

SPRINT SPORTS DIVISION of the United States Canoe and Kayak Team, Inc.

ADMINISTRATIVE AND OPERATING PROCEDURES

Section # 1. Name

This body shall be known as the Sprint Sports Division (SSD) of the USA Canoe/Kayak (USACK). The administrative group responsible for the operating of the SSD shall be known as the Sprint Racing Committee (SRC).

Section # 2. Purpose

The purpose of the SSD is to promote, develop and implement programs for the Olympic sport of sprint canoe and kayak racing in the United States in concurrence with the USACK.

Section # 3. Administration of SSD

The administration of the SSD shall be done by the SRC consistent with the Bylaws of the USACK and the respective duties and definitions of the USACK offices and committees. Additional policies shall be established by the SRC from time-to-time for necessary functioning. All such policies must have the approval of the USACK Board of Directors.

Section # 4. Membership and Fees for the SSD

Membership classes specific to sprint, their respective fees and other surcharges for special groups which may be implemented from time-to-time by the shall be contained in Attachment A as they are established.

Section # 5. The Sprint Racing Committee (SRC)

(5.01) Authority The business and affairs of the SSD are the responsibility of the SRC.

(5.02) Number and Qualifications of SRC members

(5.02.a) Number – The SRC shall consist of the following:

Two (2) -- The USACK Board Members elected by the SSD Athlete members.

Two (2) -- Additional Athlete members

Six (6) -- Members from geographic regions of the United States

Two (2) -- The USACK Board members elected by the SSD membership

Three (3) -- The chairs of the Development, Events and Team Support committees.

Two(2) -- Additional co-oped members as desired by the SRC.

(5.02.b) Qualifications:

All persons elected to serve on the SRC must be a current member of the USACK, Sprint Division. In addition the members shall be:

USACK Board Member Athletes -- Those individuals elected to the USACK Board as Sprint Athletes.

Athlete members -- An athlete member must qualify as a sprint sport athlete as defined in the Bylaws of the USACK.

Geographic members -- The geographic members must currently reside in the geographic area as defined in Attachment B and have been a resident of that region for a minimum of the past three years.

USACK Board Members -- Those individuals elected to the USACK Board by the Sprint Division membership in USACK.

Chairs of Development, Events and Team Support Committees --

Those individuals selected by the Chair of the SRC and approved by the majority of the SRC to function in these capacities. These Chairs shall serve as co-opted members.

Co-opted Members -- These individuals must be or become members of the Sprint Division. Co-opted members can be any individual who the SRC feels can benefit Sprint by serving of the SRC.

Section # 6. Election and Term of Office

(6.01) For the SRC

(6.01.a) Athletes -- Elected by qualified athletes. Term is two years to be staggered in their year of election, such that two athletes are elected each year. The initial terms shall be established by the SRC to compensate for transition to this schedule.

(6.01.b) Geographic Designated members -- Elected by the qualified sprint division USACK members in the defined geographic area. The term of service shall be two years with the elections being staggered by geographic region such that no more than three members are elected in one year. The initial terms shall be established by the SRC to compensate for transition to this schedule.

(6.01.c) USACK Board Delegates from Sprint -- Elected as specified in the USACK Bylaws. Term shall be same as that on the USACK Board.

(6.01.d) Chairs of Development, Team Support and Development Committees -- Appointed by the Chair and approved by the SRC. Term shall be as for the Chairship of the Committee.

(6.01.e) Co-opted members may be added to the SRC as from time-to-time judged appropriate by the SRC. The term of office may be specified by the SRC, not to exceed two years.

(6.02) Election Responsibility and Procedures.

(6.02.a) Election responsibility -- The secretary of the SRC shall be responsible for the conduct of all elections.

(6.02.b) Election procedures -- All elections from the Sprint Division membership and athletes shall be conducted on the following schedule:

(i) Nominations shall be requested no later than July 15;

(ii) Nominations shall be accepted no later than August 15;

(iii) Written ballots shall be mailed to all members at their registered address no later than September 7;

(iv) To be counted written ballots must be received by October 5;

(v) Results shall be certified and announced no later than October 15, except under exceptional circumstances.

6.03 Voting Positions

(6.03.a) SRC positions shall have the right to vote in the SRC, as specified in this Section 6.03.

(i) The Chair votes in case of a tie.

(ii) SRC members elected by geographic region shall have voting rights if that regional area has an annual sprint championship which includes at least ten (10) sprint competitors and at least three (3) races of 500 meters and/or 1000 meters, or it has had at least five (5) competitive participants in the National Sprint Racing Championships in at least one (1) of the two (2) preceding years. Otherwise that region is considered inactive and the delegate from it shall have voice but no vote.

(iii) Co-opted members shall have voice but no vote in all SRC meetings.

(6.03.b) Multiple votes. No person shall have more than one vote in the SRC, regardless of the number of voting positions held.

6.04 Resignation

(6.04.a) Any member of the SRC may resign by written notice to the Chair of the SRC. In the case of resignation of the Chair of the SRC, notice should be given to the Executive Director of USACK.

6.05 Removal

(6.05.a) . The SRC, by the affirmative vote of three fourths (3/4) of all the SRC, may remove an SRC member where:

- (i) The SRC member fails to meet the requirements for participation on the SRC as established from time to time by the SRC,
- (ii) The SRC engages in conduct deemed detrimental to the SSD,
- (iii) The SRC concludes that the best interest of the SSD will be served thereby.

The Chair shall have the authority to waive the automatic removal of a member under this section if a majority vote of the SRC so directs, where the SRC member has missed two consecutive meetings due to illness or other exigent circumstances. Removal is automatic should a member not be present for two consecutive regular meetings of the SRC.

6.06 Vacancies

- (6.06.a)** Any vacancy on the SRC, whether by resignation, removal, expiration of term, change in number of members, death or incapacity, shall be filled by the candidate who received the next highest amount of votes at the most recent election held for that position. If the candidate declines the position, that member position may be filled by an appointment of the SRC Chair or may remain vacant until a new election is held, at the discretion of the SRC Chair. If a new election is held, the remaining term shall not be altered in order to maintain staggered elections.

Section 7. Officers

- (7.01)** The officers of the SRC shall be the chair, vice-chair, secretary and treasurer.
- (7.02)** The officers shall be elected by the SRC from members of the SRC.
- (7.03)** The officers shall be elected for two-year terms starting at the first meeting of the SRC following the announcement of results.
- (7.04)** The chair and secretary shall be elected in odd numbered years and the vice-chair and treasurer elected in even numbered years. The SRC shall adjust the initial term of office to correspond to this schedule.
- (7.05)** The duties of the offices shall be those normally ascribed to such position or corresponding to those specified in like position in the USACK or as may be assigned by either the USACK Board or SRC from time-to-time.

Section 8. Committees

- (8.01)** There shall be four operating committees:
 - (a)** The Executive Committee
 - (b)** The Events Committee
 - (c)** The Development Committee
 - (d)** The Team Support Committee

All committee members are to be appointed by the Chair with approval of the SRC, except as otherwise specified. All committees shall maintain at least one (1) but no less than twenty (20%) athlete membership at all times.

(8.01.a) Executive Committee. The Executive Committee shall consist of the officers, Chairs of the Events, Development and Team Support Committees, and two athlete representatives.

(8.01.b) The Events Committee. The Events Committee shall consist of a chair, two other USACK Sprint members involved in event activities and at least one (1) athlete .

(8.01.c) The Development Committee shall consist of the chair, two other USACK Sprint members involved in athlete development programs and at least one (1) athlete.

(8.01.d) The Team Support Committee shall consist of the chair, one national team coach, two other USACK Sprint members involved in the management of the elite and top junior programs and at least one (1) athlete.

- (8.02)** There shall be three (3) Standing Committees:
 - (a)** The Selection Committee
 - (b)** The Elections Committee
 - (c)** Budget and Finance Committee

(8.02.a) The Selection Committee shall be constructed as specified in the USACK Bylaws with the addition of one member of the SRC specified by the Chair.

(8.02.b) The Election committee shall have a chair who is also the secretary of the SRC and two other people who are USACK Sprint members.

All committees are to establish the operating procedures and rules for their respective area of the sport. These operating procedures must have the approval of the SRC and the USACK Board.

Section 9. Changes and additions to the SSD Administrative and Operating Procedures.

(9.01) Changes to the administrative and operating procedures of SSD can be made at any valid meeting of the SRC providing that the notifications have been provided as specified in Section 9.02 of this document. The rules for the conduct of the National Championships shall be considered to be a part of the Administrative and Operating procedures of the SSD.

(9.02) Proposed resolutions for changing the Administrative and Operating procedures of SSD must be distributed either by e-mail to a designated e-mail address or by mail to the SRC, to the USACK Board and to the voting members at least 30 days prior .

(9.03) Changes require 2/3 affirmative vote of the SRC and subsequent approval of the USACK Board.

Section 10. Enacting these SSD Procedures.

These procedures shall be enacted effective the morning after passage by the transition SRC. Recognizing that time is required to implement some of the elections and formation of committees. The transition SRC is to establish a time schedule for completion of the transition from the current body to that as specified herein. This transition shall be completed not later than September 15, 1998.

ATTACHMENT A. MEMBERSHIPS AND FEES FOR THE SPRINT SPORT DIVISION

ATTACHMENT B. Regional Groupings for Sprint Sport Division

- Region # 1. Guam, Hawaii, California, Arizona, Nevada, Utah, Colorado, New Mexico
- Region # 2 Alaska, Washington, Oregon, Idaho, Montana, Wyoming, North Dakota, South Dakota
- Region # 3 Texas, Nebraska, Kansas, Oklahoma, Arkansas, Louisiana, Minnesota, Wisconsin, Iowa, Missouri, Illinois, Indiana, Michigan
- Region # 4 Ohio, Kentucky, Virginia, West Virginia, Pennsylvania, Washington, D.C. Delaware, Maryland, and other U.S. Territories.
- Region # 5 New Jersey, New York, Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire, Maine
- Region # 6 North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, Florida