

UNITED STATES CANOE ASSOCIATION

BYLAWS

RULES AND REGULATIONS



**SUPPORTING A
FIVE STAR PROGRAM**

2019 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 at each Annual meeting. 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 Not-for-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 - 2001)

Joan K. Theiss, Chair (2001 -)

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** allow better internal clarification of all aspects of the Association, permit more flexibility to facilitate the smooth function of the Association, and will provide a firm basis for resolving many questions on procedure. As our Association grows, our Rules and Regulations will need to reflect these changes.

The United States Canoe Association was incorporated in the State of Indiana on December 5, 1969.

HISTORY OF THE UNITED STATES CANOE ASSOCIATION

The United States Canoe Association was formally organized by a meeting of mid-west 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 the Culver Military Academy, Indiana. *As of 2013, Bob Stwalley is the only Charter member who is a current member of the USCA.*

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, Indiana
Vice President - Thor Ronemus, Ohio
Secretary/Treasurer and Editor - Bev Stwalley, Indiana

Board members were Gene Denzel, MO; Dick Pratt and Thor Ronemus, OH; Lynn Tuttle, Bob Ellison and Wally 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 the Treasurer, both from Indiana, and Helen Denzel became the Secretary replacing Bev Stwalley.

A five star program was adopted - Cruising, Conservation, Camping, Competition and Camaraderie. The expertise of many of our members developed a Canoe Safety Education and Accident Prevention program through a United States Coast Guard grant that was a result of the Association obtaining a 501 C (3) non-profit tax exempt status in 1976. The United States Canoe Association is recognized as an educational, charitable, and amateur athletic organization.

The USCA published a quarterly publication, the *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 1975, in an agreement with *Wilderness Camping* magazine, *Canoe News* was an insert in this bi-monthly publication. The agreement was terminated after two years. Since 1977 to the present, the *Canoe News* magazine has been published as a separate publication. In 1996, the Delegates approved that the publication would be six times a year. In 2010, the Delegates approved the return to a quarterly publication. Many items can be found on USCA's website is www.uscanoe.com

The first USCA National Marathon Championship Race was held on the South Fork of the Cumberland River in Tennessee and Kentucky in 1968 with only three canoe events offered. The course contained Class II whitewater with a mandatory portage at a falls. As of 2013, there are four additional National Championships and over 90 separate events in the Marathon Championships that offer events in canoes, kayaks, and stand up paddleboards. The one day National Championships has now increased to six days - Tuesday to Sunday. The National Stock Aluminum Marathon Championships have been offered at a separate time and place since 1998. In 1999, the USCA Instructor Certification program for canoeing started. In 2013, the program added certification for kayaks and stand up paddle boards.

Over the years, USCA has increased the number of Rules and Regulations to address the inclusion of other paddlesport disciplines and the committees needed to administer them. Along with the increased number of pages to cover the Rules and Regulations, separate manuals and other documents have been developed to address these expanded needs of the Association. The USCA has had continuous growth as has the sport which we represent. USCA still represents the amateur athlete, and promotes paddlesport as a healthful activity for all ages.

On August 17, 1996, at Byron, IL the USCA established a new world record in the Guinness Book of Records when 649 canoes and kayaks created a single free-floating raft.

TABLE OF CONTENTS

	Page
Preface	i
History	ii
Table of Contents	iii
USCA Trademarks and USCA Mission Statement	iv
BYLAWS (Part One).....	I – II
Table of Organization.....	III
RULES AND REGULATIONS (Part Two).....	1
ARTICLE I Purpose	1
II Membership	1
Section 1. Membership Classification	1, 2, 3
2. Geographic Location	3
3. Dues	3
ARTICLE III Officers	
Section 1. Elected Officers	3, 4
2. Duties of Officers	4 - 7
3. Vacancies and Removal of Elected Officers	7
4. Administrative – Executive Director.....	7, 8
ARTICLE IV Delegates	
Section 1. Elected or Appointed	8, 9
Term of Office	9
Non U.S. Regional	9, 10
2. Duties of Delegates	10, 11
3. Vacancies and Removal of Delegates.....	11
ARTICLE V Committees and Duties	
Section 1. Executive Committee	11, 12
2. Standing Committees.....	12 - 23
3. Special Committees	23
4. Qualifications of Standing and Special Committees ...	23
ARTICLE VI Meetings	23
ARTICLE VII Voting	23, 24
ARTICLE VIII Designated Funds	
Section 1. Educational	24
2. International	24
3. Youth Activities.....	24
4. Marketing Fund	24
5. USCA ICF Worlds Grant Fund.....	24, 25
ARTICLE IX Parliamentary Procedure.....	25
ARTICLE X Indemnification	25
ARTICLE XI Amendments	
Section 1. Floor Vote	26
2. Mail Vote	26
ARTICLE XII Organized State and Regional Divisions	
Section 1. How Named	26
2. Organizational Procedure and Requirements.....	26, 27
3. Structure of Regional Divisions	27
4. Dissolution of an Organized State or Regional Division.....	27
ARTICLE XIII Enactment Clause	27

USCA TRADEMARKS

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

The use of the above registered trademarks is by permission of the USCA Delegates only. The USCA Executive Director shall have the responsibility to monitor/police the use and display of all these registered trademarks to make sure that they are used and identified properly and only by the appropriately authorized users.

These trademarks were renewed in 2010 and are due to be renewed in ten (10) years.

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."

The objective of the United States Canoe Association, Inc. is to encourage the growth of paddling as a recognized competitive sport and beneficial recreational activity through educational programs that will enable persons to enjoy paddlesports in natural valued settings that promote conservation, safety, fitness, good mental health and participation in family and community life to the fullest extent possible.

The above USCA Mission Statement is not a Bylaw of the Association, it is our philosophy.

UNITED STATES CANOE ASSOCIATION, INC.

BYLAWS

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 *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.

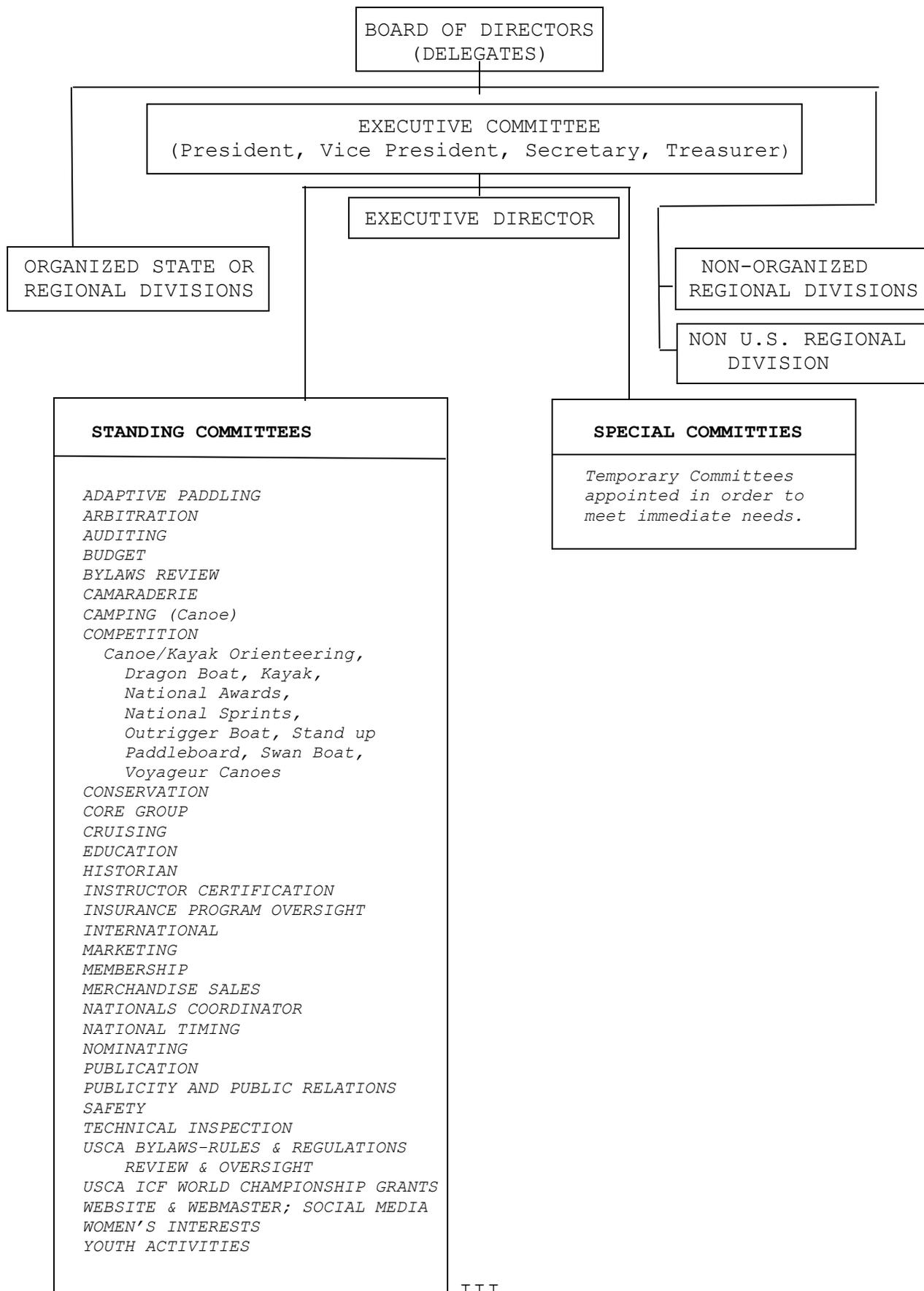
Adopted January 7, 1968

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

TABLE OF ORGANIZATION



RULES AND REGULATIONS

REVISED AND ADOPTED, JANUARY 15, 1979

Last Amended January 12, 2019

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 1st of the calendar year.
- B. 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 adult (head of household) 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, and shall be no older than seventeen (17) years of age on January 1 of the current calendar year.
- B. 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.
- D. May conduct more than one cruise or race for insurance purposes.
- E. Affiliated clubs shall be listed in each issue of *Canoe News* magazine and the USCA website.

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 postrace publicity within the Association's official publication and the USCA Website.
- D. Race Sponsors may conduct a cruise for insurance purposes only.
- E. Race Sponsors may conduct more than one race for insurance purposes

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 *Canoe News* magazine and the USCA Website.
- D. May conduct more than one cruise for insurance purposes.

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 *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 first official Meeting of the Association after the payment is received by the Membership Chair. Such member is entitled to all rights, privileges and benefits of a Governing Membership upon payment and 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 (Go-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 first official Meeting of the Association after having gained fifty (50) recruits. 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 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/release 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 can 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 70 years and older)	\$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 of December 31. Only one issue of *Canoe News* magazine for the next year will be sent after that date without renewal.

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 and be a U.S. Citizen.
- 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 after Roll Call of the Delegates on the second 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. **“DELEGATES PRESENT”** shall be read hereafter throughout this document to include those who have been assigned a proxy to represent a named Delegate who is unable to attend the meeting for which the proxy is given.
- 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.
- E. Rules of Conduct

Officers shall conduct themselves in a manner that displays an example of good sportsmanship, honesty and respect at all times and to all people when conducting USCA business and/or representing the USCA in any event and/or action, whether verbal or written; email or otherwise. An officer may be removed for improper conduct as defined in Article III Section 3 B (2).

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:
 - (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 preliminary agendas distributed to Officers, Delegates and Committee Chairs for the Annual Meeting on or before November 1st and Semiannual Meeting at least forty-five (45) days in advance. The Secretary and President shall cooperate in the distribution of the preliminary agenda. The President shall forward the final agendas to the Secretary for distribution as described in Article III Section 2 F (1) a. and b.
 - (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 either one (1) Delegate, one (1) Governing member, if at all possible, or 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 D (7).
 - (18) Shall appoint at least three (3) delegates to the USCA ICF Worlds Grants Committee at the Annual Meeting.
 - (19) May write a message *in Canoe News* and on the USCA Website.
- E. Duties of the **VICE PRESIDENT** shall be to:
- (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) Publicize and solicit for bids for the Annual Meetings. Provides meeting requirement guidelines to potential Meeting Hosts. Receives bids(s) for the annual meeting site for presentation to the Delegates. Bidding host(s) should include brochures, room rates and any other items to assist the Delegates in the selection process. Assists with the bid presentation to host the Annual Meeting. Following the acceptance of the bid, coordinates with the Annual Meeting Host to prepare for the next year's annual meeting. Provides onsite assistance for the current Annual Meeting Host.
 - (5) Assist in the development and promotion of the Association's membership.
 - (6) Act as the Association's Public Relations Representative with other organizations and serves on the Public Relations Committee.
 - (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. Familiarize Delegates 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.
 - (8) Serves as the co-chair of the Competition Committee meeting at the Annual and Semiannual Meetings
- F. Duties of the **SECRETARY** shall be:
- (1) Distribute the notice and agenda for the Annual and Semiannual Meetings.
 - a. The final agenda shall be distributed to the Officers, Delegates and Committee Chairs no less than forty-five (45) days prior to the Annual Meeting and shall be published in the USCA's *Canoe News* magazine and/or on the USCA website.
 - b. The Semiannual Meeting notice and final agenda shall be distributed to the Delegates, Officers, Delegates and Committee Chairs of the Association and posted on the USCA website 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. Provide Officers, Delegates, Committee Chairmen and 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 the Membership Chairman.

- (7) Mail a letter to Delegates who neither attend an annual meeting or semiannual meeting nor 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.
- (8) Shall prepare Life Member certificates and distribute as directed by the Delegates and the Rules and Regulations.
- (9) Shall prepare and present the Association's Certificate of Service to the Outgoing President.

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 Federal 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) Have all records available for review by the Auditing Committee within thirty (30) days after the close of the fiscal year. The Treasurer shall be available to the Audit Committee for consultation as needed.
- (8) 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 when directed by the Audit Committee and for presentation at the Annual Meeting.
- (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 and the Executive Committee in the year of the championships only. The Treasurer shall prepare a promissory note with a binding guarantee of repayment. 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 those who increase the number of youth paddlers in USCA and at the National Championships upon approval of the Executive Committee and the Youth Activities Chair.
- (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.
- (15) Following the Audit of the records of the Association between terms of treasurers, all financial records and access must be supplied to the incoming treasurer as soon as possible, but no later than thirty days after the incoming treasurer is elected or appointed. Any irregularities shall be brought to the attention of the Executive Committee for proper assistance and/or action. Any

investment type items in the name of USCA must be transferred in care of the current treasurer no later than thirty (30) days after appointment or election.

(16) Shall provide the Executive Committee and the Executive Director with a cost report in a timely manner following the publication of each *Canoe News* issue.

(17) During the year, an annual Grant allotment not to exceed three thousand dollars (\$3000.00) shall be budgeted for distribution among Association members who have been selected as members to participate at the ICF Junior-Senior World Marathon or Sprint Championships and shall distribute such funds upon approval of the USCA Executive Committee upon recommendation of the ICF Worlds Grants Committee.

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 non-expired 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 non-expired 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 nominated from the floor.

B. Reasons for the removal of an officer shall be:

(1) Neglect of duties, and/or

and/ (2) Improper Conduct: Improper conduct is defined as, but not limited to: abusive, threatening or bullying language or behavior, preferential treatment for themselves and/or others; misrepresentation or misuse of the USCA in any capacity; misrepresentation or misuse of an Officer's position or authority within the USCA in any capacity; misuse of USCA fiscal or physical property, or receiving personal gain from any USCA activity other than any personal competition rewards and/or awards.

a. Reports of any misconduct shall be made in writing to the non-involved members of the Executive Committee and/or Executive Director and confirmed by tangible, supporting evidence and/or at least two witnesses.

b. The officer in question shall be contacted and permitted to provide an opportunity to present his/her views to the remaining Executive Committee members and/or the Executive Director.

c. A vote shall be taken by these members of the Executive Committee and/or the Executive Director as to the action that should be taken. If other than a verbal or written warning is required, it will be referred to the Delegates for their decision.

C. Two-thirds (2/3rds) vote of the Delegates present 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. Term of office shall be two (2) years of appointment or employment and may be renewed at the end of each term with no limit of terms. The performance of the Executive Director shall be reviewed periodically and reported to the Delegates annually by the Executive Committee.
- 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. The Annual Meeting Coordinator may be assigned with these duties.
 - (7) Serve as the Association's liaison for the National Championship Race Sponsor. Be responsible for onsite 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 following Committees: Core Group, National Awards, Instructor Certification, and Publicity and Public Relations.
 - (10) Shall assist in the administration of the Youth Activities Fund.
 - (11) Shall be responsible for policing the use of the USCA registered Trademarks and for the renewal of all registered trademarks by the dates as required.

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). 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 up to and including 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 followed for election of additional Delegates shall be either Article IV, Section 1, C and D or Article IV Section 3 A (1) or (2). During apportionment, there is never a decrease in the number of Delegates from any State or Regional Division.

- 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 nominee's 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. The Secretary shall notify all 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 status 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 results to the Officers, Delegates and Committee Chairmen.
- E. Affiliate Club Delegate
- (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. *(The Delegate may be the Club Representative or another governing member of the affiliated club.)*
 - (4) Failure to fulfill the stated procedures regarding Delegates shall result in no representation for one (1) year.
- 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 numbered year and ending at the opening of the Annual Meeting two (2) years hence.
 - (2) Additional delegates may be elected in the even numbered 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 numbered 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 nominee's 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 the postmark on the ballot.
- I. Rules of Conduct
- Delegates shall conduct themselves in a manner that displays exemplary sportsmanship, integrity and respect at all times and to all people when conducting USCA business and/or representing the USCA in any event and/or action whether verbal or written; email or otherwise. A delegate may be removed for improper conduct as defined in Article IV Section 3 B (1).

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, the 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. Term of office of the Executive Director shall be for two (2) years from the time of appointment or employment and may be renewed at the end of each term

with no limit of terms. The performance of the Executive Director's appointment or employment shall be reviewed and reported to the Delegates annually by the Executive Committee. In addition, the term of office may be terminated at any time by a two-thirds (2/3) vote of DELEGATES PRESENT at either an Annual Meeting or Semiannual Meeting provided the notice of the respective termination agenda item is disclosed in writing by email and/or by regular mail by the President to all Delegates at least thirty (30) days prior to said meeting.

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 or as a result of an apportionment increase.
 - (1) Should a Delegate vacancy occur in a Non-organized Regional Division, such vacancy shall be filled immediately by the Executive Committee of the Association.
 - (2) Should a Delegate vacancy occur in an organized State or organized Regional Division, such vacancy shall be filled immediately by the Executive Committee of said organized State or organized Regional Division.
 - (3) Should a Club Delegate vacancy occur, such vacancy shall be filled immediately by the appointment from among the Affiliate Club governing members.
- B. Reasons for removal of a Delegate.
 - (1) Improper conduct: Improper conduct is defined as, but not limited to: abusive, threatening, and/or bullying language and/or behavior; preferential treatment for themselves and/or others; misrepresentation or misuse of the USCA in any capacity; misrepresentation or misuse of a Delegate's position or authority within the USCA in any capacity; misuse of USCA fiscal or physical property; personal gain from any USCA activity other than any personal competition rewards and/or awards.
 - (2) Failure to pay dues.
 - (3) Failure to fulfill responsibilities.
- C. Reports of misconduct shall be made in writing to the Executive Officers in whole (President, Vice President, Secretary and Treasurer) and confirmed by tangible evidence and/or witnesses. The Executive Director will be notified of any confirmed reports. The Delegate will be contacted and permitted to present his/her views to the Executive Committee and/or the Executive Director. After the review, action taken shall be as follows:
 - (1) First offense: Written warning from a representative of the Executive Committee;
 - (2) Second offense: Dismissal as a Delegate, including dismissal from any Officer and/or Committee Chair positions for a period of two (2) years;
 - (3) Third offense: Cancellation of membership and all membership benefits and dismissal from all positions within the USCA for a period of five (5) years. Life Members may be reinstated as Life Members upon application to the Executive Committee at the conclusion of the five (5) year period. *Each reported offense from separate parties on the same offense is considered as one offense.* A majority vote by the Executive Committee shall constitute the final decision as to any offense. The Executive Director will enter his/her sealed vote at the time of voting and said vote will be opened only in the event of a tie decision.
 - (4) Delegates shall be replaced as stated in ARTICLE IV Section 3 A (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 exceeds 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.
- F. Review and authorize any contracts either verbally or in writing that would obligate the Association financially and/or legally. A majority vote of the Executive Committee and the Executive Director shall together approve the proposed contract.

Section 2 - Standing Committees

- A. The Chairmen shall be selected by the President subject to approval by the Board of Directors who shall conduct themselves in a respectful manner to all people and members while performing their duties as a committee chair in the USCA. Report(s) of misconduct will be reviewed by the President and/or the Executive Committee as a whole and may result in removal from the chairman's position.
- 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. No committee chair or member may enter into any proposed contract on behalf of the USCA either verbally or in writing unless that proposed contract has first been reviewed and approved by a majority vote of the Executive Committee together with the Executive Director. An item that appears in the approved budget does not by itself authorize a committee chair or member to enter into any contract.
- 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, Kayak Chairman, Safety Chairman, Sprint Chairman, International Chairman and the Chairman of Technical Inspection. There shall be at least six (6) members present and together to handle any 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. The Chairman shall serve as the facilitator in coordinating the meetings of this committee.
 - 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 with approval of the Executive Committee.
- (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 *CANOE NEWS*.

AUDITING

- (1) Appointed at the Semiannual Meeting of the Association.
- (2) Be composed of three (3) members: one (1) Delegate, one (1) Governing Member, if at all possible, and one (1) former Executive Committee member. Members will serve three (3) staggered terms. (*Beginning in 2003, the appointments were made with the understanding that the members would serve either a one (1) year term, a two (2) year term or a three (3) year term. From 2004 on, one (1) appointment will be made annually for a three year term.*)
- (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 the 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) Along with the Nationals Coordinator, assist the host and/or sponsor of the Association's National Canoe and Kayak Championship races. Ensure that the name "The USCA National Canoe and Kayak Championships" is placed first at all times. Sponsor names shall be listed after the title "The USCA National Canoe and Kayak Championships."
- (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 and Kayak Orienteering, Dragon Boats, Kayak, National Awards, National Adult and Youth Sprints, Outrigger Boats, Stand Up Paddleboards, Swan Boats, and Voyageur Canoes.
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. Kayak - work with kayak associations and report activities as related to USCA members; act as an information and distribution resource for kayak activities; serve as a focal point to facilitate discussion on kayak issues; develop and maintain (USCA) kayak competition rules, specifications, method of measurement, and safety requirements; recommend and review kayak classes as needed; work with the Nationals Race Sponsor and the Competition Chairman in any kayak related matter.
 - d. 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, and special age recognition; prepare all medals for each days events as well as revolving trophies and National Championship shirts or 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. A trophy won by a non-U.S. team or individual may be awarded or remain in the U.S. in the possession of the Awards Committee at the discretion of the Awards Chair.
 - e. 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.

- f. 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.
- g. Stand Up Paddleboard (SUP) - establish rules and regulations for conducting Stand Up Paddleboard competition at USCA Nationals and local area competition events; establish classes for this event; develop and maintain (USCA) SUP rules, specifications, method of measurement; safety requirements; work with the Nationals Race Sponsor and USCA Competition Chairman in any SUP related matter; work with the other SUP associations and report activities as related to USCA members.
- h. 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.
- i. 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.

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 solution 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 (Currently inactive)

- (1) Shall be composed of chair who is a former Nationals organizer, the Competition 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 Group Committee and the National Awards Committee.

INSTRUCTOR CERTIFICATION

- (1) The Chairman shall be appointed by the President from one of the Instructor Trainers to serve until replaced.
- (2) The Committee selects and the Delegates approve the addition and removal of the Instructor Trainers. The details shall be left to the procedures outlined by the USCA Instructor Manual.
- (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) USCA Certified Instructors will teach the sit and switch paddling technique. USCA Instructors that are certified in other approved paddling techniques may teach kayak, FreeStyle, SUP, outrigger canoe, and others that may be developed as supported disciplines.
- (5) Develop job descriptions and responsibilities for a USCA Instructor Trainer and a USCA Instructor.
- (6) Shall develop a reasonable enrollment fee for a USCA Instructor Trainer, a USCA Instructor and the basic canoeing course.
- (7) Provide adequate equipment for the certification courses.
- (8) Coordinate appropriate dates for conducting certification courses in conjunction with the USCA Nationals, meetings and other significant schedules.
- (9) The Certification Committee and the Membership Chair will work together to maintain a database of certified Instructors.

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.
- (4) Shall serve on the Arbitration Committee during the Association's National Canoe and Kayak Marathon Championship events.

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 a list of GO-GETTERS {see Life Membership: Article II, Section 1. A (2)}. Prepare a list of GO-GETTERS to be published in the *Canoe News* magazine annually. The GO-GETTER program will cease to exist on December 31, 2019. (Members who recruit fifty (50) or more members prior to 12/31/2019 will be eligible to receive an Earned Life Membership. After that date, members with less than 50 recruits will have this number of recruits deleted from the membership database.)
- (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 *CANOE NEWS*. The final notice shall be a separate mailing from *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) This 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 for 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.
- (5) Along with the Competition Committee, assist the host and/or sponsor of the Association's National Canoe and Kayak Championship races. Ensure that the name "The USCA National Canoe and Kayak Championships" is placed first at all times. Sponsor names shall be listed after the title "The USCA National Canoe and Kayak Championships".

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 is 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.
- (4) The Nominating Chair shall release the aforementioned slate of Officers for the Association and the résumés to the Delegates no later than two (2) weeks prior to the Annual Business Meeting via either email or postal mail.

PUBLICATION – Official (EDITOR)

The President shall appoint the Editor who will serve as the Publications Chair with the approval of the Board of Directors (Delegates). The Chair shall appoint the committee members.

The duties of the 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 *Canoe News* to all members as a quarterly published magazine or sent as a digital e-file.
 - a. All publications shall bear the Association's trademarked logo.
 - b. The official name of the publication is *Canoe News*.
- (2) Assure that the official publication shall reflect the editorial policy of the Association.
- (3) The Publication and Executive Committees and the Executive Director shall assume the ultimate responsibilities for the editorial policy.
 - a. The Editor/Publications Committee shall be responsible for accepting or rejecting content for inclusion in *Canoe News*.
 - b. In the event the Editor rejects a report by a member of the Executive Committee or the Executive Director for publication in the *Canoe News*, the rejected author may seek a majority decision to overrule the decision of the Editor from the remaining Executive Committee members and the Executive Director and abide by that decision.
- (4) Shall prepare an annual publishing plan and a budget for *Canoe News* for approval by the Delegates at the Annual Meeting.
- (5) Shall coordinate and negotiate with providers of print design services, printing and mailing services as set forth within the contract policies of the USCA.
- (6) Shall work with the officers and all committees to help promote their goats and those of the USCA to promote membership.
- (7) Shall work with the Webmaster or Website Committee Chair.
- (8) May appoint an Advertising Manager with the approval of the President in the event that a Marketing Chairman has not been appointed. The Manager shall:
 - a. Solicit advertising revenues for the official publication and maintain liaison with the advertisers.
 - b. Set advertising rates with the Executive Committee approval.
 - c. May place advertisements in other publications for the promotion of membership, sale of the Association's publication, and other material for sale to the public, in accordance with the Association's contract rules.
- (9) In the interest of compliance with IRS Regulations pertaining to 501 (c)(3) organizations and good business practice for the USCA, continue to obtain three (3) competitive bids per year for printing costs.

- (10) For each year, obtain a binding agreement as to costs with the printer, approved prior to execution, by the majority vote of the combined Publications Committee and the Executive Committee.
- (11) The Treasurer shall provide the Executive Committee and the Executive Director with a cost report in a timely manner following each *Canoe News* issue.

PUBLICATIONS – Special

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

PUBLICITY AND PUBLIC RELATIONS

- (1) 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.
- (2) Encourage and promote affiliated clubs to develop projects which further the purposes of the Association.

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)

This committee was deleted January 11, 2003.

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

This committee was deleted on January 11, 2003.

USCA BYLAWS – RULES AND REGULATIONS REVIEW AND OVERSIGHT

- (1) Shall be responsible for maintaining the accuracy and clarity of the Rules and Regulations governing the Association.
- (2) Shall review the Rules and Regulations of the Association on an annual basis to make sure they are consistent with current policies and the operations of the Association.
- (3) Suggestions for proposed amendments will be accepted from members and Delegates until October 15.
 - a. Suggestions for these proposed amendments will be reviewed and evaluated by the committee.

- b. Will ensure that proposed amendments do no conflict or duplicate other rules are already established.
 - c. A document with the proposed amendments will be prepared in the established format.
 - d. All proposed amendments shall be 501 (c) (3) compliant for nonprofit tax exempt organization requirements of the Internal Revenue Code.
- (4) Distribute all proposed amendments to the Officers, Delegates and Committee Chairs by either email or postal mail no less than six (6) weeks prior to the annual meeting.
 - (5) At the Annual Meeting, the Chair or the President presents the Proposed Amendments to the Rules and Regulations to the Delegates.
 - a. Only the Proposed Amendments presented at the meeting may be revised and voted on to be accepted or rejected as presented and/or amended.
 - b. A two-thirds (2/3) majority vote of the Delegates present is required to approve any amendment.
 - (6) Following the meeting, the approved amendments will be incorporated into the main document and sent by electronic format to the webmaster who will post the completely updated document on the USCA website.

USCA ICF WORLD CHAMPIONSHIP GRANTS (SCHOLARSHIP) PROGRAM

- (1) Be composed of at least three (3) USCA Delegates, one (1) of whom represents the USCA kayak contingent all of whom shall be appointed at the Annual Meeting by the President and not be related to any potential Grant recipient.
- (2) Shall receive, review and deny or recommend requests for USCA ICF Worlds Marathon or Sprint Championships and Canoe Ocean Racing elite international competition grants based on (financial) need and meeting eligibility.
- (3) Shall submit the committee's recommendations to the Executive Committee and Executive Director for the approval of the requests for the USCA ICF Worlds Grants. Upon approval by the Executive Committee, the treasurer will be authorized to disburse the funds as described in ARTICLE VIII DESIGNATED FUNDS – Section 5.
- (4) Be responsible for updating and submitting the application for this Grant as well as the other criteria related to this Grant to the webmaster.
- (5) Shall determine eligibility for a USCA ICF Grant – Athlete must:
 - a. be a USCA member at the date of application, an adult paddler must have a minimum of five (5) years continuous USCA membership at the time of grant application, with a minimum combined total of three (3) years of participation at USCA Nationals and/or service as a USCA delegate and/or USCA committee member during the preceding five (5) year period. A junior member (under 18) shall meet the above requirements except have competed in at least one (1) prior USCA National Championship and have a total of three (3) years of continuous USCA membership.
 - b. be fully eligible, and officially designated by USACK*, as a U.S. team member to the ICF Junior/Senior or under 23 World Marathon and/or World Sprint Championships, or have demonstrated their excellence by placement in major Canoe Ocean Racing events with results submitted to the ICF Scholarship Committee for approval for which financial support is requested.
 - c. submit a request for support to the USCA ICF Worlds Grants Committee no later than July 15th of the year for which USCA Worlds Financial Grant is being sought.
 - d. *USACK is not naming a 'national team' for Canoe Ocean Racing. Until such time, USCA via its ICF World Grants committee will compile a list of major Canoe Ocean Racing events that could be considered for qualification.
 - e. It is intended that this grant be limited to support ICF Junior-Senior World Marathon or Sprint Championships, World Cups and other events with significant elite international competition where competitors must be selected and designated by their national governing bodies, and not the ICF World Masters World Championships, which is essentially an open competition.

USCA INSURANCE PROGRAM OVERSIGHT

Duties of the chair are as follows:

- (1) Has an understanding of the USCA Insurance Program and the USCA sanctioning requirements.
- (2) Shall work with the USCA Competition Chair or his designee to sanction all new events submitted by USCA event organizers who request liability insurance. Confirms with the Membership Chair each event organizer is a current USCA organization member.
- (3) Shall work with the insurance agency hired to administer the USCA Insurance Program and review the documents submitted to the event organizers for accuracy.
- (4) May be appointed as the USCA designee to whom all Insurance Documents are sent.
- (5) Shall be responsible to complete and submit all forms required to be sent to the Insurance Carrier as directed.
- (6) Present the new policy and premium rates to the Executive Committee for Delegate approval at the Annual Meeting along with recommended rates for the coming year.
- (7) Develop the guidelines for the Insurance Program and post on the USCA Website. Maintain the accuracy of the applications and other forms as needed.
- (8) Establish procedures for the Insurance agency to follow to assure compliance with USCA requirements to be able to prepare all appropriate reports and records as needed.
- (9) Direct the agency to preserve all appropriate insurance related records for legal documentation for the length of time required by the insurance carrier. (Signed Waivers.)
- (10) Promote the use of the USCA Insurance Program through the *Canoe News* magazine and the USCA website.

USCA WEBMASTER and WEBSITE

The President shall appoint the Webmaster who will serve as the Website Committee Chair with the approval of the Board of Directors (Delegates). The Chair shall appoint the committee members. The Webmaster duties include the following:

- (1) Be responsible to format and maintain the officially approved USCA websites, and keep all Association information and documents up to date thereon;
- (2) ensure that all USCA websites shall bear the Association's trademarked logo;
- (3) keep necessary licensing current and provide statements to the treasurer;
- (4) have expertise in website management;
- (5) manage website security;
- (6) coordinate and negotiate with providers of web design services, with web hosting and domain name registration services as set forth within the contract policies of the USCA;
- (7) prepare an annual website plan/report and submit and budget for the website for approval by the Delegates at the Annual Meeting;
- (8) submit all website contracts to the Treasurer for pre-approval by the Executive Committee and the Executive Director;
- (9) work with all committees to promote their goals to promote membership;
- (10) work with the Publication Committee Chair and *Canoe News* Editor;
- (11) at her/his option, may appoint an Advertising Manager with the approval of the President in the event that a Marketing Chair has not been appointed. This Manager:
 - a. shall solicit advertising revenue for the Association's official website and maintain liaison with the advertisers;
 - b. set advertising rates with Executive Committee approval;
 - c. may place advertisements in other websites for the promotion of membership and other material, in line with the approved budget and contract policies of the USCA.

The Webmaster and the Executive Committee and the Executive Director shall assume the ultimate responsibility for the content on the website and for the editorial policy of the Association. However:

- (1) while the Webmaster/Website chair shall be responsible for accepting or rejecting content for inclusion on the website, committee reports may only be published with the approval of the Executive Committee;

- (2) in the event that the Webmaster rejects a report by a member of the Executive Committee or the Executive Director for publication on the website, the rejected author may seek a majority decision to overrule the decision of the webmaster from the remaining Executive Committee members and the Executive Director except for the President, who will have the deciding vote in the event of a tie and abide by that decision;
- (3) the event that the Webmaster rejects information/articles/photographs for publication on the website provided by a Committee Chair that is under the purview of that Committee, the rejected author of said material may seek a majority decision to overrule the webmaster from the Executive Committee and Executive Director who together shall make this decision and the Committee Chair shall abide by the decision.

SOCIAL MEDIA

The President shall appoint the Social Media Chair with the approval of the Delegates. Shall work with the Webmaster and Website Committee Chairs. The Social Media duties include the following:

- (1) Understand social platforms (i.e. Facebook, Twitter, YouTube, etc.) and major updates and layout changes every year, stay up-to-date on those changes and make sure the USCA is always using the platforms in the best way possible.
- (2) Regularly write content for blogs, promotional posts for social networks and copy for websites as necessary.
- (3) Teach USCA members about current social trends and explain how they impact paddlesport.
- (4) Facilitate conversations among members online and interact with others to answer any questions they have and provide support.

WOMEN'S INTERESTS

- (1) Review competition paddling events both national and international to accumulate data on where equitable recognition is or is not demonstrated.
- (2) Converse diplomatically with the appropriate organizations to encourage competitive paddling either by forming teams, providing clinics, supplying equipment, coaching or financial support to female paddlers, or by recognizing and appropriately acknowledging athletic achievement by women and girls in marathon paddling. Make the case for equity in such recognition and acknowledgement of female athletic endeavors in marathon paddling.
- (3) Compile materials on training and race organization for groups that are interested in developing growth in paddlesport through recognizing athletic achievement in the sport by women and girl athletes.
- (4) Compile materials on female fitness for participation in marathon paddlesport. Educate women and girl paddling athletes in how to learn proper training and technique for paddling either for fitness or for competition.
- (5) Connect organizations with similar goals as the USCA Women's Interests Committee in order to form a coalition for developing paddlesport as a whole, through building female paddling athletic endeavors both individually and collectively.

YOUTH ACTIVITIES

- (1) To provide a means of involving youth in USCA'S FIVE STAR programs.
- (2) To recognize Affiliated Clubs who have youth programs to promote more youth programs which encourage youth participation in canoeing, kayaking and standup paddleboards and encourage participation at the USCA National Championships.
- (3) Youth ages shall be defined as stated in the Membership Classification, ARTICLE II MEMBERSHIP, Section 1 Junior A.
- (4) Administer Youth Activities Fund with the Executive Committee to promote more youth to participate in paddlesports.
- (5) Shall work with the Competition Chairman and be responsible for the monitoring, coordination and facilitation to conduct a National Championship Youth Sprint event.

- (6) Shall calculate points and award the Youth Sprint Divisional trophy to the USCA regional division with the most points accumulated from those youth in the specified regions that had competed in the National Youth Sprints. The trophy is to be awarded as soon as possible after the conclusion of the sprints, but no later than the Awards Ceremony on the Sunday of Nationals. Refer to the USCA Competition Rules, Appendix 5 for information on how to calculate points and the grouping of the USCA Divisions.
- (7) Shall be responsible for all activities in regard to the Barton Cup Challenge. The Chair may delegate these duties to someone who would develop and administer the program, but will work closely with the Youth Activities Committee and would be a sub-committee of this committee.

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. *(For clarification, the first day of the three (3) day Annual Convention Meeting weekend starts on the second Friday of January.)*

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 to: 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 (Delegates). 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 less 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 is under the jurisdiction of the Treasurer, Membership Chairman and the International Committee.

Section 3 - Youth Activities Fund

- A. Purpose: To assist in the promotion of paddlesport programs for youth.
- B. Funding: A minimum of 25% of Junior Dues shall be placed into this fund annually and shall be accumulated until distribution. An additional amount may be budgeted annually. Donations may be directed to this Fund.
- C. Distribution: Provide an award for those who increase the number of youth paddlers in the USCA and at the USCA Nationals Championships.
- D. Administration: The USCA Treasurer shall disburse the budgeted monies upon approval of the Executive Committee and the Youth Activities Chair(s).

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 within the General Fund.
- B. Distribution: All income shall be allocated to, but not limited to the following activities: USCA Education programs, *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.

Section 5- USCA ICF Worlds Grant Fund

- A. Purpose: An annual amount of three thousand dollars (\$3000.00) shall be set aside in the budget for distribution among Association members who have been officially designated by USA Canoe and Kayak as a United States team member for the ICF Junior-Senior World Marathon or

Sprint Championships or other events with significant elite international competition for which financial support is requested.

- B. Distribution: This fund shall be distributed on the basis of need as determined by the USCA ICF Worlds Grants Committee and approved by the Executive Committee. Disbursement to any one individual shall not exceed one thousand dollars (\$1000.00) annually. No more than five hundred dollars (\$500.00) may be awarded to any qualified individual attending another ICF event. One thousand dollars (\$1000.00) is the maximum total annual awards to any one individual attending multiple international events.
- C. Administration: The administration of these funds shall be under the jurisdiction of the Treasurer and the USCA ICF Worlds Grant (Scholarship) Committee. The Membership Chair will verify the current membership status of each applicant and the number of years of membership in the Association.

ARTICLE IX PARLIAMENTARY PROCEDURE

Robert's 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 INDEMNIFICATION

The USCA hereby agrees to and shall indemnify any and all Officers and Directors and hold any and all Officers and Directors harmless, to the fullest extent permitted by applicable law, from and against any and all Expenses and Liabilities actually and reasonably incurred by any and all Officers and Directors or on an officer's or Director's behalf in connection with any and all Proceeding(s) brought against an Officer(s) or Director's by reason of the fact that the Officer(s) or Director(s) is or was an Officer or Director of the USCA or which relates to the officer(s) or Director(s)'s service(s) as an Officer or Director of the USCA. The USCA may, in its discretion, advance expenses actually and reasonably incurred to any Officer(s) and Director(s) in connection with any Proceeding(s) brought against an Officer(s) or Director(s) within 20 days after receipt by the USCA of a written request for advancement of expenses, which request may be delivered to the USCA at such time and from time to time as the Officer(s) and/or Director(s) deems appropriate in his or her sole discretion. Advances shall be made without regard to the Officer(s) or Director(s)'s ability to repay such amounts and without regard to the Officer(s) or Director(s)'s ultimate entitlement to indemnification or otherwise. Any such advances shall be made on an unsecured basis and be interest free. This statement of indemnity and advancement of expenses is intended to be interpreted broadly to include any person(s) who may be covered by the Directors and Officers Liability policy held by the USCA and is intended to be interpreted broadly to include any and all expenses incurred by any person(s) covered including, but not in any manner limited to, deductibles, self-insurance, attorney's fees, court costs, deposition costs, court reporter fees, travel and all other costs, expenses and obligations actually paid to another or incurred in connection with investigating the facts underlying the Proceeding, preparing to defend and defending the Proceeding or preparing for and participating in the Proceeding as a witness, or any of the foregoing expenses incurred on appeal. The word "Proceeding" is intended to be interpreted broadly to include, but not be limited to, any threatened, pending or completed action, suit or other proceeding (which shall include an arbitration or other alternate dispute resolution mechanism or an inquiry, investigation or administrative hearing), whether civil, criminal, administrative or investigative in nature (including any appeal therefrom) and whether instituted by or on behalf of the USCA or any other party, in any such case, in which the Officer(s) and/or Director(s) was, is or may be involved as a party or otherwise by reason of any association of the Officer(s) or Director(s) position(s) with the USCA, or by reason of any action taken (or failure to act) by him or her or on his or her part while serving in any USCA status (in each case, whether or not serving in such capacity at the time any liability or expense is incurred for which indemnification or advancement of expenses can be provided under this paragraph), or any inquiry or investigation that the Officer(s) and/or Director(s) in good faith believes might lead to the institution of any such action, suit or other proceeding. Exception for Certain Conduct: The USCA shall not be liable for payment of any Liability or Expense incurred by an Officer or Director on account of acts which, at the time taken, were clearly known or clearly believed by the USCA to be clearly in conflict with the USCA's best interests. This paragraph is intended to be applicable within all of the United States of America.

ARTICLE XI 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 the 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 Executive Committee and announced in the Association's Official Publication, or at the Annual or Semiannual Meeting.

ARTICLE XII ORGANIZED STATE AND REGIONAL DIVISIONS

Section 1 - All such organized State or Regional Divisions shall be known as: The _____
(State or Region)

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 who reside 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. (*When only two states remain in a region, they must join together, since no region may only have one state.*)
- 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
- F. NON-U.S. REGIONAL DIVISION. All foreign countries.
 - * Currently organized states or divisions.

Section 4 - Dissolution 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 XIII ENACTMENT CLAUSE

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