

**UNITED STATES CANOE ASSOCIATION, INC**

**BYLAWS**

**RULES AND REGULATIONS**

**SUPPORTING A  
FIVE STAR PROGRAM**

*2001 EDITION*

## *Preface*

### **UNITED STATES CANOE ASSOCIATION, INC.**

#### *Bylaws and Rules and Regulations*

*Each year after the formation of the Association in 1968, "Bylaws" were added. Finally, it became evident that a complete revision of the Association's operating structure should occur since each change of the bylaws required filing a revision with the Indiana Notfor-Profit Division and the Internal Revenue Service. A BYLAWS COMMITTEE was appointed to prepare a complete revision of the Bylaws of the Association. The work began in 1977 and the document was presented to the Delegates and approved at the Annual meeting of the Association January 15, 1979 at Dallas, Texas. At that time, the revision represented over 1,100 hours of work from many invaluable contributors from the Association. In order to keep pace with the growth and changes of the Association, the revision of the Rules and Regulations continues to the present day. However, the Bylaws remain unchanged as the firm foundation of the Association.....*

*Bylaws, Rules and Regulations Committee*

*Jim Mack, Chairman (1977 - 1989)*

*Joan Kludy Theiss, Chair (1989 - 1999)*

*Jim Mack, Chair (1999-....)*

The Bylaws of our Association should never have to be changed. They are the roots of our development, and reflect our permanent, never ending philosophy.

The Rules and Regulations will allow better internal clarification, permit more flexibility, to facilitate the smooth function of this Association, and to provide a firm basis for resolving questions of procedure. As our Association grows, expands, and develops forward, our Rules and Regulations would reflect these changes.

# ***HISTORY OF THE UNITED STATES CANOE ASSOCIATION***

The United States Canoe Association was formally organized by a meeting of midwest canoeists January 6 and 7, 1968 at Turkey Run State Park in Indiana. It was an outgrowth of the Indiana Canoe Racing Council and the Illinois Paddling Council.

Indiana Canoe Racing Council (ICRC) became the leader in promoting racing and by 1967 it was sanctioning races in at least eight states with hundreds of competitors from more than a dozen states. ICRC had outgrown state stature. The late Howie LaBrant, then an ACA officer, submitted an amendment to the ACA constitution to establish Cruising Canoe Racing as an autonomous National Activity Committee. The ACA rejected this activity and the hundreds of participant paddlers at its November 13, 1967 meeting near Philadelphia. Due to this rejection, a group of paddlers met at Crawfordsville, IN and decided to form a new national organization. This group included Gene Denzel of Missouri, Jim Etchen of Pennsylvania, Lynn Tuttle of Illinois, B.J. Williams and Thor Ronemus of Ohio, and Charles and Pat Moore, Bob and Bev Stwalley, Lewis Runnels, Bob Demoret, Howie LaBrant of Indiana and Bill Garrison of Culver Military, Indiana.

The organizational meeting was held on January 6 and 7, 1968 at Turkey Run Inn. More than a hundred canoeists attended, coming from Illinois, Indiana, Ohio and Missouri. By a margin of 41 to 40, the name of United States Canoe Association was chosen over U.S. Canoe Racing Association.

The first officers were:	President - Charles Moore, IN
	Vice President - Thor Ronemus, OH
	Secretary/Treasurer and Editor - Bev Stwalley

Board members were Gene Denzel, MO; Dick Pratt and Thor Ronemus, OH; Lynn Tuttle, Bob Ellison and Walley Quant, IL; and Dr. Dick LaSalle, Charles Moore, Bob Stwalley, Lewis Runnels, and Howie LaBrant of IN and Bill Garrison and Chris Greenleaf of Culver Military Academy. Before the first year was over, more duties were being shared with Heinz Wahl becoming Membership Chairman, Clint Wilkins as Treasurer and Helen Denzel as Secretary.

A five star program was adopted - Cruising, Conservation, Camping, Competition and Camaraderie. The expertise of many of our members has been channeled into Canoe Safety Education and Accident Prevention in cooperation with the United States Coast Guard. United States Coast Guard grants are a result of the Association obtaining a 501 C (3) non-profit tax exempt status and is recognized as an educational, charitable, and amateur athletic organization.

The USCA published a quarterly publication, the USCA Canoe News to provide communication among what was soon to become a nationwide list of members. The first issue was mailed two months after organization. In 1976, in an agreement with Wilderness Camping magazine, USCA Canoe News was an insert in this bimonthly publication. The agreement was terminated after two years. The publication had retained the bi-monthly schedule until 1994, became a quarterly publication for several years and now has returned to the bi-monthly publication.

The first USCA National Marathon Championship Race was held on the South Fork of the Cumberland River in Tennessee and Kentucky in 1968. The course contained class II whitewater with a mandatory portage at a falls. The first USCA National Canoe Triathlon Championship was held in 1985 at Lafayette, Indiana and the first USCA National Canoe Sprint Championship was held at Peshtigo, Wisconsin in 1989. In 1995, the first sprints dedicated to youth from 5-17 was held at Syracuse, NY. In 1996, the first USCA National Canoe and Kayak Orienteering Championships were held at Oregon, IL. On August 17, 1996, at Byron, IL the USCA brought together 649 canoes and kayaks in a single free-floating raft and established a new world record in the Guinness Book of Records.

The USCA has had continuous growth as has the sport which we represent. We still represent the amateur athlete and promote paddlesport as a healthful activity for all ages.

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# UNITED STATES CANOE ASSOCIATION, INC.

## BYLAWS

### PART ONE

#### ARTICLE I NAME AND EMBLEM

##### Section 1

The name of this Association shall be the United States Canoe Association, Inc., (U.S.C.A.) hereinafter known as the Association. The Association is incorporated under the laws of the State of Indiana.

##### Section 2

The emblem of the Association shall consist of a shield having a blue background on the top one-third of the shield with \*U\*S\*C\*A\* (5 stars) in white letters and vertically extending red and white bars on the base. The five stars represent a program of: *Cruising; Conservation; Camping; Competition; and Camaraderie.*

##### Section 3

No person or organization may use the name or emblem of the Association in advertising, soliciting goods or services, or promoting without the consent of the Delegates.

#### ARTICLE II PURPOSE

##### Section 1

To encourage the growth of paddling as a recognized competitive sport and beneficial recreation.

##### Section 2

To foster the development of Regional and/or State Divisions of the Association and of Affiliated Clubs, and to stimulate a strong program of inter and intra club activities.

##### Section 3

To educate and teach basic and advanced paddling skills and techniques, and the safe use of canoes and kayaks through the development of paddling clinics and publication of instructional materials, including the official publication USCA CANOE NEWS, special publications and audio-visual materials.

##### Section 4

To develop and maintain rules and regulations governing competition in canoes and kayaks at local, state, regional, national and international levels of competition, and to serve as a national jurisdictional body having authority over any competition in canoes and kayaks.

##### Section 5

To formulate standards of excellence in design of canoes, kayaks and in associated equipment, and to cooperate in the dissemination of such information to the boating industry in its several phases - public, governmental and private.

Section 6

To sponsor cruises and encampments toward the enhancement of the physical, mental and educational benefits of the Association.

Section 7

To practice conservation and preservation of streams and rivers, inland lakes and waterways, both rural and urban. To work with local, regional and national organizations who reflect the same conservation purposes of the Association.

Section 8

To promote paddling interests through cooperation with governmental departments, bureaus and agencies, and private and public organizations whose interests, purposes and goals are similar to and harmonious with those described by the Association.

Section 9

To operate as a non-profit corporation for charitable, educational and athletic purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended by Section 1313 of the Tax Reform Act of 1976.

**ARTICLE III MEMBERSHIP**

Membership is open to those who subscribe to the purposes of the Association. Membership Classification shall be as provided for in the Rules and Regulations of the Association.

**ARTICLE IV OFFICERS**

The elected officers of the Association shall be the President, Vice President, Secretary and Treasurer. The election, terms, qualifications, and duties shall be provided for in the Rules and Regulations.

**ARTICLE V DELEGATES**

The Delegates shall be elected representatives of the membership. The election, tenure, qualifications, duties and vacancies shall be as the Rules and Regulations prescribe.

**ARTICLE VI MEETINGS**

There shall be an Annual and Semi-Annual meeting to conduct the business of the Association.

**ARTICLE VII AMENDMENTS**

Amendments to the Bylaws may be made at the Annual meeting of the Association. An affirmative vote of three-fourths of the Delegates shall be necessary for amending changes of the Bylaws.

## ARTICLE VIII DISSOLUTION

Section 1 This Association may be dissolved by a three-fifths vote of the total membership.

Section 2 Upon dissolution, all assets and properties shall be distributed to an organization of similar purpose which qualifies as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954 as is selected by the Delegates.

## ARTICLE IX ENACTMENT CLAUSE

These Bylaws shall become effective January 15, 1979.

Adopted January 7, 1968

Revised and Adopted January 15, 1979

Incorporated in the State of Indiana, December 5, 1969

Approved by IRS Code Section 501 (C) (3), October 13, 1976

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The following items have been registered with the United States Patent and Trademark Office. The registered items are for "ASSOCIATION SERVICES, NAMELY, PROMOTING THE SPORTS OF CANOEING AND KAYAKING."

1. "USCA logo" - Reg. No. 1,627,832 on December 11, 1990
2. "USCA" - Reg. No. 1,627,833 on December 11, 1990
3. "UNITED STATES CANOE ASSOCIATION" - Reg. No. 1,645,625 on May 21, 1991

Use of the above registered trademarks are by permission of the USCA Delegates only. (Renewed in 2000)

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## USCA MISSION STATEMENT

On January 12, 1997, the delegates approved the following statement:

"The purpose of the United States Canoe Association is to actively promote a FIVE STAR Program of \* COMPETITION \* CRUISING \* CONSERVATION \* CAMPING \* CAMARADERIE."

# TABLE OF ORGANIZATION

BOARD OF DIRECTORS  
(DELEGATES)

EXECUTIVE COMMITTEE  
(*President, Vice President, Secretary, Treasurer*)

EXECUTIVE DIRECTOR

ORGANIZED STATE OR  
REGIONAL DIVISIONS

NON-ORGANIZED  
REGIONAL DIVISIONS

NON-U.S. REGIONAL  
DIVISION

STANDING COMMITTEES

SPECIAL COMMITTEES

ADAPTIVE PADDLING  
ARBITRATION  
AUDITING  
BUDGET  
BYLAWS REVIEW  
CAMARADERIE  
CAMPING (*Canoe*)  
CERTIFIED INSTRUCTOR TRAINING  
COMPETITION  
    *Canoe/Kayak Orienteering*  
    *Dragon Boat*  
    *National Awards*  
    *National Sprints*  
    *Outrigger Boat*  
    *Swan Boat*  
    *Voyageur*  
    *Whitewater*  
CONSERVATION  
CORE GROUP  
CRUISING  
EDUCATION  
HISTORIAN  
INSURANCE  
INTERNATIONAL  
MARKETING  
MERCHANDISE SALES  
MEMBERSHIP  
NATIONALS COORDINATOR  
NATIONAL TIMING  
NOMINATING  
PUBLICATION  
PUBLICITY AND  
    PUBLIC RELATIONS  
SAFETY  
SAILING (*Canoe*)  
TECHNICAL INSPECTION  
TRIATHLON  
YOUTH ACTIVITIES

*Temporary Committees  
appointed in order to  
meet immediate needs.*

# RULES AND REGULATIONS

## PART TWO

REVISED AND ADOPTED, JANUARY 15, 1979

Last Amended January 8, 2000

### ARTICLE I PURPOSE

The purpose of the Rules and Regulations is to facilitate the smooth function of this Association, and provide a firm basis for resolving questions of procedure.

### ARTICLE II MEMBERSHIP

#### Section 1 - Membership Classification

##### GOVERNING

- A. A person who has reached his/her eighteenth (18th) birthday by January 1<sup>st</sup> of the calendar year.
- B. A person who has reached his/her sixtieth (60th) birthday by January 1st of the calendar year is entitled to a fifty per cent (50%) reduction in Governing member dues.
- C. A Governing member receives the official publication of the Association, may participate in all activities of the Association, is entitled to vote in Delegate elections, serve upon or chair the Association's Standing and Special Committees, run for election as a Delegate or Officer, and may carry a proxy for a Delegate.

##### FAMILY

- A. Any family including husband, wife and unmarried children under 19 years of age as of January 1, residing within the same household.
- B. One member of such family shall be designated as the Governing member.
- C. Other family members shall be eligible to participate in all activities of the Association, excluding those reserved exclusively for Governing members.

##### JUNIOR

- A. A person who is at least five (5) years of age, but has not reached his/her eighteenth (18th) birthday by January 1st of the calendar year.
- B. A Junior member receives the official publication of the Association and may participate in all activities of the Association, excluding those of voting in Delegate elections, serving as a proxy for a Delegate, running for election as a Delegate, or holding an office within the Association.

##### AFFILIATED CLUB

- A. Organized clubs having eight (8) or more members (not necessarily USCA members) shall submit to the Membership Chairman of the Association a membership roster, and the name of the club's representative who shall have the benefits of a Governing member.
- B. Organized clubs having ten (10) or more Governing members of the Association shall be eligible for one (1) Delegate.
- C. Affiliated clubs who desire to sponsor a sanctioned race shall be eligible, **upon request**, to receive race sponsor benefits at no additional cost.

## RACE SPONSOR

- A. An individual or group may apply for a Race Sponsor membership. One person shall be designated as the Sponsor's representative, and shall receive all benefits of a Governing member.
- B. Sanctioning information is available.
- C. Race Sponsors shall receive publications pertaining to race organizations, aid in competition scheduling, guidance in the organization of a race program, and pre and post race publicity within the Association's official publication and the USCA Website.

## BUSINESS AFFILIATE

- A. Any business which supports the interests purposes and goals of the Association may apply for a Business Affiliate Membership.
- B. One person shall be designated as the Business Affiliate representative, and shall receive all benefits of a Governing member.
- C. Business Affiliates shall be listed in each issue of USCA Canoe News magazine and the USCA Website.

## SUPPORTING ORGANIZATION

- A. Open to any non-profit or non-competition organization which supports the interests, purposes and goals similar to this Association.
- B. One person shall be designated as the supporting member representative and shall receive all the benefits of a Governing member.
- C. All Supporting Organization members shall be listed in the USCA Canoe News as well as on the USCA Website.

## SUBSCRIBING MEMBERSHIP

- A. Organizations which are of educational, literary or athletic in nature are deemed eligible for a Subscribing membership as long as they support the interests, purposes and goals of the Association. This type of membership also applies to Governmental agencies.
- B. Subscribing members are entitled to the official publication of the Association only.

## LIFE MEMBERSHIP

- A) Definition: A person eligible for Governing Membership may obtain a Life membership as follows:
  - 1) Pay the prescribed Life Membership dues, subject to an affirmative two-thirds (2/3rds) vote of the Delegates present at the Annual Meeting of the Association. Such member is entitled to all rights, privileges and benefits of a Governing Membership for the lifetime of the member. (Paid Life Membership).
  - 2) In lieu of the payment of the prescribed dues, any individual member eligible for Governing Membership may obtain Life Membership Classification (G-getter) by recruiting and counter-signing the membership application forms of fifty (50) Governing Memberships and/or Junior Memberships regardless of the time period, as substantiated by the records of the Membership Chairman of the Association, subject to an affirmative two-thirds (2/3rds) vote of the Delegates present at the Annual Meeting of the Association. Such member is entitled to all rights, privileges and benefits of a Governing Membership for the lifetime of the member. (Earned Life Membership)

- 3) The nomination of an Honorary Life Membership to this Association shall be limited to one (1) award each five (5) years. This nomination shall be made at any semiannual business meeting. This nomination may be accepted at the following annual business meeting with a two-thirds (2/3rds) majority vote of the delegates present at this meeting. If a nomination for Honorary Life Membership is desired sooner than the five (5) year waiting 2 period, this nomination may be made at any semiannual business meeting. This nomination may be accepted at the following annual business meeting with an eighty percent (80%) majority delegate vote. The five (5) year waiting period between Life Memberships will start on the day that the last acceptance vote is made. (Honorary Life).

**ASSOCIATION AFFILIATE**

- A. Open to any National or International organization which supports the interests, purposes and goals similar to this Association.
- B. One person shall be designated as the Association Affiliate representative and shall receive all the benefits of a Governing member.

**ASSOCIATE MEMBER**

- A. A person who signs the Association's Insurance waiver request form.
- B. Privileges of this member will be for that event only. No other benefits will be received. Associate membership is void for the USCA National Championships.
- C. This membership is available to comply with any USCA insurance carrier's requirement that all persons at any event must be a member of the Association.

**Section 2 - Geographic Location**

Any of the above Membership Classifications are available outside the United States. However, only citizens of the United States or those who have resided in the United States for at least two (2) years immediately prior to a championship event can hold a National Championship title, serve as a U.S. delegate, hold office, or chair a committee within the Association.

**Section 3 - Dues**

- A. The following Membership Classifications shall be set by the Delegates.

Dues effective as of April 1, 1995. \*Added 1/10/98

GOVERNING (50% reduction over 60 years old)	\$20.00
FAMILY	25.00
JUNIOR	7.50
AFFILIATED CLUB	30.00
RACE SPONSOR	30.00
BUSINESS AFFILIATE	30.00
SUPPORTING ORGANIZATION*	30.00
SUBSCRIBING	20.00
LIFE - PAID	400.00
ASSOCIATION AFFILIATE	250.00
ASSOCIATE MEMBER	waived

- B. Dues location differential

- (1) Canada and Mexico - Dues to be paid in U.S. funds plus \$5.00
- (2) All other countries - Dues to be paid in U.S. funds plus \$10.00

- C. Dues shall be approved by the Delegates at the Annual meeting.
- D. Dues are for the calendar year. (January 1 through December 31.)
- E. Dues which are received after October 1st of any calendar year grants a membership in the Association during the balance of that year and the subsequent year. Voting rights, however, commence in January of the subsequent year.
- F. Members failing to renew their membership by December 31st of any calendar year shall be deleted from the membership roster. All membership benefits and status will cease on that date.

### ARTICLE III OFFICERS

#### Section 1 - Elected Officers

- A. The National elected officers of this Association shall be the President, Vice President, Secretary and Treasurer. Officers must be current governing status members of the Association.
- B. Nomination of Officers
  - (1) Nominating Committee shall present its slate of officers as the first item of business following officer's reports in the morning session of the first full day of the Annual Meeting.
  - (2) Additional nominations may be accepted from the floor.
  - (3) Election of Officers shall be held as the first item of business in the afternoon session of the first full day of the Annual meeting.
  - (4) Voting for all contested offices shall be by secret ballot.
  - (5) A majority vote of the Delegates present shall be required for the election of Officers.
- C. Election procedure shall be:
  - (1) Election of President and Treasurer in odd numbered years.
  - (2) Election of Vice President and Secretary in even numbered years.
- D. Term of Office
  - (1) The office of President and Treasurer shall be for a two (2) year term commencing at the adjournment of the Annual Meeting.
  - (2) The office of Vice President and Secretary shall be for a two (2) year term commencing at the adjournment of the Annual Meeting.

#### Section 2 - Duties of Officers

- A. All officers shall serve on the Executive Committee and shall be entitled to the rights and privileges of Delegates of the Association during their terms of office. However, none may hold more than one (1) delegate vote.
- B. All officers shall attend the Association's National Canoe and Kayak Championships and shall serve as an active member of the Arbitration Committee for the duration of the event. Should the officer be unable to perform this duty, a qualified replacement shall be provided.
- C. All officers may call a meeting of the Executive Committee.
- D. Duties of the PRESIDENT shall be:
  - (1) Serve as the Chief Executive of the Association with authority to speak and represent the Association on all matters according to the policies outlined within the Bylaws and the Rules and Regulations, Furthermore,

the President shall act as the official voice and liaison officer of this Association's relationship with other organizations, but shall not enter into any agreement or contract without the knowledge and consent of the Delegates.

- (2) Call and preside over the Annual, Semiannual and special meetings.
  - (3) Perform all other duties as may be assigned by the Delegates.
  - (4) Appoint Standing and Special Committee Chairmen, except the Nominating Committee, and shall serve as ex officio member of all committees except the Nominating Committee.
  - (5) Prepare an agenda for the Annual and Semiannual meetings, and forward the agenda to the Secretary for distribution to the membership.
  - (6) Select the site for the Annual Meeting upon approval of the Delegates, in the absence of bids.
  - (7) Assume the rights and privileges of a Delegate for two (2) years following retirement as President, however, may not hold more than one (1) delegate vote.
  - (8) Cast the deciding vote in case a tie vote exists.
  - (9) Appoint two (2) governing members to serve on the Bylaws Review Committee at the Annual Meeting of the Association.
  - (10) Appoint one (1) governing member at the Annual Meeting of the Association to serve on the Budget Committee.
  - (11) Appoint three (3) governing members to serve on the International Committee.
  - (12) Serve as Chairman of the Executive Committee.
  - (13) Appoint one (1) Delegate, one (1) Governing member and one (1) former Executive Committee member at the Semiannual Meeting of the Association to serve on the Auditing Committee.
  - (14) Shall establish the starting times for the Annual Meeting.
  - (15) May appoint a Marketing Chairman in the event that the Treasurer is unable to assume this position.
  - (16) May appoint a Merchandise Sales Chairman in the event the Treasurer is not able to assume this duty as listed in Article III Section 2 G (2).
  - (17) May appoint a Nationals Championship Coordinator, if the Executive Director is not able to serve in this position as described in Article III Section 4 (7).
- E. Duties of the VICE PRESIDENT shall be:
- (1) Promptly assume the duties and responsibilities of the President in the event of resignation, incapacity or death.
  - (2) Render guidance and direction to committees.
  - (3) Perform other duties as delegated by the President and undertake other duties requested by the Executive Committee.
  - (4) Receive bids for the Annual Meeting site for presentation to the Delegates.
  - (5) Assist in the development and promotion of the Association's membership.
  - (6) Act as the Association's Public Relations Representative with other organizations.

- (7) Act as the Welcoming Host for new Delegates and those Delegates attending a National Meeting for the first time.
  - a. Presentation of the history and purposes of the Association.
  - b. Familiarization with the operational procedures of the Association's business meeting.
  - c. Request the Committee Chairman of Cruising, Competition, Conservation, Camping and Camaraderie to present their various programs and related purposes.

F. Duties of the SECRETARY shall be:

- (1) Distribute the notice and agenda for the Annual and Semiannual Meetings.
  - a. The Annual Meeting notice and preliminary agenda shall be distributed to all members of the Association by October 15th. The final agenda shall be distributed to the Delegates no less than forty-five (45) days prior to the Annual Meeting.
  - b. The Semiannual Meeting notice and agenda shall be distributed to the Delegates of the Association no less than thirty (30) days prior to the Semiannual Meeting.
- (2) Keep a record of the proceedings of the Annual and Semiannual meetings, and any other special meetings which may be called, and provide Officers, Delegates, Committee Chairmen and the Historian with copies of such within a period of forty-five (45) days following adjournment.
- (3) Prepare and disseminate notices and ballots to the appropriate individuals.
- (4) Tabulate the results of votes and notify the proper individuals.
- (5) Conduct such correspondence of the Association not otherwise assigned or that does not by its nature, belong to other Officers or Committee Chairmen.
- (6) Serve as the custodian of the records of the Association, excepting those of the Treasurer and Membership Chairman.
- (7) Mail a letter to Delegates who neither attend an annual meeting or semiannual meeting nor send their proxy to notify them that they are failing to fulfill the duties of a delegate and will be removed from office if they fail to attend or send a proxy to the next meeting.

G. Duties of the TREASURER shall be:

- (1) Receive, disburse and maintain an accurate record of the monies of the Association, and shall deposit these monies in a Federally Insured Bank in the name of the Association.
- (2) Oversee the letting of all bids and contracts for items of promotional nature, and shall be responsible for the sale of such items. If not able to assume this duty, a Merchandise Sales Chairman may be appointed by the President.
- (3) Once annually, on September 30th, remit to the Treasurer of an Organized State or Regional Division of the Association that has been deemed to be in good standing by the Executive Committee, one fifth (1/5), twenty percent (20%), of the annual dues of all members holding governing benefits (excluding Life members), living within that organized state or regional division.

- (4) During the year, place in a Federally Insured Savings Account, the sum of at least one hundred dollars (\$100.00), or more, for the USCA Educational Fund. The Treasurer shall assist the Education Committee in the administration of this fund.
- (5) File all applicable State and Federal Non-Profit Corporation Forms annually on or before the deadline established by each such governmental authority. Also, shall file, when applicable the prescribed number of copies of Bylaw Amendments with the Non-Profit Corporation Division, Office of the Secretary of State, State Capital Building, Indianapolis, Indiana, and with the Internal Revenue Service and shall file, when applicable, any Corporate change of address of the Association with the same governmental authority.
- (6) Serve as the Chairman of the Budget Committee of the Association.
- (7) Prepare and present a financial report of the Association for the Semiannual meeting of the Association, and shall prepare financial reports as of October 31st and for the preceding twelve (12) month period and shall submit such reports to an outside auditor as required and for presentation at the Annual Meeting.
- (8) Have all records available for review by the Auditing Committee on Friday prior to the first full day of the Annual Meeting. The Treasurer shall be available to the Audit Committee for consultation as needed.
- (9) Refer to the Executive Committee, expenses which exceed current budget allocation.
- (10) Assess the National Race Sponsor a National Championship fee to be set by the Delegates.
- (11) Reimburse the Host of the Annual Meeting the approved monies allocated for expenses.
- (12) Advance up to two thousand dollars (\$2000.00) to the National Race Sponsor to cover expenses incurred prior to the time when the National Race Sponsor receives registration fees or other sponsorship fees after approval by the Executive Director. Repayment is to be made to the Treasurer on or before the start of the National Championship race.
- (13) Disburse monies from the Youth Activities Fund to Affiliated Clubs upon recommendation of the Youth Activities Chairman and Executive Director.
- (14) Shall receive all monies obtained through solicitation by the Marketing Chairman and place in the General Account. Shall disburse payments with approval of the Executive Committee. Distribution and Administration of the Marketing Fund is explained in Article VIII Section 4.

### Section 3 - Vacancies and Removal of Elected Officers

- A. Vacancies shall be the result of resignation, incapacity or death.
  - (1) Office of President shall be filled by the Vice President.
  - (2) Office of Vice President, Secretary and Treasurer shall be filled by appointment from the ranks of past National Officers by the Executive Committee.

- (3) If the Executive Committee is unable to appoint a replacement for the office of Vice President, or Secretary, or Treasurer from the ranks of past National Officers, the President shall be empowered to appoint a governing status member to fulfill the vacated position for the unexpired term of that office. The Board of Directors (Delegates) at the following Annual Meeting of the appointment shall either approve or disapprove such appointment. In event of disapproval, an election shall be held at the Annual Meeting for filling the vacancy.
  - (4) Should vacancies arise simultaneously for the office of President and Vice President, the Treasurer shall also act as President and Secretary shall also act as Vice President. These officers and the Membership Chairman of the Association shall, within three (3) weeks of when the vacancies occurred, prepare a list of candidates for these offices. The Secretary shall prepare and mail a ballot to all Delegates immediately. The elected officers shall assume their office by notification from the Secretary and serve the unexpired terms of the respected offices. Should the vacancies occur a month prior to the Annual Meeting, the election will be held at the appropriate meeting. The nominees will be prepared by those previously mentioned plus any nominates from the floor.
- B. Reasons for the removal of an officer shall be:
- (1) Neglect of duties, and/or
  - (2) Improper conduct
- C. Two-thirds (2/3rds) vote of the Delegates shall be required to dismiss an officer.

Section 4 - Administrative - Executive Director (Appointed or Employed)

- A. Appointed Executive Director [Refer to ART. IV, Sect 2, (H)]
- (1) Is a current USCA governing status member who has served the Association for at least six (6) years, has administrative experience and is a U.S. citizen.
  - (2) Shall be reimbursed for expenses incurred performing duty.
  - (3) Shall have the rights and privileges of a Delegate, but may not hold more than one (1) vote.
- B. An Executive Director employed by the Board of Directors (Delegates)
- (1) Supports purposes and goals of USCA.
  - (2) Shall receive such compensation as voted by the Delegates.
  - (3) Does not receive delegate status.
  - (4) Is a U.S. citizen.
- C. Term of appointment or employment shall be at the discretion of the Delegates of the Association and may be terminated by a two-thirds (2/3) majority vote of the Delegates.
- D. Duties of the Executive Director shall be to
- (1) Serve as a leader in furthering the purposes of the Association.
  - (2) Be responsible for seeing that the directions of the Delegates and the Executive Committee are carried out.
  - (3) Conduct the day-to-day business of the Association.
  - (4) Assist in maintaining continuity in the Association during officer or committee changes. Is a facilitator.

- (5) Attend and participate in the annual, semiannual, and special meetings of the Association.
- (6) Coordinate the Annual Meeting with the host.
- (7) Serve as the Association's liaison for the National Championship Race Sponsor. Be responsible for on site set up and management at the USCA Nationals in order to maintain USCA requirements in conducting the National Championships in the absence of a Nationals Championship Coordinator.
- (8) Be directly responsible to the Board of Directors (Delegates).
- (9) Serve as a member of the Core Committee.

## ARTICLE IV DELEGATES

### Section 1 - Delegates - Elected or Appointed

- A. Are elected or appointed individuals who shall constitute the highest ruling authority of the Association and are referred to as the Board of Directors. Delegates must be current governing status members of the Association.
- B. State and Regional Division Delegates
  - (1) A majority vote of the eligible votes cast within the State or Regional Division shall be required for the election of the Delegates.
  - (2) There shall be a body of no more than one hundred (100) State and Regional Division Delegates.
  - (3) There shall be one (1) Delegate for the first ten (10) Governing Members, and one (1) Delegate for each additional twenty (20) Governing Members.
  - (4) Regular Delegate election shall occur in the odd year.
  - (5) In even numbered years, Delegate apportionment must be updated and additional Delegates, if necessary, are elected. The procedure for election shall be followed as in Article IV, Section 1, C and D. At the discretion of the Executive Committee, this procedure may be altered and additional delegates may be elected using Article IV Section 3 (1) or (2).
- C. Nominations and Elections of Non-organized State and Regional Divisions:
  - (1) The Membership Chairman of the Association shall appoint two (2) members in each Region or State to serve as a Nominating Committee for the selection of such nominees.
  - (2) Each such committee shall submit the names of its nominees to the Membership Chairman of the Association no later than October 1st.
  - (3) Should such a Nominating Committee fail to select its nominees, the Membership Chairman of the Association shall act in its place.
  - (4) Upon verification by the Association's Membership Chairman, the nominees names shall be forwarded to the Secretary of the Association who shall prepare a separate ballot for each Non-organized Region and mail ballots to all Governing Members of the Non-organized Regions no later than October 15th.
  - (5) Ballots must be returned to the Secretary of the Association no later than November 1st.
  - (6) The Secretary of the Association and one (1) governing member shall tabulate these ballots by November 10th and the Secretary shall notify the Candidates, Officers, Delegates, Editor and Committee Chairmen of the results.

- D. Nominations and Elections of Organized State and Regional Delegates.
- (1) State or Regional Divisions will be notified by the Membership Chairman of the Association of the number of Delegates they may elect.
  - (2) Ballots shall be prepared and mailed by the Secretary of the State or Regional Divisions to all Governing Members no later than October 15th.
  - (3) Ballots must be returned to the Secretary of the State or Regional Divisions no later than November 1st.
  - (4) Ballots shall be tabulated by the Secretary and one (1) Governing Member of the State or Division and the Secretary shall notify the Secretary of the Association no later than November 7th, who will then notify the Officers, Delegates and Committee Chairmen of the results.
- E. Affiliate Club Delegates
- (1) Affiliated Clubs may have a Delegate by submitting the names of ten (10) Governing USCA Members and a copy of their Bylaws to the Membership Chairman of the Association by September 1 annually.
  - (2) Upon approval of the Bylaws Review Committee chaired by the Membership Chairman of the Association, the Club shall be notified of its eligibility to elect or appoint a Delegate.
  - (3) The Affiliated Club shall notify the Membership Chairman and the Secretary of the Association of their Delegate's name no later than November 1st.
  - (4) Failure to fulfill the stated procedures regarding Delegates shall result in no representation for one (1) year.
  - (5) The Delegate selected must be one of the individually paid governing status members of the Association in the Affiliated Club.
- F. Term of Office
- (1) The office of Delegate shall be for a two (2) year term commencing at the opening of the Annual Meeting in the even year and ending at the opening of the Annual Meeting two (2) years hence.
  - (2) Additional delegates may be elected in the even year due to increased membership in a state division or non-organized region and shall serve a one (1) year term commencing at the opening of the Annual meeting of the odd year and ending at the opening of the Annual meeting of the even year.
- G. Non U.S. Regional Delegate
- (1) USCA members from all non-U.S. countries shall be represented by one (1) delegate for at least ten (10) governing members and one (1) delegate for each additional twenty (20) governing members.
  - (2) USCA Membership Chair shall appoint two (2) non-U.S. members to serve as a nominating committee to select nominees for a ballot.
  - (3) Nominating committee shall submit the names of its nominees to the Membership Chair of the Association no later than September 15.
  - (4) Should such a Nominating Committee fail to select its nominees, the Membership Chair shall act in its place.
  - (5) Upon verification by the USCA Membership Chair, the nominees names shall be forwarded to the Secretary of the Association who shall prepare and mail a separate ballot to all Governing status members who reside in non-U.S. countries no later than October 5.

- (6) Ballots must be returned to the Secretary of the Association no later than November 1.
  - (7) The Secretary of the Association shall tabulate these ballots by November 10th and shall then notify the Candidates, Officers, Delegates, Editor and Committee Chairmen of the results.
  - (8) Term of office shall be as in Article IV, Section 1. F.
- H. Tie Votes.
- (1) In the event of a tie vote, the deadline for accepting ballots shall be extended until the tie is broken, but no longer than five (5) days.
  - (2) If after five (5) days the tie has not been broken, then a second ballot of that Non-organized Region shall be mailed out by the Secretary of the Association with only the candidates in question on the ballot. Ballots must be returned no later than two (2) weeks from postmark on ballot.

Section 2 - Duties of Delegates shall be:

- A. Attend and participate in the business of the Annual and Semiannual Meetings and any special meeting of the Association.
- B. Elect a President, Vice President, Secretary and Treasurer during the course of the Annual Meeting of the Association.
- C. Serve the membership of the Regional or State Division or Affiliated Club they have been elected or appointed to represent as a leader furthering the purposes of the Association.
- D. Serve as a member of at least one (1) Committee.
- E. During the course of the Annual meeting of the Association, select the annual meeting site one (1) year in advance, select the site of the National Canoe and Kayak Championships one and one-half (1-1/2) years in advance and select the dates of the National Canoe and Kayak Championships two and one-half (2-1/2) years in advance.
- F. Empower the Executive Committee to act on its behalf between its regularly scheduled business meetings.
- G. In the event a Delegate is unable to attend either the Annual, Semiannual, or special meeting of the Association, such Delegate shall select a Governing member to present his written proxy at such meeting, and serve in his stead during the course of such meeting, voting upon all issues as arise.
  - (1) State or Regional Divisions having more than one (1) Delegate shall grant their written proxy vote to another Governing member in their State or Regional Division, if at all possible. If necessary, said Delegate may grant his/her proxy to whomever they wish or send the proxy to the National Secretary who will assign the proxy to a governing member or delegate as directed by the region or individual.
  - (2) State or Regional Divisions which have only one (1) Delegate may grant their proxy to whomever they wish.
  - (3) No member shall be allowed to vote more than one (1) proxy vote.
- H. An Executive Director may be employed or appointed by the Delegates, and shall receive such compensation or reimbursement as voted by said Delegates from time to time. It shall be the duty of the Executive Director to serve as a leader in furthering the purposes of the Association and perform other duties so designated by the Delegates. The term of employment or appointment shall be at the discretion of the Delegates.

- I. Rule on request from Budget Committee to transfer or borrow monies from dedicated funds of the Association to meet emergency situations. A majority vote of delegates is required. Any such transfers must be approved prior to the disbursement of the funds in question.

### Section 3 - Vacancies and Removal of Delegates

- A. Vacancies shall be the result of removal, resignation, incapacity, death or moving out of their State or Region.
  - (1) Should a Delegate vacancy occur in a Non-organized State or Regional Division, such vacancy shall be filled immediately by the Executive Committee.
  - (2) Should an organized State or Regional Division or Club Delegate vacancy occur, such vacancy shall be filled immediately through elections of the remaining Delegates within such State or Division or appointment of a Club Delegate.
- B. Reasons for removal of a Delegate.
  - (1) Improper conduct.
  - (2) Failure to pay dues.
  - (3) Failure to fulfill responsibilities.
- C. The Executive committee shall be advised of any delegates who meet any of the reasons for removal and shall take appropriate and immediate action for replacement as stated in ARTICLE IV Section 3 (1) and (2).

## ARTICLE V COMMITTEES AND DUTIES

### Section 1 - Executive Committee shall:

- A. Be composed of the President, Vice President, Secretary and Treasurer.
- B. Act on behalf of the Board of Directors between regularly scheduled business meetings of the Association and shall report all such action to the Delegates at the next meeting for ratification or rejection and inclusion of the decision in the minutes of the Association.
- C. Approve expenditures exceeding five hundred dollars (\$500.00) which exceed current budget allocations when informed by the Treasurer of the Association. Approval requires unanimous written consent of the Executive Committee and Executive Director.
- D. Attend the Association's National Canoe and Kayak Championships, and serve as an active member of the Arbitration Committee.
- E. Attend and participate at the Annual, Semiannual and special meetings of the Association.

### Section 2 - Standing Committees

- A. The Chairmen shall be selected by the President subject to approval by the Board of Directors.
- B. The Chairmen shall appoint their committee members. Meetings are open to any current member.
- C. All Chairmen shall report periodically throughout the year to the USCA Executive Director and USCA President.
- D. The Chairmen of these committees shall prepare an Annual and Semiannual report.

E. Committee duties shall be:

ADAPTIVE PADDLING

- (1) May provide special assistance for paddlers in need of support for safe paddling on our waterways.
- (2) May encourage and assist in the promotion and education of paddling programs for individuals who are in need of special assistance.
- (3) Serve as a liaison with other associations that provide adaptive paddling programs.

ARBITRATION

- (1) Be composed of eleven (11) individuals who are the President, Vice President, Secretary, Treasurer, Membership Chairman, Competition Chairman, Safety Chairman, Sprint Chairman, International Chairman and the Chairman of Technical Inspection Team. There shall be at least six (6) members present and together to handle an arbitration.
  - a. The Competition Chairman shall serve as the chairman of the Arbitration Committee. In the absence of this Chairman, the Vice President shall act as Chairman.
  - b. The Competition Chairman votes only in case of a tie.
  - c. This committee shall function during the entirety of the Association's National Championships.
  - d. In emergencies, a vacancy may be filled by a committee chairman by Executive Committee approval.
- (2) The duties of this Committee shall be:
  - a. Oversee the measurements of hulls and any other specifications relating to the craft used in national sanctioned events.
  - b. Rule on the acceptability and required use of safety devices for boats and paddlers.
  - c. Determine the acceptability of the competitor's equipment.
  - d. All protests for National sanctioned events must be filed with the Competition Chairman of the Association.
  - e. To provide final ruling for all competition matters relating to National Championship events.
  - f. Permit any principle in a dispute the right to attend Arbitration Committee meetings to present his/her views. However, the final decision may be made in a private meeting of the committee, excluding a committee member who is involved in the dispute.
  - g. All arbitration meetings must submit a meeting report to the USCA CANOE NEWS.
  - h. The Competition Chairman shall serve as the facilitator in coordinating the meetings for the Arbitration committee.

AUDITING

- (1) Appointed at the Semiannual Meeting of the Association.
- (2) Be composed of three (3) members: one (1) Delegate, one (1) Governing Member and one (1) former Executive Committee member.
- (3) Audits Association financial reports and records annually before Treasurer's report is submitted to the Delegates for approval. Shall compare the outside audited report submitted by the Treasurer with financial reports and records. The Association's records must be audited in the interim whenever there is a change in treasurers.

- (4) Report findings of the audit to the Delegates at that Annual Meeting.

#### BUDGET

- (1) Be chaired by the Treasurer of the Association.
- (2) Include the President, Membership Chairman, Publications Chairman, and one (1) governing member who shall be appointed by the President.
- (3) Prepare an annual budget for the Association for consideration by the Delegates during the Annual Business Meeting.
- (4) In order to meet certain emergency situations, committee is authorized, subject to a majority vote of the Delegates, to on occasion transfer or borrow monies from the dedicated funds of the Association. Any such transfers must be approved by the Delegates prior to disbursement of the funds in question.

#### BYLAWS REVIEW

- (1) Be composed of three (3) members: Membership Chairman, and two (2) Governing Members. The Membership Chairman shall serve as this Committee's Chairman.
- (2) The committee shall review the Bylaws of State and Regional Divisions to determine their eligibility as an Organized State or Region.
- (3) Review the Bylaws of Club Affiliates, or any revisions, and a membership roster of any club which seeks delegate representation.
- (4) In order to determine the continued organizational status or delegate representation, the revisions of Bylaws of a State or Region must be filed with the Bylaws Review Committee annually.

#### CAMARADERIE

- (1) Encourage and assist the formulation of local canoe clubs and stimulate the affiliation of such clubs with the Association.
- (2) Encourage and suggest programs and activities that serve to create a fraternal bond among members of the Association.
- (3) Develop and distribute publications which aid in the growth, education and enrichment of such canoe-kayak clubs.

#### CAMPING (Canoe)

- (1) Keep apace and inform the membership of recent developments in engineering design, construction methods, and development of materials related to the camping products industry.
- (2) Serve to establish a liaison with the National Park Service and Bureau of Outdoor Recreation and similar federal, state and local departments, bureaus and agencies which formulate policies governing the development, construction and use of facilities for water-related recreation.
- (3) Serve as liaison with camping equipment suppliers and manufacturers.

#### COMPETITION

- (1) Develop and maintain rules and regulations and equipment specifications.
- (2) Establish the qualifications for sanctioning.
- (3) Serve as the jurisdictional body over all competition sanctioned by the Association.

- (4) Compile race sponsor manual publications for conducting canoe and kayak competition. Race Manuals shall be distributed by Membership Chairman.
- (5) Advise, assist and render technical help to potential and existing race sponsors.
- (6) Be responsible for the formulation of a nationwide sanctioned competition schedule.
- (7) Establish a liaison with the canoe and kayak manufacturing industry, both individually and severally.
- (8) Assist the sponsor of the Association's National Canoe and Kayak Championship Races.
- (9) Shall chair the Arbitration Committee at the Association's National Canoe and Kayak Championships.
- (10) Serve on the International Committee as a member.
- (11) Serve as a member of the Core Committee
- (12) Shall work with the chairs of the following sub-committees: Canoe & Kayak Orienteering, Dragon Boats, National Awards, National Adult and Youth Sprints, Outrigger Boats, Swan Boats, Voyageur Canoes, and Whitewater.

Duties of the sub-committee chairmen are as follows:

- (a) Canoe/Kayak Orienteering - establish rules and regulations for conducting this USCA National event; establish classes for this event; establish the course at the USCA Nationals annually; work with the Nationals Race Sponsor and the Competition chairman.
- (b) Dragon Boat - work with dragon boat associations and report activities as related to USCA members; act as an information and distribution resource for dragon boat activities; serve as a focal point to facilitate discussion on dragon boat issues; maintain current information on competition rules, specifications, method of measurement and safety requirements.
- (c) National Awards - receive all USCA National revolving trophies at the Nationals site; be responsible for seeing that trophies are in presentable condition; work with National Race Sponsor and Timing Chair to verify winners in all championship and trial events, special age recognition and the identification of non-US winners (See Art II, Sec 2); prepare all medals for each days events as well as revolving trophies and National Championship shirts for Marathon champions; prepare championship list of current winners and contact winners in regard to engraving, care and return of trophy the following year; work with the Competition Chairman, Executive Director and Historian.
- (d) National Sprints - establish rules and regulations for conducting Adult and Youth Championship sprints at Nationals; establish schedule of events; establish courses at Nationals site with assistance of National Race Sponsor; work with the Competition Committee Chairman.
- (e) Outrigger Boat - work with Outrigger clubs and report activities as related to USCA members; act as an information and distribution resource for Outrigger boat activities; serve as a focal point to facilitate discussion on Outrigger boat issues; maintain current

information on competition rules, specifications, method of measurement, and safety requirements.

(f) Swan Boat - work with swan boat associations and report USCA related activities to the Association; act as an information and distribution resource for swan boat activities; serve as a focal point to facilitate discussion on swan boat activities; maintain current information on competition rules, specifications, method of measurement and safety requirements.

(g) Voyageur Canoes - work with groups requesting presentations by voyageur canoes and report USCA related activities to the Association; act as an information and distribution resource for voyageur activities in the United States; serve as a focal point to facilitate discussion on voyageur canoe issues; maintain current information on competition rules, specifications, method of measurement, and safety requirements.

(h) Whitewater - present and provide information on whitewater activities to the Association; act as an information and distribution resource for whitewater activities as related to USCA; serve as a focal point to facilitate discussion on whitewater issues.

#### CONSERVATION

- (1) Seek to preserve and conserve streams and rivers, inland lakes, and waterways, both urban and rural, and such naturally occurring physical features and wildlife as exist in harmony with a diverse riverine ecology.
- (2) Inform the membership of impending legislative, judicial and executive actions which either curtail or enhance these natural benefits.
- (3) Encourage the individual members to become actively involved in the resolution of these matters through cooperation with national, state and local conservation groups.
- (4) Testify on behalf of the Association at hearings conducted by such agencies, bureaus and departments as share in the responsibility of the future of such paddling interests.

#### CORE GROUP

- (1) Shall be composed of chair who is a former Nationals organizer, the Competition Chair, the Triathlon Chair, the Historian, the Executive Director, and others with expertise in conducting the Nationals.
- (2) Shall act as consultants to Nationals Race sponsor.
- (3) Shall be involved with site selection for the Nationals and shall work with the Executive Director on matters of marketing and promotions.
- (4) Shall present a budget at the Annual meeting.

#### CRUISING

- (1) Promote cruising through the publication of guidelines for the safe conduct of organized cruises.
- (2) Formulate and compile an annual National and International Cruise schedule.
- (3) Encourage Affiliated Clubs to host National Cruises.
- (4) Promote the Cruising Award Program of the Association.
- (5) Promote utilization and maintenance of a uniform National stream marking system.

- (6) Maintain a library of River Guidebooks for the Association and make available such information to the membership.
- (7) Serve as a member of the International Committee.

#### EDUCATION

- (1) Coordinate the educational activities of other committees.
- (2) Implement the production of educational materials, such as audiovisual materials, technical publications and training aids.
- (3) Disseminate educational materials and information to the general public.
- (4) Administer the Association's Educational Fund which shall be designated to further the purposes of the Association on a National level.

#### HISTORIAN

- (1) Assemble, maintain, preserve and present the history of the Association.
- (2) Serve as a member of the Core Committee.

#### INSTRUCTOR CERTIFICATION

- (1) Shall be composed of the USCA Executive Committee, Executive Director, and two USCA Certified Instructors, Executive Director serving as Chair.
- (2) Shall select USCA Certified Instructors to serve as USCA Instructor Trainers and keep the content of the USCA Certification Manual(s) current and useable for teaching USCA members who wish to become USCA Certified Instructors. Two USCA Instructor Trainers shall be responsible for teaching the USCA Certification Program.
- (3) The USCA Certification program shall be designed to teach safe paddling on Class I and Class II waters (defined by International Scale of River Difficulty.)
- (4) Develop job descriptions and responsibilities for a USCA Instructor Trainer and a USCA Instructor.
- (5) Shall develop a reasonable enrollment fee for a USCA Instructor Trainer, a USCA Instructor and the basic canoeing course.
- (6) Provide adequate equipment for the certification courses.
- (7) Coordinate appropriate dates for conducting certification courses in conjunction with the USCA Nationals, meetings and other significant schedules.
- (8) Coordinate activities with the Education Committee Chair

#### INSURANCE

- (1) Secure bids for liability insurance coverage annually to be presented to the Executive Committee for Delegate approval.
- (2) Promote use of USCA Insurance Program.
- (3) Develop and implement guidelines to facilitate the operation and use of the Insurance Program.
- (4) After examining the current insurance policy and costs, shall determine the appropriate insurance fee to the event sponsors.
- (5) Maintain and preserve all appropriate insurance related records for legal documentation for the length of time required by the insurance carrier.
- (6) Shall work with the USCA Competition and USCA Membership Chairmen and organized state divisions in order to maintain appropriate sanctioning procedures.

## INTERNATIONAL

- (1) Shall be composed of at least the following five (5) members.  
Three (3) Governing members shall be appointed by the President to join the Competition and Cruising Chairmen.
- (2) Shall seek to establish an on-going dialogue with similar organizations and clubs existing outside the territorial limits of the United States.
- (3) Shall seek to promote the best interests of the United States Canoe Association in all international aspects of paddlesport.

## MARKETING

- (1) Shall be appointed by the President to serve a term as needed.
- (2) Shall solicit or perform fund raising activities in accordance with the Internal Revenue Code 501 (C)(3) for Non-profit organizations to benefit USCA programs.
- (3) Shall be accountable to the Treasurer in the event that the Treasurer is not serving in this capacity.
- (4) Shall receive a commission as set by Delegates on an annual basis from funds obtained.

## MEMBERSHIP

- (1) Develop and distribute promotional membership materials.
- (2) Process all membership applications.
- (3) Maintain an accurate list of GO-GETTERS {see Life Membership: Article II, Section 1. A. (2)}.
- (4) Coordinate all membership data.
- (5) Serve as Chairman of Bylaws Review Committee.
- (6) Notify the Delegates during the Semiannual Meeting of the need to re-apportion itself consistent with a ratio of Governing Members to Delegates which yields a body of no more than one hundred (100) Delegates, excluding Affiliated Club Delegates.
- (7) Compile and distribute an Annual Membership Directory to Delegates, Officers, Committee Chairmen, Race Sponsors and Affiliated Clubs.
- (8) Shall serve on the Arbitration Committee during the Association's National Canoe and Kayak Championship events.
- (9) Mail two (2) renewal notices. The first mailing shall be a detachable insert in USCA CANOE NEWS. The final notice shall be a separate mailing from USCA CANOE NEWS.

## MERCHANDISE SALES

- (1) Shall be appointed by the President in the event that the Treasurer is not able to assume this duty as described in Article III Section 2 G (2).
- (2) Shall submit bids and contracts for items of promotional nature, and shall be responsible for the sale of such items.
- (3) Shall be accountable to the Treasurer for all bids and contracts and shall submit all income derived from sales to the Treasurer.
- (4) Shall keep accurate records for all merchandise orders received and merchandise sales.

## NATIONALS CHAMPIONSHIP COORDINATOR

- (1) Position shall be activated when the Executive Director is unable to serve as the Association's liaison for the National Championships or if there is no bid to host the Nationals and the USCA as an Association must act as Host.
- (2) Shall be appointed by the President with approval of the Delegates to serve as directed. Individual chosen must have management ability as well as a good knowledge of the requirements for the USCA National Championships.
- (3) As the Association's liaison to the Nationals Championship Race Sponsor, shall oversee and approve all preparations for the Nationals and shall acknowledge that all are in accordance with USCA requirements as established by the USCA Delegates. Shall oversee on site set up and make recommendations as needed in order to maintain USCA requirements in conducting the National Championships. Shall assist in a post-race evaluation.
- (4) As a Primary Host for the Association's National Championships, chairman shall select committee members who will assist in the various activities required to fulfill the obligations of hosting the USCA Nationals by the USCA. Shall contact race site where the Championships will be held. Duties of this committee will be determined as required.

## NATIONAL TIMING

- (1) Be composed of a chair, who will serve a three (3) year term, one member of the current race host committee, and may include individuals from "alternate" National sites, those being Jersey Shore, PA, Hanover, NH, New York area, Marinette, WI and Columbus, OH.
- (2) Provide service to National Race Sponsor and will provide continuity and efficiency in recording USCA Nationals results. The National Race Sponsor will/may be responsible for the primary timing.
- (3) Duties of this committee shall be to oversee that the National Race Sponsor complies with all USCA requirements for timing the National Championship events. Those being
  - a. Enter name and complete information of all National participants into USCA computer timing program or similar timing program
  - b. Enter all post-registered participant information at National's site.
  - c. Operate the computerized timing program on marathon race days. Also, the host to provide back-up timing.
  - d. Post verified results of all marathon race days as soon as possible.
  - e. Be responsible for making changes to timing program relative to changes in classes and awards that may be approved by the USCA Delegates.
  - f. Provide a verified set of results to the National Awards chairman as soon as possible in order that the proper awards can be made available for presentation.

## NOMINATING

- (1) Be formed at the Semiannual meeting.
- (2) Be composed of three (3) governing members, one (1) of whom shall be elected from the Delegates, one (1) of whom may be elected from

the general membership, and one (1) appointed by these two elected members. The Nominating Chairman shall be elected by these members. If no consensus is reached, the appointment of the chair shall be made by the Executive Committee.

- (3) Prepare a slate of Officers for the Association for consideration by the Delegates during the Annual Business Meeting. A slate shall be accompanied by a brief resume listing the qualifications of each nominee.

#### PUBLICATION - Official (EDITOR)

- (1) Solicit photographs, drawings and articles of literary, educational, athletic and newsworthy content for the purpose of issuing and distributing the official publication of the Association (USCA CANOE NEWS).
  - a. All publications shall bear the Association's trademarked logo.
  - b. The official name of the publication is USCA CANOE NEWS.
- (2) The Publication and Executive Committee shall assume the ultimate responsibilities for editorial policy.
- (3) The official publication shall reflect the editorial policy of the Association.
- (4) Shall appoint an Advertising Manager in the event that a Marketing Chairman has not been appointed.  
The Advertising Manager shall:
  - a. Solicit advertising revenue for the official publication of the Association and maintain liaison with the advertisers.
  - b. Place advertisements in other publications for the promotion of membership, sale of the Association's publications and other material for sale to the public.

#### PUBLICATIONS - Special

- (1) Maintain an up-to-date list of all USCA special publications.
- (2) Review, supervise publication and distribution of special publications to the membership.
- (3) Work with the editor to get special publications distributed.

#### PUBLICITY AND PUBLIC RELATIONS

- (1) Shall be empowered to develop a media kit.
- (2) Each committee chairman should send information of national interest to Publicity Chairman so this chairman may function as a clearinghouse of information for the Association.
- (3) Encourage and promote affiliated clubs to develop projects which further the purposes of the Association.
- (4) To approve grants and included amounts for such grants in the annual budget of the Association for Affiliated Club's projects; to authorize disbursements of approved budgeted funds with the concurrence of the Executive Director.

#### SAFETY

- (1) Cooperate with other organizations in matters of water safety.
- (2) Collect data of canoe-related accidents and fatalities and analyze such in a manner productive of the development of guidelines for water-safety education.
- (3) Encourage basic and advanced Training Clinics throughout the various levels or organizational structure.

- (4) Monitor all federal, state and local legislation, court decisions, and agency or bureau standards, rules and regulations which might influence safe paddling.
- (5) Develop instructional materials of a water-safety nature for distribution.
- (6) Encourage and promote development and use of safety equipment and standards.
- (7) Have the final jurisdiction on safety whether it be cruising or competition.
- (8) Be a member of the Arbitration Committee at the National Canoe and Kayak Championships of the Association.

#### SAILING (CANOE)

- (1) Be responsible for serving the membership interest in sailing.
- (2) Inform the Association of development in sailing competition and cruising.

#### TECHNICAL INSPECTION

- (1) Develop and maintain proper measuring equipment for use at all National Championship races.
- (2) Conduct and coordinate the actual measurements (jigging) during the national championship races. Is responsible to provide proper educational assistance to the Arbitration Committee on the clarification of understanding the technical measurements used at the National sanctioned events.
- (3) Advise, assist and render technical help to the Chairman of the Arbitration Committee.
- (4) Serve on the Arbitration Committee at the Association's National Canoe and Kayak Championships.

#### TRIATHLON

- (1) Maintains a national championship program in canoeing, biking, and running.
- (2) Prepares appropriate items for USCA CANOE NEWS and triathlon newsletters.
- (3) Develop and maintain rules and regulations for triathlons.
- (4) Establish the qualifications for sanctioning.
- (5) Compile and distribute a triathlon race sponsors manual.
- (6) Advise, assist and render technical help to potential and existing triathlon race sponsors.
- (7) Serve on the Arbitration Committee at the Association's National Canoe and Kayak Championships.
- (8) Serve as a member of the Core Committee.

#### YOUTH ACTIVITIES

- (1) To provide a means of involving youth in USCA's FIVE STAR programs.
- (2) To develop incentives for affiliated clubs who have youth programs to promote more youth participation in canoeing and kayaking programs.
- (3) To develop incentives for affiliated clubs who bring youth groups to participate in the USCA Nationals.
- (4) Youth shall be defined as ages five (5) through eighteen (18).

- (5) Administer Youth Activities Fund with the Executive Director and Treasurer to promote more youth to participate in canoeing and kayaking.
- (6) Shall work with the Competition Chairman and be responsible for the monitoring, coordination and facilitation to conduct a nationals Championship Youth Sprint program.

### Section 3 - Special Committees

Shall serve to fulfill specific immediate functions and exist until such functions are fulfilled.

### Section 4 - Qualification of Standing and Special Committees

- A. The Chairman must hold a current governing status membership in the Association.
- B. Committee members need to be current members eighteen (18) years of age or over.

## ARTICLE VI MEETINGS

### Section 1

The three (3) day Annual Convention Meeting of the Association shall be held on the second full weekend in January each year. The President shall set the starting time of the meeting on the first day, Friday. The site of the meeting shall be approved by the Delegates at the Annual Meeting the previous year.

### Section 2

The Semiannual Meeting shall be held on Friday night at the site of the Association's National Canoe and Kayak Championships. The dates of the Nationals shall be determined two and one-half (2 1/2) years in advance by the Delegates at the Annual meeting of the Association.

### Section 3

Notice of the final agenda for the Annual and Semiannual meetings shall be distributed by the Secretary of the Association to the Delegates of the Association. (refer: Article III Officers, Section 2. Duties of Officers F. (1) a. and b). Such notice shall include the agenda of the meeting in question.

## ARTICLE VII VOTING

### Section 1

A majority vote of the Delegates present shall be required for passage of any matters before the Board of Directors. Two-thirds (2/3rds) of the Delegates of the Association constitute a quorum. Should a tie exist on a matter brought to vote before the Delegates, the President shall cast the deciding vote.

### Section 2

No Delegate or governing member carrying a proxy shall be allowed to vote more than one proxy vote.

### Section 3

Matters of deep concern to the membership-at-large, other than Amendments, may be brought to a mail vote upon petition of fifty (50) Governing Members to the Executive Committee. Such notice and ballot shall be mailed by the Secretary of the Association to voting members no later than two (2) weeks following the petition. Four (4) weeks shall be allowed for consideration of the questions by the voting members and for the return of such ballots to the Secretary. A two-thirds (2/3rds) vote of all voting members shall be required for the tabulation. The results of the balloting shall be certified by no fewer than one (1) Governing member. The results shall be made known by the Secretary to the Executive Committee and announced in the Association's Official Publication, or at the Annual or Semiannual Meeting.

## ARTICLE VIII DESIGNATED FUNDS

### Section 1 - Educational Fund

- A. Purpose: An annual amount of one hundred dollars (\$100.00) or more shall be set aside for the production and dissemination of educational materials.
  - (1) The entire sum derived from each paid-in-full life membership dues shall be placed into the Educational Fund;
  - (2) One percent (1%) of the Association's membership dues, excluding life membership, shall be placed into the Educational Fund.
- B. Distribution: This fund shall be distributed on the basis of furthering the purposes of the Association on a National level.
- C. Administration: The administration of the fund is under the jurisdiction of the Treasurer and Education Committee.

### Section 2 - International Fund

- A. Purpose: Donations will be accepted to pay for USCA membership dues for non-North American participants at the National championships. The USCA Treasurer will maintain a separate accounting for these donations within the general fund.
- B. Distribution: The amount of donations will determine the number of memberships that can be paid with first come, first serve basis.
- C. Administration: The administration of the funds are under the jurisdiction of the Treasurer, Membership Chairman and the International Committee.

### Section 3 - Youth Activities Fund

- A. Purpose: To assist affiliated clubs with expenses incurred in promoting canoeing and kayaking to youth and to bring youth groups to participate in USCA National Championships. Individuals may apply for grant awards for youth other than their own immediate family, that is, sons and/or daughters.
- B. Funding: A minimum of 25% of Junior Dues shall be placed into this fund semiannually and shall be accumulated until distribution. An additional amount may be budgeted annually.
- C. Distribution: Each non-organized region and organized state division shall be permitted to apply for a grant to serve as seed money for affiliated clubs.
- D. Administration: The USCA Treasurer shall disburse the budgeted monies upon approval of the Executive Director and Youth Activities Chairman.

#### Section 4 - Marketing Fund

- A. Purpose: To obtain monies to assist in the support of the purposes of the Association. The Treasurer will maintain a separate accounting of these monies with the General Fund.
- B. Distribution: All income shall be allocated to, but not limited to the following activities: USCA Education programs, USCA CANOE NEWS magazine, USCA Nationals, USCA Insurance program, promotions, etc. Priorities for distribution of funds shall be made by the Executive Committee.
- C. Administration: This fund is under the jurisdiction of the Treasurer with approval of the Executive Committee. Operational expenses would be obtained from the funds received.
- D. Commission: The Marketing Chairman shall receive a percentage set by the Delegates annually as commission for services rendered from funds obtained.

#### ARTICLE IX PARLIAMENTARY PROCEDURE

Roberts Rules of Order, Revised, shall be the governing authority of this Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and the Rules and Regulations.

#### ARTICLE X AMENDMENTS

##### Section 1 - Floor vote

A written notice of proposed amendment(s) of the Rules and Regulations of this Association MUST be circulated among the Officers, Delegates and Committee Chairmen no less than six (6) weeks prior to an Annual Meeting, and when brought to the floor, shall receive a two-thirds (2/3rds) majority vote of the Board of Directors present to be considered to have passed.

##### Section 2 - Mail Vote

- A. An amendment(s) of the Association's Rules and Regulations by mail ballot shall be sent to the Officers, Delegates and Committee Chairmen by the Secretary of the Association. The ballots are to be accompanied by the notice, amendments and a self-addressed envelope.
- B. The Secretary must within two (2) weeks of receiving the proposed amendment mail the above stipulated contents to the Delegates.
- C. During the four (4) weeks after the Secretary's mailing, the Delegates are to consider the amendment and return their ballot within this time period.
- D. A two-thirds (2/3rds) vote of the Delegates shall be required for tabulation of the vote by the Secretary. Two-thirds (2/3rds) of the ballots received shall constitute a majority needed to decide the issue.
- E. The tabulation of balloting must be made within two (2) weeks following the deadline for the return of ballots. the tabulation by the Secretary shall be witnessed and certified by another Governing member.
- F. The results of the balloting shall be made known by the Secretary to the members of the Executive Committee and announced in the Association's Official Publication, or at the Annual or Semiannual Meeting.

## ARTICLE XI ORGANIZED STATE AND REGIONAL DIVISIONS

Section 1 - All such organized State or Regional Divisions shall be known as:

The \_\_\_\_\_ Division of the United States Canoe Association, Inc.

### Section 2 - Organizational Procedure and Requirements

- A. Any State or Region (Region being two or more states) with a minimum of forty (40) governing type members shall have the right to petition the Executive Committee of the Association for individual jurisdictional entity.
- B. The petition, received by the Association's Membership Chairman, shall be signed by no fewer than ten (10) Governing members resident within the State or Region, and countersigned by the Membership Chairman of the Association.
- C. Such petition shall be accompanied by one (1) set of the proposed State or Region's Bylaws, which shall comply with the purposes, goals and rules of the Association, together with a list of the proposed Officers and Committee Chairmen.
- D. Such petition and supporting evidence shall be submitted to the Executive Committee of the Association no later than two (2) weeks prior to the Semiannual Meeting. The Executive Committee shall take action and announce its decision at the Semiannual meeting.
- E. An annual report form shall be supplied by the Membership Chairman and returned to same by July 1 and shall include a written summary of activities to verify that the division continues to comply with the Bylaws, Rules and Regulations of the Association. This written summary and other supporting evidence and the report and recommendation from the Bylaws Review Committee shall be submitted to the Executive Committee by August 1. The Executive Committee shall take action and announce its decision at the Semiannual meeting whether the organized division remains in good standing.

If the state or regional division is not in good standing, no rebate will be issued. Reinstatement will occur when requirements are met, however, the rebate will be missed for that year.

- F. Funding of the States or Regions that are in good standing shall occur once annually on September 30th by the Treasurer of the Association. No additional assessments may be imposed upon the membership of these States or Regions.
- G. States or Regions may undertake money-raising projects to supplement their incomes, providing such activities do not conflict with the provisions of the IRS 501 (c) (3) code.
- H. An Annual State or Region meeting shall be held on a weekend falling between October 15 and November 15. Notice of such meeting shall be mailed by the State or Region's Secretary to all members of such State or Region at least two (2) weeks in advance of the meeting. Other meetings may be held as is desired. Notice of such meetings must be given two (2) weeks in advance.
- I. Each member of a State or Region shall be considered to have one vote on such questions as are brought to vote in that State or Region. (Refer: Article IV Delegates, Item B).

- J. A State or Region which at any time hence fails to maintain the minimum

amount of membership or comply with the Bylaws, Rules and Regulations of the Association shall no longer retain State or Regional status. Such action may be initiated by the Membership Chairman of the Association, and the State or Region shall be so notified on or before September 1st.

- K. All members of the Association shall automatically become members of their respective Organized State and/or Regional Division.
- L. The USCA Membership Chair shall send a membership list to each organized State or Regional Division at least every month.

### Section 3 - Structure of Regional Divisions

- A. Regional Divisions are listed as Organized or Non-organized. The status of the Division may change as a result of petition and thereby alter the status of the Divisions.
- B. The States listed within a Regional Division may vary dependent upon the membership composition of the States.
- C. As States may petition to withdraw from a Regional Division and operate as a single entity (State Division) the States listed within the Division may change.
- D. The Membership Chairman of the Association maintains current status of the States and Regions.
- E. Regional Divisions (Non-organized)
  - NEW ENGLAND: Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island
  - MIDDLE ATLANTIC: New York\*, Pennsylvania\*, New Jersey\*
  - SOUTH ATLANTIC: Delaware, Washington, D.C., Maryland, Virginia, West Virginia, North Carolina, South Carolina, Georgia, Florida, Puerto Rico, Virgin Islands
  - EAST NORTH-CENTRAL: Michigan, Illinois, Wisconsin, Ohio\*, Indiana\*
  - WEST NORTH-CENTRAL: Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas
  - EAST SOUTH-CENTRAL: Kentucky, Tennessee, Alabama, Mississippi
  - WEST SOUTH-CENTRAL: Arkansas, Oklahoma, Texas, Louisiana
  - MOUNTAIN: Idaho, Wyoming, Utah, Colorado, Nevada, New Mexico, Arizona, Montana
  - PACIFIC: Washington, Oregon, California, Alaska, Hawaii, Guam, American Samoa
- \* Currently organized states or divisions.
- F. NON-U.S. REGIONAL DIVISION. All foreign countries.

Section 4 - Dissolutionment of an Organized State or Regional Division  
Upon dissolution of the Organized State or Regional Division, all assets and properties shall be distributed to the Association. The Association is not responsible for any liabilities that the Organized State or Region may incur.

### ARTICLE XII ENACTMENT CLAUSE

These Rules and Regulations shall become effective January 15, 1979.