



## **ORGANIZATIONAL GUIDELINES – Rev. 11/21/19**

### **Mission**

Dragon Boat at the Beach is a team of cancer survivors promoting positive emotional, spiritual and physical well-being through the ancient sport of Dragon Boat racing. By celebrating each victory, we “awaken the dragon within” with encouragement, inspiration, hope and camaraderie.

### **History**

Dragon Boat at the Beach, founded in 2007, was formed so that local cancer survivors could come together on a regular basis for spiritual, emotional and physical healing. Members participate in the Dragon Boat sport, which involves a crew of 20 paddlers, a steersman and a coxswain racing a distance of up to 500 meters in a boat with a width of only four feet, and a length of forty feet. Through the shared experience of paddling and related social events, Dragon Boat at the Beach constitutes an active form of support, emphasizing a positive life after cancer.

In 2014, Dragon Boat at the Beach disengaged from Georgetown Hospital System and became a Non-Profit 501C3 entity.

## **Article I**

### **Name**

The name of the organization shall be Dragon Boat at the Beach (DBATB). For the purposes of this document, the title “organization” means Dragon Boat at the Beach.

## **Article II**

### **Purpose**

The purpose of this organization shall be to provide emotional, spiritual, and physical strengthening support for cancer survivors through the art of Dragon Boating, or through simple social camaraderie. DBATB provides opportunities for positive community relations and rebuilding lives following cancer.

### **Function**

All funds raised through events and private donations will support operations and maintenance of the Dragon Boat and respective organization activities. All funds will be in compliance with state and federal laws regarding charitable gifts.

DBATB will employ a coach, who will be paid an annual salary plus expenses for attending festivals. The coach will be responsible for boat handling and water safety, the coach will be employed as an independent contractor. The coaching contract will be reviewed annually by the Board before renewal.

A Board of Directors will manage all official business of Dragon Boat at the Beach. General membership will receive monthly communications following each Board meeting.

## Article III

### Membership

#### A. Eligibility

Any cancer survivor, who is physically capable, regardless of the type of cancer, may participate. There is no prior experience required as training will be provided by the Coach. Beginners are welcome. Family and friends who have a strong desire to support the well being of cancer survivors are also welcome as reserve crew members. There shall be no age limitation to membership, however, paddlers must be eighteen years of age or above. The Coach reserves the right to request a medical release.

#### B. Request for Membership

Candidates may request membership at any time by submitting Membership Request Form to the Membership Ambassador of the organization. A current membership list will be maintained by the Membership Ambassador and published once a year. Additions and deletions will be noted when applicable. All Members should review the Organizational Guidelines prior to signing up for Membership via the website: [www.dragonboatatthebeach.org](http://www.dragonboatatthebeach.org)

**Active Members** are those who regularly participate in paddling activities. They have all rights and privileges of any organization activity to include all routine paddler activities.

**Reserve Members** are those who may not be cancer survivors, but still support the organization to the fullest. Reserve members have all the rights and privileges of the organization, but with limited paddling opportunities which are identified by the team Coach.

**Associate Members** are identified as anyone who wishes to be recognized as a supporter of Dragon Boat at the Beach, but does not necessarily plan to participate in any of the paddler activities.

Membership in Dragon Boat at the Beach is a privilege as it gives one the opportunity to provide comfort and support to fellow cancer survivors, as well as to build his/her own spiritual, emotional and physical health. Once accepted into membership, it is expected that the good name of the organization will be upheld by each member.

Members are also expected to represent the organization well, presenting strong moral character and a high level of integrity. Behavior deemed inappropriate by the Board of Directors may result in DBATB membership being revoked. Resolution of any conflict among members will be at the discretion of the Board of Directors.

In situations where the full Board has “cause” to remove a member from the organization, a majority vote must be present for dismissal of the member. “Cause” could be defined as any situation or behavior resulting in disruption or discontent among members of the organization.

## **ARTICLE IV**

### **Dues and Fiscal Budget**

DBATB operates on a fiscal year beginning February 1 and ending January 31. The Annual Operating Budget should be prepared by an appointed Board Member and receive full approval by the existing Board of Directors prior to February 1<sup>st</sup>. The Budget should include all known or expected expenses and projected income.

Annual dues shall be payable in January of each year. Any member with outstanding dues as of March 15th will be notified, in writing, that he/she will be dropped from membership.

Dues schedule is as follow:

1. Active member - \$150 (effective 1-1-20)
2. Reserve member - \$150 (effective 1-1-20)
3. Associate member - \$75 (effective 1-1-20)

Or amounts to be determined each year.

## ARTICLE V

### **Board of Directors and Responsibilities**

The Board of Directors will be elected from the General Membership to conduct the official business of Dragon Boat at the Beach. The Board of Directors also serves as the Executive Committee of the organization. A Confidentiality Statement shall be signed by all new Board members prior to being sworn in as a Director.

There will be no two members from the same family serving on the Board of Directors simultaneously. It is strongly recommended that two nominees be secured for each seat on the Board of Directors.

The following seats make up the Dragon Boat at the Beach Board of Directors:

**President**-shall call meetings of the Board of Directors and preside at all such meetings. The President shall administer, supervise and direct the organization's affairs and operations and perform the duties normally associated with a Chief Executive Officer, as well as other such duties as he/she may be assigned from time to time. He/she shall execute all contracts and agreements authorized by the Board to be executed. He/she shall cast an additional deciding vote in the event of unresolved deadlock in the voting of any issue by the Board or General Membership. The President shall maintain a file of all meetings, minutes and documents (501c3) etc., to be passed along to the next President.

Executive Committees –

Special meetings may be called by the President when he/she deems an emergent situation requires a meeting. These meetings may be held via conference call or submitted electronically to the full Board. All meetings will have recorded minutes. Fifty percent of the Board members must be present to constitute a quorum. Special committees may be appointed as deemed necessary; and disbanded upon completion of tasks.

Once the Board of Directors has deemed a special committee is needed, the appropriate Board member will select and activate that committee, i.e. a Silent Auction Committee may be appointed by the Marketing Events Coordinator.

**Vice President**-the Vice President shall perform the duties of the President in his/her absence, or inability or refusal to act; and when so acting, the Vice President has all the powers of and is subject to all restrictions upon the President. The Vice President shall preside over the Nominating Committee and will select three members from the general membership to serve on the committee. Also, the Vice President shall perform such other duties as he or she may be assigned from the President or full Board.

**Treasurer**-the Treasurer shall be the custodian of funds for DBATB and shall cause such records and returns to be kept and filed as required in conformity with applicable Federal and State laws pertaining to tax exempt organizations. The Treasurer will maintain and monitor the annual budget as set forth by the Board and report any deviation from the budget.

The Treasurer will present a financial report at every meeting of the full Board. The Treasurer shall present the DBATB books of account to an outside accountant for filing of annual taxes and other required paperwork necessary to maintain the non-profit 501 (c) 3 status.

**Secretary**-the Secretary shall record and distribute minutes to all Board of Directors meetings, once minutes are approved, file in a three ring binder with any and all necessary attachments. The Secretary shall also prepare and distribute to the general membership, highlights of each monthly Board meeting to promote open communication throughout the organization. A file will be maintained of all General Membership meeting minutes. . The Secretary and/or Treasurer are responsible for monitoring the organization's post office box and distributing contents as appropriate.

Records – All official records, financial reports and minutes are property of Dragon Boat at the Beach and shall be maintained by the Secretary of the Board. Records must be passed to the incoming Secretary following each election of officers.

The Executive Session Minutes are to be maintained and distributed to the acting Board of Directors only.

**Marketing Services Coordinators**-two elected board members act as Co-chairs working within an established budget, this position coordinates and secures all printed marketing pieces and any other related marketing activities as directed by the Board. The Marketing Service coordinators shall negotiate costs for all marketing pieces and report to the Board for approval of expenditures above and beyond the annual budget.

All written media and marketing materials to include press and media releases. The other Co-Chair shall maintain both the website and Facebook website.

**Marketing Events Coordinators-two elected board members act as Co-chairs.**

Events to raise funds or promote Dragon Boat at the Beach are coordinated by these positions. The Marketing Events Coordinators will determine necessary committee structures to support each event and recruit volunteers to these committees. Regular meetings of these committees will be attended by the Marketing Events Coordinators and the Marketing Services Coordinator to maintain control over public relations activities. Incumbents of this position will provide a clear and concise plan and budget for each scheduled event and follow up with an after action report to the full Board. The Marketing Events Directors shall bring a plan to the full Board for approval prior to any formal commitments.

**Coach/Team Leader:**

The coach should have experience in water activities (i.e., paddling, kayaking and be familiar with tidal waters. The coach will determine the paddle schedule in conjunction with the marina's operations at times that are favorable to non-peak times (e.g. weekends, holidays) The coach will hold all waivers and all paddlers must be able to swim 50 meters with a PFD in clothing. The coach shall monitor weather and river flow to ensure safe conditions during all paddles. The coach will be responsible for paddle sign-ups, placement of paddlers in the boat, and safe loading and unloading of paddlers. He/she is responsible for the stretching before all paddles. The coach will make recommendations to vessel coordinator as to the needs of the boat in the off season. The coach may decide to pull and flip the boat if an impending hurricane is a threat to the area. The coach may or may not check on the well-being of paddlers who are having health issues. The coach will work to make sure all paddlers have a positive experience on the boat and shall instruct paddlers on technique and timing. The coach should be knowledgeable in assessing body types, range of motion, learning styles and weight distribution.

**Vessel Coordinator-**The Vessel Coordinator is responsible for all movement, maintenance, storage, security and supply ordering for the Dragon Boat and any accompanying vessels, attachments or parts related to the vessel. The Vessel Coordinator reports any potential boat issues to the Board for action, i.e. replacement of key parts, etc. In situations where the Vessel Coordinator is not available to transport the boat, he/she will find another qualified member of the organization to make the transport.

The Vessel Coordinator is also responsible for the bailing of the boat after all rain/storm events to ensure the boat is not in danger of sinking. He/She may enlist additional members to assist with the bailing and shall keep in close contact with the Coach to make sure the bailing of the boat has been successfully completed.

## **Term of Office for Board of Directors**

Directors shall serve two year terms (beginning on February 1) and be eligible for re-election, if they choose to run again. It is strongly recommended that a few Board members succeed him/her to provide some continuity in leadership.

Should a Director be unable to fulfill his/her full term, the remaining Board of Directors will select and appoint someone from the General Membership to serve the unexpired term. If the unexpired terms are less than one year, the designee may have the option to run in the general election for a second term on the Board.

In situations where the full Board has “cause” to remove a Director from his/her position on the Board, a majority vote must be present for dismissal of the Director. “Cause” could be defined as any situation or behavior resulting in disruption or discontent among the Board or members of the organization.

## **VI**

### **Nominations to the Board of Directors**

The Vice President shall preside over the Nomination Committee and will select three members from the general membership to serve on the committee.

Written nominations will go directly from the General Membership to the Nomination Committee and not to the Board of Directors. The Nominating Committee will discuss proposed candidates that are received. Proposed candidates will be contacted to confirm willingness to serve. If a member has an interest in serving on the Board of Directors, that member has the right to notify the Nomination Committee, in writing. A deadline for receiving nominations will be set by the Committee.

The Nomination Committee will develop a slate of officers to present to the Board of Directors for approval by the October Board Meeting. If full Board approval is awarded, the slate will be presented in a voting ballot presented to the General Membership. The voting process will be determined by the Nomination Committee. Once votes are tallied, the respective nominees will be notified and the President will formally announce the results of the election. New officers will take seat on February 1<sup>st</sup>.



The New Board of Directors should attend the November Board Meeting to view how the Board proceedings take place.

#### NOMINATED CANDIDATES:

No two members from the same family shall serve simultaneously on the Board of Directors. It is recommended that two nominees be secured for each seat for voting.

Each candidate agreeing to nomination must prepare a written statement outlining his/her interests for a specific Board seat and a commitment of availability to attend meetings.

#### **Scheduled Meetings**

The Board of Directors will meet once a month, or at the discretion of the President of the Board. These meetings are not open to the General Membership and the meetings are expected to be held in a timely manner. If a member from the General Membership has an item for the agenda, he/she should notify the Board President at least one week prior to the next scheduled meeting for inclusion on the agenda. Highlights of the meeting will be distributed electronically by the Secretary to the General Membership not more than 10 days following the meeting.

General Membership meetings may be held at the discretion of the Board of Directors and will be disclosed prior to the meeting and will be based on meeting space availability. Minutes will be recorded by the Secretary of the Board or a designee and distributed electronically to the membership.

### **ARTICLE VII**

**The following positions and/or committees are separate from the Board of Directors**

#### **Membership Ambassador in accordance with Article III, Section B:**

The Membership Ambassador will maintain a roster of membership to be published at least once a year, making changes when applicable. When new members join, a notice will be sent to all members welcoming the new member and providing contact information.

## **Festival Coordinator**

The Festival Coordinator/Committee is responsible for scheduling festivals for the upcoming season. He/She will look at dragon boat management schedules (i.e. High Five, Pan-Am) to determine the possible festivals and get approval from the board. The schedule should be set by January of the paddle year. The Festival Coordinator will send information to “festival ready” paddlers (as determined by the Coach) and get a pre-sign up to ensure there will be enough to attend the festival. The Festival Coordinator shall send out official sign-up 60-40 days prior and require payment within a week of sign up. He/she will gather hotel information and send to the team members attending and can negotiate with the hotel manager for a group rate (*preferably without signing a guarantee contract*). Paddlers shall make their own reservations. The Festival Coordinator shall organize a site visit for first time visits. Festival Coordinator may or may not organize a team meal before the festival. The Festival Coordinator shall bring all festival items: tent, festival bag, decorations, safety items and direct paddlers to bring comfort items. Festival Coordinator shall monitor race times, results, marshalling and work with coach/drummer to make sure the team is present and ready on time.

## **Sunshine Committee/Health & Welfare:**

This committee shall have a Chairperson and two additional members to assist. They will plan and coordinate the monthly birthday celebrations. The Chairperson will send notice of these celebrations to all members and notify the Social Media Chair to include on the Webpage and Facebook. The Chairperson will also send birthday/get - well/sympathy cards as appropriate.

For the Health and Welfare: On an as needed basis, coordinate volunteers to provide support in the form of meals, transportation or a visit to a member experiencing illness, surgery, treatments, etc.

The committee will have a budget set forth by the Board of Directors

## **ARTICLE VIII**

### **Dissolution, Amendments and Records**

**Dissolution** – Upon the event of dissolution of Dragon Boat at the Beach, the assets will be dispersed upon recommendations put forth by the Board of Directors and voted upon by the General Membership. The Dragon Boat shall be donated to another Dragon Boat organization.

**BOARD OF DIRECTORS 2018/2019**

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**Ellen Cahill, President** **date**

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**Joanne Drake, Vice President** **date**

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**Lonna Handley, Treasurer** **date**

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**June Shea, Secretary** **date**

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**Cheryl Brokaw, Marketing Services** **date**

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**Tammy Gulledge, Marketing Services** **date**

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**Judy Minkin, Marketing Events** **date**

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**Mary Bozzello, Marketing Events** **date**

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**Eileen (Beans) Kelly, Operations/Coach** **date**

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**(open)Vessel Coordinator** **date**