

Ikuna Koa Outrigger Canoe Club Bylaws

The following bylaws shall apply to the above mentioned organization, herein called "the Club." Throughout this document, where personal pronouns or suffixes specifying gender are used, they are meant to refer to persons of either sex. Due to the fact that all paddlers are, in fact, members of the San Diego Mission Bay Boat & Ski Club, (Boat Club), any provisions, situations or general rules not covered by this set of bylaws will be covered under the Boat Club's bylaws.

ARTICLE I: NAME

The name of the Club shall be Ikuna Koa Outrigger Canoe Club. The Club's colors shall be (PMS 185) red and white.

ARTICLE II: OFFICES

The mailing address of the Club would be that of the Boat Club - 2606 North Mission Bay Drive, San Diego, CA 92109.

ARTICLE III: MISSION

The Mission of the Club is to provide our members with education and skill in paddling and a sense of the ancient cultural traditions and aloha spirit which embodies the sport of Hawaiian Outrigger Canoe Racing, to practice with respect and care for our waterways, to expose as many people as possible to the sport, to encourage our ohana (family) to grow - from recreational paddlers to serious racers - to give back to the community by sharing the team building principals of outrigger with corporations and charitable organizations, and to represent San Diego in a positive welcoming manner.

ARTICLE IV: DEFINITIONS

Section 1. Member in good standing

A member in good standing is a member who has paid all required dues and fees and has discharged all required obligations to the Club for the current term of membership. An active member in good standing, in addition to the foregoing, is an active participant in Club events and activities and, according to Boat Club rules, attends at least one practice per month in order to keep the membership active.

Section 2. Voting Member

A voting member is a member in good standing. A voting member may run for Club office and also vote in all Club elections.

Section 3. Majority

Unless otherwise specified, majority means a simple majority of those present.

ARTICLE V: MEMBERSHIP

Section 1. Membership

All applications for membership in the Club shall be made in writing on an application from provided by the Club.

Completion of all required forms and payment of all required dues and fees shall qualify an individual for membership in the Club with all rights and privileges for one year from the date joined.

Section 2. Dues and Fees

Membership fees shall be established by the San Diego Mission Bay Boat & Ski Club. An additional maintenance or supply fee may be charged and levied by the Club Board of Directors. Membership is for one year from the date the member has paid their membership fees.

Section 3. Resignation

Any club member desiring to resign from the Club shall submit his resignation in writing to the head coach and to the Boat Club. There are no refunded fees in cases of resignation.

Section 4. Annual Meeting

There shall be an Annual Meeting of the Club membership called by the President. The meeting shall be scheduled in the month of November of each year in order to elect Club officers and conduct other Club business as is required.

Section 5. Notice of Annual Meeting

Notice of the Annual Meeting shall be published to the membership between 5 and 10 days prior to the date of the meeting.

ARTICLE VI: CLUB OFFICERS

Section 1. Purpose

The purpose of the Club Officers is to conduct the general business of the Club and to fulfill the requirements as members of SCORA. An officer of the Club shall be a current member in good standing of the Club. The voting officers of the Club shall be the President, Vice President, Treasurer, Secretary and Member-at-Large. Non-voting members of the board shall be the Boat Club appointed Athletic Association Director and the Immediate Past President.

Section 2. Composition and Term

The Board shall be comprised of five members in good standing. These positions are elected by the general membership of the Club at the annual meeting and hold office for one year.

Section 3. Powers and Responsibilities

The Board shall have the responsibility of the general supervision of the affairs of the Club and shall have the authority and responsibility to:

- a. Establish and enforce general Club policies
- b. Approve the annual budget
- c. Appoint the coaching staff

d. Conduct the general business of the Club

Section 4. Nomination Policy

One month prior to the Annual Meeting, the Secretary will announce a general call for nominations for Club Officers and Coaches. Nominees will be contacted to determine acceptance/decline of nominations and preliminary results of the call for nominations will be announced to the membership. Members are encouraged to contact the person(s) they are nominating to determine interest prior to submitting nominations. The list of nominees will be presented at the Annual Meeting, at which time, additional nominations will be accepted and/or previous/new nominations may be declined.

Section 5. Duties of the Officers

a. President. Presides over all general Club and Executive Board meetings. Oversees the committee chairperson for coordination and preparation of all Club activities, races and special events with other clubs and organizations. Will be, or can designate, a representative to be the interface contact working in conjunction with the SCORA Director in representing IKOCC to all other organizations, companies and entities to insure that communication is consistently maintained in a professional and ethical manner. Candidate must have at least one year of Executive Board experience, one year experience as a Committee Head and/or two years of experience as a Committee member.

b. Vice President: Shall assist the President in all duties, and shall perform the duties of the President in his/her absence. Should be familiar with Robert's Rules of Order to assist when required during Executive Board and general Club meetings. Must attend all Executive Board meetings.

c. Treasurer. Shall manage all Club funds using the established accounting system. Will have check signature authorization for disbursements approved by the Board. Checks of \$250 or more will require a co-signature of the President. Will have authorization to approve reimbursements of \$50 or less that are 1) requested prior to purchase and 2) receipts are submitted within approximately 30 days of purchase. Any reimbursements greater than \$50 or not pre-authorized by the Treasurer must be approved by the Board. May be assisted by a Financial Secretary appointed by the Board. Shall produce at Executive Board meetings an accounting report of the financial status of the Club. The Treasurer will collect race fees, special event fees, etc., and process them accordingly. Must attend all Executive Board meetings.

d. Secretary. Will take minutes at all Executive Board meetings and general Club meetings. Will keep an accurate record of all the business of the Club including the minutes of all meetings, by-laws and reports given by the Board and all committee heads. Will be responsible for overseeing the nomination procedures for Club Officers and Coaches. Must attend all Executive Board meetings.

e. Member-at-Large. Will be responsible for accepting and relaying to the Executive Board any communications from Club members as well as feedback of issues and suggestions as they occur. May act as the swing vote for deadlocks of the board, giving alternative viewpoints and scenarios. Must attend all Executive Board meetings.

f. Immediate Past President. (non voting position) Will act as a resource of information and experience in support of the Executive Board, assisting with and giving alternate

points of view as required. Must attend all Executive Board meetings.

g. If a vacancy occurs among the Officers of the Club, the Board shall elect a member to fill the vacancy, and the member so elected shall hold office until the next Annual Election.

Section 6. Board Meetings

Meetings of the Board of Directors may be called at any time by the Secretary on the order of the President, or two Club Officers. The Secretary shall give each Officer and entire team notice of the date and place of said meeting at least three days prior. A quorum of three Board Members is required for an official Board meeting. The Board of Directors shall make available to the members, the statements, books, and records at all reasonable times throughout the fiscal year.

ARTICLE VII: COMMITTEES

1. Ways and Means: The Ways and Means Committee oversees and coordinates all fund raising, sponsorship and special events. Oversees and manages all corporate contract negotiations for event production, services and fees. Develops time lines and assignments necessary for producing events, working with team members and overseeing all projects to completion. Provides a cost/profit analysis to the Executive Board for each event. An understanding of event coordination and production as well as contract negotiations is essential for this position. Reports to the President and Executive Board.

2. Equipment: Oversees all team equipment making sure that it is maintained in an adequate and safe state of repair at all times. Works in conjunction with the Head Coach to set up work parties for any team maintenance that can be done. Works with the coaches for transport of equipment to race sites. Equipment includes (but is not limited to) canoes, OC6's, OC1's, trailer, dollies, general safety equipment and any other equipment and supplies required for maintaining a safe outrigger paddling experience. Reports to the head coach.

3. Cultural Preservation Committee: This committee will be dedicated to preserving the history and culture of outrigger paddling. Will educate members on Polynesian traditions and the meanings behind "Aloha". Will work to help organize cultural events (i.e. luaus and blessings). Reports to the Executive Board.

4. Web Master: Maintains the Club web site with timely updates, coordinating efforts with the coaches, photographer/historian, Ways and Means and Booster Newsletter editor to keep the site current on a regular basis. Reports to the Executive Board.

5. Photographer/Historian: Will take and accept from others, photos of all Club activities, maintaining them in an archival media. Will maintain these records in chronological order with descriptive information included, to present IKOCC in the best athletic and professional manner. Adequate images of sponsor representation will be imperative. Will work with the Web Master and Booster Newsletter editor for coordinating all efforts. Reports to the Ways and Means committee head and the Executive Board.

6. Booster Newsletter: Will develop the newsletter as a promotional tool. Will work with the Web Master, Ways and Means and Photographer/Historian in coordinating efforts. Reports to the Executive Board.

7. Bylaws: Will oversee the creation of and maintenance of the Club bylaws and Paddler Code of Conduct. Will accept proposals for changes and revisions from the Executive Board and general membership and present them at the Executive Board meetings for review. Explanation will define each item as "New", "Change" or "Revision", will include specific language and, in the case of changes or revisions, will be presented to the general membership for a final vote as necessary. Reports to the Executive Board.

8. Membership: Will actively recruit new members and oversee introduction to IKOCC by providing updates and information to new members. Will update the membership status and contact information of IKOCC members. Reminders will be sent out to members at time of membership renewal. Reports to the Executive Board.

9. SCORA Director & Alternate Director: (2 Year Position) Attends all SCORA meetings and reports back to the Club all issues, race rule and bylaw changes and any additional information from those meetings. Is authorized to vote on these issues in the name of IKOCC. It is the responsibility of the Director to vote with the good and the future of SCORA and the sport of outrigger in mind, and is not his/her responsibility to vote based on the wishes and direction of IKOCC. The Director is the only liaison and communicator between IKOCC and SCORA, their representatives and agents. Reports to the Executive Board.

10. Athletic Director: Appointed by the SDMBB&SC as the liaison between the Boat Club and IKOCC. Reviews and accepts all new AAP Membership applications. Attends all Boat Club Flag meetings and writes the monthly Paddler News section of the Scuttlebutt Newsletter. All communications and requests for documentation or information between AAP members (paddlers) and the Boat Club must be coordinated through the Athletic Director. Must be a Flag Member in good standing and should sit on the elected board of the Boat Club.

11. Head Coach: (IKOCC Board Appointed) The Head Coach will work to establish and coordinate an extensive training program that will support all the members of the Club to become better and safer paddlers. Will set the schedule for regular training sessions focusing on every aspect of paddling and will adjust as needed, type and intensity of workouts throughout the season. Oversees all practices and instructs steersmen / team captains to complete each workout as assigned. He/she may discipline a crew or team member for any act he/she considers a violation of the basic principles of sportsmanship or safety. In general, performs all duties of the office of Head Coach. Reports to the Executive Board.

a. General coaching guidelines. The coaching staff will provide a Season Training Program and establish the Race Team Seat Selection Criteria at the beginning of the official training season. Will present a sign up sheet at the beginning of each season for race availability of each member, maintaining it through the season, and referring to it for paddler availability. Will register teams at races and act as exclusive liaison to SCORA and all other team coaches leading up to and during race events, to coordinate paddler seat assignments for pick up or placements of additional paddlers, for coaching and team issues or for other relevant communications. Will assign race teams and post

them at least one to two weeks before each race. The goal of team selection will be to configure teams at levels of competitive ability in order to put forth the most competitive teams representing IKOCC and our sponsors at each SCORA sanctioned race. As an appointed position, the coaching relationship can be dissolved by a mutual agreement of the Coach and the Executive Board or by a 4/5 vote of the Executive Board.

b. A member of IKOCC can be ineligible to race for the following reasons:

1. The member is delinquent in his/her dues or race fees.
2. The member is suspended by the Board of Directors for misconduct during any Club function or race, which directly reflects on the reputation and image of IKOCC and its sponsors.
3. The member is suspended by a coach for misconduct on the beach or in the canoe during practice, races or other Club events.
4. The member fails to meet established insurance requirements.
5. Failure to sign SCORA and/or IKOCC required forms.

12. Novice Coach: (IKOCC Board Appointed) Will work in conjunction with the Head Coach for all workouts and schedules as well as paddler evaluations. Is responsible for all novice orientations including instruction on protocol, code of conduct, and general responsibilities of all paddlers. Coordinates all training of paddle stroke, steering, safety, customs and documentation required to support safe paddling. Oversees all ongoing training and development of the novice paddlers during the first year of paddler participation. Reports to the Head Coach and the Executive Board.

ARTICLE VII: CONDUCT AND DISCIPLINE

All members of the Club shall conduct themselves in a manner consistent with the principles of professionalism and of good sportsmanship so as to reflect credit upon the Club, SCORA, our sponsors and the sport of outrigger canoeing. Any member engaged in conduct detrimental to the Club, especially during Club sponsored activities, i.e. SCORA sanctioned races, practices, and other Club events, will be subject to disciplinary action by the Head Coach. Disciplinary action may include a reprimand, suspension from Club events for a time consistent with the infraction or expulsion from the Club. Suspension or expulsion from the Club requires the formal concurrence (majority vote) of the Board of Directors.

ARTICLE IX: SAFE BOATING OPERATIONS

To insure safe boating procedures all members of the Club shall follow safety rules and regulations as set forth by the US Coast Guard and the recommendations of the National Safe Boating Council. Copies of current regulations will be posted at the club.

ARTICLE X: AMENDMENTS

These bylaws may be altered, amended, or repealed, or new bylaws may be adopted by a 65% majority vote of the voting members of the Club.

ARTICLE XI: DISSOLUTION OF THE CLUB

In the event of dissolution of this organization known as Ikuna Koa Outrigger Canoe Club all property not owned by the San Diego Mission Bay Boat & Ski Club and

remaining funds shall be given to a recognized non-profit organization promoting the preservation of Polynesian culture.