

**USA Canoe/Kayak
BYLAWS of the WILDWATER COMMITTEE**

The Board of Directors of the Wildwater Committee hereby agrees to these amended Bylaws of the USACK Wildwater Committee as of November 8, 2015.

I. Name.

This organization shall be known as the WildWater Committee (WWC) of the USA Canoe/Kayak (USACK) organization. In these Bylaws whenever the name Committee or the contraction WWC appears, it shall be taken to mean the Wildwater Committee of the USACK organization.

II. Purpose.

- A. To promote Wildwater paddling as a sport and encourage its growth through the development of competitive, recreational, and education programs.
- B. To administer and coordinate the selection events for representation of United States Wildwater Teams in ICF sanctioned competitions.

III. WWC Membership.

- A. Any paddler may become a Member of the WWC by registering as a USACK member, paying the annual affiliation fee as set by the USACK Board, and designating wildwater as their primary paddlesport. Members will receive WWC newsletters, WWC meeting minutes, competition updates, and shall be entitled to vote in elections for committee officers.

IV. Wildwater Committee Officers.

- A. The officers of the WWC shall have the authority to
 - 1. raise funds for fulfilling the purposes outlined in section II,
 - 2. administer and distribute those funds,
 - 3. engage in activities to promote wildwater in the United States,
 - 4. select dates, locations, and rules for national championships and age group national championships,
 - 5. select dates, locations, and rules for USACK wildwater team selection, and
 - 6. designate a team manager and a team coach for the USACK Junior and Senior Wildwater Teams.
- B. Number of officers:
 - 1. The WWC shall consist of not less than seven (7) officers and not more than thirteen (13).
 - 2. The officers of the WWC shall specify the number of officers for the next term before each election.
 - 3. The officers of the WWC may name up to 4 additional honorary officers who have special expertise or qualifications that allow them to assist the WWC. Honorary officers are non-voting.
- C. Officers of the WWC serve two year terms beginning on January 1 of an even year and ending on December 31st in an odd year.
- D. Officers of the WWC may serve up to four (4) consecutive two year terms for a total of eight (8) consecutive years, and then must take one (1) full term off before seeking re-election to the WWC.

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E. Election of officers to the WWC:

1. Every two years, open positions on the WWC will be filled in an election from the members of the WWC.
2. Before an election the WWC shall prepare and publish in an official communication a list of nominees to fill vacancies on the Board, together with their names, a brief summary of their background and qualifications, and a voting mechanism to be used for the election. The WWC may accept suggestions from any member for nominations.
3. Members are entitled to vote for the same number of candidates for which there are WWC committee positions to be filled.
4. Votes will be collected and tallied by an employee of USACK not serving as an officer of the WWC.
5. Candidates for a position on the WWC must receive at least one vote in order to serve on the WWC.

F. Resignation:

1. Any officer of the WWC may resign at any time by delivering written notice to the WWC as a whole, the Chairperson, or the Secretary of the WWC. Written notice includes email. A resignation shall be effective on the date when it is received, unless the notice specifies a later effective date.

G. Removal of officers of the WWC:

1. At a meeting of the WWC an officer of the WWC can be removed from office with good cause by a two-thirds (2/3) vote of the WWC officers.
2. No officer of the WWC shall be removed except pursuant to a procedure that is fair and reasonable, and carried out in good faith. If the WWC does not set further specific procedures for removal by resolution, the following procedures shall apply:
3. Notice of removal proceedings will be provided to the officer in question at least fifteen (15) days in advance of such proceedings. Such a notice will list the specific reasons removal action is being taken and provide a mechanism for the officer to defend his or her position.

H. Vacancies:

1. Vacancies on the WWC may be filled by appointment with a majority of the officers of the WWC in agreement.
2. Appointed officers will serve until the next election.

I. Voting at WWC meetings:

1. Each officer of the WWC shall have one (1) vote on all issues before the WWC. Votes may be conducted via email or conference call at the discretion of the presiding officer.

J. Subcommittees:

1. The WWC may appoint subcommittees to provide smaller work groups for areas of special interest. Subcommittees can be formed by suggestions of the WWC officers or affiliate members. Subcommittee members can be appointed by the chair or a majority vote of the WWC board. Subcommittee members will select a primary contact and spokesperson on the committee for their WWC related activities. Subcommittee members do not have to be WWC officers but do have to be WWC members.

K. No officer of the WWC shall be compensated for their activities as an officer of the WWC.

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- L. From among the officers of the WWC, the following positions (with duties as specified below) will be selected by majority vote of the officers.
1. Chair:
 - i. The duties of the Chair shall be to act as the liaison between the WWC and the board of USACK; to prepare agenda for and to call and preside over meetings of the WWC; to appoint subcommittees and act on behalf of the committee between meetings of the WWC; and to assure the WWC selects an election officer for committee elections administration in odd numbered years.
 - ii. The Chair bears overall responsibility to set an annual agenda of committee goals for advancing ongoing instructional, competitive, and promotional programs and is also to act upon budget matters pertaining to WWC allocations in absence of the Treasurer.
 - iii. No one individual may act as chairperson for more than two (2) consecutive terms of office for a total of four (4) years.
 2. Vice Chair:
 - i. The duties of the Vice Chair shall be to preside over meetings of the WWC in absence of the Chair; to coordinate and report the activities of subcommittees as directed by the Chair.
 3. Secretary
 - i. The duties of the Secretary shall be to keep the minutes of the WWC and to make them available to the officers and affiliate members of the WWC; to maintain current versions of the bylaws, national rules, age group national rules, and team selection rules, to keep a register of contact information for all current officers of the WWC and to maintain copies of any other official correspondence
 4. Treasurer
 - i. The duties of the treasurer are to maintain the financial records for the WWC, including tracking income and expenses during each calendar year, making regular financial reports about to the chair and the officers of the committee, working directly with other officers as appropriate to maintain the donor database and records of current and past wildwater budgets passed by the committee, and communicating with USACK to ensure the USA Wildwater funds are correctly accounted for, and that the organization remains in compliance with IRS guidelines regarding 501(c) status of USACK.
 5. Athlete Representatives (2):
 - i. The Athlete Representative shall have participated in Wildwater National Championships within the past two years, or have been a member of the US Wildwater Team within the past four years.
 - ii. One Athlete Representative shall be elected from the eastern portion of the United States, inclusive of all states east of the Mississippi River, and Minnesota, Arkansas, Missouri, Iowa, Louisiana, and Texas.
 - iii. One representative shall be elected from west of the Mississippi River, excluding the specific states mentioned in part ii).
 - iv. The duties of the athlete representatives are to maintain regular contact with current, active wildwater racers across the country and to communicate the views of the athletes to the WWC.
 6. Other positions as determined by need.

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- M. The following duties will be assigned to officers of the WWC after the positions in section L are determined. Duties in each section below may be split between officers as needed. Additional positions (as in section L.6.) may be designated in order to accommodate these needed roles.
1. National championship organization
 - i. Finding locations for nationals at least one calendar year in advance of the races, and ideally two years in advance.
 - ii. Providing race directors with support to ensure a quality wildwater event occurs.
 - iii. Coordinating with race directors on publicity.
 - iv. Coordinating between race director and USAWW sponsors to provide for at cost or in kind donations to event prizes.
 - v. Coordinating with race director to set budget for events and obtain payment from USA WW funds (review of race director's expenditures is required prior to payment from wildwater committee funds).
 - vi. Providing information to webmaster to notify membership about the race location and registration.
 - vii. Planning for wildwater clinics, demos, and other events at the race to promote the sport of wildwater.
 2. Senior Team Trials organization
 - i. Finding team trials locations in the US at least one calendar year in advance of the races, and ideally two years in advance.
 - ii. Providing race directors with support to ensure a quality wildwater event occurs.
 - iii. Keep an updated master copy of all required documents for assisting race directors on USAWW website.
 - iv. Coordinating with race directors on publicity.
 - v. Coordinating between race director and USAWW sponsors to provide for at cost or in kind donations to event prizes.
 - vi. Coordinating with race director to set budget for events and obtain payment from USA WW funds (review of race director's expenditures is required prior to payment from wildwater committee funds).
 - vii. Providing information to webmaster to notify membership about the race location and registration.
 - viii. Planning for wildwater clinics, demos, and other events at the race to promote the sport of wildwater.
 3. Junior Team Trials organization
 - i. Same duties as Senior Team Trials organization
 4. Fundraising
 - i. Communicating with current and past donors to wildwater about the current events in the sport at least 2 times per year.
 - ii. Seeking out new donors or streams of revenue for USA Wildwater
 - iii. Listing specific needs of USA Wildwater and asking donors to support one of those needs
 - iv. Maintaining electronic donation services
 - v. Maintain an electronic database of past and current donors.
 5. Communications- complete or oversee the following:
 - i. Update/maintain the existing information on USAWildwater.com as needed.
 - ii. Create and maintain the calendar on USAWildwater.com
 - iii. Seek and/or create news items and add them to the website.
 - iv. Search for race results and, when necessary, put the info to the website.
 - v. Perform all necessary work to create and publish the annual USA Wildwater rankings.
 - vi. Maintain the communication system the Board has approved as appropriate for the coming year for the purpose of ensuring promotion to all individuals in the wildwater community.
 - vii. Oversee payment of the annual fees for web hosting and domain name.

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V. Committee Board Meetings.

- A. The WWC shall convene for a meeting at least once each year. Additional meetings are encouraged through telephone conference or other means of meeting as a group without incurring travel costs. All meetings are open to any WWC member, but only officers may vote.
- B. The Chair must provide notice and a written agenda to members 30 days prior to committee meetings. Business not on the agenda may not be acted on until the successive meeting.
- C. If the Chair is unable to attend, the Vice Chair may be appointed to preside over a scheduled committee meeting.
- D. WWC meetings will operate by Roberts Rules of Order, tempered with common sense and good manners.
- E. A quorum of committee shall be one more than 50 % of the committee officers.
 - 1. A proxy representative shall be allowed for Athlete Representatives, for items listed on the written agenda, when written notice of proxy is provided to the Chairperson, or Vice Chairperson presiding over the meeting.
 - 2. If a quorum is not present all items on the agenda will be tabled for the next WWC meeting. In the case that a quorum is not present, a second meeting can be held without 30 days written notice to members.
- F. A permanent WWC Board Agenda shall include:
 - 1. Financial reports
 - 2. Training camps, programs, and development activities
 - 3. Administration of US Wildwater team and junior team selections
 - 4. Selection of event sites and coordination of US Wildwater team trials and US Wildwater National Championships events.
 - 5. Subcommittee and workgroup reports.
 - 6. Bylaw and structure revisions reports.
 - 7. Nominations and Elections matters
 - 8. Business affairs regarding USACK, or ICF directives.
 - 9. New business.
- G. Meetings by Telephone or Teleconference.
 - 1. Members of the WWC may meet by telephone, teleconference, Skype, or other means by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting.
- H. Action Without a Meeting.
 - 1. Any action required or permitted to be taken at a meeting of the WWC may be taken without a meeting, if a consent in writing setting forth the action taken or to be taken is agreed to by all of the WWC members entitled to vote on such action at such a meeting. Written email consent from all members is acceptable. Such consent shall have the same force and effect as a unanimous vote of the WWC. The WWC shall maintain any such consents with its books and records.

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VI. Finances

- A. The USACK Wildwater Committee is a subcommittee of a non-profit organization (USACK).
 - 1. No officer of the WWC shall profit from his or her relationship with the WWC.
 - 2. All monies entrusted to the WWC shall be used for the purposes outlined in article II of these bylaws.
 - 3. The treasurer may reimburse officers or WWC affiliate members for ordinary expenses incurred in carrying out the purposes of the WWC when provided with record of such expenses.
 - 4. The WWC may authorize other expenses with majority vote if those expenses further the purpose of the organization without jeopardizing the regular programs of the organization.

VII. National Championships

- A. The rules for wildwater national championships and age group national championships, when these races are to be held, shall be published and announced by January 1 of the year in which the national championships will occur.
- B. The rules for national championships and age group national championships shall include a description of the categories in which prizes will be awarded and how the winners of each category will be determined.
- C. National championships will be conducted according to the most recent International Canoe Federation (ICF) rules for wildwater competitions, with additional rules applied to select national champions in the United States.

VIII. Team Trials

- A. The rules for selection of the USACK junior and senior wildwater team will be published no later than March 31st of the year preceding the international competitions that the team will compete in.
- B. Team trials will be conducted according to the most recent ICF rules for wildwater competitions.
- C. Rules for selection of the team will comply with the number of boats in each category allowed in international competitions.

IX. Amendments to Bylaws.

- A. Amendment to these bylaws shall be by a two-thirds (2/3) majority vote of the WWC committee officers. The vote may be by mail (or email), or in committee session, provided written publication to WWC members at least 90 days prior to vote, and agenda guidelines for notice of committee business.
- B. Any proposed amendment must be presented to the WWC Chair in precise written form, including rationale and objectives of change. The Chair shall be responsible to see that the proposed change and rationale is presented to the members of the WWC for discussion and comment.

X. USACK Constitution

- A. Any concern of governance, eligibility, or administration of WWC affairs not covered in these bylaws shall revert to the USACK Constitution for governance.