

Pan American Dragon Boat Federation

Founded August 8, 2011

Constitution

Approved 22nd July 2013

VISION

The purpose of the Pan American Dragon Boat Federation is to be the international organisation for the general conduct of the Sport of Dragon Boat Racing and the development of Dragon Boat Racing as a recognised sport within the region of The Americas and to represent the interests of its member Governing Dragon Boat Associations and Groups with other organisations and entities within the Americas.

CHAPTER I

Constitution, Name, and Objectives

Article I.

The Pan American Dragon Boat Federation was founded at Western Hotel, on August 8, 2011 in Tampa Bay, Florida, United States of America as a not-for-profit sports organisation, free from all economic, political and religious ties, for the purpose of organising, supervising and controlling in the Western Hemisphere, on the basis of friendship and co-operation, the amateur activity of the Sport of Dragon Boat Racing. For legal purposes such body shall be a Civil or Incorporated Association.

Article II.

DEFINITIONS

Throughout these statutes the following shall prevail:

- (a) DELEGATE – An individual representative of a member to the Pan American Dragon Boat Federation Congress
- (b) FEDERATION or MEMBER – The national governing body in any country or territory which is affiliated with the Pan American Dragon Boat Federation
- (c) ATHLETE – Shall include a paddler, helm, and drummer
- (d) DRAGON BOATING – Shall include and describe dragon boat activities
- (e) ZONE BODY – One of the four divisions of the Pan American Dragon Boat Federation consisting of those Members as herein after described.

Article III.

The Pan American Dragon Boat Federation shall consist of national Dragon Boat Federations that exist in the Western Hemisphere which meet the requirements and comply with the Constitution, and By-Laws of the Pan American Dragon Boat Federation and agree to comply with all Statutes, By-Laws, Regulations and Rules of the International Dragon Boat Federation (IDBF) and which exercise control over the majority of the Dragon Boat associations, organisations or clubs in their country or territory.

Article IV.

The Pan American Dragon Boat Federation shall be divided into four zones:

- (i) SOUTH AMERICA
- (ii) MEXICO, CENTRAL AMERICA, THE ANTILLES AND BERMUDA
- (iii) UNITED STATES OF AMERICA
- (iv) CANADA

Article V.

The legal address of the Pan American Dragon Boat Federation shall be determined by the Executive Committee

Article VI.

The duration of the Pan American Dragon Boat Federation shall be for an indefinite period.

Article VII.

Countries and territories geographically located in the Western Hemisphere who wish to become affiliated with the Pan American Dragon Boat Federation must be members of the organisations or bodies referred to in Article IV, and shall fulfil the requirements of Article XI

Article VIII.

The objectives of the Pan American Dragon Boat Federation shall be to obey and enforce the existing By-Laws and statutes of the organisations named in Article IV. It shall organise and control the Pan American Championships in the Sport of Dragon Boat Racing, in any other competitions between the Zone bodies. It shall endeavour by all means at its command to promote the interest of and instil respect for the International Dragon Boat Federation (IDBF) and shall require its members to become members of the IDBF.

Article IX.

In pursuing these objectives the Pan American Dragon Boat Federation shall:

- (a) Unite under its direction through the Zone bodies named in Article IV all the organisations or federations engaged Dragon Boat in the Western Hemisphere
- (b) Draw up, publish and distribute general instructions and regulations for the Sport of Dragon Boat Racing
- (c) Aid and maintain contact with sports groups and other bodies whose aims and purpose are of benefit to the sport
- (d) Formulate a program of activities for its members and supervise its proper observance
- (e) Support suspensions and penalties decreed by the IDBF, the Zone bodies and their affiliated organisations
- (f) Arbitrate disagreements which may arise between the Zone bodies and their members
- (g) Cooperate with governments or government commissions to promote the construction of dragon boat facilities with appropriate design and use, to provide the necessary equipment for healthy recreation, and sports competition.
- (h) Exercise care that all Dragon Boat events open to its members shall be organized in accordance with the rules of the IDBF where applicable.
- (i) Promote within its members training programs for individuals in the performance of official duties and in proper procedures for the conduct of the Sport of Dragon Boat Racing
- (j) Give all possible technical assistance to its members in all phases of the sport of Dragon Boat Racing
- (k) Strengthen the Pan American Dragon Boat Federation economically and in other ways, for the benefit of our sport in the Western Hemisphere

CHAPTER II
Definition of Amateur Status

Article X.

The Pan American Dragon Boat Federation binds itself to accept the definition of an amateur as established by the IDBF and according to the rules in effect at the time of the ruling.

CHAPTER III
Members

Article XI.

The requirements for becoming a member of the Pan American Dragon Boat Federation are:

- (a) That the country or territory be located in the Western Hemisphere and that it shall be:
 - (i) A member of a Zone body as described in Article IV
 - (ii) A member of the IDBF or with pending application for such membership
 - (iii) An organisation which represents and controls the Sport of Dragon Boat Racing in that country or territory
 - (iv) It must not belong in the Sport of Dragon Boat racing to any other international regional federation or organisation
 - (v) It must submit an application for membership and pay the membership fee together with documents testifying to its compliance with the above-mentioned requirements, in order to be provisionally accepted by the Executive Committee and for final acceptance by the Congress as a member.

CHAPTER IV
Obligations and Privileges of Members

Article XII.

Members of the Pan American Dragon Boat Federation must:

- (a) Comply with the provisions of these statutes as well as those of the IDBF, the Zone bodies and other group By-Laws. The members shall provide the President and the Secretary-Treasurer with up to date copies of all constitutions and By-Laws.
- (b) The Zone Bodies shall exercise effective control over the majority of all nations, territories and athletes engaged in all forms of the sport of dragon boat racing in the geographical area under their jurisdiction and shall be responsible for supervision and control of the Championships within the Zones. At the same time, these Zone bodies shall cooperate in support of any international competition within each Zone.
- (c) The members shall cooperate with the Pan American Dragon Boat Federation in promoting the development and extension of all dragon boat activities within the area of the Western Hemisphere.

- (d) The Zone bodies shall formulate and support an annual program of activities in the sport of dragon boat racing and advise the Pan American Dragon Boat Federation of such plans.
- (e) The Zone bodies shall send to the Pan American Dragon Boat Federation an annual report of their activities.
- (f) Pan American Dragon Boat Federation members shall pay their Pan American Dragon Boat Federation dues promptly
- (g) The members shall advise the Pan American Dragon Boat Federation promptly of any change in the names or addresses of their Directors
- (h) The members shall promptly notify the Pan American Dragon Boat Federation of any punitive action taken against their athletes or clubs
- (i) For competitions in the Western Hemisphere between clubs/crews/teams that represent the Zones, notification must be made to the Pan American Dragon Boat Federation in advance to assure that such competitions will be held between members and only those entitled to represent the Zones. The Pan American Dragon Boat Federation reserves the right to nominate a representative to such competition to ensure that all Pan American Dragon Boat Federation and IDBF rules will be observed.
- (j) In the event that a member shall hold a Pan American Dragon Boat or an international competition between two or more Zone bodies, it will be required to assume the travelling and living expense of at least one representative of the Pan American Dragon Boat Federation who will be designated by the Executive Committee to act as the Pan American Dragon Boat Federation authority at such event and ensure that all Pan American Dragon Boat Federation and IDBF rules are complied with.
- (k) The members shall comply with the decisions and penalties which the Executive Committee or the Congress shall impose

Article XIII.

The Zone bodies and the members shall have the following privileges:

- (a) They will be considered as the supreme authority within their territorial limits in all matters concerning the organization and promotion of the Sport of Dragon Boat Racing.
- (b) So long as the Zone bodies or a federation or organisation complies with these By-Laws, no other organisation representing Dragon Boat Racing in its territory will be admitted membership in the Pan American Dragon Boat Federation
- (c) Only athletes forming part of a national organisation thorough membership in their clubs or teams will be permitted to participate in local, national or international championships.
- (d) The Zone bodies shall be authorised to make public announcement of the Zone Championships, and the federations or affiliated groups shall have the same authorisation in relation to their own National Championships. In each case, the respective organisation shall control the competition in accordance with its announcement and entry information.
- (e) The Zone bodies shall have the right to select their Zone Teams to be represented in inter-zone competition.

CHAPTER V

Governing Bodies of the Pan American Dragon Boat Federation

Article XIV.

The governing bodies of the Pan American Dragon Boat Federation shall consist of the Congress and the Executive Committee

CHAPTER VI

The Congress

Article XV.

The Congress consists of two Delegates from each of the affiliated nations or territories (not the Zone bodies), each with an individual vote and who must be citizens of the country which they represent. In the event that only one Delegate attends a Congress meeting, he will be entitled to cast two votes. The Delegates must accredit their status at the proper time before the Congress with credentials issued by the member which they represent.

Voting in the Congress will be:

- (a) Ordinarily by Delegates show of hands
- (b) Upon request of any Delegate, by secret ballot
- (c) In cases of secret ballot, the ballots will be distributed by Zones in distinguishing colours, i.e., Zone I white ballot; Zone II blue. etc
- (d) The scrutineers duly appointed by the President will report vote count results by Zone under case c above.

Article XVI.

An affiliated federation or member which has not fulfilled its financial obligations to the Pan American Dragon Boat Federation shall not be permitted to be represented in the Congress.

Article XVII.

The Congress will be convened by the President of the Executive Committee; or by at least 1/3 of the members belonging to at least two Zones in the event of a refusal by the President; or by the majority of the members of the Executive Committee. The Congress shall meet in Ordinary session at least every year that the Pan American Dragon Boat Federation Championships are held , in the same place and at the same time; the Congress may also hold Extra-Ordinary Congress meetings at other times and places as desired.

Article XVIII.

The Congress will open with a preliminary session under the chairmanship of the President of the Executive Committee during which session the credentials of the Delegates will be presented, discussed and approved; a report will be made of the matters under consideration; resolutions and proposals will be presented; and the declaration of a legal quorum will be announced.

Article XIX.

All sessions of the Congress, whether Ordinary or Extra-Ordinary, will be restricted to the matters listed on the agenda. They will be presided over by the President of the Executive Committee or by his substitute in the case of absence. A 2/3 vote of the Delegates present will be required to permit inclusion in the discussion of any matter not listed on the agenda.

Article XX.

The requirement of a legal quorum will be that at the preliminary session there be present the duly accredited Delegates of $\frac{1}{4}$ of the members, from at least three of the Zone bodies. If this condition should not be met the session will be postponed for 24 hours, when a legal quorum will be declared with the Delegates present at that time irrespective of the number of members in attendance. Resolution of the Congress will be valid if approved by a majority of the Delegates present, with the exception of voting referred to in Articles IXX, XXII and LI hereof.

Article XXI.

The resolutions of the Congress should deal not only with matters related to the holding of the Pan American Dragon Boat Championships, inter-Zone and other international competitions, but also with any other matter related to the promotion of dragon boat racing throughout the Western Hemisphere.

Article XXII.

Proposal for alteration of or addition to the Constitution and By-Laws, Rules other business or agenda items other than those pertaining to technical matters, shall be considered only if submitted by a member or by the Executive Committee, and must reach the Secretary-Treasurer at least 60 days prior to the Congress at which they are to be considered. The proposals shall be communicated to all members at least 30 days before such Congress, provided that on a motion of urgency passed by a 2/3 vote of those present and voting the Congress may deal with proposals concerning the Rules.

Article XXIII.

The resolutions of the Congress are binding on all federations and members and they shall take such steps as are necessary to ensure full and correct compliance.

Article XXIV.

To expedite urgent matters an Extra-Ordinary Congress can be convoked as provided in Article XVII

Article XXV.

The Congress shall set the dues that shall be paid by the members.

The Congress will make strong efforts to establish relations and to cooperate with other sports organisations, as well as to affiliate with other hemisphere organisations.

Article XXVI.

The Congress may, to reward exceptional merit on service in the advancement of international dragon boat racing elect individuals to be Honorary Life Members, who shall have only voice and not vote. In like manner, the outgoing Presidents and Secretary-Treasurer, with the same rights as Honorary Life Members.

Article XXVII.

The Congress, in its regular session during the Pan American Championships, shall elect the members of the Executive Committee who will hold office from the day following completion of the last race at the Pan American Championships and through the period ending with the next Pan American Championships.

CHAPTER VII

The Executive Committee

Article XXVIII.

The Executive Committee shall have full authority in the operation of the Pan American Dragon Boat Federation in the intervals between Ordinary meetings and extra-Ordinary meetings of the Congress.

Article XXIX.

The Executive Committee shall consist of 8 persons, elected on the basis of 2 for each one of the four Zones described in Article IV. For the election of the 2 Executive Committee members of each Zone, only the Delegates of the members of the respective Zones shall nominate and vote for their Zone members.

Article XXX.

The Executive Committee members shall be elected according to Article XXIX for the terms declared in that Article. They cannot be removed from office except by resignation or by decision of the Executive Committee, clear and founded. In case of death, resignation or removal, the vacancy will be filled immediately in accordance with the provisions herein.

Article XXXI.

Candidates for the Executive Committee must meet the following requirements:

- (a) They must be a member of an IDBF affiliated organisation
- (b) They must be at least 21 years of age
- (c) They must reside in the Zone which they represent

Article XXXII.

When the 8 Executive Committee members have been elected the Congress shall elect from this group, by majority vote, 4 Officers;-a President, two Vice Presidents and a Secretary-Treasurer, in the following fashion:

- (a) The office of the President shall be rotated in order for each biennial period as follows: 2013-2015 Zone 2, 2015-2017 Zone 1, 2017-2019 Zone 3; 2019-2021 Zone 4 and continuing in the same sequence thereafter.
- (b) When the President is from Zone 1 or Zone 2, the Secretary-Treasurer shall be from Zone 3 or Zone 4; when the President is from Zone 3 or Zone 4, the Secretary-Treasurer shall be from Zone 1 or Zone 2,
- (c) The Vice-Presidents shall be elected in this way: one from Zone 1 and Zone 2 and one from Zone 3 or Zone 4 and must in any event be from Zones other than those of the President and the Secretary-Treasurer.
- (d) The remaining 4 members shall be one from each of the four Zones in accordance with Article XXX.

Article XXXIII.

Decisions of the Executive Committee shall preferable be unanimous, but failing all efforts to do so, a majority of votes will suffice. In the case of a tie, the President may cast a second vote to break the tie. If necessary he may request a mail or email vote of all Executive Committee members. All decisions of the Executive Committee are subject to ratification by the Congress.

CHAPTER VIII

The Duties and Rights of the Executive Committee

Article XXXIV.

The Executive Committee shall have the following powers:

- (a) It will be the sole authority to represent the Pan American Dragon Boat Federation in the control and management of its affairs between meetings of the Congress.
- (b) It is authorised to receive and consider applications for membership
- (c) It shall receive from the Zone bodies and members the annual dues determined by the Congress
- (d) It may issue whatever orders are deemed necessary to the success of its programs.
- (e) It may authorise the competitions described in Article VIII
- (f) It may appoint Delegates and Commissions to represent it
- (g) It may intervene, if appealed to, in the solution of conflicts arising within the Zones bodies or between the Zones bodies and their members, with the object of conciliation.
- (h) It may appoint administrative personnel as required to conduct the affairs of the Pan American Dragon Boat Federation
- (i) It may convene the Congress as provided in the Statutes
- (j) The individual members of the Executive Committee may take part in the sessions of the Congress with voice but not vote unless they are also a Delegate to the Congress of a members who can vote
- (k) Its members will comply with the Constitution, By-Laws, Rules and Statutes of the IDBF
- (l) It may make emergency decisions which will be temporarily valid but are subject to confirmation by the Congress at its next session
- (m) It may accept the resignation of any of its members or any of the affiliated organisations
- (n) It may establish sub-committees and commissions for special purposes, the President, of which must be a member of the Executive Committee.
- (o) The decisions of the Executive Committee must be approved by $\frac{1}{2}$ of the members plus 1. If there is no quorum at a meeting, the absent members may vote by mail/email. The votes cast by mail will be accepted when received no less than 24 hours before the beginning of the meeting.

Article XXXV.

The responsibilities of the Executive Committee are:

- (a) To meet at least once every two years
- (b) To comply with and enforce the statutes of the Pan American Dragon Boat Federation and the resolutions of the Congress; plus their prescribed duties and commissions, under notice that if they do not they may be removed from office
- (c) To prepare the budget of Pan American Dragon Boat Federation and submit it to the Congress for study and approval
- (d) To submit a financial report to the Congress of all income and expenditures of the Pan American Dragon Boat Federation during the period preceding the session of the Congress
- (e) To submit to the Congress a report of its activities during the period preceding the session of the Congress
- (f) To submit to the Congress a projected program for the following period
- (g) To give widest possible publicity to events which will be organised under its scrutiny/sanction/management among the directors of all members and affiliated organisations
- (h) To publish and distribute to all members a copy of the current governing documents and amendments thereto
- (i) To prepare the Minutes of its sessions with resolutions approved. These Minutes must be signed by the President, or Vice-President and Secretary-Treasurer and maintained by the Secretary-Treasurer in the Committee's Minute Book
- (j) To honour the authority and jurisdiction of the Zone bodies and their affiliated members over their appropriate activities within their jurisdiction in accordance with these By-Laws

CHAPTER IX

The Officers of the Executive Committee

Article XXXVI.

The officers shall consist of the President, two Vice Presidents, and the Secretary-Treasurer.

Article XXXVII.

The Duties of the President shall be:

- (a) To perform the duties of his office during the period for which he is elected
- (b) To preside over meetings of the Executive Committee and of the Congress
- (c) To sign official or private documents when necessary
- (d) To authorize with his signature all expenditures of the Pan American Dragon Boat Federation
- (e) To exercise due vigilance in the enforcement of the statutes of the Pan American Dragon Boat Federation
- (f) To further the development and progress of the Pan American Dragon Boat Federation and to protect its good name as a sports organisation
- (g) To have full and unlimited authority to represent the Pan American Dragon Boat Federation before all authorities in defence of its interests, and to give all necessary powers, assignments and commissions, distribute work, sign contracts and do anything to favour the benefit of the Pan American Dragon Boat Federation with notice within 30 days to all members of the Executive Committee

Article XXXVIII.

The Vice-President shall act as an auxiliary and deputy for the President, according to his decisions. In case of temporary absence from the office of the President, the Vice-President belonging to the Zone-pair of the President shall be his substitute during his temporary vacancy.

Article XXXIX.

The duties of the Secretary-Treasurer include the following:

- (a) Supervision of the Pan American Dragon Boat Federation administrative affairs as directed by the Officers and the Executive Committee
- (b) Custody of the Pan American Dragon Boat Federation records, funds and property
- (c) Maintenance of detailed accounting for all Pan American Dragon Boat Federation receipts, expenditures and assets
- (d) Compilation of annual financial statement and distribution to the Executive Committee no later than May 31 of each year with request for approval to distribute same to all members
- (e) Upon Executive Committee approval of the financial statement, to distribute same to all Pan American Dragon Boat Federation members no later than June 30 each year, together with a bulletin detailing Pan American Dragon Boat Federation activities of the previous year.

In the event of temporary absence from office of the Secretary-Treasurer, the Vice-President belonging to the Zone Pair of the Secretary-Treasurer shall be his substitute during the vacancy.

Article XL.

The other 4 members of the Executive Committee shall have the powers and duties that are provided herein.

CHAPTER X Dues

Article XLI.

Each federation or member of the Pan American Dragon Boat Federation shall pay annual dues as set by the Congress, in addition to such extra assessments as may be levied by the Congress or the Executive Committee.

Article XLII.

Dues shall be paid not later than March 31 of each year.

Article XLIII.

Any member in arrears in payment of dues shall not be eligible to vote and will be held in suspension of its membership rights until it has made full payment.

CHAPTER XI Technical Committees

Article XLIV.

There shall be the following Technical Committees: Coaching, Officiating, Sports Medicine, Legislation, Facilities and Solidarity. Each committee shall be made up of at least four and no more than eight members, on the basis of one or two from each Zone. The Members shall be experts in their specialty. Only the countries or territories comprising each Zone shall have the authority to nominate and elect the respective members of the Technical Committees.

The election shall be held in the Congress, and the term of office shall be the same as that for the members of the Executive Committee. The Executive Committee shall appoint, from among the elected Technical Committee members, the Director-Secretary of each such committee.

Article XLV.

The Technical Committees shall study and advise the Executive Committee concerning all Pan American Dragon Boat Federation activity in their scope. They may propose amendments to the Pan American Dragon Boat Federation rules of their discipline and the IDBF rules for recommendation to the IDBF by the Pan American Dragon Boat Federation

Article XLVI.

The Technical Committees shall preferable meet once every two years but if circumstances require may meet every year with the approval of the Executive Committee. In any event the Technical Committees shall meet in conjunction with the Pan Am Championships.

CHAPTER XII

Vacancies

Article XLVII.

Should a vacancy occur in the Executive Committee, it shall temporarily be filled by a majority vote of the Executive Committee until the respective Zone body shall name a person to replace the vacancy for the balance of the term.

CHAPTER XIII

Language

Article XLVIII.

English shall be the official language of the Pan American Dragon Boat Federation

CHAPTER XIV

Modification

Article XLIX.

In all cases the procedure to propose modifications of these statues shall be as provided in Article XXII and shall be enacted only if a legal quorum of the Congress has been established.

- (a) Modification to Chapters X, XII, XIII, XIV and XV shall require a simple majority vote of the Delegates present and voting regardless of Zone affiliation.
- (b) Modification to Chapters I, II, III, IV, V, VI VII, VIII, IX, XI and XVI shall require 2/3 approval vote of the Delegates present and voting from a minimum of three Zones to approve such modification.

Example

Zone 1	12	Delegates present and voting
Zone 2	30	Delegates present and voting
Zone 3	2	Delegates present and voting
Zone 4	2	Delegates present and voting
Total	46	2/3 = 31 or more

Votes Cast to Approve

Zone 1	12	7	0
Zone 2	30	23	30
Zone 3	0	1	2
Zone 4	0	0	2
Total	42	31	34
	2 Zones, motion failed	3 Zones, motion passed	3 Zones, motion passed

CHAPTER XV
Rules and Regulations

Article L.

The rules for competitions held by the Pan American Dragon Boat Federation will be the current rules of the IDBF at the time the event is held.

Article LI.

The Pan American Dragon Boat Federation shall make every effort to conduct Pan American Championships at appropriate dates and sites on a biennial basis. Requirements, rules, and regulations for such Championships shall be as determined by the Executive Committee with approval of the Congress.

CHAPTER XVI
Transitory Provisions

Article LII.

This Constitution shall be in force from 22nd July 2013, the date on which they were approved by the collective delegates representing the Zones.

Article LIII.

The Organizational Zones and countries or territories affiliated to Pan American Dragon Boat Federation at the time of ratification are the following:

Zone 1 – South America

Brazil: Dragon Boats Brazil

Chile: Chilean Dragon Boat Federation

Argentina: Dragon Boats Argentina

Zone 2 – Mexico, Central America and The Antilles

Mexico

Costa Rica: Costa Rica Adventure & Paddle Sports Assoc.

Jamaica: Jamaican Dragon Boat Association

Puerto Rico: Puerto Dragon Boat Federation

Guyana: Guyana Dragon Boat Federation

Trinidad & Tobago: Trinidad & Tobago Dragon Boat Federation

Zone 3

United States of America: United States Dragon Boat Federation

Zone 4

Canada: Dragon Boat Canada