IBCPC Constitution

Adopted 11 June 2010 · Amended Congress 24 October 2014 · Amended Congress July 2018 · Amended Congress April 2023 · Amended Congress 27 August 2026

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 connections amongst the IBCPC teams around the world; and to support the development of recreational dragon boat paddling as a contribution to a healthy lifestyle for those diagnosed with breast cancer.

4. The activities and purposes of the Commission will be executed 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 15, 16 and 17 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 registered breast cancer charities as determined by the Board of Directors.

By-laws

Adopted 11 June 2010 · Amended Congress 24 October 2014 · Amended Congress July 2018 · Amended Congress April 2023 · Amended Congress 27 August 2026

IN THESE BY-LAWS THE FOLLOWING WORDS HAVE THESE MEANINGS:

"Breast Cancer Survivor Crew/Team" means all members of the crew/team must have had a diagnosis of breast cancer, that is paddlers, drummer and steersperson.

"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 18 to 22.

"Commission" means the International Breast Cancer Paddlers' Commission (IBCPC), an Association of the International Dragon Boat Federation (IDBF).

"Congress" means a meeting designated by the Board of Directors 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 the elected directors of the Board of IBCPC; President, Vice President, Secretary, and Treasurer.

"Future Festivals Committee" means those persons designated by the Board of Directors who are responsible for determining the successful applicant to host the next IBCPC festival.

"Honorary Affiliate" refers to an honour given to an individual person who has been a strong contributor to, and supporter of, the IBCPC mission and is held in high regard by the IBCPC.

"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.

International Breast Cancer Paddlers Commission Trust (Society BC – Canada)

The "Society" may act as an Advisory body to the Commission from time to time as needs arise. The Society was incorporated under the Society Act of BC – Canada and later transitioned under the Societies Act of BC – Canada.

A special fiduciary relationship exists whenever the IBCPC relies on the directors of the Society and places special confidence in the Society. The directors must act in good faith and with strict honesty and due regard to protect and serve the interests of the Society.

International Breast Cancer Paddlers Commission Trust (NZ)

Established in New Zealand in 2019, is the legal entity under which the IBCPC, the unincorporated Commission and its membership, currently operates its day-to-day business.

Updating Trust Rules: The Charitable Trusts Register must be notified within one month if any amendments are made to the Trust Deed.

Register Information: The Charitable Trust Register must be notified of officeholder changes within one month, including changes of name and address.

"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.

"Society" means the "International Breast Cancer Paddlers' Commission Trust (IBCPCT)" Society of BC Canada.

"Board of Directors" means those Directors who are responsible for the management and leadership of the IBCPC.

"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.

"Emblems and Logos" Such emblems and logos of IBCPC that IBCPC may approve from time to time are the property of IBCPC and may not be used without express authority.

"Non-Discrimination, Gender Equality" IBCPC rejects all forms and means of discrimination against individuals, groups of people, organisations or countries participating in IBCPC activities on grounds of age, identity, expression. IBCPC shall promote and seek gender equality in all aspects of the sport of breast cancer survivor dragon boating.

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 agreed fees if applicable as determined by the Board of Directors.

2. Upon acceptance of a Membership application by the Board of Directors 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 Board of Directors.

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. Any fees paid will not be reimbursed.

6. The Board of Directors 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 Board of Directors, will be by a show of hands unless two or more Representatives request a secret ballot.

12. Voting by proxy is permitted. Proxy votes are only permitted on the matters noted in the agenda and must be submitted to the President and or Secretary 7 days prior to the Congress.

13. Meetings and Electronic Participation: Meetings may be held electronically. Notice provisions, quorum, and secure means for decision-making (e-voting, authentication, secret ballots) will mirror in-person standards. Resolutions passed electronically carry the same force as those passed in person.

14. Autonomy of Members: Membership of IBCPC shall not affect the autonomy of members. However, if IBCPC becomes aware of activity undertaken by a member that compromises or otherwise undermines the objects of IBCPC as set out in by law 5 or in any other way that is seen to bring IBCPC into disrepute then IBCPC reserves the right to take appropriate action against that member in accordance with bylaw 5.

AMENDMENTS TO THE CONSTITUTION

15. The Congress may amend the Constitution by resolution or motion on which at least 25% of the total Membership votes.

16. An amendment will be approved if a simple majority (50% plus one) of those Teams voting approve the amendment.

17. 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

18. The Board of Directors and the Congress may amend the By-laws.

19. 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.

20. The voting for an amendment can be done electronically if the Board of Directors so determines.

21. An amendment will be approved by the Board of Directors if less than 30% of the Membership disapprove electronically of the amendment within the 60 days.

22. 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

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

A. Levies payable at IBCPC festivals.

B. Membership fees, if applicable, payable by Teams joining IBCPC between festivals.

C. Sponsorship; and

D. Donations.

24. The fees payable in accordance with paragraph 23.B. above will be determined by the Board of Directors.

25. Commission financial statements will be available within three (3) months of being approved by the Board of Directors and will be available to view on the IBCPC website.

26. Annual Return and Audit: The trust will file an annual return, including financial statements or performance report within six months of its balance date. If operating expenditure exceeds NZ$550,000 in two consecutive years, a review by a qualified auditor is required; if it exceeds NZ$1.1 million, a full audit is required.

27. Document Retention and Record Keeping: Directors must keep core documents during their tenure and ensure at least one director retains the original afterward. Financial records must also comply with legislative requirements.

28. The Board of Directors will send the IBCPC financial statements to any IBCPC Team upon request.

IBCPC BOARD OF DIRECTORS

29. The Board of Directors will consist of not more than ten members:

A. Four elected Directors:

i. President
ii. Vice President
iii. Secretary
iv. Treasurer

B. Up to five appointed Directors

C. The past President

30. Job descriptions are appended to these By-laws, are not part of these By-laws and can be amended by the Board of Directors without notice to the Membership.

31. The Board of Directors will operate on a consensus decision making model.

32. If there is a need for a vote, a simple majority of Directors can approve the matter. In the event of a tie vote the President may cast the deciding vote.

33. Director Duties: Directors must comply with mandatory and default duties including acting honestly, in good faith, and for the trust's benefit: avoiding conflicts; investing prudently; exercising due care and skill; and acting unanimously unless rules provide otherwise.

34. Conflicts of Interest: Directors must declare any actual, potential, or perceived conflict of interest before any meeting or decision. They must record disclosures in a register and refrain from influencing discussion or votes. Significant related-party transactions must be disclosed in annual financial statements.

35. Quorum for Meetings: The quorum of director's meetings is a majority of current directors. If a quorum is not present within thirty minutes of the scheduled time, the meeting is adjourned to a date and time set by the Chair.

36. Any position on the Board of Directors is voluntary and does not create any financial obligation between the Commission and the Director.

37. Receipted expenses incurred on behalf of the Commission are reimbursable with pre-approved written agreement of three Directors, being the President, treasurer and a third director.

38. Governance Review: The Directors shall conduct a formal governance review at least once every three years, assessing its governance practices are fit for purpose and assist in achieving the charitable purpose, ensuring compliance.

ELECTION OF THE FOUR DIRECTORS

39. At each Congress, the Membership will elect Directors to the following positions:

i. President
ii. Vice President
iii. Secretary
iv. Treasurer

These directors will hold office until the next Congress or as determined by the rolling retirement cycle (established May 1st, 2023). If a Director is to "retire" between each "festival" Congress a special online Congress will be held to determine the vote for the position that becomes vacant.

40. At least 120 days prior to the election vote, the Board of Directors 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.

41. 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 four Teams who support the nomination, one of whom must be from a country other than the nominee's country.

42. The nomination information must be received by the Board of Directors not less than 60 days prior to the election vote.

43. The nomination information must be circulated to the Membership not less than 30 days before the election vote.

44. In the event there is only one name placed in nomination that person will be elected by acclamation.

45. Election of a Director at a Congress will be by secret ballot unless the election is by acclamation.

46. Terms of Office

1. Following elections at Congress, elected office holders and appointed directors shall normally serve a term of four years dependent on the cycle of the festivals. At the completion of this term, they may seek re-election for up to 1 further consecutive four-year term.

2. Following completion of a term of office as an elected office holder and or appointed director an individual may stand for another office holder or director position on the board. However, no individual shall be permitted to serve continuously as an office holder and or director of the commission for a combined total of more than 12 years. Once this maximum has been reached the individual shall not be permitted to seek election for any other office holder or directorship role for the next four years.

3. Not with standing item 46.2 an individual may seek election to the offices of the president or the secretary having already served all or part of the 12-year maximum.

4. An individual elected to the office of either the president or the secretary shall be permitted to serve for a maximum of three consecutive four-year terms in those roles regardless of any previous service as an office holder or board member of the commission.

47. Election Cycle

The cycle of elections shall be as set out in the table below and shall occur over a repeating four-year cycle. For the purposes of these bylaws the initial year zero shall be taken to be May 1st, 2023.

Role	Year 0 2023	Year 1 2024	Year 2 2025	Year 3 2026	Year 4 2027	Year 5 2028	Year 6 2029	Year 7 2030	Year 8 2031	Year 9 2032
President					X				X	
Vice President				X				X		
Treasurer					X				X	
Secretary				X				X		
Appointed Director				X	X	X	X	X	X	X

DIRECTOR VACANCIES

48. The Board of Directors may appoint up to a maximum of five Directors who have not been elected at a Congress.

49. A Director shall resign if the majority of the remaining Directors so request.

50. The Board of Directors may appoint a person to fill a vacancy. If the position is one of the four positions outlined in paragraph 39, the person shall hold the position until the next Congress.

IBCPC FESTIVALS

51. The Board of Directors will be responsible for managing the process to determine the host for the next IBCPC Festival.

52. The Board of Directors will establish a Future Festivals Committee of a minimum of four persons, at least three of whom must be from different countries.

53. The Board of Directors and the Future Festivals Committee will establish the criteria for the selection of the festival host which will include the amount of the levy payable to the IBCPC.

54. The Future Festivals Committee will award the festival to the Team, which most closely meets the festival criteria.

55. If none of the applications meets the criteria, the Board of Directors will recommence the process to determine the host for the next IBCPC festival, the timing of which, is at the discretion of the Board of Directors.

56. The decision of the Future Festivals Committee is final.

LANGUAGE

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