

AKAU HANA OUTRIGGER CANOE RACING TEAM

BY-LAWS

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I. NAME

The name of this organization shall be AKAU HANA OUTRIGGER CANOE RACING TEAM.

II. LOCATION

The location of this organization shall be in the City and County of Santa Cruz, California. The mailing address shall be:

Akau Hana Outrigger Canoe Racing Team
1745 - 47th Avenue #1
Capitola, Ca. 95010

III. PURPOSES

The purpose(s) of this organization shall be:

- A. The encouragement, promotion, and participation in Outrigger Canoe Racing.
- B. The teaching of traditions concerning Outrigger Canoeing.
- C. Promoting and participating in other Polynesian activities such as dancing, luau, etc.

IV. INCORPORATION

This organization shall be Incorporated as a NonProfit Corporation under the laws of the State of California. The officers of this organization are authorized to execute the Articles of Incorporation as required by the State of California.

V. MEMBERSHIP

- A. Membership in this organization shall be open to any person(s) or family interested in participating in or supporting Outrigger Canoe Racing or the other activities of this organization. All members in good standing have equal voting power except Honorary Member (See Section V, Paragraph B, 4).
- B. Classes of Membership
 - 1. Individual - Individuals who have reached their tenth (10th) birthday prior to the first Northern California

V. MEMBERSHIP (Continued)

B. Classes of Membership (Continued)

1. Outrigger Canoe Association (NCOCA) sanctioned Sprint Regatta of the current season.
2. Family - Families where more than one family member belongs to the organization.

A family is defined as: Parent, Guardian, Stepparent, and all dependent children under eighteen (18) years of age, or if a full time student in good scholastic standing until age twenty-three (23).

3. Life Member - A lifetime membership may be bestowed on an individual member who has performed continually excellently for the organization over an extended period of time. A Life Membership can be recommended by either the Board of Directors or a general member. It will be voted on by the entire membership and must be passed by a simple majority.
4. Honorary Member - A friend of the organization, while not a member of the organization, who promotes and otherwise helps the organization. An Honorary Member has no voting power.

VI. INITIATION FEE, ANNUAL DUES, OTHER FEES

A. <u>Type of Membership</u>	<u>Initiation Fee</u>	<u>Annual Dues</u>
Individual	\$75.00	\$120.00
Family	\$100.00	1 - 2 persons - \$80.00 per 3 - 4 persons - \$70.00 per 5+ persons - \$50.00 per
Life	-	None
Honorary	None	None

- B. Initiation Fee is due when membership is submitted. Initial Annual Dues are due on membership acceptance. A schedule of payment for succeeding annual dues and fees will be determined by the Board of Directors prior to the beginning of the start of the new fiscal year.

VI. INITIATION FEE, ANNUAL DUES, OTHER FEES (Continued)

- C. Annual dues are delinquent thirty (30) days after the due date determined by the Board of Directors. All members who are delinquent will have to pay another Initiation Fee to be re-instated into the organization. Notification of delinquency will be sent by the Membership Chairman within ten (10) days after the due date.

Monies due for refund because of non-participation will be refunded by the organization within thirty (30) days from the date of the last scheduled event.

VII. OFFICERS

- A. The officers of this organization shall be:
1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Membership Co-ordinator
 6. Historian
 7. Sergeant-at-Arms
 8. Member-at-Large, Board of Directors
- B. In the event an officer cannot complete his/her term, the Board of Directors may appoint a replacement to fulfill the rest of that term.
- C. Head Coach - The Head Coach of this organization shall be Stewart R. Saul, until he retires or resigns, thereafter will be appointed by the Board of Directors.
- D. Board of Director - The Board of Directors shall consist of Head Coach, President, Vice-President, Secretary, Treasurer, and Member-at-Large. The Chairman of the Board of Directors shall be the Head Coach until Stewart R. Saul retires or resigns, thereafter it shall be the President.
- E. Terms of Officers - All elected officers shall serve two (2) year terms beginning on the 1st of December following the election.
- F. Head Coaches - Head Coaches succeeding Stewart R. Saul shall serve until replaced by the Board of Directors.

VIII. DUTIES OF OFFICERS

- A. Head Coach - Duties of the Head Coach shall be to operate the Outrigger Canoe Racing program. This includes but is not limited to:
1. Teaching proper methods of paddling the canoe.
 2. Teaching proper methods of rigging the canoe.
 3. Teaching race strategy and procedures.

VIII. DUTIES OF OFFICERS (Continued)

4. Teaching members other duties of participation in racing and regatta including NCOCA rules.
 5. Appointing necessary assistants and managers.
 6. All other activities necessary to the racing program.
- B. President - The President shall conduct team meeting. The President shall be the delegate to the NCOCA Quarterly Meeting or will appoint someone to represent him/her at these meetings. The President will not have a vote at team meetings except in the case of a tie vote on the floor. The President will countersign all checks with the Treasurer. The President will have other duties as necessitated by the running of the Club.
- C. Vice-President - Shall assist the President and act in the President's place when he/she is not present.
- D. Secretary - Shall take and read the minutes of all team meetings, and provide whatever correspondence is necessary for the team.
- E. Treasurer - Shall collect all monies, deposit same, and keep a record of same. Shall produce and sign checks for payment of expenses. Checks will be countersigned with the President. Shall keep records of the Cash Racing Fund (See Expenditures. Section IX, Paragraph C.). Shall file necessary Tax Returns and other financial forms with the appropriate government agencies.
- F. Membership Co-ordinator - Shall provide and maintain member applications. Shall provide and maintain other membership information as necessary. Shall notify members in writing within ten (10) days after dues become delinquent. All other membership duties as necessary or directed by the President or Head Coach.
- G. Historian - Shall have charge of all records of historical value, keep a scrapbook of same pertaining to this organization. Shall organize for duplication in booklet form, all significant events and information (race standing, times, etc.) to be mailed to the general membership in November of each year.
- H. Sergeant-at-Arms - Shall help the President maintain order and shall introduce any and all guests at meetings. Shall be responsible for maintaining order at any regattas hosted by Akau Hana Outrigger.
- I. Member-at-Large, Board of Director - Shall act as a member of the Board of Directors representing the general membership. Shall report all decisions made by the Board of Directors to the general membership.

IX. MEETINGS

- A. Board of Directors - Shall meet at least quarterly, but may meet more often as necessary.
- B. General Team Meeting - Shall be held monthly, on the 2nd Friday of each month except during race regatta season. During race regatta season meetings will be held at the direction of the President/Head Coach.
- C. Quorums - The Board of Directors and General Team Meetings will be fifty (50) per cent + 1. Chairman of the Board of Directors, President, or Vice-President shall be present at all respective meetings.

X. RESPONSIBILITIES

- A. The Head Coach is responsible for the running of and decisions regarding the racing program.
- B. The Board of Directors will make suggestions to and give guidelines to the general membership in all other aspects of running this organizations.
- C. The general membership is responsible for attending meetings and voting on which activities and events the club will participate in with the exception of the racing program.

XI. EXPENDITURES

- A. Expenditures up to One Hundred (\$100.00) Dollars need only be approved by the Board of Directors.
- B. Expenses above One Hundred (\$100.00) Dollars must be approved by a quorum of the general membership.
- C. A cash fund of One Hundred (\$100.00) Dollars called the "Cash Racing Fund" will be maintained for everyday expenses of the operation of the racing program. This fund will be maintained and used by the Head Coach and separate records of this will be kept by the Treasurer.
- D. Any member who spends his/her own monies on an approved purchase for the organization, will be reimbursed upon presentation of a receipt for that purchase at the next general meeting.

XII. NOMINATIONS OF OFFICERS

- A. The Nomination Committee will be appointed by the President at the August meeting. The Committee will give its recommendations at the September meeting. Names from the floor will be accepted at the September meeting. The Secretary will notify all nominees by mail that they have until the October meeting to decline. Nominations are final after the October meeting.

XIII. ELECTIONS

- A. Elections shall be held at the November General Membership Meeting.
- B. Ballots shall be secret.
- C. A simple majority shall elect officers.
- D. In the event of a tie the President shall have a vote. He shall not vote otherwise.
- E. In the event that there are three (3) or more candidates for the same office, with none of the candidates getting a majority, another election will be held between the candidates whose total votes exceed fifty (50) per cent of the total votes cast. This election will also be held at the November meeting.

XIV. COMMITTEES

- A. The President and/or the Head Coach may appoint committees as necessary.
- B. The committee Chairperson will report as required to the Board of Directors.

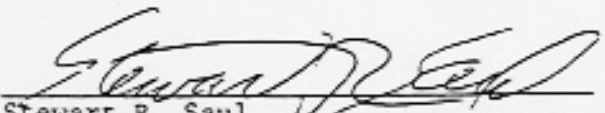
XV. PARLIAMENTARY AUTHORITY

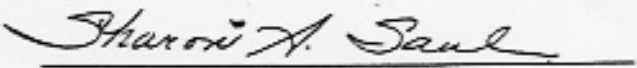
Roberts Rules of Order, Newly Revised, Latest Edition, shall be followed at all meetings of this organization.

XVI. AMENDMENTS

Proposed amendments to these By-Laws will be presented in writing to the Board of Directors. If those By-Laws are accepted by the Board of Directors with a two-thirds (2/3) majority, they then will be presented to the General Membership. Upon two (2) consecutive monthly readings those proposed amendments to the the By-Laws will then be voted upon. If they are passed by a two-third (2/3) majority of the General Membership, they will then become part of the By-Laws.

The Undersigned have established these By-Laws for Akau Hana Outrigger Canoe Racing Team on this 1st day of March, 1988.


Stewart R. Saul
Co-Founder, Head Coach, President


Sharon A. Saul
Co-Founder