

*Vancouver Area Racing Council*  
**Constitution**

**ARTICLE I**      **Name and Purpose**

Section 1      Name

This organization shall be known as the **Vancouver Area Racing Council**, hereafter referred to as "**VARC**" or "**the Council**".

Section 2      Purpose

The purpose of VARC is to provide a forum where:

- I. The member yacht clubs of the Greater Vancouver area can coordinate racing schedules;
  
- II. An annual racing Series can be organized, hereafter referred to as the "**VARC Championship Series**", which consists of keelboat racing events hosted by member yacht clubs of VARC, hereafter referred to as "**Member Events**";
  
- III. Representatives of keelboat owners participating in the VARC Championship Series may interact with the representatives of the member clubs in managing member events and the VARC Championship Series;

**ARTICLE II**      **The Council**

Section 1      Membership

The Council shall consist of representatives from member yacht clubs, racing divisions, and the executive as defined below, hereafter referred collectively to as "**Members in Good Standing**".

Section 2      Duties

- I. During a properly constituted meeting of VARC, the council shall be vested with the general management, direction and control over the activities and policies of the council;
  
- II. To provide member yacht clubs administrative guidance on the organization and execution of a member event; to assist one another in raising sponsorship funds, and to promote the sport of sailboat racing in the Vancouver area;
  
- III. Co-ordinate and promote the efforts of member clubs in the training and mentoring of race officers;
  
- IV. To organize a year end awards banquet which recognizes the accomplishments of boat owners who have participated in the annual VARC Championship Series;

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**ARTICLE III     Member Yacht Club & Representatives**

Section 1        Definition

A “**Member Yacht Club**” shall be defined as a Vancouver area yacht club which hosts one or more event in the current calendar year VARC Championship Series.

Section 2        Club Representative

Each member yacht club will appoint one individual to serve on the council, hereafter referred to as a “**Club Representative**”. A member club may, although is not required to, appoint their fleet captain, or other executive member, as their Club Representative on the council.

Section 3        Term of Office

The term of a Club Representative shall begin with their appointment by their yacht club, and will expire at the time and choosing of that yacht club. It is the responsibility of each member yacht club to fill their club’s vacancy on the council.

Section 4        Duties

A Club Representative will:

- I. Regularly attend council meetings;
- II. Be the primary source of communication between their yacht club and VARC;
- III. Assist in resolving any disputes that might arise between member clubs, their members, and VARC;
- IV. Encourage participation in VARC events by acting as an ambassador for VARC at their yacht club and in the community at large;
- V. Carry out such other duties as may reasonably be directed by the council;

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**ARTICLE IV     VARC Divisions & Representatives**

Section 1        Definition

VARC Divisions are broken down by performance handicapped ratings and/or one design considerations. Division breaks are determined according to the VARC bylaws.

Section 2        Division Representative

Each VARC division will elect one member to serve on the council, hereafter referred to as a “**Division Representative**”.

Section 3        Term of Office

Division Representatives shall be elected and removed according to VARC bylaws. The respective terms of Division Representatives shall begin with the first meeting after the annual general meeting and expire after the following annual general meeting, or when they resign, or if they are removed by the council. If a Division Representative vacancy occurs between elections, the role may be filled by the chairman by appointment for the unexpired term until such time as division representative is elected according to the VARC bylaws.

Section 4        Duties

A Divisional Representative will:

- I. Regularly attend council meetings;
- II. Maintain current contact information for all division boats and their owners;
- III. Provide the above contact information to the Council;
- IV. Be the primary source of communication between VARC and the division's boat owners;
- V. Assist in resolving any disputes that might arise between boat owners and VARC;
- VI. Act to develop a consensus opinion, or failing that, to ascertain the majority and significant minority opinions of the division's boat owners on VARC-related topics;
- VII. Represent the above opinions to VARC on behalf of the division's boat owners;
- VIII. Carry out such other duties as may reasonably be directed by the council;

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## ARTICLE V The Executive

### Section 1 Definition

The Executive of the Vancouver Area Racing Council shall be charged with the administration of the council. It will consist of the following officers: Chairman, Vice Chairman, Secretary, and Treasurer. In addition the executive may also have representatives tasked with, but not limited to, the following: Registration, Scoring, Sponsorship, Public Relations, and the Awards Banquet.

### Section 2 Term of Office

Members of the Executive shall be elected and removed according to VARC bylaws. The officers shall serve a term of one year beginning with the first meeting held after the annual general meeting and expire after the following annual general meeting, or when they resign, or if they are removed by the council. Any vacancy occurring in an office between elections may be filled as provided for in the VARC bylaws or if not done so, then by the chairman, or in the case of a vacant chairman position, the vice chairman will assume the Chairman role and the vice chairman position will be filled as provided for in the VARC bylaws or if not done so, then by the chairman.

### Section 3 Duties – Officers

#### Chairman

- I. Shall preside at all council meetings when present;
- II. Shall ensure all duties of other officers and executive are being fulfilled;
- III. Shall prepare and distribute meeting agendas in timely manner;
- IV. Shall be an ex-officio a member of all sub-committees;
- V. Carry out such other duties as may reasonably be directed by the council;

#### Vice Chairman

- I. Shall preside at all council meetings in the Chairman's absence;
- II. Shall ensure all duties of division and club representatives are being fulfilled;
- III. Shall address and report on any disciplinary proceedings;
- IV. Carry out such other duties as may reasonably be directed by the council;

#### Secretary

- I. Shall keep and distribute the minutes of all council meetings;
- II. Shall maintain and current contact information of all members in good standing;
- III. Shall ensure the VARC website has the above, current contact information;
- IV. Shall keep copies of the Constitution, VARC bylaws, and all amendments thereof;
- V. Shall keep copies of past financial records, minutes, etc.;
- VI. Shall preside over VARC meetings when they are the only officer in attendance;
- VII. Carry out such other duties as may reasonably be directed by the council;

#### Treasurer:

- I. Shall submit an annual budget to the council at the first meeting of the calendar year;
- II. Shall ensure the above budget is approved by the member yacht clubs;
- III. Shall deposit and disperse funds, and keep the financial records of the council;
- IV. Shall submit a financial report to the council at the annual general meeting;
- V. Shall ensure the financials are signed off at year end by the officers of the council;
- VI. Shall preside over VARC meetings in the Chairman's and Vice Chairman's absence;
- VII. Carry out such other duties as may reasonably be directed by the council;

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**ARTICLE VI**     Meetings

Section 1        Council Meetings

- I. A properly constituted meeting of VARC shall defined as one in which eight (8) members in good standing are present, including at least one officer;
  
- II.         An “**Annual General Meeting**” shall be held by the council after the final event of the season and prior to the awards banquet. Notification of such a meeting, including known items requiring membership vote, must be sent to each member in good standing at least one week prior to the meeting;
  
- III.        The council must hold the “**First Meeting of the Calendar Year**” between January 1<sup>st</sup> and at least one month prior to the first member event of the VARC Championship Series. Notification of such a meeting, including known items requiring membership vote, must be sent to each member in good standing at least one week prior to the meeting;
  
- IV.        Additional council meetings shall be held at such times as may be designated by the Chairman, or by a request to the Chairman to hold such a meeting provided in writing by at least five members in good standing. If the meeting is by request, the Chairman must schedule a meeting within four weeks. Notification of such a meeting, including known items requiring vote, must be sent to each member in good standing at least one week prior to the meeting;

Section 2        Rules of Order

- I. During a properly constituted meeting of the membership, a member may present a motion concerning the general management, direction, and control over the activities and policies of the Council;
  
- II. A majority of those voting shall decide all motions, except those with specific criteria as provided for in the constitution and bylaws;
  
- III.        Members in good standing must attend meetings to vote or, if they are unable to attend, they must designate a proxy to the chair, in writing (or via electronic mail), at least 1 hour prior to the meeting;
  
- IV.        To vote at an annual general meeting a member in good standing must have attended at least 50% of the meetings held during the current calendar year unless an immediate vote of 75% of those attending approves;

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**ARTICLE VII**     **Amendments**

This Constitution of the Vancouver Area Racing Council may be amended at any properly constituted general meeting of the membership by a vote of two-thirds of the member yacht clubs which represent a majority of the member events in the current calendar year VARC Championship Series.

Notice of an intention to present the proposed amendment must have been provided to the council at a properly constituted meeting prior to the general meeting. The proposed amendment must be signed by at least three Club Representatives.

**ARTICLE VIII**    **Ratification**

This Constitution of the Vancouver Area Racing Council shall be ratified after a majority vote at a properly constituted general meeting.

**ARTICLE IX**     **Bylaws**

Bylaws shall be adopted by a two-thirds vote of members in good standing at any properly constituted meeting, provided that the proposed bylaw was provided to each member in good standing at least one week prior to the meeting. After the bylaws have been adopted, they shall be amended only in accordance with provisions set forth in the bylaws themselves.

Bylaws relating to financial matters are voted on solely by Club Representatives.