

**AMERICAN CANOE ASSOCIATION ATLANTIC DIVISION
BYLAWS and RULES**

BYLAWS

1. Purpose.

The purpose of the American Canoe Association Atlantic Division (Division) shall be to promote the purposes of the American Canoe Association (ACA) at the regional level.

2. Membership.

The membership of the Division shall be that of the ACA members, who live within the boundaries of the Division. ACA Members, who live outside of these boundaries, may join the Division upon request. Members of the Division, who move outside of these boundaries, may retain membership upon request.

3. Boundaries.

The Division shall encompass the downstate counties of New York (Suffolk, Nassau, Kings, Queens, Richmond, New York City, the Bronx, Westchester, Dutchess, Ulster, Sullivan, Rockland and Orange) and the northern counties of New Jersey (Bergen, Passaic, Sussex, Warren, Hunterdon, Somerset, Mercer, Mon-mouth, Middlesex, Union, Morris, Essex, and Hudson). See attached zip code list used by the Membership Department.

4. Meetings.

4.1 Annual Meeting.

The Annual Meeting of the Membership shall take place in the third quarter of the year, and shall serve as an opportunity to hear current concerns in canoesport, and to conduct the annual business of the Division. At the business meeting, there shall be a full report on all Divisional affairs, an opportunity for membership to discuss issues, as well as an opportunity to make nominations from the floor, and to propose amendments to these Bylaws. There shall be at least a month's notice of the Annual Meeting. The quorum shall be one (1%) percent. No proxies shall be allowed.

4.2 The Board of Directors and Divisional Committees

The Board of Directors shall meet at least quarterly, and all committees shall meet from time to time. Meeting notices shall be distributed at least two (2) weeks prior to the meeting. The quorum for these meetings shall be fifty (50) percent, and no proxies shall be allowed.

5. Governance.

The Division shall be managed by a Board of Directors, which shall be elected by the membership, and which shall work in cooperation with members serving on various committees in an appointed capacity.

5.1 The Board of Directors

The Board of Directors shall consist of the Chair, Vice-Chair, Secretary, Treasurer, five (5) Special Directors and two (2) Directors at large.

The Chair shall speak for the Division in matters involving other organizations and the national structure of the ACA, supervise the various affairs of the Division, preside at meetings, and make appointments as indicated below.

The Vice Chair shall assist the Chair in the above duties, and take over those duties in the absence of the Chair, or in the event, that the Chair should be vacated.

The Secretary shall keep the records of the Division, and assist the above officers in their duties.

The Treasurer shall supervise the financial affairs of the Division, and assist the above officers in their duties.

The five (5) Special Directors shall be consistent with that of National structure as follows: for Safety, Education and Instruction; Competition; Conservation and Public Policy issues; Promotion and Recreation; and Property and Camping.

There shall be two (2) Directors at Large, who shall assist with such matters as may be needed from time to time, in order to promote the interests of the Division.

Consistent with that of the National structure, the terms of Board of Directors shall be two calendar years. Staggered two year terms for the Directors at Large will be discontinued at the adoption of these Bylaws and the two year terms.

5.2 Activity Committees.

There shall be such Activity Committees as may be appropriate, to manage various areas within the sport, and to foster participation in canoesport. Each Activity Committee may appoint a representative. In the absence of a nominee, the Board of Directors may appoint a representative. In the event that the Board of Directors rejects a nominee, a new nominee shall be solicited from the Activity Committee. Terms shall be for the one (1) year.

5.3 Standing Committees.

The Chair shall appoint with the approval of the Board of Directors such standing committees as may be appropriate, to address various ongoing concerns of the Division. Terms shall be for two (2) years.

5.4 Ad Hoc Committees.

The Chair may appoint ad hoc committees to address temporary matters of concern, or to accomplish specific tasks, which are not of an ongoing nature. Terms shall be for no more than one (1) year.

6. Property.

6.1 The Camp Committee

The Camp Committee shall be the local management body of ACA Camp SB-2 on Lake Sebago. It shall report to the Board of Directors, which shall supervise its activities and shall approve the assignment of facilities.

The Camp Committee shall consist of ten members, five of which shall be appointed to staggered two year terms. The Affiliated Clubs of the Division, as well as ACA Camp facility assignees and all active Committees shall be consulted in the soliciting of the Camp Committee members. Each Affiliated Club may solicit one candidate for each fifty (50) ACA members, or any part thereof. The Camp Committee shall submit their nominations to the Board of Directors. Towards the end of each calendar year, the Board of Directors shall appoint five members, whose terms shall begin in the new calendar year. Upon rejection of any or all nominees, new nominees shall be solicited from the Camp Committee.

6.2 The Rental Cabins Committee.

The Rental Cabins Committee shall manage the rental facilities at ACA Camp. It shall be appointed by the Chair, with the approval of the Board of Directors for a two-year term. Those members, who have been active in promoting the rental cabins in the course of the year, shall be consulted in the selection of this committee.

7. The Division Reserve Fund.

The Atlantic Division shall maintain a reserve fund, which shall be intended primarily to cover major capital improvement expenses at ACA Camp. The Board of Directors may expend up to ½ of the annual interest earned from the Reserve Fund at their discretion. The Fund may be supported by contributions and donations.

The trustees of the fund shall have experience in financial affairs and fiduciary matters, be members of the ACA Atlantic Division for at least the last five (5) years, and have served on the Divisional Board of Directors. No more than one of the trustees may also be a member of the Divisional Board of Directors at any one time.

There shall be three trustees, who shall be elected towards the end of the calendar year by the Board of Directors to staggered three year terms. Each term shall begin at the beginning of the subsequent calendar year.

Requests from the fund shall be approved by a two-thirds vote of the Divisional Board of Directors. The signature of at least two trustees shall be necessary to withdraw funds. The National Executive Director shall be a signatory on the Reserve Fund Accounts.

8. Elections.

Voting on candidates for the Board of Directors and voting on all matters as required by these Bylaws shall be by mail ballot.

In the event that no candidate for office shall receive a majority of the vote, a plurality of forty percent (40%) shall be sufficient. In the event that no candidate shall receive at least this plurality, there shall be a run off election between the two highest contenders.

9. Resignation and Removal from Office and Vacancies.

Any member of any body or committee within the Division may resign with reason at any time, or be removed for cause. Members of all committees and bodies other than the Board of Directors may be removed for cause by a two-thirds vote of the Board of Directors. Members of the Board of Directors may also be removed for cause, however, a majority of the Board of Directors shall bring charges, and the charges along with the response of the member, shall be referred to the membership for a mail ballot vote: a two-thirds majority of those voting shall be necessary for removal.

Any member, who may be removed for cause, shall have a fair opportunity to respond to charges.

The Divisional Board of Directors shall fill all vacancies for the remainder of the term.

10. Grievance.

Any member may grieve any act of any official or body within the Division. The grievance shall be filed within three months of the event, or the most recent denial of the grievance, and shall be heard at the next meeting of the appropriate party. Grievances shall proceed in the first instance to the local committee or body, in the second to the Divisional Board of Directors, and in the third to the national organization.

11. Amendments.

Amendments to these BYLAWS may be proposed to the Board of Directors for its recommendation, be distributed to the membership with the Annual Meeting Notice, be discussed at the Annual Meeting, and be voted upon by the membership through mail ballot. Amendments may be proposed at the Annual Meeting by members; however, such proposed amendments shall receive the approval of at least a majority of the members in attendance, in order to be placed on the ballot. Approval by a two-thirds majority shall be required by those voting in the mail ballot. Such amendments shall become active upon approval by the National Board of Directors.

12. Rules.

Procedural matters, as well as other administrative details, shall be covered in the Rules.

These may be adopted or amended according to the provisions of Article 11, except that a simple majority shall be needed to adopt and to amend.

13. Enactment.

13.1 Terms.

Currently elected officials shall complete their terms.

13.2 The Annual Meeting.

The Annual Meeting shall be conducted on the basis of these Bylaws.

13.3 Approval.

A two-thirds majority of those voting in a mail ballot referendum shall be necessary for approval. These Bylaws shall become final upon approval by the national organization. In the event, that there should be any interim, it shall function as a tentative plan.

RULES

101. ANNUAL MEETING

The Annual Meeting of the Division will be held at a public place that has facilities and space for discussions and conferences and is easily accessible to the members of the Division. The Board of Directors will publish the date, time and location of the annual meeting in CANOE SPORT in time to reach the membership thirty (30) days before the meeting date. All committees and boards are required to submit written reports.

102. FISCAL YEAR

The Divisional Fiscal Year is from October 1 through September 30.

103. BOARDS AND COMMITTEES

The Board of Directors, as defined in the Bylaws, will transact all business of the Division.

This includes, but is not limited to: 1)The management of all assets, finances, securities, and property within the Division according to these Rules and any other provisions for specific assets and property. 2)The appointment of an audit committee to audit all Division finances. This committee will report to the Board of Directors by the end of November each year. 3)The approval of the annual budget, annual report, and all other planning documents and publications. 4)Process amendments to the Divisional Bylaws and Rules. 5)The establishment of committees and bodies as may be appropriate. 6)The removal of individuals from any appointed positions for cause and reporting this action to the National organization for any additional action, if necessary. 7)The recommendation to the National organization to terminate a member's privileges for actions detrimental to the Division.

If a member of the Board of Directors misses two consecutive meetings without notifying the Chair, the Board of Directors will consider the question of vacancy of that position at its next meeting.

No more than three of the eleven members of the Board of Directors may serve simultaneously on the Camp Committee.

103.1.1 The Executive Board of Directors

The Executive Board of Directors will consist of the Chair, Vice Chair, Secretary and Treasurer. They will schedule the dates, times and places for Board of Directors meetings and plan the agenda. They will remind the other Board of Directors members of previously scheduled meetings and inform them of any special meetings. They will confer about any business that needs an immediate solution and make a temporary decision until the full committee can meet.

103.1.2 Duties of the Officers of the Executive Board of Directors

103.1.2.1 The Chair

The Chair will preside at all Division Meetings and will represent the Division on the National Divisional Committee. In consultation with the Executive Board members, the Chair will set the dates, time, place and agenda of the Board of Directors meetings and the Annual Meeting. The Chair will nominate committee members as provided by the Bylaws and submit an annual report to the Division.

The Chair, with the help and support of the Board of Directors, will promote the growth and development of canoesport within the Division.

The Chair is an ex officio member of all committees except the Nominating Committee. The Chair is a signatory on the Division account.

103.1.2.2 The Vice Chair

The Vice Chair will preside in the absence of the Chair and will assume the office of Chair in case of vacancy. The Vice Chair will assist in the Chair in his duties as activity calendar of the Division. The Vice Chair will nominate the Editor of CANOE SPORT and provide that it is published at least three times per year to inform the members of the Division's activity and instruction schedules and to announce the Annual Meeting and the candidates presented by the Nominating Committee.

To minimize conflicts with other Division Activities, the Vice Chair will contact the Chair of each Activity Committee before the date of the annual meeting is scheduled.

103.1.2.3 The Treasurer

The Treasurer will be in charge of the Division's account and will prepare and present a written report about the account at each Board of Directors meeting. The Treasurer will sign all checks, keep the receipts of all expenditures and submit the books for an audit at the end of the fiscal year. The Treasurer will provide the National Office with all records of accounts as required. The Treasurer will prepare a written report for the Annual Meeting and within thirty (30) days of leaving office, transfer all financial records and accounts to the incoming Treasurer.

103.1.2.4 The Secretary

The Secretary records the minutes of the Board of Directors meetings and the Annual Meeting, conducts all official correspondence, and manages official documents. The Secretary will distribute a written notice of all meetings and copies of the minutes to all Board of Directors members, Activity Committee Chairs, Standing Committee Chairs and, when appropriate, Affiliated Clubs. The Secretary will maintain a current and accurate roster of all committee chairs and members and all other appointed or elected officials. The Secretary will maintain the record book(s) that contain the Bylaws and Rules, and previous meeting's minutes along with any amendments to these documents and have these record books available at every meeting. The Secretary will coordinate membership rosters with the National office and upon request, furnish members with copies of documents at reasonable cost. Within thirty (30) days of leaving office, the Secretary will transfer records to the incoming Secretary.

103.1.2.5 Duties of Directors

The Directors will act as liaison as follows:

1) Safety, Education and Instruction

This Director shall coordinate Instruction, and any other Activity Committees or programs on issues of safety. The Director will coordinate with Affiliate Clubs and Activity Committees to develop annual programs for safety, education and instruction in all phases of canoesport and advertise them to the membership. The Director will plan, advertise and provide annual Instructor Training courses on a Division level.

2) Competition

The Director shall coordinate Marathon, Sailing, Poling, and any other competitive activities or events. The Director will coordinate with Affiliate Clubs to develop athletic training and competition on a Division level.

3) Conservation and Public Policy

This Director shall coordinate Conservation or any other related matters. The Director will be a liaison with Activity Committees and Affiliated Clubs on matters of Conservation and Public Policy. The Director will identify areas of concern in conservation and public policy and alert and involve the membership.

4) Promotion and Recreation

The Director will coordinate with Affiliated Clubs and Activity Committees to develop and advertise activities available to general membership. There should be a minimum of one activity per month from May through September.

5)Property and Camping

This Director will attend the meetings of the Camp Committee and the Rental Cabins Committee. The Director will, with the chairs of the Camp Committee and the Rental Cabins Committee, ensure fair and efficient management of properties on behalf of the membership. The Director will coordinate the development of policies for the equitable management of the properties and coordinate with the Camp Committee Chair and the Rental Cabins Committee Chair to report to the Board of Directors regularly. The Director will ensure that the entire membership is notified in a timely manner when the Camp and the Rental Cabins Committees are accepting applications to rent or to be assigned a facility. The Director will ensure that applications for Cabin Assignments are evaluated so that the Camp Committee's recommendations can be brought to the Board of Directors for deliberation and decision before the end of each calendar year. The Director will be the primary liaison to the National Property Committee.

6)Directors at Large will report on such matters that the Board of Directors may assign to them.

103.2 Activity Committees

The Division will maintain Activity Committees that reflect the interests of the Division's members. These may include but are not exclusive to: Coastal Kayaking, Conservation, Adaptive Paddling, Freestyle Paddling, Instruction, Marathon, Poling, Recreation, Sailing, Sprint Racing, Slalom Racing and Whitewater Open Canoe. The Board of Directors may add other Activity Committees or Special Committees as membership interest demonstrates. The Board of Directors may remove present committees if it is deemed appropriate because of a lack of constituency or activity.

Each activity will keep a record of members who have participated in each activity and event during the year. If an Activity Committee charges fees for activities or events, it will submit a financial report to the Treasurer at the end of the fiscal year.

103.2.1 Annual Meetings of Activity Committees

The Chair shall notify the members of annual programs and will coordinate with the Division Vice Chair when planning the date, time and place of the Annual Activity Committee meetings. The Committee Chair will notify all participants and interested persons of the date, time and place of the Annual Meeting at least one month before the meeting. At this meeting necessary business will be conducted, and they will nominate officers and committee members for the next year. They will take attendance and minutes of the Annual Activity Committee meeting and send a copy to the Division Secretary within two weeks following the meeting. If the election is by mail ballots, the ballots will be sent to the Division Secretary. The election will be completed by December 15. Upon approval by the Board of Directors, the officers and committee members will take office on January 1 of the following year. Those committees that have National Bylaws will conduct the election according to the National Bylaws.

103.2.2 National Bylaws of Activity Committees

Activity Committees with National Bylaws will be governed by those Bylaws.

103.3 Standing Committees

103.3.1 Division Reserve Fund

The trustees of this Fund will meet at the beginning of each year. At this meeting, they will elect a Chair who will be responsible for reporting on the Fund. The Chair will submit an annual report to the Divisional Board of Directors as requested and by August 31 each year. This report will contain all the details of the account from the time of the last report, such as the current balance, disbursements, the nature of investments, and the status of any loans. This report will be available for an audit.

103.3.2 Finance Committee

The Finance Committee will consist of the Division Treasurer, a member from the Division Reserve Fund, the Camp Committee Treasurer, the Rental Cabins Committee Treasurer and a Treasurer from one of the Division's Activity Committees. The Division Treasurer shall serve as the Finance Committee Chair. The Committee will discuss divisional financial issues and the reports of the members regarding the promotion of paddlesport. Each member of the Finance Committee shall comply with all requests from the Committee Chair for submission of detailed financial reports.

103.3.3 Nominating Committee

103.3.3.1 Membership

The Committee will consist of a Chair and other members as described below. At the March Board of Directors meeting, the committee will appoint a convener of the Nominating Committee. By March 1 of each year, all the Activity Committees, Cabins Rental Committee, and Camp Committee will be asked to appoint one person for this committee. Affiliated Clubs may appoint one person for each fifty (50) ACA members, or any part thereof. No member may represent more than one group. The Convener will notify these people in writing thirty (30) days before the time, date and place of the Nominating Committee Meeting. They will hold the first meeting of the Nominating Committee by July 1 of each year. The Chair of the committee will be elected from the members of the committee.

103.3.3.2 Nominations

The Nominating Committee will nominate candidates to fill the officers and director positions and conduct the elections. The Nominating Committee will inform the proposed candidates of the responsibilities of the office as described in these Bylaws and Rules. The Committee will solicit candidates from the membership by publishing an announcement in CANOESPORT including the name and phone number of the Chair or contact person. The Committee may nominate two candidates for each position. They will notify the membership of their slate of officers at the same time the notice is sent announcing the date, time and place of the annual meeting.

The Nominating Committee will also develop a list of possible candidates to serve on the Reserve Fund.

103.3.3.2 Elections

Nominations may be made from the floor at the Annual meeting. A proposed candidate need not be present at the meeting, but the Nominating Committee Chair must have written acceptance of the nominee to the position.

By the date of Annual Meeting, all candidates may submit a written statement of 100 words or less of their qualifications for the position. These statements will be mailed with the ballots. Statements submitted after that date will be published at the discretion of the Nominating Committee Chair. The names of all candidates will be placed on a ballot identifying the candidates proposed by the Nominating Committee. Ballots may be mailed first class to all voting members within four weeks after the date of the annual meeting to be returned three weeks after the mailing date. In the case of a bulk rate mailing, the ballots will be returned within six weeks. The results of the election will be published in the next issue of CANOESPORT.

If the nominations for all of the offices and Directors are uncontested, the election will be by the Secretary casting one vote at the Annual Meeting.

103.3.4 The Camp Committee

103.3.4.1 Purposes of the Camp Committee

The Camp Committee derives its authority to manage the ACA Atlantic Division Camp directly from the Atlantic Division Board of Directors. It operates the camp in a manner consistent with the stated purposes of the Camp that are first, to promote the programs of the American Canoe Association and second, to provide the members of the American Canoe Association and their guests with opportunities to engage in canoe sport.

103.3.4.2.1 Officers and Executive Committee

The Camp Committee will elect from among its members a Chair, Vice Chair, Secretary and Treasurer. They will perform the same duties for the Camp Committee that the Division's officers perform for the Division and will be the Executive Committee of the Camp Committee.

103.3.4.2.2 Subcommittees

The Camp Committee Chair, with the approval of the committee, may appoint as many subcommittees as needed to fulfill the stated purposes of the Camp. At a minimum, there will be five Standing Camp Subcommittees: Finance, Program and Hospitality, Building and Grounds, Waterfront & Safety, and Selection and Evaluation of Assignees. Each of these standing subcommittees will consist of three (3) to five (5) members. One (1) or two (2) members will be Camp Committee members, the remaining members will be drawn from non-Camp Committee members who wish to be active in the Camp Committee affairs.

103.3.4.3 Publication of Members

The membership roster of these Committees will be published yearly.

103.3.4.3 Camp Policies

The Camp Committee establishes policies, procedures and rules to fulfill the purposes stated above. For the safe operation of the camp, the Camp Committee establishes Camp Rules that all members and guests using the Camp are required to follow. The current Camp Rules are published each Spring in CANOESPORT and are posted in the camp.

It establishes specific policies and procedures for the assignment of the Camp's cabins and tent platforms. These policies and procedures are to include the following minimums. Availability for assignment of cabins and tent platforms will be advertised to the general membership. The assignment of facilities to the various constituencies in the division will give priority to the Camp Committee, Rental Cabins, Affiliated Clubs, Activity Committees and general membership in that order. The maximum assignment period for all cabins and tent platforms in the camp is to be four years. Rental Cabins, Division Activity Committees and Affiliated Clubs are to reapply after each assignment period. If they desire and continue to qualify for assignment, they may be reassigned to their current cabin or platform. The system of rotation is to give priority in assignment to qualified applicants who have not previously had a facility assignment.

It establishes and publicizes policies and procedures regarding initial and continuing eligibility for assignment of a cabin or tent platform in the camp. At a minimum, all members, committees and clubs must have been an ACA member for at least 36 months prior to application. Clubs also must have had a minimum of twenty (20) voting members for the past 36 months. Division Activity Committees must have had ten (10) voting members for the past 36 months.

103.4.5 Rental Cabins Committee

The mission of the Rental Cabins Committee is to provide the membership the opportunity to utilize the facilities at the ACA Camp at Lake Sebago. Cabins and tent sites may be rented to ACA members groups or adult members of the ACA from May 1 to October 31. The Rental Cabins Committee will publicize the availability for rentals before the beginning of the season.

It will charge fees to cover its operating expenses and may adjust its fees with the approval of the Board of Directors. It will submit an annual financial report to the Treasurer and will make its accounts available for an audit. With the approval of the Board of Directors, it may make or revise such operating policies and procedures as necessary to fulfill its mission.

103.3.5 Publicity

The Committee will consist of one (1) member from the Division Board of Directors and the Editor of CANOESPORT. They may select other members as needed. They will identify opportunities for publicizing the ACA and the Division and follow through on these opportunities.

104 PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order, Newly Revised will guide the Division in all cases where they are applicable and are consistent with the Bylaws and Rules and any special rules of order that the Division may adopt.

105 AFFILIATED CLUBS

ACA Affiliated Clubs contribute to the vitality of the Atlantic Division. They provide important opportunities for growth in leadership, instruction and a variety of recreational opportunities in canoe sport.

105.1 Terms for Affiliation

The terms for a formal club affiliation charter are established by the National Board of Directors.

105.2 Requirements of Affiliated Clubs

The Club and its members agree to abide by all rules and regulations established by the various committees sponsored or administered by the Atlantic Division.