



ARTICLES OF ASSOCIATION

Belize Canoe Association

November 24, 2012

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(Accepted November 24, 2012)

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ARTICLE I

1> Introduction

The Belize Canoe Association was formed January 1st, 2001 and was registered at The General Registry in Belize City on February 2nd, 2001. The Belize Canoe Association is non-governmental and not-for-profit. All proceeds are reinvested in the sport, in the form of training and encouragement for members of the general public who would like to learn to paddle, and also in an environmental aspect in the form of educating people on how to maintain a natural and un-polluted environment.

2> Identity

The Association shall be called, **The Belize Canoe Association**, abbreviated as **BCAnoe**. The official website being www.bcanoe.bz. The logo of the Belize Canoe Association is displayed to the right of this paragraph. The motto or slogan shall be, "Shut Up and Paddle!"



3> Registration of the Association

3a. The Association must be in compliance with the Sports Act, Chapter 46, Revised Edition 2000 - Laws of Belize and shall make every effort to comply by this Act.

3b. BCAnoe shall be subject to the laws of Belize and shall organize in such a manner as to acquire legal status listed in the Belize Companies Registry.

ARTICLE II

The Office

The operational office of the association shall be located at the current president's home address, or if the current president has a personal business address, he or she may choose to use that. The operational office location may be changed by action of the majority of the Executive Body.

ARTICLE III

Membership

1> Qualifications

Any person interested in canoeing and kayaking, who wishes to promote the aims and ideas of the association, shall be eligible for membership.

2> Membership

All persons eligible for membership shall apply on the Membership Application Form and such applicants shall be subject to approval. BCAnoe requires paid membership; dues are due by December 1 of each year. Renewals not paid by then will be assessed a \$15 late fee, except for Juniors which will be \$5. Racing members whose fees are not paid will not be allowed to take part in any race or have his/her entitlement granted. New memberships are not subject to the December 1 deadline. Memberships expire on November 30.



3> Classification

- **Individual Member:** Dues shall be \$50 per calendar year. Members must be 18 years or older and shall be entitled to voting rights, the right to hold office, receive quarterly newsletter, can compete for awards of the Association, and compete in all BCAnoe organized and endorsed races except in the Junior Category.
- **Junior Member:** Dues shall be \$20 per calendar year. Open to any paddler under, or will reach, the age of 18 in the current year. Member is entitled to receive the quarterly newsletter, race in any BCAnoe organized and endorsed races, and to any awards and prizes in the Junior Category. Voting rights is not allowed.
- **Associate Member:** Dues shall be \$30 per calendar year. Member must be 18 years or older and shall be entitled to voting rights and the right to hold office and receive the quarterly newsletter. Members are not allowed to compete in any race.
- **Family Membership:** Dues shall be \$100 per calendar year. This membership is available to two adults and unlimited children less than 18 years, residing within the same household. Adults are entitled to the same privileges as Individual or Associate Member and children are entitled to Junior Membership privileges. However, only one newsletter will be addressed per family.
- **Non-Resident Member:** Dues shall be \$50 per calendar year. Members over 18 years shall be entitled to voting rights. Members under 18 years have no voting rights. All members shall receive the quarterly newsletter, can compete for awards of the Association and compete in BCAnoe organized and endorsed races.
- **Lifetime Membership:** Dues to be ten times the current membership dues. Member is entitled to the same privileges as Individual, Associate or Non-Resident Members.
- **Corporate Member:** Contribution of \$2,500 per calendar year. This membership shall entitle the holder to an advertizing banner and logo placement on our website with returned links to their site; logo placement on a printed banner to be used at all races throughout the year, recognition at all races, and can be sole sponsor for one race. Will receive the quarterly newsletter and audit report at the end of year.

All amounts are in Belize Dollar (BZD).

4> Meetings

There shall be at least one general meeting of the BCAnoe in the month of November of every year. Additional meetings can be called upon the discretion of the President and/or the majority of the Executive Body.

5> Voting Rights

All members entitled to vote shall have the right to vote on all matters properly brought before the membership, except as restricted elsewhere in the Articles or by stature. Members may vote only to elect the Executive Body.

6> Quorum

At all annual and special meetings of the members, the presence of 50% plus 1 of the members entitled to vote at such meetings shall constitute a quorum, unless otherwise provided by law. If at that meeting the 50% plus 1 didn't show up, then an immediate meeting shall be called no sooner than two weeks and no more than four weeks and whosoever is present at that meeting constitute the quorum. This second meeting must be mentioned at the original meeting and notice of the second meeting must be made public via at least two national media outlets and ten days in advanced of the second meeting.



7> Non-Cumulative Voting

In all elections of executives, each member entitled to vote shall have the right to vote for as many persons as there may be executives to be elected, but no member may cumulate his/her vote and give one candidate more than one vote. Members must be present at the Annual General Meeting to exercise his/her vote. There shall be no voting by proxy.

8> Place of Meetings

All annual meetings and special meetings of members shall be held at such places as the Executives shall designate after the president has consulted with members of the Executive Body.

ARTICLE IV Executive Body

1> Authority

The property and lawful activities of the association shall be held and managed by the Executive Body with the approval of the simple majority of membership.

2> Number

The Number of Executives shall be seven. They will be President, Vice President, Treasurer, Recording Officer, Race Officer, and two appointed. The President shall be the Chairperson.

3> Term

The term of office of each elected executive shall be two years. Elections must be called before the end of a term. Members can be re-elected to the same or any other post. A member shall serve for a maximum of three consecutive terms at the same executive post. At the end of one year, Executives must renew their membership before the due date in order to continue onwards to the second year as an Executive. The new Executive Body shall take office on 1st December at 10:00 am.

4> Appointment of Executives

Appointments shall be elected by a majority vote of the elected Executives. Appointments must be made before or by 5th December of the same election year.

5> Call of Annual General Meeting

The annual general meeting of the Association shall be held in November, preferably on a weekend, of each year. Adequate notice, starting time, place, and purpose of the meeting, shall be given to all members at least ten days but no more than thirty days prior to such meeting.

6> Call of Executive Body Meetings

There shall be a minimum of four meetings of the Executive Body annually. Adequate notice, starting time, place, and purpose of the meeting, shall be given to all Executives at least ten days but no more than twenty days prior to such meeting. Any executive may waive notice to the Executive Body meeting in writing of his presence at such a meeting shall constitute a waiver of notice.



7> Call of Special Meetings

7a. A special meeting of the Executive Body may be called by the Recording Officer and by three Executives. Adequate notice, starting time, place, and purpose of the meeting, shall be given to each executive at least ten days but no more than twenty days prior to such meeting. Any executive may waive notice to the special meeting in writing of his presence at such a meeting shall constitute a waiver of notice.

7b. In case of an emergency, the highest ranking member of the Executive at a race may call a special meeting. During a special meeting called in case of an emergency, a majority of those Executives present may make a decision only on the matters relating to the emergency which deemed to be in the best interest of the BCAnoe.

8> Quorum

Five members of the Executive Body shall constitute a quorum and act as a majority of the executives present at the meeting. When this quorum is present and a decision is made, it shall be the act of the Executive Body.

9> Place of Meetings

The meeting of the Executive Body shall be held at such places as agreed to at the last meeting.

10> Voting Rights

At all Executive Body meetings, each member shall have one vote. In case of equality of votes, the President shall also have a casting vote. All decisions voting upon must be in accordance with the Articles of the Association.

ARTICLE V

Selections and Duties

1> Selection of Executives

1a. The executives shall be elected every two years by an official ballot at the general meeting of the association; only current members, as registered with the treasurer, who have paid dues for that year, are eligible to vote. The results will be announced at the end of the general meeting. All Executives must be a legal resident or citizen of Belize and members of the Belize Canoe Association. No Executive shall sit on another local board or committee of any other canoe or kayak racing organization.

1b. No Persons shall be elected to the Executive Body if:

- The person have been convicted of an offence in Belize of which dishonesty was an element
- The person is of unsound mind or has been so declared by any court.

2> Selection of Protest Committee

2a. The members of the protest committee shall be appointed every two years by the President after a majority vote of the Executive Body; only current members who have paid dues for the year are eligible to be selected on this committee. The appointments shall be decided upon during the first meeting of the Executive Body and the general membership shall be informed of the committee members in advanced of the first schedule race of the season. The committee members shall include one Associate Member, one Individual Member, and one Appointed Executive. The members of the committee should not be comprised



of teammates, same team affiliation, or family. There shall be at least one female member on this committee. The Chair of this committee shall be the Associate Member.

2b. In the event a protestor feels that they may not get a fair hearing under the condition that a member on the Protest Committee is being affiliated with the party being protest against, the protestor can make a request to the Executive Body via the Race Officer that the member excuse him or herself from the committee. If the request is valid, the President shall appoint a temporary member to the Protest Committee after a majority vote of the Executive Body.

3> Selection of Disciplinary Committee

3a. The members of the Disciplinary Committee shall be appointed every two years by the President after a majority vote of the Executive Body; only current members who have paid dues for the year are eligible to be selected on this committee. The appointments shall be decided upon during the first meeting of the Executive Body and the general membership shall be informed of the committee members in advanced of the first schedule race of the season. The committee members shall include the Vice-President as the chairperson, one Associate Member, and one Individual Member. The members of the committee should not be comprised of teammates, same team affiliation, or family. There shall be at least one female member on this committee.

3b. In the event a member of the Disciplinary Committee feels that he/she may appear to show bias or may not be able to exercise his or her duties because this member is affiliated with the person before the Disciplinary Committee, that member must inform the chairperson of this committee and shall excuse him or herself from the committee. The President shall appoint a temporary member to the Disciplinary Committee after a majority vote of the Executive Body. If the Chairperson needs to excuse him or herself, the President replaces him/her as chairperson.

4> Selection of an Appeals Board

The Appeals Board shall be comprised of three members, a chairperson and two others. All members shall be persons independent of the Belize Canoe Association and shall be prominent citizens or residents of Belize. An Appeals Board shall be formed before the first schedule race and shall serve for two years. The chairperson, preferable someone in the legal profession, shall be selected by majority vote of the Executive Body. The other two members shall be decided upon by the membership (except the Executives). Suggestions shall be submitted to the Executive Body after which all members shall vote for any two. The top two candidates with the most votes shall become the other members of the Appeals Board. These persons shall agree to perform the duties on a voluntary basis. The President shall commission the Appeals Board after the approval of the majority of Executive Body.

5> Selection of an Elections Officer and Elections Supervisor

An Elections Officer and Elections Supervisor shall be invited to conduct and oversee the election process. Indication to these personal shall be made no more than eight weeks and no less than four weeks in advanced of an election. Both persons shall be independent of the Belize Canoe Association and shall be prominent citizens or residents of Belize with knowledge of how elections are conducted. These persons shall agree to perform the duties on a voluntary basis. The President shall commission both the Elections Officer and Elections Supervisor, whom are independent of each other, after the approval of the majority of Executive Body.



6> Duties

The **President** shall have the:

1. Authority to operate and conduct the ordinary activities and affairs of the association and represent the association legally.
2. Authority to execute contracts along with the Recording Officer and Treasurer on behalf of the association.
3. Duty to countersign all orders of the Treasurer.
4. Authority to superintend and direct the activities of all officers and agents of the association verifying the regulations and by-laws are observed.
5. Responsibility to implement the decisions passed by the Executive Body.
6. Presiding position at all meeting of the Executive Body and all meetings of the members.
7. Duty to inform the bank of signatories to the association's bank account(s).
8. Authority to appoint and remove said member, after majority vote of the Executives, to any local board to represent the BCAnoe where representation is required.
9. Authority to act on behalf of the association, where time does not allow for the Executives to meet. In such cases, he/she shall inform the Executives not later than the next meeting of actions taken.
10. Authority to represent the Association on national and international matters where the president execute these actions, he/she must submitted a report in writing to the general membership of his activities within fourteen days.

The **Vice-President** shall have the:

1. Authority to perform the duties of the President when delegated by the President, or when the President is unavailable due to disability or when absent.
2. Duty to chair the Disciplinary Committee
3. Duty to maintain and control the inventory of the Association.

The **Treasurer** shall have the:

1. Authority to receive and disburse funds of the association, subject to approval of the President and/or the Executives for sums no larger than \$2,500. Above that amount simple majority membership approval is necessary.
2. Responsibility to maintain and keep all records in proper order and financial orders reflecting the financial conduct of the association.
3. Duties to deposit forthwith all funds of the association which may come into his/her hands in such bank or banks as the Executives Body may designate.
4. Duty to render such accounts and present such statement to the Executives and President as may be required of him or her.
5. Duty to submit a quarterly report to the Executives for further release to the membership.
6. Duty to turn over the books for a yearly audit when called by the Executive Body.
7. Authority to sign checks along with either the Vice-President or the Recording Officer.

The **Recording Officer** shall have the:

1. Authority to maintain and retain custody of the minute book of the association. Recording all decisions made at all meetings.



2. Duty to maintain a record of all members of the association, showing their names, addresses, emails and all other necessary information.
3. Duty to notify any person whose membership has been canceled for non-payment of dues.
4. Duty to notify all the membership of all canoe or kayak racing information.
5. Duty to prepare and distribute the quarterly newsletter and annual report.

The **Race Officer** shall:

1. Act as race supervisor at all BCAnoe organized races and is responsible for overseeing that race rules are properly observed.
2. Obtain, from the proper officials, the results of all endorsed races and he/she shall keep accurate records of results.
3. From the races results and the records thereof, compute the points compiled by racing members.
4. Communicate (in a timely manner) all race results and other information to the proper news media, the website and other Social Medias.

The **Appointed Executives**:

1. Duties shall include any matters not already assigned to an elected Executive.
2. One shall be appointed to sit on the Protest Committee.

There shall be a 1 month transitional period to assist new Executives.

The **Appeals Board** shall:

1. Act independently of the BCAnoe.
2. Have jurisdiction over appeals in cases provided for against administrative, sporting and disciplinary decisions taken by authorities of BCAnoe.
3. Receive the written appeal from the President.
4. Hear arguments from both parties involved and interview their witnesses.
5. Have authority to request copies of any material as needed from BCAnoe for that particular appeal.
6. Have authority to call any member of the BCAnoe to be interviewed as it relates only to the particulars of the appeal.
7. Conclude and submit its report, signed by all members, with a final decision on the appeal to the President within 30 days of receiving the appeal.

The **Protest Committee** shall:

1. Receive the written protest from the Race Officer and hear within two days all protests made by any team as it relates to technicalities and breach of race rules by other teams or decisions or actions of the race officials that are not in accordance with the race rules.
2. The decision, signed by all members of the committee, of any protest shall be submitted to the Race Officer no later than 5 days after the written protest has been received by the committee.

The **Disciplinary Committee** shall:

1. Cause disciplinary proceedings to be instituted against any member who allegedly contravenes or has contravened any provision of the Articles of Association, regulations, the Code of Conduct or unethical behavior.



2. Investigate the complaints or charges against the member or members and to conduct the disciplinary process.
3. Have the authority to impose penalties by means of a warning, a fine, suspension, ban on, or take appropriate actions against any member if indeed the member(s) stand accused of any allegations.
4. Complete its duties within 14 days of any disciplinary proceeding. A report must be submitted to the Executive Body.

The Elections Officer shall:

1. Act independently of the BCAnoe and the Elections Supervisor.
2. Request voluntary assistance to help with the election process (non BCAnoe members).
3. Shall follow the election process guidelines as described. (See appendix 1)
4. Prepare all necessary processes for free, fair, open and transparent elections.
5. Announce the results of the elections at the Annual General Meeting.

The Elections Supervisor shall:

1. Act independently of the BCAnoe and of the Elections Officer and his/her team.
2. Oversee and verify that elections were free, fair, open and transparent.
3. Have authority to bring to the attention of the Elections Officer any process or activity that may not be in accordance with a free, fair, open and transparent election process.
4. Prepare a signed report stating any incidents and corrective measures taken and that the election process was free, fair, open and transparent. This report must be delivered to the President at the General Meeting before the announcement of the results.

6> Execution of Duties

All Executives, chairpersons and members of Committees and other personnel in positions of authority shall conduct him or herself in a professional and honorable manner. They shall execute their duties with honesty and integrity while treating individuals with dignity and respect. They shall be fair, impartial and unbiased in their decisions making.

7> Removal

The Executive Body may remove any elected officer, whenever in their judgment the interest of the association will be served, by a 2/3 majority vote of the membership. Any Executive removed under conditions of illegal activities shall have his or her membership revoked and banned for life from the association.

8> By-Election

Where a By-Election is necessary, the vacant post must be filled within six weeks. An announcement must be made to the membership as soon as a post becomes vacant. A special meeting of the membership must be called, where the members present can vote for a candidate to fill the vacant post. The results should be published immediately. The winner of the by-election takes office immediately. Where a post becomes vacant within two months of the annual general meeting in a voting year, the post remains vacant until that time. During the null period, the duties of the Executive of the vacant post shall be shared with the other Executives.

9> Chain of Command

The Chain of Command is as follows: President, Vice-President, Treasurer, Recording Officer, Race Officer.



ARTICLE VI

The Executive Body of the association may make and/or alter any Article or Race Rule with the exception of changing boat specification with a simple majority approval of the Membership. Also the Executive Body shall not make and/or alter any Article affixing their number, qualifications, or term of office.

Members offering themselves to vie for any post shall not campaign nor try to solicit votes from the membership; however, they can provide a short biography which can be read when candidates are introduced to the membership.

The Executives should not be paid for their duties for running the association. No part of the Association's income or assets shall be paid, directly or indirectly, by way of dividend, donation or stipend to a member of the Association. All Executives shall agree to volunteer their time and resources in the best interest of promoting and developing the sport.

Association members may amend Articles by a 3/4 written majority vote of the membership. Said voting is to be conducted by mail and the results announced at the general meeting.

The Executive Body shall not alter Article VI.

ARTICLE VII

Order of Business

The Order of the business at the annual general meeting of the BCAnoe shall be:

1. Call to order
2. Minutes of the last meeting read and approved
3. Matters arising from Minutes
4. President's report
5. Recording Officer's report
6. Treasurer's report
7. New Business
8. Awards presentation
9. Voting*
10. Adjournment

** If it's an election year.*

ARTICLE VIII

Craft Specifications

1> Craft Registration

Canoes and kayaks must be registered with the BCAnoe and have a BCAnoe racing number which shall be attached to the front of the canoe/kayak. A onetime registration fee per craft shall be \$10. A replacement racing number



sticker shall be \$5. Only crafts that are registered and have a BCAnoe racing number will be allowed for racing. Change of ownership or any physical changes made to the craft must be reported to BCAnoe.

2> Canoe Specifications

1. Refer to BCAnoe Race Rules
2. Any amendments pertaining to Canoe Specifications shall require:
 - A petition signed by at least one-fifth of the current membership.
 - Present the petition to the Executives who will endorse the proposal and present to members or present it to the members un-endorsed.
 - An official written ballot will be mailed to the members who are current with dues. The outcome of the voting will be determined by a Yes / No vote.
3. Specification changes will take effect the following calendar year.

ARTICLE IX Miscellaneous

1> Detrimental Remarks

Any member that speaks detrimental remarks against the BCAnoe, or causes undue humiliation of the cause and purpose of the BCAnoe, will be brought before the Executives and will be discharged and banned for life at the discretion of the Executive Body.

2> Expenses / Reimbursement

Reimbursement of expenses to members must be appropriate and justified and related to BCAnoe's objectives. A member must first seek approval from the Treasurer and authorized by the President or Vice President before incurring such an expense. To claim reimbursement of such expenses, member must supply the Treasurer with satisfactory proof of purchase (i.e. original receipts or statements) of expenses incurred.

3> Anti-Doping

The Belize Canoe Association shall adopt the Belize Anti-Doping Agency for Olympic Movement testing protocol as it relates to Anti-Doping. The Regulations set forth by the Agency shall apply to all of BCAnoe's racing members. Penalties for infractions shall be imposed as stated in the International Canoe Federation's (ICF) Regulations. All testing and results will be the responsibility of the Belize National Olympic Association Anti-Doping Agency.

4> Calendar Year

The calendar year of the racing season of the association shall be from December 1 to November 30.

5> Loans

Loans shall never be considered nor signed onto from any lending institution, person, firm or entity.

BCAnoe is not a leading institution and therefore shall not function as one.

6> Race Endorsing

BCAnoe can endorse any race from another organization; this organization must apply to BCAnoe for race endorsing and must follow the conditions set forth in the BCAnoe Race Guidelines and Race Rules.



7> Race Sponsors / Organizers

Race Sponsors and/or Organizers must notify BCAnoe Executive Body, no later than November 30 of said year, to secure their race for next season.

ARTICLE X **Race Guidelines**

The race guidelines and dissemination of the relevant information will be the duty and responsibility of the Executive Body as part of the planning of a successful race.

ARTICLE XI **Dissolution**

If the Association shall be wound up, the Liquidator may, with the sanction of an extraordinary resolution of the Association and any other sanction required by the ACT, divide amongst the members in specie of kind the whole or any part of the assets of the Association (whether they shall consist of the property of the same kind or not) and may, for such purpose set such value as he deems fair upon and property to be divided as aforesaid and may determine how such division shall be carried out as between the members or different classes of members. The Liquidator may, with the like sanction, vest the whole or and part of such assets in trustees upon such trusts for the benefit of the contributories as the liquidator, with the like sanction shall think fit, but so that no member shall be compelled to accept and shares or other securities, whereon there is any liability.

ARTICLE XII **Indemnity**

Every Executive and other officer of the Association shall be entitled to be indemnified out of the assets of the Association against all losses or liabilities which he may sustain or incur in or about the execution of the duties of his office or otherwise in relation thereto, and no Executive or other officer shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Association in the execution of the duties of his office or in relation thereto. But this Article shall only have effect in so far as its provisions are not avoided by the Act.

THIS IS THE END OF THE ARTICLES OF THE BCAnoe



APPENDIX 1

The Election Process

Nomination Process

- The Elections Officer will designate a time period for accepting candidates offering themselves for vacant post, if there are no candidates for a post, a person shall be nominated. The nomination shall be seconded and the person nominated shall accept the nomination.
- One of the Assistants will write on the chalk board or another medium the names of persons contesting the given posts.
- **Note:** Should only one candidate be vying for a given post, that person is automatically duly elected.
- Any post that has more than one candidate, an election shall be held.
- At the designated time allotted for nomination, the Elections Officer shall announce the closure of nomination.
- The Elections Officer will then re-arrange the room or designated area for elections.

Materials needed for an Election

- Ballot Box (a box with cover with a narrow opening to the top for ballot paper to be inserted)
- Ballot paper (paper used for marking of votes by voter)
- Pencil (s).
- Table or designated place for marking of votes.
- Chalk board or other material to record the number of votes received by each candidate whilst counting is done.
- A list of names of persons eligible to vote.

Procedures for Voting

- Prior to the commencement of the voting, the Elections Supervisor shall examine the ballot box to ensure that nothing is inside it and show the voters that it is empty.
- The voter can be advice to mark either the name or number of the candidate of his/her choice.
- The voter proceeds to the desk where Elections Officer and Assistants are seated.
- The voter announces his/her name and offers his/her membership card for verification of self, the Assistant will verify name against the list of eligible voters and the Elections Officer after verification is done issues ballot paper with the official BCAnoe stamp. The voter then proceeds to the designated area where the voter will mark his/her vote beside the name of candidate of his or her choice.
- The Voter will fold ballot paper and place it inside the ballot box and exit the place.
- The process will continue until the last person has cast his or her vote.

Counting Process

- Prior to the counting, the Elections Supervisor before opening the ballot box, may request the candidates to identify someone on their behalf to witness the counting.
- The Elections Supervisor may also conduct a reconciliation (or balance) on the number of ballot papers issued against the amount that are inside the box.
- The Elections Officer will take out ballot paper one by one and then call out the vote cast for each candidate. One of the Assistants will mark the vote cast beside the name of the candidate on the chalk board, whilst the other Assistant record notes as the counts progress.
- At the close of the counting, votes are tallied for each candidates, the candidate receiving the highest votes for each post is declared the duly elected candidate.
- Should a tie occur, a coin can be tossed or a number drawn from a container.
- At the conclusion of the voting, the elected candidates can be invited to give a brief address.

