

STATUTES OF THE

PAN AMERICAN

CANOE FEDERATION

Modified in Ibarra, October 14th, 2017

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 (COPAC.) 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 COPAC. as an international multisport organization consisting of all canoeing disciplines, particularly: CANOEING sprint, paracanoeing, canoeing slalom, canoeing marathon, canoeing wild waters, canoe, canoe polo, free style and ocean racing.

BYELAW TO ARTICLE I

1. Canoeing/Paddling 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. COPAC 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 COPAC. 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, gender, nationality, geographic location, or other grounds
- 2.2 The COPAC 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 these principles. As regards whatever issue of government, management or procedures in meetings not specifically covered by these Statutes and in case of controversy of interpretation, the ICF Statutes or Rules will apply..
- 2.3 COPAC. shall not interfere with its National Federations, however it shall monitor all activities, which affect COPAC either in part or in its entirety.
- 2.4 All meetings of the COPAC, Continental Championships and all other COPAC events shall be held in countries, which guarantee unhindered, equal access to all competitors, officials and officers of the COPAC under the correct denomination of their countries.
- 2.5 To encourage and support the promotion of women in canoeing, at all levels and in all structures, with a view to implementing the principle of equality of men and women

BYELAW TO ARTICLE 2

All members of COPAC Executive Committee and of COPAC Standing Committees must observe the IOC Code of Ethics as referred to in the Olympic Charter, in particular they must declare direct or indirect pecuniary or non-pecuniary interests and may not profit directly or indirectly from the sport. Any member having a pecuniary interest of any kind may not be involved in any financial transactions on behalf of COPAC. If any interest is not declared the COPAC Executive Committee may expel the member.

ARTICLE 3 - OBJECTIVES

The objectives of COPAC 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 and Para-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, Para-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 COPAC Headquarters shall be in the country decided by the COPAC Board of Directors.

ARTICLE 5 - EMBLEM AND FLAG

5.1 COPAC has the full authority and complete rights for the use of its Flag and Emblem and to assure that they appear at every COPAC activity

COPAC may design and use additional types of COPAC logo for development, marketing and merchandising purposes.

ARTICLE 6 - COPACAWARDS

6.1 COPAC 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 COPAC's 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 COPAC 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 COPAC Board of Directors.

ARTICLE 7 - LANGUAGES

- 7.1 The official languages of COPAC are Spanish and English. In case of discrepancy, the Spanish text shall prevail. In order to insure gender equality, for the purposes of these statutes, any word which may imply the masculine gender shall also be interpreted to imply the feminine
- 7.2 All official COPAC's documents shall be prepared in Spanish and English.
- 7.3 At the COPAC's meetings , the members or delegates are entitled to speak in the language of their country provided that a competent interpreter, agreed upon by the majority of meeting participants, 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 P.A.C.F. can be members of COPAC.
- 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 affiliated to the ICF wishing to become a member of COPAC, shall:

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

- 9.2** Submit with this application:

- A formal undertaking to observe the Statutes, Competition Rules and regulations of COPAC.
- 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 COPAC's 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 COPAC 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 COPAC 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 COPAC on any resignations submitted.

ARTICLE 11 - MEMBERSHIP FEE

- 11.1** Members of COPAC shall pay an annual membership fee.
- 11.2** The Congress shall fix the annual membership fee payable to COPAC 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 COPAC.
2. In order to retain membership of COPAC, 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 COPAC's 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 COPAC 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 COPAC shall consist of:

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

ARTICLE 15 - CONGRESS

15.1 The Congress is the supreme authority of COPAC.

15.2 All decisions of the Congress are final.

15.3 The Congress shall be held under the chairmanship of the President of 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 COPAC.

ARTICLE 16 - DELEGATES

16.1 Each National Federation has the right to appoint two (2) delegates from its members to Congress, provided both genders are represented. One of those two delegates have the right to vote. A third delegate may be accredited on application to the Secretariat.

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
- Report of the Secretary General
- 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 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 COPAC's 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 COPAC's 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 an 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 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, except for:

1. The New Members of COPAC, once approved, may immediately 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 COPAC's 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
- Immediate Past President with vote if Congress approves.
- 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.

26.3 According to Art. 1.5e of the ICF Statutes, its President or his/her delegate or his delegate may attend meetings of the Board and Congresses of COPAC.

Besides, all Members of the ICF Board of Directors belonging to National Federations of the American Continent may attend meetings of COPAC's Executive Committee and COPAC's Board of Directors, with voice but 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

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 - DUTIES OF THE BOARD OF DIRECTORS

The duties and power of the Board of Directors shall be:

- a) To meet at least once a year, on occasion of the main Continental sport event;
- b) To take steps as may be necessary to achieve the objectives laid down in Article 3 of the Statutes;
- c) To ensure the implementation of the decisions made by the Congress;
- d) To appoint the Members of the Standing Committees following the recommendations of the Chair of each Committee concerned;
- e) To clarify and to adopt where necessary rules and regulations coming from Standing Committees;
- f) To take the final decision about the venues of Pan American Championships of all disciplines based on proposals made by NFs and the recommendations of the respective Standing Committees;
- g) To discuss the COPAC's budget for submission to the Congress;
- h) To examine the financial situation of COPAC and to submit a proposal for the annual membership fee to the Congress;
- i) To submit a proposal for the Working Program of COPAC to the Congress;
- j) To appoint commissions or working groups as necessary.

ARTICLE .30 - THE EXECUTIVE COMMITTEE

COPAC shall be managed by an Executive Committee consisting of

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

ARTICLE 31 - DUTIES OF THE EXECUTIVE COMMITTEE

- a) To meet at least twice a year, on occasion of the two main Continental canoeing events;
- b) To manage the work of the ICF between meetings of the Board of Directors
- c) To take such steps as may be necessary to achieve the objectives laid down in Article 3 to the Statutes
- d) To ensure the implementation of the decisions made by the Congress and the Board of Directors;
- e) Submit to the ICF Executive Committee every modification of the COPAC' Statutes, only when this differs with the ICF's Statutes

- f) To ensure the maintenance of proper standards in the organization of the COPAC's Championships, Pan American Games' canoeing events and, in general, of all events and competition conducted under the authority of COPAC;
- g) To ensure the observation of the COPAC' Statutes, COPAC's and ICF Competition Rules and Regulations and whenever necessary to interpret these Statutes, Competition Rules and Regulations;
- h) To ensure the representation of COPAC by its President or by one of its Members;
- i) To be responsible for the administrative and financial directives of COPAC;
- j) To give directives to the work of the Standing Committees;
- k) To keep Member Federations informed as to the position of the Federation 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 COPAC' Standing Committees.

ARTICLE 32 – COPAC STANDING COMMITTEES

32.1 All the Permanent Committees are consultative organs of the Board of Directors and the Executive Committee and are responsible for carrying out their policies. The Permanent Committees are made up of up to four Members nominated by the National Federations prior to the deadline as set by the Executive Committee and appointed by the Board of Directors for a period of four (4) years, which can be renewed, in addition to the Chairperson who will be chosen by the Congress.

The Board of Directors appoints these members for the same four-year periods as the Chair of that committee.

32.2 The Athletes Committee consists of four (4) members including a Chair. The Committee is elected as follows:

- 1 representative of the Canoeing Sprint discipline and 1 representative of the Canoeing Slalom discipline elected by athletes during Pan American Championships in the year previous to that of the Congress,
- 1 representative of the non-Olympic disciplines appointed by the Board of Directors,
- The Chairperson is elected by the Congress from the two (2) Olympic disciplines representatives.

32.3 In the case of forming a new committee at the Congress, the Board of Directors appoints the Chair and the members for the first four (4) years.

32.4 The following Standing Committees shall deal with specific activities of COPAC:

- Canoeing Sprint Racing
- Canoeing Slalom Racing
- Canoeing Wildwater
- Canoeing Marathon Racing
- Canoe Polo
- Medical and Anti-Doping
- Athletes Commission
- Paracanoeing

32.5 In order to insure gender equality participation, the composition of the Permanent or Standing Committee's shall always endeavor to include both genders and to include as a minimum one member of the opposite gender.

ARTICLE 33 – EXECUTIVE COMMITTEE MEMBERS

The authorities of COPAC will be:

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

ARTICLE 34 - CONTINENTAL REPRESENTATIVES

The three Continental Representatives from the Americas, at the Council of Directors of the ICF, will be elected during the Assembly. The COPAC's President, elected during the same Assembly, will automatically be one of the Continental Representatives.

- 34.1** Three (3) persons can be elected as COPAC 's Continental Representatives to the ICF Board of Directors. At least one of these persons must be of the opposite gender.
- 34.2** The person elected as President of COPAC will assume the position of Continental representative of the subcontinent that the National Federation comes from. The other two Continental representatives will be elected amongst the candidates presented by the National Federations of the remaining two subcontinents other that the President's.
- 34.3** Candidates to be elected to the positions of Continental Representatives have to be nominated by their National Federations. Those nominations have to be sent to the COPAC Secretariat not later than 90 days before the date of the Congress.