

# INTERNATIONAL BREAST CANCER PADDLERS' COMMISSION



## **Constitution Adopted 11 June 2010**

1. The name of the organization is the International Breast Cancer Paddlers' Commission (IBCPC).
2. The purpose of the Commission is to ensure IBCPC activities are raising awareness about life after a diagnosis of breast cancer.
3. The goals of the Commission are:
  - to encourage the establishment of breast cancer dragon boat Teams, within the framework of participation and inclusiveness, in countries where no such Teams exist and to support, when requested, those Teams already established;
  - to ensure IBCPC festivals are governed by the participatory rules of the Commission and are co-ordinated with the International Dragon Boat Federation (IDBF);
  - to co-ordinate linkages amongst the IBCPC Teams around the world; and
  - to support the development of recreational dragon boat paddling as a contribution to a healthy life style for those diagnosed with breast cancer.
4. The activities and purposes of the Commission will be carried on without gain for its Directors and any income or profit of the Commission will be used to promote the purpose and goals of the Commission.
5. All business required for the good management of the Commission, except for amendments to the Constitution as per By-law paragraphs 13, 14 and 15 may be done electronically.
6. On dissolution of the Commission, after all debts have been paid or provision for payment has been made, the assets of the Commission will be paid to a registered breast cancer charity, as determined by the Steering Committee, on a prorated basis according to the number of Teams in each country. A country must have at least ten Teams in order to receive a contribution.

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## By-laws Adopted 11 June 2010 Amended 24 October, 2014

In these By-laws the following words have these meanings:

**“Advisory Board”** means the people who have been appointed to serve as members of the Advisory Board and who will provide advice to the Steering Committee and Membership;

**“By-laws”** mean the rules by which the Commission is governed as laid out in this document and may be amended from time to time in accordance with paragraphs 16 to 20;

**“Commission”** means the International Breast Cancer Paddlers’ Commission (IBCPC), a Commission of the International Dragon Boat Federation (IDBF);

**“Congress”** means a meeting designated by the Steering Committee and comprises Representatives from the IBCPC Teams;

**“Crew”** means the Paddlers who are together listed on one roster as one Crew. A Crew is counted as one Crew amongst a Team that can have any number of Crews;

**“Director”** means a member of the Commission’s Steering Committee;

**“IBCPC Team”** means a Team which is in good standing with the Commission in accordance with paragraph 1. In the event a country has one organization with many Teams in different geographic locations, for the purposes of these By-laws, each Team is accepted and recognized as a separate entity within the community in which it operates. Each such Team within that country is entitled to one vote on IBCPC matters;

**“Membership”** means the aggregate of Teams that are in good standing with the Commission;

**“Paddler”** means a person who has been diagnosed with breast cancer and who is one member of a Crew and includes the Crew’s drummer and the steersperson;

**“Representative”** means a person charged by his/her respective Team to speak on the Team’s behalf at a Congress and for matters of IBCPC business that require a vote from each Team. The Representative must be a person who has been diagnosed with breast cancer and must be a member in good standing of the Team;

**“Selection Committee”** means those persons designated by the Steering Committee who are responsible for determining the successful applicant to host the next IBCPC festival;

**“Steering Committee”** means those Directors who are responsible for the management of the IBCPC; and

**“Team”** means an organization of people who are living with breast cancer and who share the goal of paddling in dragon boats to demonstrate there can be a full and active life after a diagnosis of breast cancer.

## **IBCPC Membership**

1. Membership will be issued to Teams who meet the following criteria:
  - a. undertake to uphold the Purpose and Goals of the IBCPC Constitution;
  - b. complete a Membership application which includes the Terms and Conditions of Membership; and
  - c. pay the appropriate membership fee as determined by the Steering Committee from time to time.
2. Upon acceptance of a Membership application by the Steering Committee the Team will receive its accreditation as a full participating member of the IBCPC.
3. The Team is responsible for ensuring its contact information is current with the IBCPC Steering Committee.
4. In the event the Team’s contact information is not current, the Team has no recourse against the Commission in managing its responsibilities and obligations to its Membership.
5. A Team will cease to be a member of the Commission if it ceases to meet the Membership criteria or notifies the Commission in writing that it wishes to withdraw its Membership. Fees will not be reimbursed.

## **The IBCPC Congress**

6. The Steering Committee will establish the date, time and place for each Congress.
7. Congresses will be held at each IBCPC festival.
8. Resolutions and motions will be approved by a simple majority (50% plus one) of those attending the Congress.
9. Each Team may send two Representatives, only one of whom can vote, to the Congress.
10. If a Team has more than one Representative voting on a Commission matter that Team will lose its vote for the purposes of that matter.
11. Voting at the Congress on Commission business, other than the election of the Steering Committee Directors, will be by a show of hands unless two or more Representatives request a secret ballot.
12. Voting by proxy is not permitted.

#### **Amendments to the Constitution**

13. The Congress may amend the Constitution by resolution or motion on which at least 25% of the total Membership votes.
14. An amendment will be approved if a simple majority (50% plus one) of those Teams voting approve the amendment.
15. Proposed amendments to the Constitution must be circulated to the Membership at least 30 days in advance of the vote thereon.

#### **Amendments to the By-laws**

16. The Steering Committee and the Congress may amend the By-laws.
17. Proposed amendments to the By-laws will be circulated twice to the Membership, no less than 60 days before the vote and again no less than 14 days before the vote.
18. The voting for an amendment can be done electronically if the Steering Committee so determines.
19. An amendment will be approved by the Steering Committee if less than 30% of the Membership disapprove electronically of the amendment within the 60 days.

20. An amendment to the By-laws will be approved by the Congress if a simple majority (50% plus one) of those Teams voting approve the amendment.

### **IBCPC Fiscal Responsibilities**

21. Funds for the operation of the Commission will come from the following sources:

- a. fees payable at IBCPC festivals;
- b. membership fees payable by Teams joining IBCPC between festivals;
- c. sponsorship; and
- d. donations.

22. The fees payable in accordance with paragraph 21. b. above will be determined by the Steering Committee.

23. Commission financial statements will be circulated to the Membership at least once every two years.

24. The Steering Committee will send the IBCPC financial statements to any IBCPC Team upon request.

### **IBCPC Steering Committee**

25. The Steering Committee will consist of not more than nine members:

- a. Five elected Directors:
  - i. President
  - ii. Vice President
  - iii. Secretary Treasurer
  - iv. Communication Director
  - v. Membership Director
- b. The Past President; and
- c. Up to three appointed Directors.

26. Job descriptions are appended to these By-laws, are not part of these By-laws and can be amended by the Steering Committee without notice to the Membership.

27. The Steering Committee will operate on the consensus decision making model.

28. If there is a need for a vote, a simple majority of Steering Committee Directors can approve the matter. In the event of a tie vote the President may cast the deciding vote.
29. Any position on the Steering Committee is voluntary and does not create any financial obligation between the Commission and the Steering Committee Director.
30. Receipted expenses incurred on behalf of the Commission are reimbursable with pre-approved written agreement of three Steering Committee Directors, two of whom must be the President and Secretary Treasurer.

### **Election of the Five Steering Committee Directors**

31. At each Congress the Membership will elect Directors to the following positions:
  - a. President
  - b. Vice President
  - c. Secretary Treasurer
  - d. Communication Director
  - e. Membership Director

These Directors will hold office until the next Congress.

32. At least 120 days prior to the election vote, the Steering Committee shall:
  - a. establish the date for the election and notify the Membership;
  - b. notify the Membership of the method by which the election is to be held;
  - c. indicate the position(s) and job description(s) for the vacant position(s); and
  - d. request from the Membership the names of persons (nominees) to be placed in nomination.
33. The nomination may be made by any Paddler, Crew or Team. It must contain the following information:
  - a. The name and contact information of the nominator and the position for which the nomination is made;
  - b. The name and contact information of the nominee including the nominee's breast cancer dragon boat paddling experience and other relevant information;

- c. Confirmation that the nominee agrees to have her/his name placed in nomination; and
  - d. The names and contact information of at least eight Teams who support the nomination, one of whom must be from a country other than the nominee's country.
34. The nomination information must be received by the Steering Committee not less than 60 days prior to the election vote.
35. The nomination information must be circulated to the Membership not less than 30 days before the election vote.
36. In the event there is only one name placed in nomination that person will be elected by acclamation.
37. Election of a Steering Committee Director at a Congress will be by secret ballot unless the election is by acclamation.

#### **Director Vacancies**

38. The Steering Committee may appoint up to a maximum of three Directors who have not been elected at a Congress.
39. A Director shall resign if a majority of the remaining Directors so request.
40. The Steering Committee may appoint a person to fill a vacancy other than the past president. If the position is one of the five positions outlined in paragraph 31, the person shall hold the position until the next Congress.

#### **IBCPC Advisory Board**

41. The Advisory Board may provide advice to the Steering Committee upon request.
42. The Caloundra appointed Steering Committee (September 2007) will appoint the first members of the Advisory Board.
43. Each IBCPC President, upon retirement from the position, will be a member of the Advisory Board.
44. Any Team may propose a member to the Advisory Board. The nominee will be appointed to the Advisory Board if a majority of the Steering Committee Directors and Advisory Board members vote in favour of the nominee.

45. Any position on the Advisory Board is voluntary and does not create any financial obligation between the Commission and the Advisory Board Director.
46. Receipted expenses incurred on behalf of the Commission are reimbursable with pre-approved written agreement of three Steering Committee Directors, two of whom must be the President and Secretary Treasurer.

### **IBCPC Festivals**

47. The Steering Committee will be responsible for managing the process to determine the host for the next IBCPC Festival.
48. The Steering Committee will establish a Selection Committee of a minimum of five persons, at least three of whom must be from different countries.
49. The Steering Committee and the Selection Committee will establish the criteria for the selection of the Festival host which will include the amount of the fee payable to the IBCPC.
50. The Selection Committee will award the festival to the Team which most closely meets the festival criteria.
51. If none of the applications meets the criteria, the Steering Committee will recommence the process to determine the host for the next IBCPC festival, the timing of which, is at the discretion of the Steering Committee.
52. The decision of the Selection Committee is final.

### **Language**

53. The official language for the IBCPC is English. The use of other languages at the Congress may be authorized by the Steering Committee or by the Chair of the meeting on other occasions.