



# INTERNATIONAL RAFTING FEDERATION

BYLAWS

From December 2015

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## PREAMBLE

The INTERNATIONAL RAFTING FEDERATION (IRF) is the worldwide body that oversees all aspects of rafting. The IRF works with the global rafting community—sport, recreational, commercial and adventure travel associations; and environmental and conservation organizations—to advance all avenues and concerns of rafting.

The IRF creates opportunities to ensure that fair play and sportsmanship is adhered to in racing; creates awareness and support for sustainable conservation strategies that preserve and protect wild rivers and ecosystems; and leads the way in the development and evolution of international rafting guidelines and standards to help keep people safe on the water.

## PART I—IDENTITY AND PURPOSE

### BYLAW 1— FORMATION AND NAME

1. At the Founding Meeting held in Augsburg, Germany, from 28th to 30th May 1997, delegates representing Latin America, South Africa, Oceania, Croatia, United Kingdom, United States, and Germany decided that the Federation be called THE INTERNATIONAL RAFTING FEDERATION (IRF).
2. The IRF was founded with the intent to foster and increase amateur sport competition locally, nationally, regionally, and internationally; to create and maintain rafting guidelines and standards; and to promote river conservation.
3. The IRF is [registered in the United States](#) as an international non-profit, non-governmental organization (INGO).
4. In matters of sports-related disputes, the IRF recognizes the exclusive jurisdiction of the Court of Arbitration for Sport (CAS), in Lausanne, Switzerland.

### BYLAW 2— MISSION STATEMENT

The IRF, the trustee of the rafting tradition, maintains and promotes the conditions that encourage the practice and development of rafting at all competitive and recreational levels. The IRF aims to facilitate the growing demands of the rafting fraternity through a unified body that deals exclusively with rafting issues and factors that influence rafting’s development. This includes amateur and professional sport and competition, education, safety, and conservation.

### **BYLAW 3— NON-DISCRIMINATION PRINCIPLES**

The IRF will carry out its activities in compliance with the principles of:

1. Equality between all IRF Member Organizations, rafting athletes and officials, and the general public; with decisions rendered on the basis of individual merit, and without discrimination in regard to race, gender, politics, religion or sexual orientation.
2. Support for the fair representation and equal access of both men and women to all rafting activities.

### **BYLAW 4— AUTONOMY OF MEMBER ORGANIZATIONS**

1. The IRF shall allow its National Federations Member Organizations complete internal autonomy and will have no part in purely national or territorial questions, unless the actions of a Member adversely affects the Status and Standing of the IRF or another IRF Member. The IRF shall, however, monitor all activities of its Members, which may affect the IRF either in part or in its entirety.
2. A Member may call on the IRF for advice on internal matters, and the IRF may act as adjudicator when requested by the Member concerned.
3. Where a Member does not uphold the Objectives of the IRF, or does not conform with the conditions and duties of IRF Membership, or when a significant number of the members of an IRF Member Organization so demand, then the IRF may convene an enquiry into the conduct of the Member.

### **BYLAW 5— OBJECTIVES**

1. Facilitate the growing needs and demands of the worldwide rafting fraternity through a unified body that deals exclusively with rafting issues and factors that influence the development of rafting.
2. Promote rafting in all countries by encouraging the establishment of national rafting federations and associations.
3. Represent and defend the interests of rafting before all national and international authorities.
4. Act as an advisory resource to the media, educational institutions, government agencies, and the general public on rafting issues.
5. Promote and encourage sportsmanship, fair play, and friendship between all members of the rafting fraternity.
6. Organize continental and world rafting championships, and establish standardized rules for rafting competition.

7. Promote rafting as an Olympic sport.
8. Train and qualify international judges for all IRF sanctioned competitions.
9. Develop and maintain international guidelines and standards for safe rafting practices, and offer comprehensive training and assessment programs to promote these standards.
10. Recommend raft guiding and river rescue services, standards and training programs.
11. Work with rafting tour operators and their associations to help safeguard the rafting industry.
12. Encourage the development of recreational rafting as a contribution to a healthy lifestyle for all ages.
13. Promote the conservation and protection of rivers and river environments, and educate the public in sustainable environmental stewardship practices.

#### **BYLAW 6— MEMBER ORGANIZATIONS (NATIONAL BODIES)**

1. IRF Member Organizations are organizations who are representative national bodies that oversee rafting activities in their respective countries. These activities include (but are not limited to) raft racing, raft guide training and education, rafting safety, river conservation, and other areas of interest that are mentioned in the IRF Objectives.
2. In the case of multiple national rafting organizations within a single country, the IRF will accept only one Member Organization per country. (In such cases, the IRF encourages these organizations to join together to form a single governing body to deal with rafting issues.)
3. The Congress may exceptionally grant provisional exemptions from Section 2 mentioned above for a period not exceeding two (2) years.

#### **BYLAW 7— CONTINENTAL FEDERATIONS**

1. IRF Member Organizations may group themselves into Continental Federations for the purpose of promoting and regulating rafting within their respective continent.
2. Only IRF Member Organizations in good standing may affiliate to Continental Federations or participate in Continental Federation activities or events.

#### **BYLAW 8— GOVERNANCE AND ADMINISTRATION**

The IRF body shall be governed and managed by four distinct organs:

## 1. CONGRESS

The Congress is the general assembly of IRF Member Organizations and is the highest governing authority of the IRF. Through the Bylaws, which are ratified by the Congress, the Congress controls the internal affairs of the IRF by defining how it shall be governed and managed.

## 2. BOARD OF DIRECTORS (BOD)

The Board of Directors is responsible for determining the Annexes and policies which effect the entirety of the IRF, within the confines set forth in the Bylaws. The Board of Directors is composed of democratically elected Executive Officers and Heads of Committees, and are so charged with the responsibility of the day-to-day management of the IRF.

## 3. EXECUTIVE COMMITTEE

The Executive Committee is responsible for codifying and finalizing the policies and rules that are debated by Administrative Committees. The Executive Committee guides Administrative Committees in their work, and reviews and comments on the recommendations that emerge from these committees before they are finalized.

## 4. ADMINISTRATIVE COMMITTEES

The Administrative Committees are committees which are created to debate and recommend administrative policy. Administrative Committees (and their sub-Committees) are composed of volunteers from Member Organizations who are appointed by the Executive Committee.

### BYLAW 9— OFFICIAL LANGUAGE

1. The official language of the IRF is English.
2. All official IRF documents will be produced in English.
3. At the Congress and other official meetings of the IRF, Delegates are entitled to speak in the language of their country, provided that their speech is translated into English by a competent interpreter. Interpreters shall be arranged, and costs covered by, the Member Organization or Delegate themselves.
4. All written and verbal communications with the IRF administration shall be in English. No translation costs incurred will be borne by the IRF.

### BYLAW 10— HEADQUARTERS AND CONTACT

1. As a general rule, the IRF shall have its Headquarters where its administrative office is situated. (The administrative office of the IRF will normally be located in



the country where the IRF Secretary General is domiciled, or by exception, in the country where the President is domiciled).

2. Official IRF information and contact details shall be distributed through the IRF website at: <http://www.internationalrafting.com>

#### **BYLAW 11— LOGOS AND FLAGS**

1. The IRF logo, as shown on the title page of this document, was agreed on at the first founding Congress, held in Victoria Falls, Zimbabwe, 8th September 1997.
2. The IRF flag consists of the IRF Logo in the middle of a plain aquamarine-colored background. The proportion of the emblem to the background will be 50%.
3. The IRF has the full authority and retains the complete rights for the use of its flag and logo and to ensure that they appear at every IRF activity.

#### **BYLAW 12— DEFINITION OF RAFTING**

1. Rafting is an outdoor activity that uses inflatable rafts and similar soft-bodied water craft to navigate down rivers or other moving waterways.
2. Rafting is a competitive, social, and recreational activity that is accessible to the general public, and can be enjoyed by people of all ages and abilities through sport and recreation clubs, universities, and tour operators.
3. Rafts are typically maneuvered and controlled using paddles and/or oars.
4. Rafting requires specialized equipment and instruction to participate safely, and may require considerable skill by the participant(s) depending upon the grade of difficulty of the waterway.
5. Rafting promotes physical fitness and health; and in competitive racing, showcases the considerable athletic skill needed to succeed at its highest levels.
6. Rafting is a low environmental impact activity that creates opportunities for its participants to gain appreciation for the natural environment, and awareness of the value of conservation practices.

## **PART II—MEMBERS**

#### **BYLAW 13— CONDITIONS OF MEMBERSHIP**

1. The constitution, bylaws, regulations, policies, or edicts of an IRF Member Organization shall NOT contradict or conflict with the Bylaws and Annexes of the IRF.

2. IRF Member Organizations shall allow the attendance of the IRF President or his/her Delegate(s) at any of their meetings.
3. IRF Member Organizations are expected to keep the IRF advised and informed on internal matters concerning their members, and all rafting activities within their national borders. This includes rafting events, guide training, conservation, recreation, and any other aspects of rafting.
4. IRF Member Organizations must allow membership to any entity (person, organization or company) that is located within their country's borders, that has an interest in furthering the objectives of the IRF.
5. IRF Member Organizations may only refuse membership to entities who will have a negative effect on the IRF's objectives. In such cases, the refused entity has the right to question or protest the fairness of this refusal through the IRF, and the IRF may choose to act as arbiter in the dispute.

#### **BYLAW 14— TYPES OF MEMBERSHIPS**

The types of IRF membership available to Member Organizations are **Full** and **Provisional**.

##### **1. Full Members:**

- a. Full Members are IRF Member Organizations which have been accepted for membership by the Board of Directors and ratified by the Congress.
- b. Full Members are granted voting rights in the Congress, as well as all other rights and privileges of membership as detailed in the Bylaws and Annexes.

##### **2. Provisional Members:**

- a. Provisional Members are IRF Member Organizations which have been provisionally accepted for membership by the Board of Directors (between Congresses), but have NOT been ratified by the Congress.
- b. Provisional Memberships may be extended or terminated by the Board of Directors for any reason they feel is appropriate to the best interests of the IRF.
- c. Provisional Members have the right to attend the Congress, but do NOT have the right to speak during the Congress or to vote on IRF issues.
- d. Provisional Members are entitled to participate in all IRF activities and competitive events.
- e. If a Provisional Member is in good standing and meets all requirements for Full Membership, they may request to be presented at the next Congress for ratification as a Full Member.
- f. If a Provisional Member fails to remain in good standing, or fails to comply with the conditions of provisional membership set down by the

Board of Directors, its membership will be subject to automatic termination.

#### **BYLAW 15— APPLICATIONS FOR MEMBERSHIP**

1. An application for membership in the IRF may be made by any national rafting organization that represents the interests of rafting in their respective country.
2. Applications for membership are reviewed, then accepted or rejected by the Board of Directors. If the application is rejected, membership fees paid at the time the application was submitted will be refunded. If the application is accepted, the applicant shall become a Provisional Member.
3. A newly formed organization must have the word “Raft” or “Rafting” in its name. An applicant who is unable to meet this requirement must apply to the Board of Directors for an exemption.
4. Unless otherwise agreed, the application for membership and all accompanying documents must be written in English and submitted in digital form (.pdf, .doc, .rtf, .txt, or similar document text format) to the IRF Secretary General.
5. Applications for membership must contain the following elements:
  - a. A formal statement that the applicant national rafting organization shall accept, comply with, and apply the IRF’s Bylaws and Annexes; and adapt its own constitution and regulations accordingly.
  - b. A copy of the text of the current constitution and all regulations which govern the applicant rafting organization. The IRF will accept new drafts of these documents that have been revised to be compliant with IRF Bylaws and Annexes, provided that the revisions will be ratified at the applicant’s next Congress. (A failure of ratification of a compliant constitution or regulations will result in automatic membership termination.)
  - c. A summary of what their organization has done to date under the headings of: *Sport, Conservation, Guide Training, and Recreational Rafting.*
  - d. A basic strategic plan for the next two (2) to ten (10) years under the headings of: *Sport, Conservation, Guide Training, and Recreational Rafting.*
  - e. The composition of the management committee, directors, or equivalent body.
  - f. Official contact details that will be used for correspondence with the IRF.
  - g. The identity of the person or persons empowered to represent the organization, sign correspondence and contracts, and enter into agreements with the IRF.

- h. A list of at least five (5) principle members of the applicant organization, with contact details.
- i. The URL address of any websites, social media sites or other publically accessible internet media of the applicant organization.
- j. Proof of payment of any required membership fees into the IRF account.

#### **BYLAW 16— MEMBERSHIP FEES**

- 1. Membership fees ~~are paid for a two-year period. This period and the amount~~ are defined and proposed by the Board of Directors and ratified by the Congress.
- 2. Membership fees are due ~~at the start of each two-year period~~ when a member receives an official invoice from the IRF. The fees must be paid to the IRF in the method directed, and by the specific due date shown on the invoice. Only paid members in good standing are allowed to vote at the Congress or to take part in IRF sanctioned events.

#### **BYLAW 17— DUTIES OF MEMBERS WITHIN THEIR NATIONS**

- 1. Promote the development and growth of all aspects of rafting in their country. This includes:
  - a. Running fair and credible National Selections according to IRF Race Rules.
  - b. Selecting teams to represent their nation at IRF Continental and World Rafting Championships according to the IRF Race Rules.
  - c. Promoting raft racing to all members of the public within their country.
  - d. Promoting the IRF GT&E Scheme certifications and assessments among professional raft guides and tour operators within their nation.
  - e. Encouraging recreational rafting at all levels.
  - f. Promoting and encouraging the conservation and responsible stewardship of rivers and river ecosystems within their nation.
- 2. Be active in their respective country as proud representatives of the IRF. Assist the IRF in achieving and promoting the mission, objectives, and principles set down in these Bylaws.
- 3. Carry out any extraordinary tasks which have been allocated to them by the IRF administration, in addition to the ordinary tasks and responsibilities relegated to all members.
- 4. Contribute to the promotion of rafting and the IRF by providing details of all aspects of rafting in their country for publication through the IRF newsletter, official IRF social media sites and websites, and other current and future print and electronic publications.

~~Contribute to the IRF the (RAW Magazine), Facebook page and website with details of all aspects of rafting in their country.~~

### ANNEXES TO BYLAW

Maintain a website that includes at minimum:

1. The IRF logo and a link to the IRF website.
2. A section on rafting which includes information on the key areas of interest and concern within their nation.
3. Information and direct links to the IRF GT&E training and assessment schemes.
4. Information and links to principle IRF events such as World and Euro Rafting Championships. (World Championships must be included on any race calendar)
5. Member Organizations in Europe must include the Euro Cup races on their calendar.

### **BYLAW 18— MEMBERSHIP RESIGNATION**

1. An IRF Member Organization wishing to resign its membership from the IRF shall give notice of resignation by registered mail or reconfirmed email or fax to the Secretary General. The membership shall end, if accepted formally by the Board of Directors, after the next Congress.
2. An IRF Member Organization cannot be regarded as having renounced its membership in the IRF until all outstanding dues, fees, debts or other financial obligations have been paid.

### **BYLAW 19— NON-COMPLIANCE AND DISCIPLINARY MEASURES**

1. The Board of Directors is responsible for ensuring that IRF Member Organizations uphold and comply with their membership obligations. ~~The disciplinary measures of the IRF.~~
2. In the case of non-compliance, the Board of Directors may take disciplinary measures against an IRF Member Organization in its entirety, or against an individual entity who is a member of an IRF Member Organization. These reasons include:
  - a. Breach of the IRF Bylaws, Annexes, regulations or policies.
  - b. Having harmed the interests or reputation of the IRF.
  - c. Nonpayment of membership fees or other debts due to the IRF.
  - d. Non-compliance with IRF membership duties.

- e. Any other justified reasons as determined by the Board of Directors or the Congress.
  - f. NOT rectifying any one of the situations above by a date fixed by the Board of Directors or the Congress.
3. The disciplinary measures are:
- a. Caution
  - b. Reprimand
  - c. Imposition of a fine
  - d. Demotion from Full Member to Provisional Member status
  - e. Suspension from the IRF or specified IRF events for a specified length of time
  - f. Expulsion from the IRF
4. Before disciplinary measures can be taken against an IRF Full Member, the member shall have the right to a formal hearing by the Board of Directors if so desired. The Board of Directors may choose to hold the hearing in person or virtually, and the Board of Directors may choose to appoint an investigative panel to assist in the process.
5. Board of Directors disciplinary decisions against a Full Member may be appealed to the next Ordinary Congress if a majority of Congress agrees to hear the appeal. Congress decisions are final and no further appeals will be possible.

## PART III—CONGRESS

### BYLAW 20— FUNCTION OF CONGRESS

1. The Congress is the general meeting of IRF Member Organizations and serves as the highest authority of the IRF.
2. The Congress will be held under the chairmanship of the President of the IRF (or in the absence of the President, one of the Vice Presidents). The Chair of the Congress will:
  - a. Open the Congress.
  - b. Direct the timely and orderly progress of the meeting.
  - c. Recognize Executive Officers, Committee Heads, Voting Delegates, or other persons who have the right or permission to address the Congress.
  - d. Decide the number and duration of the speeches to be permitted.
  - e. Adjourn the Congress.
3. The Congress shall have the following exclusive powers and duties:
  - a. Ratifying or rejecting all alterations of the Bylaws.

- b. Ratifying or rejecting admissions, expulsions, and suspensions of IRF Full Members.
  - c. Ratifying or rejecting membership fees proposed by the Board of Directors.
  - d. Election of the Executive Officers and the Heads of Committees who shall be members of the Board of Directors.
  - e. Dismissal of one or more members of the Board of Directors.
  - f. Appointment and dismissal of a public auditor, on a proposal from the Board of Directors, if auditing is requested.
  - g. Dissolution of the IRF.
4. The Congress shall each year decide to ratify or reject:
- a. The management report of the Secretary General.
  - b. The financial report of the current accounting period.
  - c. The proposed budget for the next accounting period.

#### **BYLAW 21— CONGRESS DELEGATES**

1. Each IRF Full Member shall have the right to appoint a maximum of three (3) Delegates to attend Congress. Only one (1) of these delegates shall be designated as the Voting Delegates, and shall have the right to speak and to vote during the Congress, and to represent the interests of that Member.
2. At least thirty (30) days' notice before the opening of the Congress, each IRF Full Member shall provide the IRF Secretary General with the names of its Delegate(s), and indicate the name of the Voting Delegate. (Exceptions to the thirty days' notice limitation may be given by the Secretary General for cause)
3. If requested by the Chair, Voting Delegates must be able to provide proof of their identity or otherwise confirm their delegate status.

#### **BYLAW 22— PROXY DELEGATES**

1. If for any reason a Full Member is unable to have a Voting Delegate attend the Congress, they may at their option appoint a Proxy Delegate who shall stand as their Voting Delegate.
2. Proxy Delegates shall be considered as a Voting Delegate, and shall have the voting and speaking rights and privileges of the Full Member which he/she represents.
3. Proxy Delegates may only be an IRF Executive Officer, or an IRF Committee Head or the Voting Delegate of another Full Member.
4. If requested by the Chair, Proxy Delegates must be able to provide proof of proxy authority.

### **BYLAW 23— CONGRESS SCHEDULING**

1. The place and date of Congresses are fixed by the Board of Directors at a time that is most convenient to assure maximum attendance of Member Organizations. A Congress may be held via virtual meetings when an in-person meeting is not practical.
2. An Ordinary Congress must take place at least once every two years.
3. An Extraordinary Congress may be called at any time when at least one-third of Full Members submit a request in writing to the Board of Directors giving reasons thereof; or when the Board of Directors considers that circumstances have arisen that warrant such a call.

### **BYLAW 24— NOTICES OF CONGRESS MEETINGS**

1. Notices and information pertaining to meeting of the Congress will be dispatched by the Secretary General to all IRF Member Organizations, members of the Board of Directors, and Committee Heads via registered letter, email, or fax ~~with confirmation of receipt~~.
2. At least two (2) months before the Congress, notices will be dispatched to inform all participants about the general meeting.
3. At least four (4) weeks before the Congress, notices will be dispatched about Board of Directors and Committee meetings; along with information detailing the agenda and any motions (with supporting documents) that are scheduled to be put before the Congress.
4. For the Ordinary Congress, the agenda and motions shall be accompanied by current management and accounting reports, and a proposed budget for the next accounting period.

### **BYLAW 25— CIRCULATION OF MINUTES**

1. The minutes of the meetings of Congress will be circulated by the Secretary General after approval by the Board of Directors, within thirty (30) days after Congress has adjourned. Congress minutes will go to all IRF Member Organizations and the Board of Directors.
2. The minutes of a meeting of the Board of Directors will be circulated by the Secretary General to the members of the Board within 15 days after the meeting is adjourned. Board of Directors' minutes and correspondence will remain strictly confidential, however relevant decisions and conclusions will be circulated to IRF Member Organizations.



3. The minutes of Committee meetings will be circulated to the Board of Directors, under the direction of the Chair concerned, within 15 days after the meeting has adjourned.
4. No correction or alteration to the minutes will be accepted unless written notification has been received and acknowledged by the Secretary General within one month of the date of circulation.

#### **BYLAW 26— AGENDA**

1. The agenda for an Ordinary meeting of the Congress shall include at least:
  - a. Opening of the Congress
  - b. Apologies and establishment of delegates and the quorum.
  - c. Reports on Membership applications, resignations, suspensions or expulsions.
  - d. Management report by the Secretary General.
  - e. Financial report.
  - f. Proposed budget.
  - g. Reports from Committee Heads.
  - h. Discussions and resolutions on proposals submitted by IRF Member Organizations, Executive Officers, and Committee Heads.
  - i. Election of Executive Officers and Committee Heads.
  - j. Adjournment of the Congress.
2. The Board of Directors must approve the items on the agenda and their order of discussion prior to the Congress.

#### **BYLAW 27— SUBMISSION OF PROPOSALS**

1. Each IRF Full Member, the Executive Officers, and Committee Heads have the right to submit proposals and reports to the Ordinary Congress.
2. Proposals originating from an IRF Full Member must be signed by their president **or authorized representative**, and must be in the hands of the IRF Secretary General no later than five (5) weeks prior to the date of the next Ordinary Congress.

#### **BYLAW 28— AMENDMENTS TO THE BYLAWS OR ANNEXES**

1. The Bylaws may be amended at every Congress after ratification.
2. The Annexes may be amended by the Board of Directors after a majority vote.

#### **BYLAW 29— ESTABLISHING A QUORUM**

1. The Congress has the power to act if at least one-half of the IRF Full Members entitled to vote are represented by a Voting Delegate in person or by proxy.

2. To ensure a quorum will exist at Congress, Voting Delegates or their proxies must confirm their participation at least five (5) days ahead of the Congress.

### **BYLAW 30— VOTING ON PROPOSAL RESOLUTIONS**

1. Voting on proposal resolutions shall proceed using these general protocols:
  - a. Only Voting Delegates shall have the right to vote. Voting Delegates are entitled to cast one (1) vote on each proposal resolution presented.
  - b. Voting shall be conducted using the method defined by the Chair. This includes, but is not limited to: roll call vote, show of hands, secret vote, and virtual vote.
  - c. Unless otherwise stated in these Bylaws, resolutions are decided with a simple majority of votes.
  - d. If there is a tie of votes on an administrative or financial matter, the Chair shall cast the deciding vote. If there is a tie of votes on any other matter, the resolution shall fail and the Chair shall proceed with the next business.
  - e. If during the vote, it arises that further discussion or debate is required to clarify a matter, the Chair may suspend or nullify the vote until which time that the matter is clarified.
2. A majority of two-thirds of the votes cast shall be required in the following cases:
  - a. Expulsion of a member.
  - b. Amendments that alter the meaning or requirements of the Bylaws.
3. A majority of 80% of the votes cast shall be required for dissolution of the IRF.

### **BYLAW 31— NOMINATION OF DIRECTORS**

1. Candidates for all available positions on the Board of Directors may be nominated by any one of the following:
  - a. Any IRF Member Organization.
  - b. Any member of the Board of Directors.
  - c. A nominating committee appointed by the Executive Committee.
2. The name and details of all nominees must be given to the IRF Secretary General for publication at least two weeks before the Ordinary Congress.
3. Nominees for Committee Heads must have the knowledge and capability to fulfill their responsibilities as detailed in the Bylaws and Annexes which describe the committee.
4. No country may have more than two (2) representatives on the Board of Directors.

5. All incumbents of the Board of Directors are eligible for re-election if duly nominated.

#### **BYLAW 32— ELECTION OF DIRECTORS**

1. Each Voting Delegate has the right to cast a single vote for the candidate of their choice for each vacant position.
2. Candidates are elected by a simple majority of the votes cast. An abstained vote will not be counted.
3. In the case where no candidate receives a majority of the votes cast, the candidates who received the least number of votes will be eliminated, and a runoff election shall be held between the two (2) top candidates.
4. In the case of a tie of votes, the vote shall be taken again. If a tie vote remains after three (3) attempts, the President may choose to cast a deciding vote.

#### **BYLAW 33— CONFLICT OF INTEREST POLICY**

1. No Director of the IRF or administrative staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board of Directors or in the course of their official work.
2. Each individual shall disclose to the IRF any personal interest that he or she may have in any matter pending before the IRF and shall refrain from participation in any decision on such matters.
3. Any member of the IRF Board of Directors or administrative staff shall refrain from obtaining any list of members for personal or private solicitation purposes at any time during the term of their affiliation.

#### **BYLAW 34— DATE CHANGES TAKE EFFECT**

1. All decisions of the Congress shall take place at the end of the Congress effect immediately upon ratification or rejection, unless the decision specifies an alternative effective date.

### **PART IV – BOARD OF DIRECTORS (BOD)**

#### **BYLAW 35— FUNCTION OF THE BOARD OF DIRECTORS**

1. The Board of Directors is a body of Executive Officers and Heads of Committees who are elected by the Congress to jointly oversee and manage the activities of the IRF.

2. All members of the Board of Directors shall endeavor to meet in person at least once every two (2) years and via email/electronic means (virtual meetings) on a regular basis.
3. The Board of Directors shall convene through the formation of a quorum if and when, after being duly summoned by the Secretary General under the direction of the President, at least half of its members ~~are present~~ engage in person or through virtual means.
4. The travel and accommodation expenses of members of the Board of Directors, in connection with the duties of office, shall be paid for by the IRF where possible.

#### **BYLAW 36— TERM OF OFFICE FOR DIRECTORS**

1. The term of office for Directors shall be for the period between Ordinary Congresses (two years).
2. At the end of the Congress, the Directors shall resign and the newly elected Directors will assume their positions on the Board.
3. In the case of decease or resignation of a Director, a substitute can be elected by a quorum of the Board of Directors to fill the vacated position until the next Congress election.

#### **BYLAW 37— COMPOSITION OF THE BOARD OF DIRECTORS**

##### **1. IRF Executive Officers:**

- a. President and Chair
- b. First Vice President
- c. Second Vice President
- d. Treasurer
- e. Secretary General

##### **2. Heads of Committees:**

- f. Head of Sport & Competition (S&C)
- g. Head of Guide Training & Education (GT&E)
- h. Head of International Relations (IR)
- i. Head of Recreational Rafting & Conservation (RR&C)
- j. Head of Media & Marketing (M&M )

#### **BYLAW 38— DUTIES OF THE BOARD OF DIRECTORS**

1. The Board of Directors shall deal with all matters of broad IRF policy between Congresses.

2. The Board of Directors shall take steps as may be necessary to achieve the objectives listed under BYLAW 5 of the Bylaws, and make any decisions deemed appropriate to the interest of the sport or activity of rafting.
3. The Board of Directors shall ensure that IRF Member Organizations observe the Bylaws and Annexes of the IRF and, whenever necessary, interpret the Bylaws and Annexes.
4. The Board of Directors shall keep IRF Member Organizations informed as to the position of the IRF in relation to its activities, and its relationship with other international organizations.
5. The Board of Directors shall fix the date and venue of the Congresses, as well as convene and be responsible for organizing Congresses.
6. The Board of Directors may accept, decline, suspend or expulse Provisional Members of the IRF.
7. In serious or dire cases, the Board of Directors may recommend to the Congress that a Full Member be suspended or expelled.
8. The Board of Directors may propose auditors to the Congress when one has been requested.
9. The Board of Directors is responsible for approving financial and budget reports before they are submitted to Congress.
10. The Board of Directors is responsible for proposing membership fees to Congress.
11. The Board of Directors is responsible for examining all proposals received from IRF Full Members for submission to the Congress, and shall take a position on those proposals.
12. The Board of Directors shall clarify and adopt where necessary rules and regulations coming from the Committees.
13. The Board of Directors shall decide to approve or reject the host nation for the World Championships, and award their organization on the recommendation of the Sport & Competition Committee.
14. The Board of Directors shall establish administrative offices with remunerated personnel when necessary.

#### **BYLAW 39— BOARD OF DIRECTORS DECISION PROCESS**

1. The Board of Directors shall be responsible for insuring the execution of decisions taken by the Congress.

2. The Board of Directors shall revise a decision of Congress where:
  - a. The President has decided that the circumstances that prevailed at the time the decision was taken by Congress have changed to a material extent AND
  - b. An 80% majority of the Directors have voted in favor of the revision.
3. The Board of Directors shall debate and decide on all matters not covered by the IRF Bylaws and Annexes, or established policy and regulations. As determined by the President, these matters may be decided either by consensus or by vote.

### **ANNEXES TO BYLAW 39**

Board of Directors voting on proposals shall proceed using these general protocols:

1. Voting may proceed once the Secretary General has established a 50% quorum of BOD members.
2. Under normal circumstances, one (1) week shall be given to BOD members to respond to a virtual quorum call. If an emergency vote is required, the Secretary General may shorten this time with the approval of the President. Under some circumstances the Secretary General may choose to extend this time, however Directors shall not be permitted to unreasonably delay the quorum process.
3. After responding to a quorum call, each Director is entitled to cast one (1) vote on each proposal presented.
4. Voting in-person shall be conducted using the method defined by the President. This includes, but is not limited to: roll call vote, show of hands, and secret vote.
5. Voting during virtual meeting shall be conducted via electronic mail or other secure means under the direction and instructions of the Secretary General.
6. Voting during virtual meetings shall have reasonable time limits imposed to insure that the voting process is not unduly delayed. Directors who do not answer a quorum call or participate in a vote will be recorded as absent.
7. Proposals shall be decided with a simple majority of the cast votes. Abstained votes or absentees are not counted.
8. In the case of a tie of votes, the President shall cast the deciding vote.

9. If during the vote, it arises that further discussion or debate is required to clarify a matter, the Secretary General may suspend or nullify the vote until which time that the matter is clarified.

## BYLAW 40— DUTIES OF THE EXECUTIVE OFFICERS

### 1. IRF PRESIDENT AND CHAIR

- a. To guide and control the entire work of the IRF.
- b. To act as official spokesperson for the IRF.
- c. To preside over meetings of the Board of Directors.
- d. To act as Chairperson at the Congress.
- e. To act as spokesperson for the Board of Directors at the Congress.
- f. To serve as an ex officio member on all committees and sub-committees.
- g. To work with Executive Officers and Committee Heads to make certain all assigned tasks and responsibilities are completed.
- h. To allocate specific tasks to suitable persons and create committees where the need arises.
- i. To perform all other assigned duties or responsibilities described within the Bylaws and Annexes.
- j. If the President is temporarily incapable of fulfilling the duties of office, his/her responsibilities will be assumed by the First Vice President or, if the latter is not available, by the Second Vice President. If the latter is not available, the Board of Directors shall appoint one of its members to fulfill these duties until which time the President is capable, or until the next Ordinary Congress election.

### 2. IRF VICE PRESIDENTS

- a. To act as Chair of meetings of the Board of Directors or the Congress when the President is unable to do so.
- b. To assist the work of the President or the Heads of Committees where possible.
- c. To fulfill the specific tasks allocated to them by the Board of Directors or the President.

### 3. IRF TREASURER

- a. To oversee and be responsible for all financial matters of the IRF.
- b. To monitor expenditures and to ensure that they are kept within the limits approved in the budget.
- c. If the Treasurer is temporarily incapable of discharging his/her duties during their term, the Secretary General shall fill the position until which time the Treasurer is capable or until the next Ordinary Congress election.

#### 4. IRF SECRETARY GENERAL

- a. To be responsible for the administration of the IRF and, in a general way, for current affairs (i.e., for all matters already approved in principle by the Board of Directors or by Congress).
- b. To serve as an ex officio member on all committees and sub-committees.
- c. To represent the IRF in some cases.
- d. To be in charge of budgeting, implementing, recording, reporting, planning, and controlling of the IRF's finances and to keep the Treasurer and President informed in these matters.
- e. To correspond with and maintain relations between the IRF, it's Member Organizations, the Board of Directors, and outside organizations and individuals.
- f. To provide the Board of Directors with copies of all letters relating to matters of principle or policy.
- g. To keep the President informed of all urgent or important matters that are of general or special interest to the IRF.
- h. To coordinate the work of the Executive Officers and Committee Heads in cooperation with the President.
- i. To make the administrative and technical preparations for the meetings of the Congress and the Board of Directors.
- j. To prepare and dispatch the minutes of the meeting of the Congress, Board of Directors, and Committees.
- k. If the Secretary General is temporarily incapable of discharging his/her duties during their term, a replacement shall be chosen from among the Board of Directors to fill the position until which time the Secretary General is capable or until the next Ordinary Congress election.

#### BYLAW 41— DUTIES OF HEADS OF COMMITTEES

1. To work with their committees in accordance with the decisions of Congress and the directives received from the Board of Directors or the President.
2. To summon and chair meetings (in-person or virtually) and lead discussions of their committee.
3. To dispatch all documents relating to the meetings, as well as record and distribute minutes of all meetings.
4. To keep the Board of Directors informed through the Secretary General and the President, of all activities and of any relevant information that may affect the IRF.
5. To draw up an annual report on the activities of their committee, as well as a draft on future plans, and submit these reports to the Board of Directors.



6. If an elected Head of Committee is temporarily incapable of discharging his/her duties during their term, a replacement shall be appointed by the Board of Directors to fill the position until which time the Committee Head is capable, or until the next Ordinary Congress election.

## **PART V—EXECUTIVE COMMITTEE**

### **BYLAW 42— DUTIES OF THE EXECUTIVE COMMITTEE**

1. The Executive Committee is responsible for codifying and finalizing the policies and rules that are debated by Administrative Committees, and for fulfilling any other responsibilities that have been given to it in the Bylaws and Annexes.
2. The Executive Committee guides Administrative Committees in their work, and reviews and comments on the recommendations that emerge from these committees before they are finalized.
3. Pursuant to Sections 1 and 2 above, the Executive Committee may exercise the full power and authority of the Board of Directors.
4. The Executive Committee is composed of a minimum of three (3) and a maximum of five (5) members of the Board of Directors. It shall include the President, the Secretary General, and the Committee Head that oversees the committee that is being guided and reviewed.
5. The Executive Committee shall make decisions by consensus or by vote as determined by the President.
6. When voting on matters, the Executive Committee will follow the voting protocols established for the Board of Directors in Bylaw 39 and its Annexes.

## **PART VI—ADMINISTRATIVE COMMITTEES**

### **BYLAW 43— SPORT AND COMPETITION COMMITTEE (S&C)**

1. The S&C Committee is responsible for advancing BYLAW 5, Sections 5, 6 and 7 of the Bylaws, and shall have oversight over all IRF policies and decisions that are related to sport and competition; including issues which are debated within its sub-Committees.
2. The S&C Committee shall be composed of ten to twenty (10-20) members who are appointed by the Executive Committee and who are active in matters concerning sport and competition.
3. The S&C Committee may not include more than one member from any single country.

4. The Head of the S&C Committee shall be a duly elected member of the Board of Directors who is active in matters of sport and competition.

### ANNEXES TO BYLAW 43

The responsibilities of the Sport and Competition Committee include:

1. Taking steps necessary to achieve the following objectives of the IRF World Rafting Championships (WRC):
  - a. Organize an R4 and R6 WRC in alternate years.
  - b. Expose more rafting participants to international and national competition.
  - c. Increase the profile of the sport internationally.
  - d. Provide the opportunity for rafting organizations to upgrade their technical and administrative skills.
  - e. Provide an opportunity to conduct additional elite rafting programs (e.g., coaches' and judges' seminars) with international teams, coaches, and officials.
  - f. Provide opportunities for the international public to witness the world's best athletes in action.
  - g. Provide opportunities for exposure of the world's best athletes as role models for youth.
  - h. Provide impetus for the development of international standards for rafting facilities, race formats, and equipment.
  - i. Provide the opportunity for economic benefit to WRC host countries and sponsors.
2. Maintaining the official Race Rules, which involves at minimum:
  - a. Creating, updating and eliminating race rules and regulations when necessary after recommendations and consultation with judges, competitors and IRF Member Organizations.
  - b. Maintaining current rules and regulations in an easy-to-access format that is available to the general public on the IRF website or through other media.
3. Assessing bids for World and Continental Rafting Championships and make recommendations to the Board of Directors. This involves, but is not limited to:
  - a. Creating, revising and maintaining bid documents.
  - b. Assessing and comparing bids.
  - c. Checking bids for accuracy and thoroughness.
  - d. Taking part in venue assessment trips.
  - e. Making final recommendations.

- f. Ensuring that bid contracts are fulfilled to the standard expected by the IRF and its members and associates.

**BYLAW 44— JUDGES SUB-COMMITTEE (*Under S&C*)**

1. The Judges Sub-Committee is responsible for advancing BYLAW 5, Section 8 of the Bylaws, and shall have oversight over all IRF policies and decisions that are related to judging issues.
2. The Head of the Judges Committee shall be an active certified Judge Assessor appointed by the Executive Committee.
3. The members of the Judges Committee shall be composed of 5-7 active Judge Assessors who are appointed by the Executive Committee with the advice of the Committee Head.

**ANNEXES TO BYLAW 44**

The responsibilities of the Judges Sub-Committee includes, but is not limited to:

1. Recruiting new Judges and potential Judge Candidates.
2. Creating, revising and updating workbooks and examinations.
3. Scheduling and running workshops and examinations.
4. Maintaining an accurate and up-to-date database of certified IRF Judges.
5. Developing and maintaining a fair and credible process for ranking IRF Judges.
6. Offering the services of judges at national- and international-level rafting competitions.
7. Reviewing any post-event judging issues or complaints and advising the Board of Directors and the Executive Committee on a course of action relative to these issues or complaints.

**BYLAW 45— CONTINENTAL SUB-COMMITTEES (*Under S&C*)**

1. Continental Sub-Committees are responsible for assessing and advising the Sport & Competition Committee and the Executive Committee on bids for Continental Championship events, and to conduct votes on sport and competition issues relevant to their continent.

2. Members of the Continental Sub-Committee shall be elected from the Member Organizations of their continent during each Ordinary Congress or within two (2) months after the Congress has adjourned.
3. Each IRF Member Organization in good standing shall be eligible to offer representatives from their organization to stand for committee election.
4. A maximum of two (2) representatives from a single nation shall be eligible for election.
5. Votes on all issues shall follow the general voting protocols that are established in BYLAW 29.

#### **ANNEXES TO BYLAW 45**

Continental Sub-Committees shall:

1. Endeavor to have 7-10 elected members.
2. Conduct votes among IRF Member Organizations on relevant Continental issues.
3. Handle Continental Sport & Competition issues that the Executive Committee requests of them.
4. Report all activities and minutes to the Executive Committee.

#### **BYLAW 46— ANTI-DOPING SUB-COMMITTEE (Under S&C)**

1. The Anti-Doping Sub-Committee is responsible for insuring that the IRF substantially complies with the recommendations and requirements codified by the World Anti-Doping Agency (WADA).
2. The Anti-Doping Sub-Committee shall be chaired by a committee head appointed by the Executive Committee. These individuals then shall appoint additional sub-committee members which should include a legal advisor, independent athletes, and other constituents who are familiar with anti-doping issues.

#### **ANNEXES TO BYLAW 46**

The Anti-Doping Sub-Committee is charged with the following tasks:

1. Create and oversee an IRF Anti-Doping Program (ADP) which includes rules and procedures that are designed to keep IRF sanctioned events in compliance with the World Anti-Doping Code, the WADA Prohibited List, and any other relevant WADA precepts.

2. Continuously evaluate and update (when necessary) the ADP.
3. Ensure that all IRF Member Organizations are aware of the ADP and agree with its terms and conditions.
4. Develop and implement effective methods for communicating the ADP to IRF Member Organizations and their athletes. This includes (but is not limited to) the development of plain-language documents that provides teams, athletes and coaches with a simple overview of testing procedures, prohibited substances and other relevant information about the ADP; and to make this information easily accessible to athletes and the general public through the internet and other means.
5. Provide any needed support or information to IRF event hosts with regard to the ADP and WADA.
6. Create credible, independent Anti-Doping Panels which will oversee the ADP during IRF sanctioned events and will be responsible for the following tasks:
  - a. Develop fair, economical, and credible methods for selecting a pool of athletes for testing.
  - b. Oversee the safekeeping of samples and test results gathered by Doping Authorities.
  - c. In the case of positive tests, administer sanctions as directed by the ADP, and conduct fair hearings if sanctions are protested.
  - d. Inform WADA, IRF Member Organizations and national Anti-Doping Authorities about any positive tests.
  - e. Gather and compile statistics on test results.

#### **BYLAW 47— GUIDE TRAINING AND EDUCATION (GT&E)**

1. The GT&E Committee is responsible for advancing BYLAW 5, Sections 9, 10 and 11 of the Bylaws. This includes developing and promoting programs and systems that may be used as a common standard for rafting guides, river safety personnel, and rafting tour operators.
2. The GT&E Committee shall be composed of 7-10 active GT&E Assessors and Instructors who are appointed by the Executive Committee.
3. The Head of the GT&E Committee shall be a duly elected member of the Board of Directors who is an active GT&E Assessor.
4. The GT&E Committee shall develop budgets and management systems necessary for the support and growth of GT&E programs.

#### **ANNEXES TO BYLAW 47**

Specific responsibilities of the GT&E Committee include:

1. Establish and maintain a self-sustaining system for efficiently and professionally managing GT&E.
2. Define and codify the requirements and standards for rafting guides, trip leaders, instructors, river safety personnel, and rafting tour operators worldwide.
3. Establish international guidelines and requirements for event safety at IRF competitions.
4. Create and promote training programs which aid in the development of professional raft guides, trip leaders, instructors, river safety personnel and rafting tour operators.
5. Create and promote raft guide and river safety personnel assessment schemes that recognize and award individuals who meet IRF requirements and standards.
6. Create and promote an assessment scheme that recognizes and awards river tour operators that meet IRF requirements and standards.
7. Identify and develop standards for any other activities associated with GT&E as they evolve.

#### **BYLAW 48— INTERNATIONAL RELATIONS (IR)**

1. The IR Committee is charged with advancing BYLAW 5, Section 2 of the Bylaws, and shall have oversight over all IRF policies and decisions that are related to International Relations.
2. The Head of the IR Committee shall be a duly elected member of the Board of Directors who is experienced in international relations.
3. The IR Committee shall submit proposals and budgets for the development of International Relations.

#### **ANNEXES TO BYLAW 48**

The IR Committee will be responsible for the following areas of concern:

1. Organize the work of recruiting new IRF Member Organizations.
2. Prepare and guide the IRF towards membership in strategic international umbrella sports organizations.

3. Develop relationships between the IRF and other international sports organizations, and further the expansion of IRF influence and recognition. This may include attending general meetings in affiliated international organizations, writing official letters/emails, and meeting with IOC or other umbrella organization representatives.
4. Work towards having rafting be accepted as an IOC-recognized sport.
5. Research and prepare statistics on competitive and recreational rafting around the world.

#### **BYLAW 49— RECREATIONAL RAFTING AND CONSERVATION (RR&C)**

1. The RR&C Committee is charged with advancing BYLAW 5, Sections 12 and 13 of the Bylaws, and shall have oversight over all IRF policies and decisions that are related to Recreational Rafting and Conservation.
2. The Head of the RR&C Committee shall be a duly elected member of the Board of Directors who has experience in Recreational Rafting and Conservation.
3. The RRC Committee shall submit proposals and establish a budget for the development of Recreation Rafting and Conservation.

#### **ANNEXES TO BYLAW 49**

The RR&C Committee shall be responsible for:

1. Gathering statistics on Recreational Rafting that will allow the IRF to better understand how to plan for its growth and development.
2. Identifying endangered rivers which are important to rafting and develop effective methods to educate the rafting fraternity and the general public on the issues surrounding those rivers.
4. Creating and maintaining a useful database of the rafting rivers around the world.
5. Establishing policies to help guide IRF members in sustainable conservation practices and environmental awareness.

#### **BYLAW 50— MEDIA AND MARKETING (M&M)**

1. The M&M Committee shall have oversight over all IRF policies and decisions that are related to Media and Marketing.
2. The Committee shall submit proposals and establish a budget for the development of IRF Media and Marketing.

3. The Committee shall establish contacts with the public relations unit of IRF Member Organizations.

## **ANNEXES TO BYLAW 50**

The Media and Marketing Committee shall be responsible for:

1. Maintaining official IRF websites and social media sites as internet information sources for all rafters.
2. Coordinating and developing printed publications for the IRF.
3. Promoting rafting in the press and on radio, television, film, and the internet.
4. Handling media, TV, and Internet coverage at IRF-sanctioned events.
5. Building an information library for IRF Member Organizations, potential sponsors, media, and other interested persons. This includes:
  - a. A database of photographs, videos, and similar visual rafting media.
  - b. Media bylaws on IRF-sanctioned events and general rafting issues.
  - c. Working with the IR Committee to gather and publish statistics of river users worldwide.
  - d. A database of the results of past IRF sanctioned events.
  - e. Any information that can assist the promotion of rafting.

## **PART VII—FINANCES**

### **BYLAW 51— USE AND DISSOLUTION OF FINANCES**

1. The IRF shall use the U.S. dollar and the euro as the official base currency for all transactions.
2. As a non-profit INGO, IRF financial resources shall be used only to pursue the purposes set forth in these Bylaws and Annexes.
3. Upon the dissolution of the IRF, assets shall be distributed for one or more exempt purposes within the meaning of 501 (c) (3) of the USA internal revenue code, or shall be distributed to the government, or to a state or local government for a public purpose.

### **BYLAW 52— FINANCIAL REPORTS AND AUDITS**

1. IRF finances and accounting are administered by the Secretary General and overseen by the Treasurer.
2. The financial year for the IRF begins on January 1st and ends on December 31st.



3. Every two (2) years, the Secretary General shall prepare a current financial report and proposed budget for the Board of Directors, who shall then present them to the Congress for ratification.
4. During interim years between Congresses, the Secretary General shall present the current financial report and proposed budget to the Board of Directors for approval.
5. An audit of IRF accounts may be requested at any time by Congress. Pursuant to a requested audit, auditors may examine IRF accounts to ensure they have been recorded correctly, and submit a report of the examination to Congress. Auditors may also provide a report on IRF financial management practices to the Congress and offer recommendations on these practices.

Revised and Adopted  
June 2007, Nov 2007, July 2010, Dec 2015