

**CONSTITUTION AND BYLAWS FOR
HE'E NALU O' MARIN
OUTRIGGER CANOE CLUB**

**14 E Sir Francis Drake Blvd. Box 13
Larkspur, Ca. 94939**

ARTICLE I: NAME AND BACKGROUND

Section A: The name of this club shall be known as He'e Nalu O' Marin, hereinafter referred to as He'e Nalu or club or HNOCC.

Section B: The members of He'e Nalu represent the club. In a crew of an outrigger canoe, there are six paddlers, each with specific responsibility dependent upon his or hers assigned seat. Together in unity they paddle as one.

Section C: The colors of the club are black, red and white.

Section D: The emblem of the club is a Hawaiian canoe riding down the face of a cresting wave. (This emblem or logo is for representation of the Club only, and cannot be used for other purpose without written consent of the Board of Directors)

Section E: The motto of the club will be: "Na lokahi O Ka Hoe Wa'a" (in the unity of paddlers)

Section F: The club shall operate as and maintain a non-profit status. The non-profit Tax ID number shall be kept with the club records.

ARTICLE II: PURPOSE

Section A: The purpose of the club is to provide to the membership an opportunity to perpetuate the sport and competition of Hawaiian outrigger canoe racing and the other related activities associated with outrigger canoe racing.

Section B: To provide for, educate, and encourage the knowledge of Hawaiian customs and culture.

Section C: To encourage and perpetuate outrigger canoe racing with other outrigger canoe clubs.

Section D: To encourage fitness and health through canoe racing.

ARTICLE III: MEMBERSHIP

Section A: Membership into the club of He'e Nalu will consist of the following: Charter, Active, Recreational, Student and Honorary Member.

Section B: A CHARTER member is one of the original founding members of He'e Nalu. This category is for recognition only.

Section C: An ACTIVE member (or competitive paddler) is required to participate and contribute to the functioning and activities of the club, in addition to competing in regattas and long distance races. An ACTIVE member pays a full membership fee.

Section D: A RECREATIONAL member is the same as an ACTIVE member except does not compete in regattas or long distance races. He/She pays a reduced membership fee that does not include race fees. He/she may change status any time during the season by paying the race fees. (Active members will have priority over Recreational paddlers for seats during practices.)

Section E: A STUDENT member is an individual who is in school full time, and does not have an income. They pay a reduced fee for membership, but have the same responsibilities as the other members.

Section F: An HONORARY member is one who is given special recognition for outstanding contributions to the club and supports the purpose of the club. These individuals do not race, but are welcome to attend practices when there is room.

Section G: MEMBERSHIP DURATION - membership status shall commence on the first of March and last for one current year.

Section H: Membership ATTENDANCE and PARTICIPATION The functioning of the club is dependent on complete participation of its membership. General membership meetings are held four times a year.

ARTICLE IV: DUES

Section A: The membership fee determined by the BOD and supported by the membership will accompany the membership application at the beginning of each season. New members will be assessed a minimal initiation fee to cover processing of all applications. Dues will be the primary source of revenue for the club.

Section B: All returning members will pay membership dues to the club annually which are due on April 1st of each year. A two payment plan may be worked out in writing with the club treasurer. Late fees will be assessed a \$10 charge, and no paddler will compete until dues are paid all in full.

1. **PRESIDENT** - shall be responsible for the operation and business affairs of the club. Will exercise authority to call all meetings of the Board of Directors as well as the entire membership. Will oversee all activities of the club and countersign all checks drawn against the treasury of the club. Responsible for Policy and Procedures, produces the agenda for meetings and oversees the organization of the Club Regatta. Secures chairperson for the club Newsletter "The Coconut Wireless."
2. **1ST VICE PRESIDENT** - Shall act as the official representative for our club at aD race meetings and regattas. Oversee equipment, coaching and site management. Will fill in for the president if he/she cannot be present. Provide a copy of the current NCOCA rules to all members, as well as an updated list of club inventory. Provide needed budget.
3. **2ND VICE PRESIDENT** - Oversees fund raising and sponsorship procurement on behalf of the organization of the club. Responsible for Membership recruitment, publicity, public relations, marketing and obtaining committee chairs for Club Regatta, and phone tree and Club manual. Provide needed budget.
4. **SECRETARY** - Shall review and reply to all organizational correspondence necessary for the functioning of the club. Will be responsible for recording all minutes of meetings of the club and maintain a current membership list. Provide minutes of meetings to the BOD, and a copy upon request to any member. Manage current NCOCA race cards and release forms. Update: information and paperwork for each member. Provide needed budget.
5. **TREASURER** - Shall be responsible for the collection and receiving of all monies owed to or paid to the club. Will be entrusted with the clubs treasury and will be allowed to consign all checks issued by club. Will provide a treasurers report at each meeting of the BOD and general membership. Collect membership dues and appoint a committee chair for Nalu Wear. Provide needed budget.

Section B:

POWERS OF THE BOARD OF DIRECTORS - BOD is responsible for the operation, management and function of the club. They will assure that all the rules and regulations are adhered to by all the Club's membership. A majority of the BOD may call a meeting at any time. They will appoint committee chairs who will then be answerable to the BOD for the following:

1. **Equipment Manager** - Shall be responsible for and oversee the care and maintenance of all equipment and canoes of the club. Shall be in charge of setting up repair parties and shall purchase the supplies for those work parties. Must also submit a budget to the BOD for items

Deeded by the club. Provide club members with a list of inventory and keep updated. Organize equipment and towing of boats to regattas.

2. Practice Site Manager - Responsible for site maintenance, safety, parking canoe storage, negotiates boat storage rates. Will be in charge of setting up work parties with the rest of the members of the club in order to keep the site functional for the use of the club. Submits a yearly budget to the BOD with proposed items to increase the functionality of the practice site for the club. Provides a written update to the BOD and general membership.
3. Head Coach - Responsible for selecting a coaching staff. Organization and management of daily practice schedule and crew assignment for regattas. Selecting Long Distance coaching staff. Submitting proper correspondence to the NCOCA for crew and lane assignments. Making sure the paddlers are aware of the race rules and demands of competition. Works closely with BOD for club regatta. Submits budget needs to BOD. Staffing an official from Club for each regatta.
4. Editor, "Coconut Wireless" - responsible for writing the club newsletter and mailing to club members. Includes obtaining updated information from the BOD and soliciting for paid ads to help defray the cost of newsletter.
5. Nalu Wear Chairperson - Responsible for Nalu Wear re-orders. Finding suitable printing company, getting orders from members, filling orders. Selling Nalu Wear at regattas and other functions to help raise funds for the club.
6. Phone Tree, Volunteer coordinator - Responsible for setting up a workable phone tree for club communications. Soliciting volunteers for various club functions.
7. Hospitality Chair - responsible for set up and volunteers for any club functions requiring food, entertainment or beverage donations. (Like the cookouts at Championships, club parties, etc.)
8. Regatta Chair - Club is responsible for one regatta every other year. Chair shall oversee the selection of site and date and course. Work with NCOCA for officials and lane set-up. Obtain awards and overall trophies. Submit a budget to the BOD for all the related costs.
9. Elections Chair - Shall oversee the elections to the BOD, either in a meeting of all members or by secret mail ballot. Shall appoint a committee to assist. Candidates, nor spouses or family members of candidates for office(s), may not be a member of the election committee, unless the candidate is unopposed for the office in contention.

10. Rules enforcement - the BOD or any sub-committee appointed by the BOD is responsible for the implementation and enforcement of the bylaws and rules of HNOCC. Failure of the BOD, or anyone director to reasonably enforce the bylaws and rules of HNOCC may subject that director(s) to a recall vote. The director(s) are responsible for the conduct of any sub-committee and may discharge any sub-committee member for failure to properly and reasonably discharge their duties.

a. Coaching - Only the coaching staff, appointed and authorized by the BOD shall be permitted to coach the members of HNOCC. For the purposes of order, communication, and uniformity, non-coaches may not provide instruction or determine race and/or practice protocols or procedures without the express consent of the coaching staff and then only after notice to at least one BOD member. The term coaching shall include, but not be limited to, paddling technique, determination of crew function by seat position, crew assignment, seat assignment, use of club equipment, safety rules and considerations, practice protocols such as time and place, and equipment handling such as rigging, repair, and clean-up.

b. Steering - The steers person is the only authority on any OC-6. All decisions regarding seat functions, canoe directions, crew conduct, safety issues, equipment usage, and practice protocol shall be the sole responsibility of the steers person once the canoe is launched and until it is beached.

11. Notice of Violation(s) - Any member, subjected to or observing any violations of the Bylaws or Rules of HNOCC may notify the BOD in writing of said violation, listing the act or omission, the date, time, place and any known witnesses in addition to a detailed description of the violation. In the event the BOD receives such written notice, the BOD within ten (10) days MUST investigate such complaint(s).

If the BOD finds that the complaint(s) is valid, the BOD MUST serve written notice to the offending member of the violation and provide that member an opportunity to respond. In the event the BOD finds that the response of the offending member is not adequate the BOD, within five (5) days MUST issue a notice of violation and probation. Said notice shall indicate that any repeated violation of the Bylaws or Rules of HNOCC within thirty (30) days of said notice, may subject the offending member to sanctions including expulsion from HNOCC. In the event of such a repeat violation and the implementation of the sanction of expulsion, the member shall be refunded pro-rated membership dues, except in those cases where the violation involves damage to club equipment or property. In such a case, any residual dues will be applied to the costs to repair or replace the equipment.

(All BOD, and committee chairs are responsible for keeping records and reports of their various functions to pass on to the next individual who comes to that position)

Section C: ELECTION TO THE BOARD OF DIRECTORS

1. Election to the board will be for a term of 2 years with each new term commencing on the date of election.
2. Elections will be held not later than September 30 of the second year of the term of the board and, as determined by the BOD may be by mail ballot, or a vote by secret ballot at a scheduled general meeting. If by mail vote, the notice and list of candidates shall include a ballot and ballot envelope to provide for secret voting. Said notice shall include a deadline for submission of the ballot to the election committee.
3. All directors must maintain and adhere to all the rules and regulations as put forth by the club. Failure to do so will subject the director to a recall if over one third (34%) of the dues paying membership petition for a recall election and two thirds (67%) of the dues paying members vote to recall the director. Said recall election will be conducted under the same notice provisions as required by the bylaws for all elections.
4. Upon resignation, dismissal, or death of a member of the Board, and election by the membership will be held to elect a replacement. Said replacement will hold office until the next general election.
5. Written notice of the election of the board of directors must be given to all members at least ten (10) days prior to said election.
6. Two thirds (66%) of the dues paying members must be present to hold an election at a general meeting.
7. Each member of the board of directors and each club officer, must be elected by a plurality. A plurality is defined as set forth in (a) below.
 - a. PLURALITY: Each officer must be elected by at least a majority (51%) of the total authorized membership voting in that election.
 - b. PRIMARY RUN OFF ELECTION: In the event that more than one person is nominated to the same office, and no one nominee receives a majority of votes as set forth in VI,C,7,a, then a run off election shall be held for that office(s).
 - c. NOTICE: Said run off election shall be noticed in writing within seven (7) days of the posting of the election results and conducted in not less than five (5) and not more than ten (10) days after

issuance of said notice. The two nominees receiving highest and second highest votes in the general election shall be the automatic and only nominees in the run off election.

d. PRE-RUN OFF: In the event of a tie between two or more nominees for the second highest vote total in the general election, a pre-run off election will be held under the same terms as set forth for the primary run off election. In the pre-run off election the nominee obtaining the most votes in the pre-run off election will then be the second nominee in the primary run off election.

8. Members are not eligible to vote if they are in arrears or not in good standing with the club.

ARTICLE VII: MEETINGS AND QUORUMS

Section A: The BOD shall meet on a monthly basis or as deemed necessary by the president. The times and places will be determined by the president. The general membership will meet on a quarterly basis unless deemed necessary by the president. AD information pertaining to the club will be sent out to the membership through its newsletter or post cards or during canoe training or practice. The site should be periodically checked for announcements.

Section B: A quorum for the Board of Directors meeting shall be at least 50% or more. A quorum for a general membership meeting shall be (66%) of the general membership. In the event that a quorum cannot be established, the BOD reserves the right to determine the continuance of the general membership meeting.

Section C: AD meetings shall follow a predetermined agenda which will be provided to members.

ARTICLE VIII: RULES AND REGULATIONS

Section A: All meetings held by the club will follow Robert's Rules of Order.

Section B: All members will be provided a club manual that will include the Policy and Procedures of the club when they pay a full membership. Manuals will contain the Rules and regulations as well as other important information pertaining to the operations of the club and training procedures. Members are required to keep their own manuals updated.

ARTICLE IX: CHARTER MEMBERS

Section A: A charter member is one of the original body of members who founded He'e Nalu. The following persons shall be known as the Charter members of He'e Nalu O' Marin:

Philip R. Siaris
Stephanie Ashe
Hovey Lambert
Steve Murphy
Les Scanlan

ARTICLE X: BYLAWS

Section A: The constitution and bylaws may be amended or revised at any general membership meeting by a majority ruling as long as 2/3rds of the membership is present, or ruling has been determined by a mail in ballot. A copy of the proposed amendment or revision must be sent to every member at least ten days prior to the day of the proposed meeting or vote.

Section B: He'e Nalu O' Marin is a non-profit, social, recreational organization dedicated to Hawaiian outrigger canoe racing. This organization will seek to obtain all the necessary "non-profit" benefits accorded to other similar organizations.

Section C: Any members that do not take care of their financial obligations to the club nor fill out all waivers will not be allowed to participate in any activities of the club. This will include all activities surrounding the canoes and regattas.

Section D: Family members are eligible for a reduced fee after the first two members of the family have paid the full fee.

Section E: AU dues and fees are to be sent to the current treasurer or mailed to the Club's address.

ARTICLE V: FORFEITURE OF MEMBERSHIP

Section A: Forfeiture of membership to this club will be considered for the following reasons:

1. Failure to pay established dues, race fees and related fees.'
2. Exhibit behavior unbecoming of our organization. This would include all types of misconduct or disrespect toward the membership, the coaching staff, Board of Directors and the officials of the Northern California Outrigger Canoe Association.
3. The use of any type of illicit drug or alcoholic beverage during any of the events sponsored by our organization or the Northern California Outrigger Canoe Association.
4. Failure to contribute to the care and maintenance of the equipment and site, or to help with the loading, unloading of boats at regattas, or the preparation of regattas.
5. The use of the membership of the club, or its name and logo for personal gain, or for use outside the club are strictly prohibited.

Section B: If a member is found to be in violation of any of these points, his/her dues shall be forfeited to the club.

ARTICLE VI: BOARD OF DIRECTORS AND RESPONSIBILITIES

Section A: The control and management of the affairs of this organization shall be vested in the board of Directors. The Board will consist of the following positions elected by the membership: