



## Policies and Procedures - Governance

Name:	Approved:	Replaced:
Overview of Canoe Kayak BC	February 2011	

### 1.0 Section 1 Overview of Canoe Kayak BC

#### 1.1 History and Mandate

Every registered non-profit society must be incorporated under the Societies Act (Society Number S-22562) and proof of this is by a Certificate of Incorporation. Canoe Racing BC is the incorporated name of the Association. The society has been incorporated since 1987 when it was registered as the BC Flatwater Canoeing Association.

##### a) Annual Filing

Within 30 days of the Annual General Meeting, the Annual Report of the Association must be filed with the appropriate fee with the Registrar of Companies. It is the responsibility of the Executive Director to ensure this occurs.

##### b) Certificate of Good Standing

Each year Provincial Sport Organizations (PSOs) must apply for a Certificate of Good Standing in order to continue to receive public funds. A Certificate of Good Standing is requested at the time the Society's Annual Report is filed following the Annual General Meeting.

#### 1.2 Policy and Procedure

The Policy and Procedure manual is the operating manual of Canoe Kayak BC. This document conforms to the policy decisions taken at Board Meetings, Annual and General Meetings of the Association. It is intended as a guide for the Board Members, professional staff and the volunteers of the Association.

Nothing in the Policy and Procedures Manual by itself or in conjunction with any other statement or document changes or defeats any bylaw of the Association.

##### a) Changes to the Manual:

It is the responsibility of the Board Members and the professional staff to keep this Policy and Procedures Manual up to date. Changes are of two types:

- (i) Arising from administrative changes in operations; and
- (ii) Policy decisions of the Board or the Association in general

Since these changes arise from Board action or explicit policy changes no further approval is required. The president/flag officer will ensure that all changes to this document conform to practice and policy changes as well as the Constitution and Bylaws of the Association.

#### 1.3 Strategic Plan

See Appendix 1A for the most current Strategic Plan of the Association including the Mission, Vision and Values

#### 1.4 Constitution and By-Laws

See Appendix 1B for the most current Constitution and By-Laws of the Association.

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