



# INTERNATIONAL RAFTING FEDERATION

## BYLAWS

From March 2018

## Table of Contents

<b>PREAMBLE</b>	<b>5</b>
<b>PART I—IDENTITY AND PURPOSE</b>	<b>5</b>
ARTICLE 1— FORMATION AND NAME	5
ARTICLE 2— MISSION STATEMENT	5
ARTICLE 3— NON-DISCRIMINATION PRINCIPLES	6
ARTICLE 4— AUTONOMY OF MEMBER ORGANIZATIONS	6
ARTICLE 5— OBJECTIVES	8
ARTICLE 6— MEMBER ORGANIZATIONS (NATIONAL BODIES)	9
ANNEXES TO ARTICLE 6	9
ARTICLE 7— CONTINENTAL FEDERATIONS	9
ANNEXES TO ARTICLE 7	10
ARTICLE 8— GOVERNANCE AND ADMINISTRATION	11
1. CONGRESS	12
2. BOARD OF DIRECTORS	12
3. EXECUTIVE COMMITTEE	12
4. ADMINISTRATIVE COMMITTEES	12
ARTICLE 9— OFFICIAL LANGUAGE	12
ARTICLE 10— HEADQUARTERS AND CONTACT	13
ARTICLE 11— EMBLEMS AND FLAGS	13
ARTICLE 12— DEFINITION OF RAFTING	14
<b>PART II—MEMBERS</b>	<b>14</b>
ARTICLE 13— CONDITIONS OF MEMBERSHIP	14
ARTICLE 14— TYPES OF MEMBERSHIPS	15
1. Full Members	15
2. Provisional Members	15
ANNEXES TO ARTICLE 14	16
ARTICLE 15— APPLICATIONS FOR MEMBERSHIP	18
ARTICLE 16— MEMBERSHIP FEES	20
ARTICLE 17— DUTIES OF MEMBERS WITHIN THEIR NATIONS	20
ANNEXES TO ARTICLE 17	21
ARTICLE 18— MEMBERSHIP RESIGNATION	21
ARTICLE 19— NON-COMPLIANCE AND DISCIPLINARY MEASURES	22
<b>PART III—CONGRESS</b>	<b>23</b>
ARTICLE 20— FUNCTION OF CONGRESS	23

ARTICLE 21—	CONGRESS DELEGATES	24
ARTICLE 22—	PROXY DELEGATES	25
ARTICLE 23—	CONGRESS SCHEDULING	25
ARTICLE 24—	NOTICES OF CONGRESS MEETINGS	26
ARTICLE 25—	CIRCULATION OF MINUTES	26
ARTICLE 26—	AGENDA	27
	ANNEXES TO ARTICLE 26	28
ARTICLE 27—	SUBMISSION OF PROPOSALS	28
	ANNEXES TO ARTICLE 27	29
ARTICLE 28—	AMENDMENTS TO BYLAW ARTICLES OR ANNEXES	30
ARTICLE 29—	ESTABLISHING A QUORUM	30
ARTICLE 30—	VOTING ON PROPOSALS	31
ARTICLE 31—	NOMINATION OF DIRECTORS	32
ARTICLE 32—	ELECTION OF DIRECTORS	32
ARTICLE 33—	CONFLICT OF INTEREST POLICY	33
ARTICLE 34—	DATE CHANGES TAKE EFFECT	33
<b>PART IV – BOARD OF DIRECTORS</b>		<b>34</b>
ARTICLE 35—	FUNCTION OF THE IRF BOARD OF DIRECTORS	34
ARTICLE 36—	TERM OF OFFICE FOR IRF DIRECTORS	34
ARTICLE 37—	COMPOSITION OF THE IRF BOARD OF DIRECTORS	35
	1. IRF Executive Officers:	35
	2. Administrative Committee Chairs:	35
	ANNEXES TO ARTICLE 37	35
ARTICLE 38—	DUTIES OF THE IRF BOARD OF DIRECTORS	36
	ANNEXES TO ARTICLE 38	37
ARTICLE 39—	IRF BOARD OF DIRECTORS DECISION PROCESS	38
	ANNEXES TO ARTICLE 39	38
ARTICLE 40—	DUTIES OF THE IRF EXECUTIVE OFFICERS	39
	1. IRF PRESIDENT AND CHAIR OF THE BOARD	39
	2. IRF FIRST VICE PRESIDENT	40
	3. IRF SECOND VICE PRESIDENT	40
	4. IRF TREASURER	41
	5. IRF SECRETARY GENERAL	41
ARTICLE 41—	DUTIES OF ADMINISTRATIVE COMMITTEE CHAIRS	42
<b>PART V—IRF EXECUTIVE COMMITTEE</b>		<b>43</b>
ARTICLE 42—	DUTIES OF THE IRF EXECUTIVE COMMITTEE	43
	ANNEXES TO ARTICLE 42	44

<b>PART VI—ADMINISTRATIVE COMMITTEES</b>	<b>44</b>
ARTICLE 43— SPORT AND COMPETITION COMMITTEE	46
ANNEXES TO ARTICLE 43	46
ARTICLE 44— CONTINENTAL SUB-COMMITTEES	48
ANNEXES TO ARTICLE 44	48
ARTICLE 45— ANTI-DOPING SUB-COMMITTEE	49
ANNEXES TO ARTICLE 45	49
ARTICLE 46— JUDGES COMMITTEE	50
ANNEXES TO ARTICLE 46	50
ARTICLE 47— ATHLETES <del>COMMITTEE</del> <u>COMMISSION</u>	51
ARTICLE 48— GUIDE TRAINING AND EDUCATION COMMITTEE	53
ANNEXES TO ARTICLE 48	53
ARTICLE 49— INTERNATIONAL RELATIONS COMMITTEE	54
ANNEXES TO ARTICLE 49	54
ARTICLE 50— RECREATIONAL RAFTING COMMITTEE	55
ANNEXES TO ARTICLE 50	55
ARTICLE 51— CONSERVATION COMMITTEE	56
ANNEXES TO ARTICLE 51	56
ARTICLE 52— MEDIA AND MARKETING COMMITTEE	56
ANNEXES TO ARTICLE 52	57
<b>PART VII—FINANCES</b>	<b>58</b>
ARTICLE 53— USE AND DISSOLUTION OF FINANCES	58
ARTICLE 54— FINANCIAL REPORTS AND AUDITS	58

## PREAMBLE

The INTERNATIONAL RAFTING FEDERATION (IRF) is the only legitimate international body governing rafting sports, and actively oversees and monitors all aspects of rafting around the world. The IRF works with the global rafting community—sport, recreational, commercial, 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 raft 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

### ARTICLE 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 recognized as an international non-profit, non-governmental world organisation (INGO) for rafting activities of unlimited duration. In matters of sports-related disputes, the IRF recognizes the exclusive jurisdiction of the Court of Arbitration for Sport (CAS), in Lausanne, Switzerland.

### ARTICLE 2— MISSION STATEMENT

1. 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 the development of rafting. This includes amateur and professional sport and competition, education, safety, and conservation.

1.2. The IRF purpose in sport is to promote Olympic values in order to place sport at the service of humanity for a better world. IRF competitions closely follow the Olympic model and International Olympic Committee (IOC) recommendations, while remaining true to the traditions and history of our sport. The IRF shall observe the general and fundamental principles of the Olympic Charter and the IOC Manual on sport and the environment.

### **ARTICLE 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.

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

1. The IRF shall allow its 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.

## ARTICLE 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 and as a Paralympic sport. The IRF shall observe the general and fundamental principles of the Olympic Charter, the IOC manual on sport and the environment and no provision of these ByLaws shall be deemed to conflict with or derogate from those principles.
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 and abilities.



13. Promote the conservation and protection of rivers and river environments, and educate the public in sustainable environmental stewardship practices.

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

1. IRF Member Organizations are organizations who are representative national bodies recognized by the IRF, 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 recognise 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 Article 6 Section 2 for a period not exceeding two (2) years.

### **ANNEXES TO ARTICLE 6**

1. The terms 'Member Organisation', 'Member', or 'Membership' in these Bylaw Articles or Annexes shall refer to IRF Member Organisations as defined in Article 6 Section 1, unless otherwise indicated.

## **ARTICLE 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.

## ANNEXES TO ARTICLE 7

1. Member Organisations that belong to the same Continental Region may upon the approval of the IRF Board of Directors, form Confederations.
2. The IRF may authorise, in exceptional circumstances, a Confederation to grant membership to a Member Organisation that belongs geographically to another Continental Region, but is not affiliated to a Confederation in that Region. The opinion of the Confederation concerned geographically shall be obtained.
3. Each Confederation shall have the following rights and obligations:
  - a. to comply with and enforce compliance with the Bylaws, regulations and decisions of the IRF;
  - b. to work closely with the IRF in every domain so as to achieve the objectives stipulated in the IRF Bylaws, and to organise international competitions;
  - c. to organise its own interclub competitions, in compliance with the IRF international race calendar;
  - d. to organise its own international competitions, particularly youth competitions, in compliance with the IRF international competition calendar;
  - e. to ensure that international rafting organisations, or any other such groups of clubs shall not be formed without its consent and the approval of the IRF;
  - f. at the request of the IRF, to grant National Rafting Organisations applying for membership the status of a provisional member. This status shall grant such National Rafting Organisations the right to take part in the Confederation's competitions and events. Any other rights and obligations of the provisional member shall be regulated by the Confederation's statutes and regulations.

- g. to nurture relations and cooperation with the IRF actively and constructively for the good of rafting through consultative meetings and to discuss and resolve any problems relating to the interests of the Confederation and the IRF;
  - h. to ensure that the representatives appointed or elected to IRF bodies carry out their activities on these bodies with mutual respect, solidarity, recognition and fair play;
  - i. to set up committees that work closely together with the corresponding committees at the IRF;
  - j. exceptionally to allow, with the IRF's consent, an IRF Member Organisation from another Confederation (or clubs belonging to that Organisation) to participate in a competition that it is organising; with the mutual cooperation of the IRF,
  - k. to take any action considered necessary to develop the sport of rafting in the Continental Region concerned, such as arranging development programmes, courses, conferences, etc.;
  - l. to set up the bodies necessary to fulfil the duties incumbent upon it;
  - m. to procure the funds necessary to fulfil its duties.
4. The Executive Committee may delegate other duties or powers to the Confederations. To this end, the IRF may conclude an appropriate agreement with each of the Confederations concerned.
5. The Confederations' statutes and regulations shall be submitted to the IRF for approval.

## **ARTICLE 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**

The Board of Directors is composed of Executive Officers and Administrative Committee Chairs who are elected by the Congress. The Board of Directors is responsible for the management of the IRF, and for determining the Annexes to Bylaw Articles, and general policies which affect the entirety of the IRF, within the confines set forth in these Bylaws.

## **3. EXECUTIVE COMMITTEE**

The Executive Committee is composed of the IRF Executive Officers, and is responsible for managing the day-to-day work of the IRF between meetings of the IRF Board of Directors.

## **4. ADMINISTRATIVE COMMITTEES**

The Administrative Committees are consultative organs of the IRF Board of Directors and of the IRF Executive Committee. Administrative Committees are created to discuss, debate, and recommend administrative policy within their specific areas of concern.

### **ARTICLE 9— OFFICIAL LANGUAGE**

1. The official language of the IRF is English.
2. All official IRF documents will be produced in English. Should IRF official documents be translated into any language other than English, and should there exist a discrepancy in the meaning of these documents, the English language version shall prevail.

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.

#### **ARTICLE 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 official IRF website, **social media and email channels as appropriate**. at: <http://www.internationalrafting.com>

#### **ARTICLE 11— EMBLEMS AND FLAGS**

1. The IRF emblem was agreed on at the first founding Congress, held in Victoria Falls, Zimbabwe, 8th September 1997. The IRF emblem, as seen on the title page of this document, was redesigned in 2016, and subsequently accepted as the official IRF logo by the IRF Congress in October 2017.
2. The IRF may design and/or approve the use of additional types of IRF emblems for development, marketing and merchandising purposes.
3. The IRF flag consists of the IRF emblem in the middle of a plain, neutral-colored background. The proportion of the emblem to the background will be 50%.
4. The IRF has the full authority and retains the complete rights for the use of its flag and emblem(s) and to ensure that they appear at every IRF activity.

## **ARTICLE 12— DEFINITION OF RAFTING**

1. The IRF defines a “Raft” as a buoyant, inflatable, soft-bodied watercraft specifically designed for navigating down whitewater rivers or other moving waterways. These design features distinguish rafts from other small vessels such as kayaks, canoes, paddle boards or other watercraft which may be used for similar purposes.
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**

### **ARTICLE 13— CONDITIONS OF MEMBERSHIP**

1. The constitution, statutes, bylaws, regulations, policies, or edicts of an IRF Member Organization shall NOT contradict or conflict with these Bylaw Articles and Annexes.
2. IRF Member Organizations shall recognize and respect rafting as a sport discipline that is distinct and separate from all other sport disciplines.

3. IRF Member Organizations shall recognize and respect the IRF as the sole legitimate controlling body for international rafting competition.
4. IRF Member Organizations shall allow the attendance of the IRF President or his/her Delegate(s) at any of their meetings.
5. 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.
6. 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.
7. 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.

## ARTICLE 14— TYPES OF MEMBERSHIPS

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

### 1. Full Members

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

### 2. Provisional Members

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

## **ANNEXES TO ARTICLE 14**

### **1. Associate Membership**

- a. Associate Membership may be awarded to an organisation that participates in, or wants to show support for, any of the various interests, programs or objectives of the IRF; but do NOT meet the requirements and conditions necessary to become an IRF Member Organisation as described in Articles 6 and 13.
- b. Associate Member organisations should be congruous with one of the following categories:
  - i. Event Hosting and Funding
  - ii. Education and Training



- iii. Equipment and Facilities
  - iv. Environmental and Conservation
  - v. Media – Information
  - vi. Any other category approved by the IRF Executive Committee
- c. Associate Membership will NOT be awarded to organisations who are representative bodies, clubs, or leagues that oversee rafting competitions. Such organisations are encouraged to affiliate with the existing national IRF 'Full' or 'Provisional' Member Organisation.
- d. Associate Membership shall be awarded on a set date, by a majority vote of the IRF Board of Directors or the IRF Congress, after acceptance and recommendation from the IRF Executive Committee.
- e. Associate Members shall have the right:
- i. To advise, without voting rights, IRF committees that are specifically relevant to its category;
  - ii. To propose items for inclusion in the provisional agenda of the IRF Congress;
  - iii. To receive equally with IRF Member Organisations all notices, documents, reports and records that are specifically relevant to its category;
  - iv. To use the IRF 'Associate Member' logo in its organizational documents, and in print and electronic media.
  - v. To be listed in the IRF electronic directory as an Associate Member complete with organisation name and contact information.
- f. Associate Membership shall commence on the date of the award, and remain in effect for the remainder of the calendar year.

- g. Associate Membership shall be automatically renewed on an annual basis if the Associate Member has fulfilled its membership obligations. However, the IRF Executive Committee shall retain the right to revoke an Associate Membership, with or without cause, after giving notice to the member.
- h. An Associate Member may resign its membership, with or without cause, after giving notice of its resignation to the IRF Executive Committee.
- i. The IRF Executive Committee may award an Associate Member with additional specific rights and privileges other than those stipulated in this Annex, and it may require additional obligations from an Associate Member, including membership fees.

#### **ARTICLE 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 IRF 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 IRF 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 IRF Executive Committee 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 adapt its own constitution and regulations accordingly.

- b. A copy of the text of the current constitution/governing documents and all regulations which govern the applicant rafting organization. When such documents are written in a language other than English, they must be accompanied by an accurate English translation. The IRF will accept new drafts of these documents that have been revised to be compliant with IRF Bylaws, 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. The composition of the management committee, directors, or equivalent body.
- d. Official contact details that will be used for correspondence with the IRF.
- e. The identity of the person or persons empowered to represent the organization, sign correspondence and contracts, and enter into agreements with the IRF.
- f. A list of at least five (5) principal members of the applicant organization, with contact details.
- g. The URL address of any websites, social media sites or other publicly accessible internet media of the applicant organization.
- h. Proof of payment of any required membership fees into the IRF account.
- i. A certificate from its National Olympic Committee or highest national sport authority stating that the applicant organization is recognised as being the controlling body for rafting in its country.
- j. If the above condition (5.i) cannot be met, the applicant must provide the following:
  - i. Evidence that no other national organization exists which has been awarded this recognition.
  - ii. Evidence that an application and effort is underway to achieve national recognition, and the expected date of completion.

- iii. A summary of what their organization has done to date under the headings of: Sport, Conservation, Guide Training, and Recreational Rafting.
- iv. A basic strategic plan for the next two (2) to ten (10) years under the headings of: Sport, Conservation, Guide Training, and Recreational Rafting.

#### **ARTICLE 16— MEMBERSHIP FEES**

1. Membership fees are defined and proposed by the IRF Executive Committee and ratified by the IRF Congress.
2. Membership fees are due 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.
3. Only paid members in good standing are allowed to vote at the IRF Congress or to take part in IRF sanctioned events.

#### **ARTICLE 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 Guide Training and Education Program 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.
3. Assist the IRF in achieving and promoting the mission, objectives, and principles set down in these Bylaws.
4. 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.
5. 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.

### **ANNEXES TO ARTICLE 17**

Maintain a website that includes at minimum:

1. The IRF emblem 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 Guide Training and Education training and assessment schemes.
4. Information and links to principle IRF events such as World and Euro Rafting Championships. IRF World Rafting Championship events must be included on any published race calendar.
5. Member Organizations in Europe must publish the IRF Euro Cup events and the IRF European Rafting Championships on their race calendar.

### **ARTICLE 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

IRF Board of Directors, after the next IRF 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.

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

1. The IRF Board of Directors is responsible for ensuring that IRF Member Organizations uphold and comply with their membership obligations.
2. In the case of non-compliance, the IRF 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, 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 IRF Board of Directors or the IRF Congress.
  - f. NOT rectifying any one of the situations above by a date fixed by the IRF Board of Directors or the IRF 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 IRF Board of Directors if so desired. The IRF Board of Directors may choose to hold the hearing in person or virtually, and the IRF Board of Directors may choose to appoint an investigative panel to assist in the process.
  5. IRF Board of Directors disciplinary decisions against a Full Member may be appealed to the next Ordinary IRF Congress if a majority of Congress agrees to hear the appeal. IRF Congress decisions are final and no further appeals will be possible.

## **PART III—CONGRESS**

### **ARTICLE 20— FUNCTION OF CONGRESS**

1. The IRF Congress is the general meeting of IRF Member Organizations and serves as the highest authority of the IRF.
2. The IRF 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 IRF 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 IRF Board of Directors.
  - d. Election of the Executive Officers and the Heads of Committees who shall be members of the IRF Board of Directors.
  - e. Dismissal of one or more members of the IRF Board of Directors.
  - f. Appointment and dismissal of a public auditor, on a proposal from the IRF Board of Directors, if auditing is requested.
  - g. Dissolution of the IRF.
4. The IRF Congress shall each ~~year~~ Ordinary Congress session 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.

#### **ARTICLE 21— CONGRESS DELEGATES**

1. Each IRF Full Member shall have the right to appoint a maximum of three (3) Delegates to attend the IRF 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 IRF 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.

## ARTICLE 22— PROXY DELEGATES

1. If for any reason an IRF Full Member is unable to have a Voting Delegate attend the IRF 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 IRF 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 IRF Full Member.
4. If requested by the Chair, Proxy Delegates must be able to provide proof of proxy authority.

## ARTICLE 23— CONGRESS SCHEDULING

1. The place and date of Congresses are fixed by the IRF Board of Directors at a time that is most convenient to assure maximum attendance of Member Organizations. An IRF Congress may be held via virtual meetings when an in-person meeting is not practical.
2. An Ordinary IRF Congress must take place at least once every two years.
3. All elections to positions on the IRF Board of Directors will be held every four (4) years during the Ordinary IRF Congress in the year following the Summer Olympic Games of the ~~R6~~ World Rafting Championships.
4. An Extraordinary IRF Congress may be called at any time when at least one-third of IRF Full Members submit a request in writing to the IRF Board of Directors

giving reasons thereof; or when the IRF Board of Directors [or the Executive Committee](#) considers that circumstances have arisen that warrant such a call.

#### ARTICLE 24— NOTICES OF CONGRESS MEETINGS

1. Notices and information pertaining to meeting of the IRF Congress will be dispatched by the Secretary General to all IRF Member Organizations, members of the IRF Board of Directors, and Committee Heads via ~~registered letter, official email communication, and through announcements over official IRF website and social media channels, or fax.~~
2. At least ~~two (2)~~four (4) months before the IRF Ordinary Congress, notices will be dispatched to inform all participants ~~of the dates for~~about the ~~general~~ meeting.
3. At least four (4) weeks before the IRF Ordinary Congress, notices will be dispatched about any IRF Board of Directors and Committee meetings that are to be held; 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 IRF Congress, the agenda and motions shall be accompanied by current management and accounting reports, and a proposed budget for the next accounting period.~~

#### ARTICLE 25— CIRCULATION OF MINUTES

1. The minutes of the meetings of the IRF Congress will be circulated by the Secretary General after approval by the Board of Directors, within thirty (30) days after Congress has adjourned. IRF Congress minutes will go to all IRF Member Organizations and the IRF Board of Directors.
2. The minutes of a meeting of the IRF Board of Directors will be circulated by the Secretary General to the members of the Board within fifteen (15) days after the meeting is adjourned. IRF 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 IRF Committee meetings will be circulated to the IRF Board of Directors, under the direction of the Chair concerned, within 15 days after the meeting was 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.

## **ARTICLE 26— AGENDA**

1. The agenda for an Ordinary meeting of the IRF 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 Chairs.
  - h. Discussions and resolutions on proposals submitted by IRF Member Organizations, Executive Officers, and Committee Chairs.
  - i. Election of Executive Officers and Committee Chairs when such elections are required.
  - j. Adjournment of the Congress.
2. The IRF Executive Committee must approve the items on the agenda and their order of discussion prior to the IRF Congress.

3. The IRF Congress may only discuss items on the agenda.

## **ANNEXES TO ARTICLE 26**

1. Provisional Agenda
  - a. The Secretary General shall prepare a provisional Congress agenda for review by the Executive Committee.
  - b. All proposals shall be included in the provisional Congress agenda.
  - c. After review of the provisional agenda, the Executive Committee shall issue a report to the President recommending which items to include in the final Congress agenda.
  - d. This report may indicate what happened to "missing" items, i.e. items found in the provisional, but not recommended for the final agenda, or which items have been revised.
2. Final Agenda and sending of Ordinary Congress documents to Member Organisations:
  - a. The Secretary General shall send the following documents to all Member Organisations no later than one (1) month before the start of the Ordinary Congress session.
    - i. Final Agenda (including proposals to be discussed)
    - ii. Annual Financial Report
    - iii. Proposed Budget
    - iv. Secretary General's Management Report
  - b. Reports from Committee Chairs must be sent to Member Organisations no later than three (3) weeks before the start of the Congress session.
  - c. The list of candidates for BOD positions must be sent as per Article 31.3.

## **ARTICLE 27— SUBMISSION OF PROPOSALS**

1. Each IRF Full Member, IRF Executive Officers, and IRF Committee Chairs have the right to submit proposals (which must include detail with reasons and supporting documents) and reports to the Ordinary IRF Congress.
2. Proposals originating from an IRF Full Member must be signed by their president or authorized representative.
3. ~~All proposals must be in the hands of the IRF Secretary General no later than five (5) weeks prior to the date of the next Ordinary IRF Congress as per the timing set out in Annexes to Article 27.~~

## **ANNEXES TO ARTICLE 27**

1. Timeline for Proposal Submissions to IRF Administration
  - a. At least three (3) calendar months prior to the month of the IRF Congress session, provisional proposals that propose an amendment to the IRF Bylaws, must be submitted to the IRF Executive Committee.
  - b. At least two (2) calendar months prior to the month of the IRF Congress, provisional proposals that originate from an IRF Member Organisation must be submitted to the IRF Executive Committee.
  - c. Any proposals that are submitted late may be rejected.
2. After receipt of a provisional proposal, the Executive Committee will determine if it is suitable to add to the Congress agenda. In this capacity the Executive Committee may:
  - a. Ask for additional information or clarification;
  - b. Return a proposal for revision;
  - c. Reject an unsuitable proposal.
3. Provisional proposals may NOT be included in the Congress agenda if they:

- a. Do NOT fall under the jurisdiction of the IRF Congress;
  - b. Are not clearly written in the English language;
  - c. Are not submitted in the correct format;
  - d. Are repetitive of existing Bylaws, rules or policies;
  - e. Are deemed to be offensive, illegal, or might jeopardize the name, reputation, or standing of the IRF.
4. Timeline for Proposals to be sent to IRF Member Organisations
    - a. At least two (2) calendar months before the month of the Ordinary Congress, proposals for an amendment to the IRF Bylaws, must be dispatched to all IRF Member Organisations by the Secretary General.
    - b. At least one (1) calendar month before the month of the Ordinary Congress, all other proposals must be dispatched to all IRF Member Organisations by the Secretary General, together with the Agenda and other documents as set out in Annexes to Article 26.
  5. If a provisional proposal falls under the jurisdiction of an IRF Administrative Committee, the Executive Committee may choose to allocate the proposal to that Committee.

#### **ARTICLE 28— AMENDMENTS TO BYLAW ARTICLES OR ANNEXES**

1. Bylaw Articles may be amended at every Congress after ratification.
2. Article Annexes may be amended by the IRF Board of Directors after a majority vote.

#### **ARTICLE 29— ESTABLISHING A QUORUM**

1. The IRF 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 the IRF Congress, Voting Delegates or their proxies should confirm their participation at least five (5) days ahead of the Congress.

## **ARTICLE 30— VOTING ON PROPOSALS**

1. Voting on proposals 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 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, proposals 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 proposal 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 (2/3) of the votes cast shall be required in the following cases:
  - a. Expulsion of a Full Member.
  - b. Article 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.

## ARTICLE 31— NOMINATION OF DIRECTORS

1. Candidates for all available positions on the IRF Board of Directors may be nominated by any one of the following:
2.
  - a. Any IRF Member Organization.
  - b. Any member of the IRF Board of Directors.
  - c. A nominating committee appointed by the Executive Committee.
3. During a session of the IRF Ordinary Congress where an election of IRF Directors takes place, the name and details of all nominees must be:
  - a. Provided in writing to the IRF Secretary General at least four (4) weeks for publication at least two weeks before the Ordinary IRF Congress session.
  - b. Sent by the Secretary General to the official email of all IRF Full Members at least three (3) weeks before the date of the session.
- 3-4. Nominees for Committee Chairs must have the knowledge and capability to fulfill their responsibilities as detailed in the Bylaw Articles and Annexes which describe the committee.
- 4-5. No Member Organization may have more than two (2) representatives on the IRF Board of Directors.
- 5-6. A Member Organization may not nominate the same person to more than one position on the IRF Board of Directors. This restriction does not apply if there are less than two nominees for a position.
- 6-7. All incumbents of the IRF Board of Directors are eligible for re-election if duly nominated.

## ARTICLE 32— ELECTION OF DIRECTORS



1. The IRF Congress shall elect the IRF Executive Officers and the Chairs of the IRF Administrative Committees for a period of four (4) Years. Except the Chair of the Athlete's ~~Committee~~ Commission that will be elected by their own members.
2. Each Voting Delegate has the right to cast a single vote for the candidate of their choice for each vacant position.
3. Candidates are elected by a simple majority of the votes cast. An abstained vote will not be counted.
4. 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.
5. 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.

#### ARTICLE 33— CONFLICT OF INTEREST POLICY

~~1.~~ Members of the IRF Board of Directors, committees, staff, officials, employees, or IRF accredited associates must observe the IRF Code of Ethical Conduct and the IOC Code of Ethics as referred to in the Olympic Charter. In particular, they must declare any direct or indirect pecuniary interests. ~~No member of the IRF Board of Directors, IRF Administrative Committee, or IRF staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in their~~ when engaged in official work for the IRF.

~~2.1.~~ Members of the IRF Board of Directors, IRF Administrative Committees or staff shall disclose to the IRF Executive Committee any potential or real conflict of personal interest that ~~he or she~~ they may have in any matter pending before the IRF and must recuse themselves ~~shall refrain~~ from participation in any vote or decision on such matters.

~~3.2.~~ 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.

#### ARTICLE 34— DATE CHANGES TAKE EFFECT

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

## PART IV – BOARD OF DIRECTORS

### ARTICLE 35— FUNCTION OF THE IRF BOARD OF DIRECTORS

1. The IRF Board of Directors is a body of Executive Officers and Committee Chair who are elected by the Congress to jointly oversee and manage the activities of the IRF.
2. All members of the IRF 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 IRF 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 engage in person or through virtual means.
4. The travel and accommodation expenses of members of the IRF Board of Directors, in connection with the duties of office, shall be paid for by the IRF where possible.

### ARTICLE 36— TERM OF OFFICE FOR IRF DIRECTORS

1. The term of office for IRF Directors shall be for four (4) years, and expire at the end of the Ordinary IRF Congress held during the year ~~of~~following the Summer Olympic Games.
2. At the end of the IRF Congress, the IRF Directors shall resign and the newly elected IRF Directors will assume their positions on the Board.

3. In the case of decease or resignation of an IRF Director, a substitute can be elected by a quorum of the IRF Board of Directors to fill the vacated position until the next IRF Congress election.

## **ARTICLE 37— COMPOSITION OF THE IRF BOARD OF DIRECTORS**

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

- President and Chair of Board of Directors
- First Vice President, Chair of Sport and Competition
- Second Vice President, Chair of Guide Training and Education
- Treasurer and Chief Financial Officer
- Secretary General

### **2. Administrative Committee Chairs:**

- Chair of Athletes' ~~Committee~~Commission
- Chair of Judges' Committee
- Chair of International Relations Committee
- Chair of Recreational Rafting Committee
- Chair of Conservation Committee
- Chair of Media and Marketing Committee

## **ANNEXES TO ARTICLE 37**

1. Honorary Officers:

- Honorary President
- Honorary Member

## **ARTICLE 38— DUTIES OF THE IRF BOARD OF DIRECTORS**

1. The IRF Board of Directors shall deal with all matters of broad IRF policy between Congresses.
2. The IRF Board of Directors shall take steps as may be necessary to achieve the objectives listed under ARTICLE 5 of the Bylaws, and make any decisions deemed appropriate to the interest of the sport or activity of rafting.
3. The IRF Board of Directors shall ensure that IRF Member Organizations observe the Bylaws of the IRF and, whenever necessary, interpret the Bylaws.
4. The IRF 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 IRF Board of Directors shall fix the date and venue of the IRF Congresses, as well as convene and be responsible for organizing Congresses.
6. The IRF Board of Directors may accept, decline, suspend or expulse Provisional Members of the IRF.
7. In serious or dire cases, the IRF Board of Directors may recommend to the Congress that a Full Member be suspended or expelled.
8. The IRF Board of Directors may propose auditors to the Congress when one has been requested.
9. The IRF Board of Directors is responsible for approving financial and budget reports before they are submitted to Congress.
10. The IRF Board of Directors is responsible for proposing membership fees to Congress when recommended by the IRF Executive Committee.

11. The IRF 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 IRF Board of Directors or the IRF Executive Committee shall clarify and adopt where necessary rules and regulations coming from the Committees.
13. The IRF 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 IRF Sport and Competition Committee and the IRF Executive Committee.

### **ANNEXES TO ARTICLE 38**

1. Any IRF Board of Directors member who fails to carry out the reasonable requests of the IRF Executive Committee, or the duties of their position, may be suspended from the IRF Board of Directors at their next meeting by not less than 80% of the IRF Board of Directors members present.
2. If an IRF Board of Director member is suspended, the member shall be replaced by a qualified person until the next election. The replacement shall be appointed by the IRF Board of Directors, under advisement of the IRF Executive Committee.
3. The Congress may bestow the title of 'Honorary President', or 'Honorary Member', respectively, upon any former President or member of the Executive Committee for meritorious service to rafting and the IRF.
  - a. The Board of Directors may bestow provisional honorary titles between Congresses, to be ratified by the Congress during its next session.
  - b. Honorary Presidents shall be nominated automatically upon vacating office. The Executive Committee shall nominate Honorary Members.
  - c. Honorary Presidents shall primarily serve as an IRF Ambassador under the direction of the President, and may continue in this role for as long as they remain active in the IRF.

- d. The Honorary President, or Honorary Member may take part in the Congress or in Board of Directors meetings. They may join in the debates and serve in an advisory role, but may not vote.

## **ARTICLE 39— IRF BOARD OF DIRECTORS DECISION PROCESS**

1. The IRF Board of Directors shall be responsible for ensuring the execution of decisions taken by the IRF Congress.
2. The IRF 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 the IRF Congress have changed to a material extent AND
  - b. An 80% majority of the IRF Board of Directors have voted in favor of the revision.
3. The IRF Board of Directors shall debate and decide on all matters not covered by the IRF Bylaws, or established policy and regulations. As determined by the President, these matters may be decided either by consensus or by vote.

### **ANNEXES TO ARTICLE 39**

IRF 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 IRF Board of Directors members.
2. Under normal circumstances, one (1) week shall be given to IRF Board of Directors 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 IRF 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.

## **ARTICLE 40— DUTIES OF THE IRF EXECUTIVE OFFICERS**

### **1. IRF PRESIDENT AND CHAIR OF THE BOARD**

- 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 IRF Board of Directors.
- d. To act as Chairperson at the IRF Congress.

- e. To act as spokesperson for the IRF Board of Directors at the IRF Congress.
- f. To serve as an ex officio member on all IRF committees and sub-committees.
- g. To work with IRF Executive Officers and Committee Chairs 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 IRF Bylaws.
- 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 IRF 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 FIRST VICE PRESIDENT**

- a. To act as Chair of all meetings of the Sport and Competition Committee.
- b. To act as Chair of all meetings of the IRF Board of Directors, IRF Executive Committee, or the IRF Congress when the President is unable to do so.

## **3. IRF SECOND VICE PRESIDENT**

- a. To act as Chair of all meetings of the Guide Training and Education Committee.
- b. To act as Chair of all meetings of the IRF Board of Directors, IRF Executive Committee, or the IRF Congress when the President or First



Vice President is unable to do so.

#### **4. 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 IRF Congress election.

#### **5. 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 IRF Board of Directors, IRF Executive Committee, or by the IRF Congress.
- b. To serve as an ex officio member on all IRF committees and sub-committees.
- c. To represent the IRF in some cases as determined by the IRF Executive Committee or the President.
- 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 IRF Executive Committee, and outside organizations and individuals.
- f. To provide the IRF Executive Committee 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 IRF Executive Committee and Administrative Committee Chairs in cooperation with the President.
- i. To make the administrative and technical preparations for the meetings of the IRF Congress and the IRF Board of Directors.
- j. To prepare and dispatch the minutes of the meeting of the IRF Congress, IRF Board of Directors, and IRF 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 IRF Board of Directors to fill the position until which time the Secretary General is capable or until the next Ordinary IRF Congress election.

#### **ARTICLE 41— DUTIES OF ADMINISTRATIVE COMMITTEE CHAIRS**

1. To work with their respective committees in accordance with the decisions of Congress and the directives received from the IRF Board of Directors, the IRF Executive Committee 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 IRF Board of Directors informed through the IRF Executive Committee, 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 IRF Executive Committee.
6. If an elected or appointed Committee Chair is temporarily incapable of discharging his/her duties during their term, a replacement shall be appointed by the IRF Executive Committee to fill the position until which time the Committee Chair is capable, or until the next Ordinary IRF Congress election.

7. Any IRF Administrative Committee Chair who fails to carry out the reasonable requests of the IRF Executive Committee, or the duties of their position, may be suspended from their position by the IRF Executive Committee at their next meeting by not less than 80% of the IRF Executive Committee members present.

## **PART V—IRF EXECUTIVE COMMITTEE**

### **ARTICLE 42— DUTIES OF THE IRF EXECUTIVE COMMITTEE**

1. To manage the work of the IRF between meetings of the IRF Board of Directors.
2. To ensure the implementation of the decisions made by the IRF Congress and the IRF Board of Directors.
3. To ensure the observation of the IRF Bylaws, IRF Rules and Regulations, and official policies of the IRF, and whenever necessary to interpret these Bylaws, Rules and Regulations and official policies.
4. To ensure the representation of the IRF by its President or by one of its Members in issues that may affect the IRF.
5. To be responsible for the administrative and financial directives of the IRF. To this end, the IRF Executive Committee may establish administrative offices with remunerated personnel.
6. To take any decisions appropriate to the circumstances in the interest of the sport of rafting or in the general interests of the IRF.
7. To examine the proposals received for submission to the IRF Congress and to express the IRF Executive Committee's view on these to the IRF Board of Directors.
8. To give directives to the work of the IRF Administrative Committees and to codify and finalize the policies and rules that are discussed or debated by these committees.

9. To keep Member National Federations informed as to the position of the IRF and its activities.

#### **ANNEXES TO ARTICLE 42**

1. The IRF Executive Committee shall meet either virtually or in person at least four times annually.
2. The IRF Executive Committee shall also act as Finance Committee.
3. The IRF Executive Committee shall invite the Chair of the IRF Administrative Committees to the discussion of issues that fall within the competence of their particular Committee.
4. The IRF Executive Committee is responsible for reaching objectives, particularly those which are not directly executed by an IRF Administrative Committee. The IRF Executive Committee coordinates recommendations from its Members, and can name IRF experts.
5. The IRF Executive Committee shall make decisions by consensus or by vote as determined by the President.
6. The IRF Executive Committee will follow the voting protocols established for the IRF Board of Directors in Article 39 and its Annexes.

### **PART VI—ADMINISTRATIVE COMMITTEES**

1. All IRF Administrative Committees are consultative organs of the IRF Board of Directors and of the IRF Executive Committee and are responsible for carrying out their policies.
2. Chairs of the IRF Administrative Committees who are members of the IRF Board of Directors, shall be elected by the IRF Congress for a period of four (4) Years. Except the Chair of the Athlete's ~~Committee-Commission~~ that will be elected by their own members.

3. In the case of forming a new IRF Administrative Committee at the IRF Congress, the IRF Board of Directors, under the advisement of the IRF Executive Committee shall appoint the Chair and the members for the first four (4) years.
4. IRF Administrative Committee Chairs who are not members of the IRF Board of Directors will be appointed by the IRF Board of Directors from nominations received from the IRF Member Organizations and the IRF Executive Committee.
5. For the sake of fulfilling their working plan, the IRF Administrative Committees shall hold at least one (1) session a year.
6. The IRF Executive Committee may co-opt members to the IRF Administrative Committees for periods up to two (2) years renewable by the IRF Board of Directors.
7. The IRF Executive Committee may appoint advisers to the IRF Administrative Committees for up to two (2) years renewable by the IRF Board of Directors.
8. The Members of the IRF Executive Committee may attend the meetings of all IRF Administrative Committees.
9. The Chair of the Athletes' Committee Commission or their designated appointee may attend the meetings of all IRF Administrative Committees that involve sport related concerns.
10. At all IRF Administrative Committee meetings, minutes and attendees must be kept.
11. The sessions of all IRF Administrative Committees are closed.
12. The participation in IRF Administrative Committee meetings is compulsory for committee members. Members absent for justified reasons must advise the Committee Chair of their absence prior to the meeting.
13. The IRF Executive Committee has the power to suspend those Members of IRF Administrative Committees who have been absent for two consecutive meetings without a written justification.
14. In case of necessity, the IRF Executive Committee has the right to replace Members of IRF Administrative Committees being unable to satisfy the working requirements of the committee or having discontinued to serve the IRF in the

committee. The newly appointed replacement members serve until the next appointment of the IRF Administrative Committee.

#### **ARTICLE 43— SPORT AND COMPETITION COMMITTEE**

1. The Sport and Competition Committee is responsible for advancing ARTICLE 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 First Vice President shall serve as Chair of the Sport and Competition Committee. The Chair must be qualified for the position, which requires that he/she be very active in the IRF Sport and Competition Committee, and be fully knowledgeable of the various roles of the committee.
3. The Sport and Competition 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. The Sport and Competition Committee may not include more than one (1) member from any single country.

#### **ANNEXES TO ARTICLE 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.

#### **ARTICLE 44— CONTINENTAL SUB-COMMITTEES**

1. Continental Sub-Committees shall serve under the Sport and Competition Committee, and are responsible for assessing and advising the Sport and 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 ARTICLE 29.

#### **ANNEXES TO ARTICLE 44**

Continental Sub-Committees shall:

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



## ARTICLE 45— ANTI-DOPING SUB-COMMITTEE

1. The Anti-Doping Sub-Committee shall serve under the Sport and Competition Committee and is responsible for ensuring that the IRF substantially complies with the recommendations and requirements codified by the World Anti-Doping Agency (WADA).
2. The Anti-Doping Sub-Committee Chair shall be appointed by the IRF Executive Committee. The IRF Executive Committee, the Athletes' ~~Committee~~ Commission Chair, and the appointed Chair 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 ARTICLE 45

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.

#### **ARTICLE 46— JUDGES COMMITTEE**

1. The Judges' Committee is responsible for advancing ARTICLE 5, Section 8 of the Bylaws, and shall serve as consultants to the Board of Directors and the Executive Committee on all IRF policies and decisions that are related to judging issues.
2. The Chair of the Judges' Committee shall be a duly elected member of the Board of Directors who is an active certified Judge Assessor.
3. The members of the Judges' Committee shall be composed of 5-7 active Judge Assessors who are appointed by the Executive Committee and the Committee Chair.

#### **ANNEXES TO ARTICLE 46**

1. The responsibilities of the Judges' Committee includes, but is not limited to:
  - a. Recruiting new Judges and potential Judge Candidates.

- b. Creating, revising and updating workbooks and examinations.
- c. Scheduling and running workshops and examinations.
- d. Maintaining an accurate and up-to-date database of certified IRF Judges.
- e. Developing and maintaining a fair and credible process for ranking IRF Judges.
- f. Offering the services of judges at national- and international-level rafting competitions.
- g. 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.

**ARTICLE 47— ATHLETES ~~COMMITTEE~~COMMISSION**

- 1. Athletes' ~~Committee-Commission~~ shall consist of seven (7) members including a Chair.
- 2. The duties of the Athletes' ~~Committee-Commission~~ are:
  - a. To represent the athletes in the sports related decision making bodies of the IRF.
  - b. To act as a mediator between active athletes and the IRF Organizations.
  - c. To represent the athletes in sport related meetings of the IRF Administrative Committees and Sub-Committees.
  - d. To form the official opinion of the athletes concerning actual issues and to pass resolutions of the athletes.
  - e. To work for the athletes' representation in the IRF Member Organizations.

- f. To appoint when necessary, a spokesperson to represent the athletes during IRF Competitions.

3. All proposals by the Athletes' ~~Committee~~Commission are ratified by the IRF Board of Directors.

### Annexes to Article 47

~~g.~~a. The Athletes' ~~Committee~~Commission is elected as follows:

- v. Three (3) representatives from the European Region, two (2) representatives from the Pan American Region and two (2) representatives from the ~~Australasia~~Asia/Oceania Region elected by the athletes ~~from their respective regions~~.
- vi. The election shall take place during the IRF World Championships.
- vii. The election process and the counting of the votes will be monitored by an independent individual.
- viii. The Athletes' ~~Committee~~Commission Chair is elected from amongst its elected members.
- ix. IRF Member Organizations will be informed about the election ~~threetwo~~ (32) months prior to the World Championships, and the candidates must be ~~presented~~submitted to the IRF at least ~~30 days~~5 weeks prior to the World Championships.
- x. An athlete is eligible to vote, propose a candidate or be a candidate if they participated as a competitor in their country's last IRF Race Rule compliant National Selection, or the previous or present IRF World Rafting Championship.
- ~~\*xi.~~Proposed candidates for the Athlete's Commission must approve their candidacy before they become a confirmed candidate.

## **ARTICLE 48— GUIDE TRAINING AND EDUCATION COMMITTEE**

1. The Guide Training and Education Committee is responsible for advancing ARTICLE 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 Second Vice President shall serve as Chair of the Guide Training and Education Committee. The Chair must be qualified for the position, which requires that he/she be an active, certified, GTE Assessor, be very active in the Guide Training and Education Committee, and be fully knowledgeable of the various roles of the committee.
3. The Guide Training and Education Committee shall be composed of 7-10 active GTE Assessors and Instructors who are appointed by the Executive Committee.
4. The Guide Training and Education Committee shall develop budgets and management systems necessary for the support and growth of Guide Training and Education programs.

### **ANNEXES TO ARTICLE 48**

Specific responsibilities of the Guide Training and Education Committee include:

1. Establish and maintain a self-sustaining system for efficiently and professionally managing guide training and education.
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 Guide Training and Education as they evolve.

#### **ARTICLE 49— INTERNATIONAL RELATIONS COMMITTEE**

1. The International Relations Committee is charged with advancing ARTICLE 5, Section 2 of the Bylaws, and shall serve as consultants to the IRF Board of Directors and the IRF Executive Committee on all IRF policies and decisions that are related to International Relations.
2. The International Relations Committee shall be appointed by the IRF Executive Committee and the Committee Chair.
3. The Chair of the International Relations Committee shall be a duly elected member of the IRF Board of Directors who has experience in developing policy and directing issues related to international relations.
4. The International Relations Committee shall submit proposals and budgets for the development of International Relations.

#### **ANNEXES TO ARTICLE 49**

The International Relations 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, Sport Accord, or other umbrella sports 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.

#### **ARTICLE 50— RECREATIONAL RAFTING COMMITTEE**

1. The Recreational Rafting Committee is charged with advancing ARTICLE 5, Sections 12 of the Bylaws, and shall serve as consultants to the IRF Board of Directors and the IRF Executive Committee on all IRF policies and decisions that are related to Recreational Rafting.
2. The Recreational Rafting Committee shall be appointed by the IRF Executive Committee and the Recreational Rafting Committee Chair.
3. The Chair of the Recreational Rafting Committee shall be a duly elected member of the IRF Board of Directors who has experience in developing policy and directing issues related to recreational rafting.
4. The Recreational Rafting Committee shall submit proposals and establish a budget for the development of projects related to the advancement of recreation rafting issues that are important to the IRF.

#### **ANNEXES TO ARTICLE 50**

The Recreational Rafting 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. Creating and maintaining a useful database of the rafting rivers around the world.

## **ARTICLE 51— CONSERVATION COMMITTEE**

1. The Conservation Committee is charged with advancing ARTICLE 5, Section 13 of the Bylaws, and shall serve as consultants to the IRF Board of Directors and the IRF Executive Committee on all IRF policies and decisions that are related to Conservation.
2. The Conservation Committee shall be appointed by the IRF Executive Committee and the Conservation Committee Chair.
3. The Chair of the Conservation Committee shall be a duly elected member of the IRF Board of Directors who has experience in developing policy and directing issues related to river conservation.
4. The Conservation Committee shall submit proposals and establish a budget for the development of projects related to the advancement of river conservation issues that are important to the IRF.

### **ANNEXES TO ARTICLE 51**

The Conservation Committee shall be responsible for:

1. 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.
2. Establishing policies to help guide IRF members in sustainable conservation practices and environmental awareness.

## **ARTICLE 52— MEDIA AND MARKETING COMMITTEE**

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



3. The Media and Marketing Committee shall establish contacts with the public relations unit of IRF Member Organizations.
4. The Media and Marketing Committee shall be appointed by the Executive Committee and the Committee Chair.
5. The Chair of the Media and Marketing Committee shall be a duly elected member of the Board of Directors who has experience in developing policy and directing issues related to Media and Marketing.

#### **ANNEXES TO ARTICLE 52**

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 and oversight of 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 articles on IRF-sanctioned events and general rafting issues.
  - c. Working with the International Relations and Recreational Rafting Committees to gather and publish statistics of river users worldwide.
  - d. A database of the results of past IRF sanctioned events.

- e. Gather, collate and publish any information that can assist the promotion of rafting.

## **PART VII—FINANCES**

### **ARTICLE 53— 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.
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.

### **ARTICLE 54— 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, which shall then be presented 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, Oct 2017, Mar 2018