



AMERICAN CANOE ASSOCIATION
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February 1, 2012

To: SEIC

From: ACA River Kayak Committee

Subject: ACA River Kayak Committee Report

The ACA River Kayak Committee submits the following report on activities since the November, 2011 SEIC meeting.

Election of 2012-2014 Officers and current membership

In November, 2011 the Committee conducted elections for its 2012-2014 Officers. Larry Ausley was elected chair, Jerry McAward Vice-Chair and Janet Cowie Secretary. Mike Aronoff continues to serve as an officer as immediate past-chair. In January, 2012, Larry Ausley appointed (following her agreement to serve) Anne Sontheimer to the committee to fill the vacancy left by the resignation of Wayne Dickert. Larry Ausley polled current River Kayak Committee members in January asking who was willing to continue active service on the committee. As of January 24, 2012, In addition to the officers, the following committee members have agreed to continue service as voting members: Phil DeRiemer, Mary DeRiemer, Mark Moore, Jack Moskowitz, Nate Ostis, Sam Drevo, Anne Sontheimer. Bruce Lessels and Eric Bader have agreed to remain on the Committee as affiliate members.

New Website and Facebook page

In January, 2012 the River Kayak Committee published a new website (www.acariverkayak) intended to serve the functions of newsletter, communications tool and reference source for the committee and for all River Kayak instructors, ITs and ITEs. Paralleling the website, a Facebook page was created for the Committee (www.facebook.com/acariverkayak) to mirror website posts and to give instructors and the public an opportunity to follow and contribute to River Kayak activities.

Other activities of the Committee

- publicized availability of ACA IT/ITE lists and developed River Kayak-specific list
- requested list of ACA Division Chairs from ACA office and Division Committee Chair in order to request Divisional River Kayak Committee appointments

Possible Additional Charter Amendment

It has been brought to the River Kayak Committee's attention that the current RKC Charter does not define a mechanism for the appointment or election of its voting membership except for members appointed as Divisional Representatives, even in light of the fact that "standing" members have historically formed much of the working core of the committee. Because this fact was recognized late in the process of completing the current charter amendments draft, the Committee has concluded that further deliberation of the need/proposal requires additional time and that the issue is not yet ripe for inclusion in the March, 2012 proposed draft.



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The Committee makes notice of its intent to consider and possibly submit an additional draft amendment for the SEIC's



SEIC POLICY RECOMMENDATION FORM

This form has been developed for use in making policy recommendations for consideration by the Safety Education & Instruction Council. In order to clarify the exact policy recommendation and pertinent issues related to the recommendation, please complete this form prior to formally submitting it to the SEIC Secretary. Thank you.

- 1.) PERSON/ENTITY MAKING RECOMMENDATION: RIVER KAYAK COMMITTEE (By Larry Ausley, Chair)
- 2.) TODAY'S DATE: January 28, 2012
- 3.) PROPOSAL NAME: Amended River Kayak Committee Charter
- 4.) ACA INSTRUCTION DISCIPLINE(S) AFFECTED: River Kayak
- 5.) NUMBER OF PEOPLE AFFECTED: ACA River Kayak Instructors, River Kayak ITs, River Kayak ITEs, Affiliate members of River Kayak Committee.
- 6.) EXACT WORDING OF MOTION: Amend ACA River Kayak Committee charter to January 28, 2012 version submitted to SEIC.
- 7.) HOW IS THIS MOTION TIED TO THE STRATEGIC PLAN? Provides corrected charter text and suggests charter amendments that encourage enhanced participation in River Kayak Committee.
- 8.) NEED FOR POLICY CHANGE: Provide a brief statement pertaining to why this motion is necessary. Please include any relevant background information. The current ACA River Kayak Committee charter contains several mis-citations of other discipline committees. The proposed amendments correct those errors and:
 - suggest an increased number of allowable voting members of the committee (increase from 6 to 13) with a concurrent change in the range of the possible voting quorum of the committee (from 1-1.8 to 1-3). The committee believes this change may encourage participation in the committee and stands to marginally increase the voting representativeness of the committee.
 - makes a wording change that allows flexibility in the format of the optional committee newsletter.
- 9.) IS THERE ANY FISCAL IMPACT TO THE ACA? If so, please describe. There is no known fiscal impact of these changes.
- 10.) EXISTING DOCUMENTS WHERE THE CHANGE SHOULD BE REFLECTED:
ACA River Kayak Committee charter (Nov. 1, 2008 version)
- 11.) OTHER MEANS FOR DISSEMINATING THE CHANGE:
If approved, the amended charter will be also noticed on the ACA River Kayak Committee website (www.acariverkayak.org) and on the Committee's Facebook Page (www.facebook.com/acariverkayak)

12.) ANY CONTRA POSITIONS ON THE MOTION: There are no known contrary positions to the proposed amendments of the charter.

FOR SECRETARY'S USE ONLY

Date: _____ Meeting: _____
Person or Committee Making Motion: _____
Person Seconding Motion: _____
Vote Count: _____ YES _____ NO _____ ABSTAIN
Motion Correct as Stated Above: _____ YES _____ No
(If no, specify any amendments):

a/o 10-25-11 KB

Summary and Rationale of Amendments to ACA River Kayak Committee charter

1. Typographical and grammatical changes and corrections. The document was reviewed for editorial changes and corrections that do not affect the function of the charter. These corrections are reflected in this most currently proposed draft. The most significant of these changes were the correction to RKC where other discipline committees or their initialisms were incorrectly referenced rather than RKC.
2. The currently approved version of the charter (Nov. 1, 2008) states that “The RKC shall consist of 3-6 voting/working members... [Chapter III.A]. The committee proposes increasing the allowable maximum number of voting/working members to 13, which would increase the range of the voting quorum (i.e., 30% of voting members) from 1-1.8 to 1-3. The committee believes the increased number of allowable voting members encourages additional active participation in the committee and provides the possibility that the voting quorum becomes a more effective democratic representation of committee intent.
3. The currently approved version of the charter indicates that the optional newsletter editor be appointed by the committee chair from among at-large and Divisional members of the committee. The proposed amendment expands the pool of those from whom the committee chair may appoint as newsletter editor to include all members of the committee. Additionally, the proposed amendment removes the specification of the newsletter as an “e-newsletter” and adds that the format “may be electronic”, allowing flexibility.

SEIC River Kayak Committee Charter (DRAFT)

Chapter I. Name

This chartered entity shall be known as the River Kayak Committee of the American Canoe Association (ACA). In this charter, whenever the name Committee, or the initialism RKC appears, it shall be taken to mean ACA River Kayak Committee.

Chapter II. Purpose

The purpose of the River Kayak Committee shall be:

- A) To serve as an advisory committee to the SEIC on the best practices regarding river kayaking.
- B) To promote paddlesport as an enjoyable lifestyle activity and encourage its growth through the development of recreational and educational programs.
- C) To foster the development of river kayaking paddling skills through the establishment and maintenance of an instructional curriculum consistent with ACA SEIC [National Instruction Committee] guidelines and as accepted by SEIC, the Board of Directors or SEI staff, as appropriate.
- D) To develop an instructional format, train and certify instructors in river kayaking as accepted by SEIC and the Board of Directors or staff, as appropriate and to provide interested students with such information.
- E) To oversee and monitor the standards of being an I/IT/ITE in River Kayaking as accepted by SEIC or staff, as appropriate.

Chapter III. Committee

- A) The RKC shall consist of 3-13 voting/working members who are committed to teaching and practicing river kayaking, whether as volunteers or as paid professionals, voting division representatives and non-voting affiliate members as described in Chapter IV: Membership.
- B) The voting members of the RKC shall elect their officers whose duties are described in Chapter V: Officers.
- C) The Committee officers, consisting of the Chair, Vice Chair, Secretary and Immediate Past Chair are elected for two-year terms and constitute the Executive Committee.

Chapter IV. RKC Membership

- A) **ACA Membership:** The voting and non-voting members of the RKC must be members of the ACA.
- B) **Instructor Status:** Voting committee members must be current and active river kayaking instructors.
- C) **Divisional Representatives:** Divisions may appoint a division representative prior to the Annual ACA Membership meeting. The term of a Division Representative shall be one year beginning November 1 after the date of their appointment.
- D) **At-Large Committee Members:** At-Large Committee Members will be appointed by the Chair for a term of one year and will serve at the discretion of the Chair.
- E) **Vacancies**
 - 1. If for any reason there is a vacancy of a representative from any division, the RKC Chair shall request that the Chair of that Division appoint a new representative to complete the unfilled term.
 - 2. If there is a vacancy of a Member-at-Large, the RKC Chair shall appoint a qualified replacement to complete the unfilled term.

- F) **Committee Activity:** Voting members must actively participate in the workings of the RKC. Non-participation in discussions or workings of the RKC will be grounds for removal.
- G) **Affiliate Members:** Any ACA member in good standing may become an Affiliate Member of the RKC by registering as same and paying the annual affiliation fee as set by the ACA Board. Affiliate members will receive meeting minutes and other information as available.

Chapter V. Officers

- A) **CHAIR.** The RKC Chair shall be elected for a two-year term from among the voting members of the committee. Elections will take place at the Committee's annual meeting. The election may take place by electronic vote. In the event the RKC is unable to elect a chair, the SEIC Chair or ACA President shall appoint one.
 - 1. The duties of the Chair shall be to prepare agendas for, to call and preside over meetings of the Executive Committee, to appoint subcommittees and represent and act in behalf of the RKC between meetings. The Chair bears overall responsibility to achieve the committee goals of advancing ongoing instructional, competitive and promotional programs.
 - 2. Represent the RKC on the SEIC Board and Curriculum Committee.
 - 3. The RKC Chair shall review content of the RKC newsletter (as appropriate) to assure accuracy and appropriateness before publication.
- B) **VICE-CHAIR.** A Vice-Chair shall be elected for a two-year term from voting members of the committee. Elections will take place at the Committee's Annual Meeting. The election may take place by electronic vote. In the event the RKC is unable to elect a vice-chair, the SEIC Chair or ACA President shall appoint one.
 - 1. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair and when so acting, shall exercise all the powers of the Chair.
- C) **SECRETARY.** The Secretary shall be elected for a two year term from among RKC Members and RKC Regional/Divisional representatives. Elections will take place at the Committee's Annual Meeting. The election may take place by electronic vote. In the event the RKC is unable to elect a Secretary, the SEIC Chair or ACA President shall appoint one.
 - 1. The duties of the Secretary shall be to provide notice and a written agenda to Executive Committee members thirty days prior to meetings
 - 2. keep and distribute minutes of meetings, submitting the minutes
 - 3. handle all ballots
 - 4. keep all appropriate committee records.If the Secretary is not present at a meeting, a "Secretary *pro tem*" shall be appointed by the Chair at the beginning of the meeting to keep minutes and forward them to the Secretary in a timely manner.
- D) **NEWSLETTER EDITOR (Optional).** The Newsletter Editor shall be appointed by the Chair from among Committee members.
 - 1. The duties of the Editor shall be to publish a newsletter at least two times per year which at a minimum contain the committee meeting and executive committee minutes and distribute it to all Executive Committee Members, RKC Instructors, ITs and RKC Affiliate members. The newsletter may be in electronic format.

Chapter VI. Subcommittees

The RKC Chair shall create such committees as are necessary to conduct the business of the RKC. All such committees shall act under the supervision of the RKC Executive Committee. The RKC Chair shall notify in writing the subcommittee chair and the members of the

subcommittees of their appointment or discharge from subcommittee duty. All appointments shall expire with the term of the RKC chair who makes such appointments. The RKC chair shall provide in writing the specific goals and purposes of each subcommittee, the expected product from their work and the expected time when this work shall be completed.

Chapter VII. Committee Meetings

The RKC shall meet at least one time during the year. Additional meetings are encouraged as possible. (Suggested date for the annual meeting is the Thursday before the SEIC meeting in November).

- A) The Chair must provide notice and a written agenda to members 30 days prior to committee meetings.
- B) If the Chair is unable to attend, the Vice-Chair or an appropriate designee may be appointed by the RKC Chair to chair the meeting.
- C) RKC meetings will operate by Robert's Rules of Order, tempered by common sense and good manners.
- D) A quorum shall be 30% of the voting members of the committee.
- E) The permanent RKC agenda will include:
 - 1. Subcommittee reports and revisions
 - 2. Other subcommittee and workgroup reports
 - 3. Charter and structure revisions as required
 - 4. Election matters as required
 - 5. New business
 - 6. Old business
- F) Official RKC business may be continued throughout the year via email and phone conversations.
- G) Proxy voting is expressly prohibited.
- H) Executive Committee meetings shall be held as needed. The agenda for these meetings shall be developed by the RKC Chair. The Executive Committee shall take action on behalf of the RKC when the timing of a decision does not permit polling of the RKC or if the RKC Chair determines that the decision does not merit polling of the RKC voting members. It is intended that these actions will be emergent and will require unanimous approval of all the Executive Committee members. A report of all actions taken by the Executive Committee between RKC meetings shall be presented at the next regular RKC meeting.

Chapter VIII. Amendments to the Charter

- A) Amendments to this charter shall be by a majority vote of the voting members of the RKC. Amendments and changes must be approved by the SEIC and ACA Board of Directors.
- B) Any proposed amendment must be initially presented to the RKC Chair in precise written form, including rationale.
- C) Written notice of proposed amendments shall be provided to all voting members by the Chair or Secretary. The notice shall state the exact wording of the proposed amendment and the rationale for the change.

Chapter IX.

Anything not covered in the RKC Charter reverts to the SEIC & ACA Bylaws for guidelines.

Updated 11/01/08 by Mike Aronoff Chair RKC
DRAFT Update 1/28/12 by Larry Ausley RKC Chair and RKC voting members

January 28, 2012