

STATUTES OF THE
PAN AMERICAN
CANOE FEDERATION

CHAPTER I: GENERAL PROVISIONS

ARTICLE I - NAME AND RECOGNITION

- 1.1 At the Congress held in La Havana, Cuba; in August 1991, the members of the Pan American Canoe-Kayak Council elected to change its name to that of the following: PAN AMERICAN CANOE FEDERATION (CONFEDERACION PANAMERICANA DE CANOAS)
- 1.2 The Pan American Canoe Federation (PACF) is recognized by the International Canoe Federation (ICF) as the Continental Association of ICF members of the American Continent, in accordance with the resolution taken in the ICF Congress Acapulco, Mexico, 1994 (Res. C 9419).
- 1.3 The PACF as an international multisport organization consisting of all canoeing disciplines, particularly: flatwater, slalom, marathon, wild waters, canoe sailing, and canoe polo.

BYELAW TO ARTICLE I

1. Canoeing means every activity in which a paddler is facing the direction of travel with a single or double bladed paddle and no oar lock.
2. PACF may develop new disciplines that are not included in the ICF rules, always needing the approval of the ICF.

ARTICLE 2 - PURPOSE

- 2.1 The principles of PACF will be general unity of action, mutual respect of National Federations in their dealings with one another and the inadmissibility against National Federations or individuals on racial, politics, religious or other grounds.
- 2.2 The PACF shall observe the general and fundamental principles of the ICF Statutes and Rules, including Res. 94.19 and no provision of its Statutes shall be deemed to conflict with or derogate from its principles.
- 2.3 The PACF shall not interfere with its National Federations, however it shall monitor all activities, which affect PACF either in part or in its entirety.
- 2.4 All meetings of the PACF, Continental Championships and all other PACF events shall be held in countries, which guarantee unhindered, equal access to all competitors, officials and officers of the PACF under the correct denomination of their countries.

ARTICLE 3 - OBJECTIVES

The objectives of the PACF shall be:

- 3.1 To make every possible effort to develop canoe and kayak activities on National and Pan American level with priority given to maintaining canoeing as an Olympic discipline and as part of the Pan American Games.
- 3.2 To ensure that Continental competitions are governed by Competition Rules adapted to the development of the sport of canoeing.
- 3.3 To encourage and safeguard the organization of Continental competitions open to all Pan American Canoe Federations.
- 3.4 To establish Continental Championships.
- 3.5 To co-operate with the Organizing Committee of Pan American and Regional Games.
- 3.6 To encourage the establishment of National Federations in countries where no such federation exists.

- 3.7** To encourage the development of recreational canoeing as a contribution to the healthy development of all ages.
- 3.8** To protect nature and pursue the rights of access for the sport of canoeing by adopting environmentally friendly practices within the sport and respecting other uses.

ARTICLE 4 - HEADQUARTERS

The headquarters of the PACF shall be in the country of the elected President.

ARTICLE 5 - EMBLEM AND FLAG

- 5.1** The Emblem of the PACF (COPAC) represents a single kayaker seen from the side superimposed to the view of the hemisphere including the American Continent, on the water surrounded by a laurel wreath. On the bottom of the Emblem there is a band with the traditional abridgement of the name of the Pan-American Canoe Federation.
- 5.2** The flag of the PACF is the Emblem in gold color on a green background.

ARTICLE 6 - PACF (COPAC) AWARDS

6.1 The PACF may honor its Members for distinguished services with the awards of the following priority:

- Honorary Membership
- Badge of Merit
- Charles H. Yatman Trophy
- Diploma of Honor
- Medals
- Plates

BYELAW TO ARTICLE 6

1. National Federations, the Executive Committee, and the PACF (COPAC) Board of Directors may make nominations for all awards.
2. The Board of Directors can consider all awards.
3. The final decision for Honorary Membership and Badge of Merit lies with the Congress. The Board of Directors will decide all other awards
4. Charles Yatman Trophy will be given to: The Pan American paddling athlete and the official considered to have made the greatest contribution that year for the development of canoe-kayak in the Americas.

Nominations for this award can be submitted by the Pan American Federations, the Continental Representatives to the ICF or members of the PACF Executive Committee.

The Trophy accompanied with a cash prize will be, presented at that years Pan American Championships Flatwater or Slalom.

The award is funded in perpetuity. Nominations must be sent to the Secretary General prior to the ceremony.

The winners will be selected by a majority vote of the members of the PACF Board of Directors.

ARTICLE 7 - LANGUAGES

- 7.1** The official languages of the PACF (COPAC) are Spanish and English. In case of discrepancy, the Spanish text shall prevail.
- 7.2** All official PACF documents shall be prepared in Spanish and English.
- 7.3** At the meetings of the PACF, members or delegates are entitled to speak in the language of their country. The host country will offer a competent interpreter to translates their speech into Spanish to English or into English to Spanish.

CHAPTER II: MEMBERSHIP

ARTICLE 8 - ELEGIBILITY

- 8.1** Only National Federations that are fully paid members of the ICF and that have been approved by the Congress of PACF can be members of PACF.
- 8.2** Between Congresses, the Executive Committee has the right to accept a National Federation into provisional membership, subject to ratification by the Congress.
- 8.3** A provisional member is entitled to compete in all Continental competitions and to attend the Congress without the right to speak or vote until their approval.

ARTICLE 9 - ADMISSION TO MEMBERSHIP

- 9.1** A National Federation wishing to become a member of the PACF shall:

Make a formal application, signed by Its President and Secretary General, to the Executive Committee.

- 9.2** Submit with this application:

- A copy of its Statutes In Spanish and English
- A list of their officers
- A letter from their Olympic Committee or the Country's Sport Authority recognizing the Federation as the countries official paddling organization
- A certificate of recognition as active member issued by the ICF.
- Information on the number of clubs and Members and on their activity in the various disciplines
- A formal undertaking to observe the Statutes, Competition Rules and regulations of the ICF
- The payment of the membership fee in U\$S Dollars; the amount of which has been fixed by the Congress.

BYELAW TO ARTICLE 9

1. The formal application and all necessary documents to be enclosed are to be sent to the PACF Secretariat and affiliation fee is to be paid to the Treasurer.
2. The executive Committee shall examine the application and submit to the Congress a recommendation on its acceptance.
3. Applications for Membership shall be considered by the next Congress and must be accepted by at least two-thirds majority of the votes.
4. If the application for Membership is rejected, the amount paid will be refunded.

ARTICLE 10 - RESIGNATION

- 10.1 A National Federation wishing to withdraw from the membership in the PACF shall give notice of resignation by registered mail to the Executive Committee.
- 10.2 An affiliated National Federation cannot be regarded as having renounced its membership of the PACF until all outstanding dues have been paid.

BYELAW TO ARTICLE 10

After the decision of the Executive Committee the Secretary General shall immediately inform the National Federations affiliated to the PACF on any resignations submitted.

ARTICLE 11 - MEMBERSHIP FEE

- 11.1 Members of the PACF shall pay an annual membership fee.
- 11.2 The Congress shall fix the annual membership fee payable to the PACF for the period between two ordinary meetings of the Congress.

BYELAW TO ARTICLE 11:

1. The annual subscription fee is to be paid to the Treasurer of the PACF.
2. In order to retain membership of the PACF a National Federation must pay the annual membership fee during the first quarter of each year, no later than the 31st March, to the Treasurer

ARTICLE 12 - LATE MEMBERSHIP FEE

- 12.1 National Federations whose membership fees are unpaid shall not be eligible to attend the Congresses and to take part in PACF Championships and any other continental competition until all outstanding fees have been paid.
- 12.2 A National Federation that has not paid the membership fee due for the current year by the date stipulated, must pay a supplementary charge of 25% of the outstanding amount.

ARTICLE 13 - EXPULSION

If a National Federation does not continue the membership duties of the PACF and does not rectify the situation by a date fixed by the Executive Committee, or if there is any other justified reasons, the Congress may expel that Federation.

CHAPTER III: ADMINISTRATION

ARTICLE 14 - ADMINISTRATION

The administration of the PACF shall consist of:

- **The Congress.**
- **The Board of Directors.**
- **The Executive Committee.**

ARTICLE 15 - CONGRESS

- 15.1 The Congress is the supreme authority of the PACF (COPAC)
- 15.2 All decisions of the Congress are final.
- 15.3 The Congress shall be held under the chairmanship of the President of the PACF (COPAC) or in the

absence of the President, one of the Vice-Presidents.

15.4 The Congress consists of delegates of National Federations.

BYELAW TO ARTICLE 15

1.The Chairman of the Congress decides the number and duration of the speeches allowed to the delegates.

2.The organizer of the Congress has to provide facilities and interpreters for translation in the official languages of the PACF (COPAC).

ARTICLE 16 - DELEGATES

16.1 Each National Federation has the right to appoint up to three (3) delegates to the Congress, one of whom has the right to vote.

16.2 A National Federation may be represented at the Congress by another Member Federation or by a Member of the Board of Directors.

16.3 Members of the Board of Directors may represent a National Federation as delegates to the Congress.

16.4 Delegates must give proof of their identity.

ARTICLE 17 - ORDINARY CONGRESS

An Ordinary Congress shall take place every odd year at the place and date decided by the preceding Congress. Should circumstances dictate, the Board of Directors may change the date and/or venue of the Congress

ARTICLE 18 - EXTRAORDINARY CONGRESS

18.1 An Extraordinary Congress may be called when at least one third of Members submit a request in writing to the Executive Committee giving reasons thereof or when the Executive Committee considers that circumstances have arisen to warrant such a step.

18.2 The place and date of an Extraordinary Congress shall be fixed by the Executive Committee.

18.3 An Extraordinary Congress shall only deal with matters, which have caused the meeting to be convened.

ARTICLE 19 - AGENDA

The Agenda for the meeting of the Congress shall at least include:

- Opening of the session
- Roll-call of delegates and establishing of the quorum
- Appointment of the scrutinizers for the period of the Congress
- Report of the President
- Treasurer's report on financial matters and approval
- Discussion and resolution on the proposals submitted by the National Federations, the Executive Committee and Board of Directors.
- Report on memberships applications
- Election of authorities (President, Treasurer and Secretary General at one Congress and the 1st and 2nd Vice-presidents at subsequent Congress)
- Election of Chairpersons of Standing Committees
- Establishing of the Working Program for the next two years.
- Fixing the annual membership fee for the next two years
- Establishment of the Budget for the next two years
- Establishment of the date and the place of Continental Championships

- General Information
- Establishing the time and place for the next Congress
- Closing of the Congress

BYELAW TO ARTICLE 19

1. The Executive Committee must approve the items on the Agenda of the Congress and their order of discussion.
2. The Congress may only discuss items on the Agenda unless such an item has received approval of two thirds of the member federations in attendance.

ARTICLE 20 - SUBMISION OF PROPOSALS

- 20.1 Each member of the PACF (COPAC), the Board of Directors and the Executive Committee has the right to submit proposals to the Congress.
- 20.2 Proposal originating from National Federations signed by their President and secretary general must be in the hands of the PACF (COPAC) Secretary General not later than four (4) months prior to the Congress.
- 20.3 All applications and proposals have to be produced in Spanish and English.
- 20.4 Candidates to be elected to the Executive Committee and to Standing Committees may be nominated by their National Federations which should notify the PACF (COPAC) Secretary General three (3) months prior to the Congress.
- 20.5 Nominations may also be made by the Board of Directors with agreement of the National Federation concerned.
- 20.6 The agenda of the Congress.(changes in the statutes proposed for consideration, nominations for positions, etc.) must be communicated to the members not later than 30 days before the date of the Congress.

ARTICLE 21 - AMENDMENTS TO THE STATUTES

- 21.1 The Congress may amend the Statutes every two (2) years.
- 21.2 The Bye-Laws may be amended by the Board of Directors.

ARTICLE 22 - QUORUM

The Congress has the power to act if at least one half of the National Federations entitled to vote are represented.

ARTICLE 23 - VOTING

- 23.1 When voting, each member Federation shall be entitled to have one (1) vote.
- 23.2 A voting delegate or Member of the Board of Directors Is entitled to carry only one proxy vote. Voting In writing without representation in person is not permitted.
- 23.3 Members of the Board of Directors are entitled to be present at the Congress and to speak but not vote unless such Member of the Board represents n association as a delegate with the right to vote.
- 23.4 Voting for personal elections shall be secret; having secret voting for matters will require simple majority.
- 23.5 Voting at the Congress other than in election may also take place by roll-call in alphabetical order, except where the Chairman is satisfied after a show of hands that such procedure is not necessary.

ARTICLE 24 - MAJORITIES

- 24.1** The Congress shall pass resolutions, unless stated otherwise in these Statutes, by means of voting with simple majority of votes of the members represented.
- 24.2** The election of the Members to different positions shall take place with the absolute majority of the votes of the Members represented. If additional ballots are necessary, the candidate obtaining the lowest number of votes in each ballot shall be eliminated until one candidate obtains an absolute majority.
- 24.3** A decision to alter any of the PACF (COPAC) Statutes can only be taken at the Congress with a two thirds (2/3) majority of all the National Federations represented at the Congress and who are entitled to vote.
- 24.4** If there is a tie vote on an administrative or financial matter the chairperson shall have a casting vote; if there is equality of votes on any other matter the proposal shall fail and the meeting shall proceed with the next business.

BYELAW TO ARTICLE 24

- 1.** The candidate obtaining the lowest number of votes in each ballot shall be eliminated until an absolute majority is achieved for the place or places available. If an absolute majority is not achieved then the place or places will not be filled.
(For example, if three places available and only two candidates achieve an absolute majority, then only two of the places will be filled.)
- 2.** Two-thirds majority is $2 \frac{1}{3}$ of the total number of Federations present with the right to vote. Absolute majority is half of the number of federations present with the right to vote plus ONE. Simple majority is more votes cast in favor than against.

ARTICLE 25 - DATE OF TAKING EFFECT

All decisions of the Congress shall take effect immediately after the Congress for:

- 1.** New Members of PACF (COPAC), once approved, may participate in the Congress with full voting rights.

ARTICLE 26 - BOARD OF DIRECTORS

- 26.1** The Board of Directors shall deal with all matters of broad PACF (COPAC) policy between Congresses.
- 26.2** The Board of Directors is composed of the following persons:
 - President
 - First Vice-president
 - Second Vice-president
 - Secretary General
 - Treasurer
 - Chairpersons of Standing Committees
 - ICF Continental Representatives for with voice and without vote
 - Any current ICF Executive Member from the Americas with voice and without vote.

BYELAW TO ARTICLE 26

- 1.** The Board of Directors shall meet at least once a year.
- 2.** The Board of Directors shall form a quorum if and when, after being duly summoned, half of its members are present.

3. The National Federations shall bear the expenses (traveling, board and lodging et.) of their Members taking part in the sessions of the Board of Directors.

ARTICLE 27 - ELECTION OF BOARD OF DIRECTORS

- 27.1 The members of the Board of Directors and the chairperson of the Standing Committees shall be elected for a period of four (4) years.
- 27.2 The President, Vice-Presidents, the Secretary General, the Treasurer and the chairpersons of the Standing Committees shall be elected individuals.
- 27.3 The President, the Secretary General, the treasurer and one half of the Members shall be elected at one Assembly; the First Vice-President, the Second Vice-president and the second half of the Members- at the following Assembly.

BYELAW TO ARTICLE 27

1. All elected Members of the Board of Directors are eligible for re-election if duly nominated.

ARTICLE 28 - VACANCIES

- 28.1 In the case of decease, resignation or suspension (by the Board after consultation with the Federation concerned; see Article 42) of a Member of the Board of Directors. A substitute can only be elected at the next Ordinary or Extraordinary Congress.
- 28.2 If and when the President is temporarily prevented from fulfilling the duties of the office, the position shall be taken by the First Vice-President and if the latter is not available, by the Second Vice-President.
- 28.3 The President, will nominate one of the members of The Board of Directors for replace de Secretary General or the Treasurer if it is that necessary.
- 28.4 The Executive Committee will nominate a member of the Standing Committee corresponding to act as Chairman of the same if the President-elect was not available.

ARTICLE 29 - THE EXECUTIVE COMMITTEE

The COPAC shall be managed by an Executive Committee consisting of

- The President
- Two Vice Presidents
- The Treasurer
- The Secretary General (voting)

ARTICLE 30 - DUTIES OF THE EXECUTIVE COMMITTEE

- a) To manage the work of the PACF (COPAC) between meetings of the Board of Directors
- b) To take such steps as may be necessary to achieve the objectives laid down in Article 3 to the Statutes;
- c) To ensure the implementation of the decisions made by the Congress and the PACF (COPAC) Board of Directors;
- d) To ensure the maintenance of proper standards in the organization of the PACF (COPAC) Competitions, International Competitions, Pan Am Games, in general, of all events and competitions conducted under the authority of the PACF.

- e)** To ensure the observation of the Statutes, Competition Rules and Regulations of the PACF (COPAC) and whenever necessary to interpret these Statutes, Competition Rules and Regulations;
- f)** To ensure the representation of the PACF (COPAC) by its President or by one of its Members;
- g)** To be responsible for the administrative and financial directives of the PACF (COPAC). To this end, the Executive Committee may establish administrative offices with remunerated personnel;
- h)** To take any decisions appropriate to the circumstances in the interest of the sport of canoeing;
- i)** To examine the proposals received for submission to the Congress and to express the Executive Committee's view on these to the Board of Directors;
- j)** To give directives to the work of the Standing Committees
- k)** To keep Member National Federations informed as to the position of the PACF (COPAC) and its activities;

30.1 If The President consider that its necessary, urgent cases can be solved voting by phone or written.

30.2 The Executive Committee will also manage the financial Committee.

30.3 The Executive Committee will invite the Presidents of the Standing Committee's to the discussion of the topics that are in its committee.

30.4 The Executive Committee is particularly responsible to reach the objectives, particularly those that are not executed by The Standing Committee of the PACF (COPAC).

ARTICLE 31 - AUTHORITIES (OFFICERS) OF THE COPAC

The authorities of the COPAC will be:

- a) President
- b) Vice-presidents
- c) Secretary General
- d) Treasurer

The present statute contains changes approved by the Congress of the CO.PA.C. Held in Brandon, Manitoba, Canada on July 21, 1999 and by the Assembly held in Quebec, Canada in July 2005.