meetings of the members. The President shall act and speak on behalf of WBOCC and shall be responsible for general administration.

### **Section 2. Vice-President**

In the absence of the President, or in the event of his or her inability or refusal to act, the VicePresident shall perform the duties of the President, and when so acting shall have all powers of the President and shall perform such other duties as from time to time be assigned by the President. The Vice President is also responsible for general administration not performed by the President.

### **Section 3. Treasurer**

The Treasurer shall have charge and custody of and be responsible for all funds and securities of WBOCC; receive and give receipt for money due and payable to WBOCC from any source whatsoever, and deposit all such money in the name of WBOCC from any source whatsoever. The treasurer shall maintain accurate and detailed records and shall report at every meeting of the Officers all transactions regarding finance and the overall financial status of WBOCC; and in general, perform all the duties of the office of Treasurer.

### **Section 4. Secretary**

The secretary shall be custodian of the records and reports, including the WBOCC By Laws. The secretary shall report on race results and all committees of WBOCC. The secretary shall keep the minutes of the meetings of the officers, and in general, perform all duties of the office of secretary.

### **Section 5. Administrator**

The administrative/membership coordinator shall keep all the records of current members including applications, signed waivers and payments made for dues and fees. The administrative/membership coordinator works with the race coordinator to ensure all race related waivers and forms are filled out and signed and aids the race coordinator when registering members for races. The Administrator also oversees Team Snap and Pick Time for small craft canoe reservations.

## **Section 6: Committees**

The Board may appoint committees as needed, with members of the Board serving as ex-officio leaders of each committee. A Board member can serve on multiple committees. Committee members need not be members of the Board. Committees are approved at the beginning of each Board term and shall be provided to Club Members to participate for the current year. These committees shall report directly to the Board of Directors, and their authority and duties shall be defined by the Board of Directors. Current Committees are designated as Sponsors, Maintenance, Social, Race, and Safety.

## **Section 7: Head Coach and/or Coaching Staff (Women, Men, Novice)**

The duties of the office of Head Coach are defined as the following:

- Leading a minimum of two structured weekly practices during paddling season.
- Checking of canoes for safe operation and cancellation of practice for unsafe weather conditions.
- Practice planning, involving the tailoring of practices to meet the needs of the team and providing constructive feedback to all paddlers.
- Assist with the breakdown, rigging, and transportation of canoes.
- Share aloha while teaching Hawaiian culture through paddling and respect for the canoes, the water, and each other.
- Practicing safety precautions, requiring the team to perform huli drills and annual swim tests.
- Share paddling technique to all paddlers, through coaching of proper technique while providing feedback and evaluation.
- Remain nondiscriminatory when selecting all crews, practice and otherwise, pursuant to Article III.
- Maintain final authority for the selection of all race crews for team sanctioned race. Coach can advise on race crews for non-team sanctioned races.
- Select race crews based on ability, attendance, and cooperation.
- Refrain from incurring any financial indebtedness to the Club without prior approval by the Board.

The duties of the office of Novice Coach are defined as the following:

- Leading at a minimum two structured weekly practices during the paddling season.
- The novice coach will follow the same guidelines as the head coach regarding daily safety precautions, calling of practice in unsafe conditions, and huli and swim tests, and paddling techniques.
- The novice coach will spread the Hawaiian culture of outrigger paddling to cultivate new membership to WBOCC.
- As the novice season ends, the novice coach will assist members in joining the club and payment of their annual member dues.

## **ARTICLE VIII: FINANCES**

### **Section 1. Fiscal Year**

The organizations fiscal year begins January 1 and ends December 31 each year.

### **Section 2. Budget**

The board will propose an annual budget to the general membership for approval at the beginning of each fiscal year beginning with the 3rd year of Clubs existence.

### **Section 3. Expenditures**

Expenditures which exceed three hundred dollars (\$300.00) must be approved by a majority vote of the Board, which is 3 members.

Expenditures which are less than three hundred dollars (300.00) must be brought to the attention of the board members by the President and/or Treasurer but not requiring a majority vote.

## **ARTICLE IX: CONDUCT AND DISCIPLINE**

All members of WBOCC shall conduct themselves in a manner consistent with the principles of good sportsmanship to reflect credit upon WBOCC. Any member engaged in conduct detrimental to WBOCC, especially during club-sponsored activities, will be subject to disciplinary action by the Board.

## **ARTICLE X: EMERGENCY PREPAREDNESS**

All members of WBOCC Board shall decide together in emergency preparedness for upcoming inclement weather including, but not limited to, Hurricanes and Tropical Storms. The Board will decide the steps necessary to secure the club property. The club property shall include the OC-6 canoes and the club OC-1 and OC-2 canoe(s). The Board will then make a statement to the club regarding the emergency preparedness steps and ask for assistance from all members to safely secure the club property.

## **Article XI: Amendment to Bylaws**

These bylaws may be altered, amended, added, or repealed by an affirmative vote of a majority of all Board Members.

Notice to the Board Members of such a meeting shall be given and shall state that a purpose of the meeting is to consider the adoption, amendment, or repeal of the Bylaws. Notice of the Board Meeting

to consider the adoption, amendment or repeal of the Bylaws shall be given to each member of the Club. Such notice shall be given at least two weeks before the day set to meet, with publication by member email as it appears on the records of the Club.

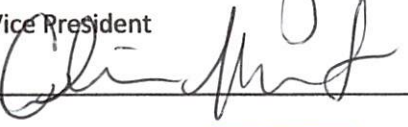
These Bylaws are accepted and approved by the signed Officers as listed below on this day: \_\_\_\_\_, 2023.

  
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President

  
\_\_\_\_\_

Vice President

  
\_\_\_\_\_

Treasurer

  
\_\_\_\_\_

Secretary

  
\_\_\_\_\_

Administrator

  
\_\_\_\_\_

Head Coach(es)

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Novice Coach