



Safety, Education and Instruction Council Operating Procedures

Revised 3.3.2019

TABLE of CONTENTS

Article I.	Name.....	2
Article II.	Mission.....	2
Article III.	Governance.....	2
Article IV.	SEIC Affiliation.....	4
Article V.	SEIC Board Officers.....	5
Article VI.	SEIC Board Committees.....	5
Article VII.	SEIC Board Meetings.....	12
Article VIII.	Amendments to Operating Procedures.....	13
Article IX.	SEIC Policies.....	13
Addenda:	Approved Changes to the SEIC Operating Procedures.....	14

American Canoe Association
www.americancanoe.org/SEIC

a/o 3.03.2019

ARTICLE I. NAME

This National Activity Council shall be known as the Safety, Education and Instruction Council (SEIC) of the American Canoe Association (ACA). In these operating procedures, whenever the acronym SEIC appears, it shall be taken to mean the ACA Safety, Education and Instruction Council.

ARTICLE II. MISSION

A. The Safety, Education and Instruction Council's mission is to develop and implement effective paddlesport safety, education and instructional programs and materials that inform, train and serve the public at all skill levels and in all aspects of paddlesport. The SEIC Board shall represent the interests of Instructors, Instructor Trainers, Instructor Trainer Educators, and SEIC Discipline Committees to the ACA National Board of Directors.

ARTICLE III. GOVERNANCE

A. The Safety, Education and Instruction Council (SEIC) is established by the ACA National Board of Directors as an integral part of the ACA to coordinate major programs and activities in the areas of safety, education and instruction on behalf of the ACA.

The SEIC operates under the authority of the ACA National Bylaws and the ACA National Board of Directors. All programs, plans and policies developed by the SEIC Board shall be subject to final authority of the ACA National Board of Directors.

The SEIC is composed of all currently certified ACA Instructors, Instructor Trainers, and Instructor Trainer Educators whose dues are also current.

The SEIC Board, has voting authority, and is composed of elected and appointed individuals and represents the SEIC.

The SEIC Executive Committee is composed of the Chair, Vice Chair, Secretary, Immediate Past Chair, and one of the Actively Engaged Athlete Representatives on the SEIC Board.

The SEIC Standards Committee is composed of the SEIC Executive Committee and the appropriate Discipline Chair.

B. The SEIC Board is composed of voting and non-voting members.

C. Voting members of the SEIC Board must be current ACA members and currently certified Instructors, Instructor Trainers or Instructor Trainer Educators. The exceptions are the one Presidential appointee from the ACA National Board of Directors and the Actively Engaged Athlete representatives who must be current ACA Competition members with their Competition License.

D. Non-voting members of the SEIC Board are composed of liaison members from other appropriate organizations.

E. The voting members of the SEIC Board may consist of a:

- Chair
- Vice Chair
- Secretary
- Immediate Past Chair
- one(1) National Board of Director appointed by the ACA National Board President
- one(1) appointment by the SEIC Board Chair
- two(2) International Representatives
- two(2) At-Large members
- six(6) Actively Engaged Athlete Representatives (*ACA Board Policy ATH-001: Athlete Representative Classifications*)
- the Chair of each Discipline Committee

F. Elections and Appointments for the SEIC Board

1. Officers

- a. Officers of the SEIC Board shall be selected from among currently certified Instructors, Instructor Trainers and Instructor Trainer Educators in good standing in even numbered years by ballot of the SEIC Board distributed and tabulated at the SEIC Board Meeting either prior to or at the ACA Annual Membership Meeting.
- b. The SEIC Chair must be either a current Instructor Trainer or Instructor Trainer Educator in good standing.
- c. The SEIC Chair must be elected by the SEIC Board prior to the ACA Annual Membership Meeting so that he/she may be placed on the ACA Board of Directors Ballot for member election as directed by the timeframe listed in the ACA National Bylaws and ACA Board Policy Gov-011 Electronic Voting Process.
- d. The Actively Engaged Athlete Representative to the SEIC Executive Committee must currently be seated on the SEIC Board and is elected by a majority vote of the SEIC Board
- e. SEIC Board members unable to attend the meeting may vote for officers by phone, email, or other electronic means, with such votes tabulated by the SEIC Secretary and ACA National Office Staff.
- f. Vacancies in SEIC Board Officer positions that may occur between scheduled elections shall be filled by ballot of the SEIC Board. Ballots may be distributed in person, by mail, by email, or by other electronic means.
- g. Upon election to SEIC Board office, the officer's prior position on the SEIC Board shall be vacant and open for re-election. If a re-election is not practical, the SEIC Board Chair may appoint a replacement to finish out the remainder of the current term.

2. Appointment by the ACA National Board President

- a. ACA National Bylaws: (see Article XI.1.B)
- b. one(1) National Board of Directors appointed by the President
- c. occur at the discretion of the current ACA Board President
- d. appointments last for 1 year, ending on December 31
- e. individuals may be re-appointed for consecutive years
- f. upon a change in the ACA Board President, the current appointees will finish out their term

3. Appointment by the SEIC Board Chair

- a. appointments may begin on January 1st
- b. appointments last for 1 year, ending on December 31
- c. individuals may be re-appointed for consecutive years
- d. upon a change in the SEIC Board Chair, the current appointees will finish out their term

4. Discipline Committee Chairs

- a. See Article VI.F.3 and 4

5. At-Large Members

- a. A call for nominations will occur in the fall of odd numbered years, facilitated by the SEIC Board Chair and the ACA National Office
 - i. Nominees must be SEIC members in good standing
 - ii. Nominees will be required to provide: name, phone, email and a biography
 - b. By electronic ballot of current SEIC members, facilitated by the ACA National Office, the election will take place in the fall of odd numbered years
 - c. In the event the At-Large positions are unable to be filled, the SEIC Board Chair may appoint them
6. International Representatives
- a. A call for nominations will occur in the fall of odd numbered years, facilitated by the SEIC Board Chair and the ACA National Office
 - i. Nominees must be SEIC members in good standing and reside outside of the United States
 - ii. Nominees will be required to provide: name, phone, email and a biography
 - b. By electronic ballot of current SEIC members facilitated by the ACA National Office, the election will take place in the fall of odd numbered years
 - c. In the event the International Representative positions are unable to be filled, the SEIC Board Chair may appoint them
7. Actively Engaged Athlete Representatives
- a. A call for nominations will occur in the fall of odd numbered years, facilitated by the SEIC Board Chair and the ACA National Office
 - i. Nominees must be Competition members in good standing with their ACA Competition License that meet the criteria in *ACA Board Policy ATH-001: Athlete Representative Classifications*
 - ii. Nominees will be required to provide: name, phone, email and a biography
 - b. By electronic ballot of current Competition members, facilitated by the ACA National Office, the election will take place in the fall of odd numbered years
 - c. In the event the Actively Engaged Athlete Representative positions are unable to be filled, the SEIC Board Chair may appoint any ACA member in good standing to fill up to one(1) of these positions
 - i. Appointments last for one (1) year, ending on December 31
 - ii. Individuals may be reappointed for consecutive years
 - iii. Upon a change in the SEIC Board Chair, the current appointees will finish out their term
8. Non-voting Liaison Members
- a. A non-voting liaison member from another organization can be brought onto the SEIC Board by a majority vote of the SEIC Board

All elected SEIC Board terms of membership or office shall be for two years, beginning 1 January after election with the exception of the SEIC Board Chair. The SEIC Board Chair will be seated as per the ACA National Bylaws.

G. If a Discipline Committee Chair is unable to attend a SEIC Board meeting, the Discipline Committee may send a substitute representative member. The Discipline Committee Chair must notify the SEIC Board Chair or Secretary prior to the meeting, in writing, to declare the approved substitute representative.

H. The status of an entity without representation at two consecutive meetings will change from Active to Advisory status and not be considered part of the quorum count. Advisory members attending a meeting automatically convert to Active status.

I. In the case of a vacancy or in the event of resignation or removal of a member per ACA National Bylaws from the SEIC Board, the SEIC Board Chair will request the affected Discipline Committee to select a replacement before appointing one. For other voting members, the SEIC Board Chair will appoint one. For vacant Actively Engaged Athlete Representative positions, the SEIC Board Chair can appoint up to one(1) of those vacant positions as stipulated in Article III.F.5.c.

J. By a 2/3 vote of the SEIC Board, a voting member may be removed for cause. In such event, written notice for the intended action shall be included in the meeting agenda and the SEIC board member in question shall be given the opportunity for rebuttal.

K. In the event of a tie in any SEIC Board or SEIC Board Committee election, the SEIC Board Chair will cast the deciding vote. If the SEIC Board Chair has already voted on the matter, or is unable to cast the deciding vote, the President of the ACA Board of Directors will cast the deciding vote. If the SEIC Board Chair is also the President of the ACA Board of Directors, then the Vice-chair of the ACA Board of Directors will cast the deciding vote, followed by the Secretary then Treasurer.

L. Any potential or existing conflict of interest between an ACA or SEIC interest and an individual SEIC Board member must be disclosed at the first SEIC Board meeting of each year, or when such conflict arises. Where duality exists, the individual may state opinion but may not vote.

ARTICLE IV. SEIC AFFILIATION

All ACA Instructors, Instructor Trainers and Instructor Trainer Educators at all levels are required to affiliate with the SEIC and pay the appropriate dues.

ARTICLE V. SEIC BOARD OFFICERS

A. CHAIR. The chair will be the SEIC nominee for ACA member election as the SEIC Director on the ACA National Board of Directors as directed by the timeframe listed in the ACA National Bylaws and ACA Board Policy Gov-011 Electronic Voting Process. The Chair's duties shall be to prepare agendas for, call and preside over meetings of the SEIC Board, to appoint special committees and workgroups, and to represent and act on behalf of the SEIC between SEIC Executive Committee and full SEIC Board meetings. The Chair is responsible to achieve the SEIC goals of advancing the ongoing safety, educational and instructional programs and shall chair the SEIC Standards Committee. Resignation of the SEIC Chair requires resignation as the SEIC Director on the ACA National Board of Directors.

B. VICE CHAIR. The Vice Chair shall coordinate and preside over meetings of the Instructional Committee and be responsible for developing and delivering SEIC programs. Additional Vice Chair positions may be created as SEIC Board responsibilities require.

C. SECRETARY. The duties of the Secretary shall be to provide notice and a written agenda to SEIC Board members thirty days prior to meetings, keep and distribute minutes of meetings, and keep all appropriate SEIC Board records. The Secretary shall also coordinate and preside over meetings of the Curriculum Committee.

If the Secretary is not present at an SEIC Board meeting, a "Secretary *pro tem*" shall be appointed by the Chair to keep minutes and deliver them to the secretary in a timely manner.

ARTICLE VI. SEIC BOARD COMMITTEES

The SEIC Board shall use committees to provide smaller work groups for areas of special interest. Committee membership may vary, with additional appointments by the SEIC Board Chair or the committee itself. All committee work will be brought before the SEIC Board or the SEIC Executive Committee for authorizing action. There shall be the following standing committees, but the SEIC Board may create others on permanent or temporary basis, by SEIC Board action.

A. SEIC EXECUTIVE COMMITTEE shall be comprised of the Chair, Vice Chair, Secretary, Immediate Past Chair, and one of the Actively Engaged Athlete Representatives on the SEIC Board. If there are no Actively Engaged Athlete Representatives on the SEIC Board, then that position on the SEIC Executive Committee will remain vacant and will not count towards a quorum of the SEIC Executive Committee. It shall act for the SEIC Board when immediate issues arise and an SEIC Board meeting is not imminent or practical.

B. The STANDARDS COMMITTEE shall be comprised of the SEIC Executive Committee and the appropriate Discipline Committee Chair, and chaired by the SEIC Board Chair. It shall review questions about Instructor, Instructor Trainer and Instructor Trainer Educator competency and nominations for Instructor Trainer and Instructor Trainer Educator status. If there is an even number of members on the Standards Committee, and a vote is tied, the appropriate discipline committee vice chair casts the deciding vote.

C. The NOMINATIONS COMMITTEE shall be comprised of one member from the Instructional Committee, one member of the Curriculum Committee, one of the Actively Engaged Athlete Representatives on the SEIC Board and chaired by the Immediate Past Chair. If there are no Actively Engaged Athlete Representatives on the SEIC Board, then that position on the Nominations Committee will remain vacant and will not count towards a quorum of the Nominations Committee. It shall be responsible for preparing nominations for SEIC Board Officers.

D. The CURRICULUM COMMITTEE shall be comprised of the Chair of each SEIC Discipline Committee, and may have Actively Engaged Athlete Representatives on the SEIC Board account for at least 20% of the overall committee composition, and chaired by the SEIC Board Secretary. If there are no Actively Engaged Athlete Representatives on the SEIC Board, then those positions on the Curriculum Committee will remain vacant and will not count towards a quorum of the Curriculum Committee. It shall be responsible for developing the curricula required to teach the full range of paddle skills. Individual disciplines shall develop specific curriculum for their discipline. The Curriculum Committee shall assist each discipline and ensure cross-discipline consistency to the greatest extent possible. The Curriculum Committee also shall be responsible for developing appropriate standards for instruction.

E. The INSTRUCTIONAL COMMITTEE shall be responsible for improvement and delivery of ACA instructional programs.

1. Purpose

- a. To develop, improve and assure conformity of instructional methodology throughout all levels of ACA instruction
- b. Identify and develop effective training methods and delivery systems for
 - i. training new Instructor Trainers
 - ii. mentoring current Instructor Trainers
 - iii. training new Instructor Trainer Educators
 - iv. mentoring current Instructor Trainer Educators

2. Membership Composition

- a. Voting members

- i. The Instructional Committee shall be chaired by the SEIC Board Vice Chair and shall consist of a maximum of 4 additional members from the SEIC Board
 - ii. Each SEIC Discipline Committee Chair may appoint one individual from their Discipline Committee to serve on the Instructional Committee
 - iii. The Instructional Committee may have Actively Engaged Athlete Representatives on the SEIC Board accounting for at least 20% of the overall committee composition. If there are no Actively Engaged Athlete Representatives on the SEIC Board, then those positions on the Instructional Committee will remain vacant and will not count towards a quorum of the Instructional Committee.
 - b. Non-voting Affiliate members
 - i. The Instructional Committee can have up to 10 non-voting Affiliate members
 - ii. Affiliate members do not have to hold an ACA certification, but do need to be a current ACA member
 - c. The ACA National Office will keep the official roster
- 3. Membership Selection
 - a. Preferred Qualifications
 - i. Individuals must be willing participants who demonstrate one or more of the following qualifications including formal training and current professional experience in:
 - 1. Paddlesports education
 - 2. Outdoor education
 - 3. Communications
 - 4. Learning strategies
 - 5. Psychology of learning
 - ii. Or who possess skill sets in:
 - 1. Social media
 - 2. eLearning
 - 3. Educational writing
 - 4. Motion design
 - 5. Graphic design
 - 6. Photography / videography
 - b. Voting Members
 - i. If more than 4 members of the SEIC Board are interested in serving on the Instructional Committee, a formal vote will take place by the voting members of the SEIC Board
 - ii. The SEIC Board members serving on the Instructional Committee will serve for the duration of their term on the SEIC Board
 - iii. Actively Engaged Athlete Representatives on the Instructional Committee will serve for the duration of their term on the SEIC Board
 - iv. Discipline Committee representatives are appointed by the Discipline Committee Chair and will serve a 2 year term
 - 1. The representatives term is only valid as long as they are a current member of the Discipline Committee
 - c. Non-Voting Affiliate Members
 - i. The term for Affiliates will be two years, beginning on January 1 of even numbered years
 - ii. Election Procedures
 - 1. The Instructional Committee will choose its number of non-voting Affiliate members between a minimum of 0 Affiliate members and a maximum of 10 Affiliate members

2. In the fall of odd numbered years, the voting members of the Instructional Committee will elect, by electronic ballot facilitated by the ACA National Office, the Affiliate members
 3. If the pre-set number of Affiliate members are not elected by the voting members, the SEIC Board Vice Chair may appoint the remainder of the open positions
 4. If the SEIC Board Vice Chair is unable to fill the open Affiliate positions, the SEIC Board Chair may appoint the remainder of the open positions
4. Sub-Committees or Workgroups
- a. May be formed by majority vote of the Instructional Committee
 - b. Must have a defined purpose or task
 - c. May be permanent or temporary
 - d. Shall have the opportunity for at least 20% Actively Engaged Athlete representation
 - e. The work product created or policy recommendations will be presented to the Instructional Committee for disposition
 - f. Outside members, not affiliated with the ACA, may be brought in with approval of the Instructional Committee Chair
 - g. Sub-committees and workgroups have no voting privileges on the Instructional Committee
 - h. The ACA National Office will keep the official roster

F. The DISCIPLINE COMMITTEES shall develop and review paddlesport curriculum within the standard ACA course format and advise the SEIC Board.

1. Purpose
 - a. To serve as an advisory committee to the SEIC Board in matters related to the courses under its oversight (see Article VI.F.7)
 - b. To promote paddlesports as an enjoyable lifestyle activity and encourage its growth through the development of educational programs
 - c. To foster the development of paddling skills through the establishment and maintenance of an instructional curriculum as approved by the SEIC Board and the ACA National Board of Directors
 - d. To foster the development of paddling skills through the establishment and maintenance of an instructional certification curriculum as approved by the SEIC Board and the ACA National Board of Directors for Instructors, Instructor Trainers, and Instructor Trainer Educators
 - e. To assist the SEIC Board in overseeing and monitoring the standards and best practices of being an Instructor, Instructor Trainer, and Instructor Trainer Educator
2. Governance
 - a. Each Discipline Committee will have a minimum of 5 voting members and a maximum of 15 voting members
 - i. All voting members must be a current ACA member in good standing with a current Instructor, Instructor Trainer or Instructor Trainer Educator certification in the appropriate discipline, except for the Actively Engaged Athlete Representative(s).
 - ii. Each Discipline Committee will choose the number of voting members, between a minimum of 5 voting members and a maximum of 15 voting members, that will constitute its committee
 - iii. The ACA National Office will keep the official roster
 - iv. The term for voting members will be two years, beginning on January 1 of even numbered years
 - v. Each Discipline Committee may have Actively Engaged Athlete Representatives account for at least 20% of the overall committee composition

- vi. If there are no Actively Engaged Athlete Representatives on the Discipline Committee, then those positions on the Discipline Committee will remain vacant and will not count towards a quorum of the Discipline Committee.
 - b. Each Discipline Committee can have up to 10 non-voting Affiliate members
 - i. Affiliate members do not have to hold an ACA certification, but do need to be a current ACA member
 - ii. Each Discipline Committee will choose the number of non-voting Affiliate members, between a minimum of 0 Affiliate members and a maximum of 10 Affiliate members
 - iii. The ACA National Office will keep the official roster
 - iv. The term for Affiliates will be two years, beginning on January 1 of even numbered years
 - c. The Executive Committee consists of the Chair, Vice Chair, Secretary, Immediate Past Chair, and an Actively Engaged Athlete Representative.
 - i. If there are no Actively Engaged Athlete Representatives on the Discipline Committee's Executive committee, then that position on the Executive Committee will remain vacant and will not count towards a quorum of the Executive Committee.
 - d. Resignations: any member may resign at any time by giving written notification to the Chair or Secretary. If the Chair resigns, they must give written notice to the SEIC Board Chair and they will no longer be the Discipline Committee representative to the SEIC Board.
 - e. How to Remove Members
 - i. By a 2/3 vote of a quorum of the voting members of the Discipline Committee, a voting member or affiliate member may be removed for cause. In such event, written notice for the intended action shall be included in the meeting agenda and the committee member in question shall be given the opportunity for rebuttal.
 - ii. If the Chair is removed for cause, they are no longer on the Executive Committee as the Immediate Past Chair and no longer the Discipline Committee representative to the SEIC Board.
 - f. How to Fill Vacancies
 - i. The Chair of the Discipline Committee may temporarily appoint an individual to fill the remaining term of any vacancy for an officer, a voting member, or an Affiliate member
 - ii. If the Chair is vacant, a new Chair may be elected, facilitated by the ACA National Office, by current voting and affiliate members to fill the remaining term.
 - 1. If the above method is not successful, the SEIC Board Chair will appoint a Chair to fill the remaining term.
3. Officers
- a. Descriptions
 - i. Chair: The Chairperson shall be elected from among the voting members of the committee for a two year term starting on January 1 of even numbered years.
 - 1. The duties of the Chair shall be to prepare agendas for, to call and preside over meetings of the Discipline Committee and Executive Committee; to appoint subcommittees or workgroups and represent and act on behalf of the Discipline Committee between meetings.
 - 2. The Chair, along with the National Office staff, bear the overall responsibility to achieve the committees' goals, as approved by the SEIC Board and ACA National Board of Directors
 - 3. Represent the Discipline Committee on the SEIC Board and Curriculum Committee
 - 4. Chair must be a currently certified Instructor Trainer or Instructor Trainer Educator in the appropriate discipline

5. An individual can only hold the position of Discipline Committee Chair for one Discipline Committee at a time except by SEIC Board Chair appointment (Article VI.F.2.f.ii.1)
 6. The Introduction to Paddling Committee (IPC) Chair must be any Instructor Trainer or Instructor Trainer Educator and will be voted upon by current members of the IPC
- ii. Vice Chair: The Vice Chair shall be elected from among the voting members of the committee for a two year term starting on January 1 of even numbered years.
 1. The duties of the Vice Chair shall be to assist the Chair with meetings and work projects of the committee. If the Secretary is not present, the Vice Chair will record the meeting minutes
 2. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair and when so acting shall exercise all powers of the Chair
 - iii. Secretary: The Secretary shall be elected from among the voting members of the committee for a two year term starting on January 1 of even numbered years.
 1. The duties of the Secretary shall be to:
 - a. Distribute the meeting notice and agenda at least 15 days before each meeting
 - b. Keep and distribute meeting minutes
 - c. Coordinate all ballots and elections with the ACA National Office
 - d. If the Secretary is not present at a meeting, the Vice Chair will become the “secretary pro tem”. If the Vice Chair is not able, then a “secretary pro tem” will be appointed by the Chair. The “secretary pro tem” will record the minutes and forward them to the Secretary and ACA National Office in a timely manner
 - iv. Immediate Past Chair: The Past Chair will serve as a voting member of the Discipline Committee and on the Executive Committee
- b. Term Limits
- i. Officer term limits are 2 years, starting January 1 of even numbered years.
 - ii. An officer of a Discipline Committee may only be reelected once to the same position in successive elections
 - iii. An individual can only hold 1 officer position within a Discipline Committee at any point in time.
 - iv. There is no overall limit to the number of officer positions an individual can hold in different Discipline Committees, except in cases of an apparent conflict of interest which may be determined by the SEIC Board or ACA National Office.
 1. An individual can only hold the position of Discipline Committee Chair for one Discipline Committee at a time
 - v. A waiver to Officer Term Limits (Article VI.F.3.b.ii) may be requested of the SEIC Board.
 1. A waiver of Officer Term Limits (Article VI.F.3.b.ii) can only be requested once for a Discipline Committee Chair per successive election.
4. Election Procedures
- a. Voting Members
 - i. Each Discipline Committee will choose its number of voting members between a minimum of 5 voting members and a maximum of 15 voting members
 1. The ACA National Office will keep the official roster
 - ii. A call for nominations will occur in the fall of odd numbered years, facilitated by the Discipline Committee Chair and the ACA National Office
 1. Nominees will be required to provide: name, phone, email and a biography
 - iii. By electronic ballot of current SEIC members in that discipline, facilitated by the

ACA National Office, the election will take place in the fall of odd numbered years

1. All Level 1 Instructors, ITs, and ITEs are able to vote in one of their appropriate discipline committee elections
 - a. For example, a Level 1: Introduction to Canoe Instructor can vote in the River Canoe or Touring Canoe election
 - iv. Introduction to Paddling Committee (IPC)
 1. The nomination for the IPC Chair position will take place in accordance with Article VI.F.4.a.ii.
 2. The election for the IPC Chair position will take place after the election and seating of the other Discipline Committee Chairs
 - v. The individuals with the greatest number of votes that coincide with the Discipline Committee's pre-set number of voting members, will be elected to the Discipline Committee and will begin their term on January 1.
- b. Officers
- i. Elections for the Chair, Vice Chair and Secretary will take place by electronic vote in January of even numbered years
 - ii. An electronic ballot of the voting members will be facilitated by the ACA National Office
 - iii. In the event a Discipline Committee is unable to elect a Vice Chair or Secretary, the Discipline Committee Chair shall appoint one
- c. Affiliate Members
- i. Each Discipline Committee will choose its number of non-voting Affiliate members between a minimum of 0 Affiliate members and a maximum of 10 Affiliate members
 1. The ACA National Office will keep the official roster
 - ii. Following the Officer elections, the voting members of the Discipline Committee will elect, by electronic ballot facilitated by the ACA National Office, the Affiliate members
 - iii. If the pre-set number of Affiliate members are not elected by the voting members, the Discipline Committee Chair may appoint the remainder of the open positions
5. Meetings
- a. Each Discipline Committee will meet in person at least one(1) time per year
 - b. In addition, each Discipline Committee will also meet two(2) additional times per year, either in person, via conference call or via an electronic meeting
 - i. Additional conference calls or electronic meetings are encouraged
 - c. The Chair will provide notice and a written agenda to committee members 15 days prior to the meeting, with a copy sent to the SEI Department. Business not on the agenda will be added to New Business and will be acted upon if time permits.
 - d. If the Chair is unable to attend a meeting, the Vice Chair or an appropriate designee, may be appointed by the Discipline Committee Chair to chair the meeting
 - e. Committee meetings will operate by Roberts Rules of Order, tempered by common sense and good manners
 - f. A Quorum shall be one more than half of the voting members of the committee
 - i. with 6 voting members, the quorum would be 4
 - ii. with 5 voting members, the quorum would be 3
 - iii. the Quorum number is based off of the entire number of voting members of the committee, not just the committee members present on a call or at a meeting
 - iv. If there are no Actively Engaged Athlete Representatives, then those positions on the Discipline Committee will remain vacant and will not count towards a quorum of the Discipline Committee.
 - g. Executive Committee meetings of the Discipline Committee may be held as needed between Discipline Committee meetings. The agenda for these meetings will be

developed and sent out prior to the meeting by the Chair. A report of all actions taken by the Executive Committee between Discipline Committee meetings shall be included in the written meeting minutes and presented at the next Discipline Committee meeting

- i. A Quorum of the Executive Committee meeting shall be one more than half of the voting members of the Executive Committee
 - ii. the Quorum number is based off of the entire number of voting members of the Executive Committee, not just the Executive Committee members present on a call or at a meeting
 - h. Proxy voting is prohibited
 - i. Permanent Agenda Items for Discipline Committee meetings include:
 - i. Call to Order
 1. Establish Quorum
 - ii. Secretary's Report
 1. Review and Approval of prior Meeting Minutes
 - iii. Discipline Committee Chair Report
 - iv. SEI Department Report / Update (*if appropriate*)
 - v. Sub-committee / Workgroup reports
 - vi. Election matters as required
 - vii. Old Business
 - viii. New Business
 - ix. Upcoming Meeting(s)
6. Sub-Committees or Workgroups
- a. May be formed by majority vote of the Discipline Committee
 - b. Must have a defined purpose or task
 - c. May be permanent or temporary
 - d. Shall have the opportunity for at least 20% Actively Engaged Athlete representation
 - e. The work product created or policy recommendations will be presented to the Discipline Committee for disposition
 - f. Outside members, not affiliated with the ACA, may be brought in with approval of the Discipline Committee Chair
 - g. Sub-committees and workgroups have no voting privileges on the Discipline Committee
 - h. The ACA National Office will keep the official roster
7. Current Discipline Committees and Courses of Responsibility
- a. Intro to Paddling
 - i. All Level 1 and lower courses
 - ii. Composed of the Chair of each Discipline Committee with a level one course, and the Universal Paddling Chair
 - b. Touring/Freestyle Canoe
 - i. Level 2: Essentials of Canoe Touring
 - ii. Level 3: Freestyle Canoeing
 - c. River Canoe
 - i. All Level 2 and higher river canoeing courses
 - d. River Kayak
 - i. All Level 2 and higher river kayaking courses
 - e. Coastal Kayak
 - i. All Level 2 and higher coastal kayaking courses
 - f. Surf Kayak
 - i. All Level 2 and higher surf kayaking courses
 - g. Prone Paddling
 - i. All Level 2 and higher prone paddling courses
 - h. Rafting

- i. All Level 2 and higher rafting courses
 - i. Safety & Rescue
 - i. All Level 2 and higher Safety & Rescue courses
 - j. Stand Up Paddleboarding
 - i. All Level 2 and higher stand up paddleboarding courses
 - k. Universal Paddling
 - i. All adaptive paddling courses and advanced communications courses
 - l. Surf Ski
 - i. All Level 2 and higher surf ski courses
- 8. New or Provisional Discipline Committees
 - a. Provisional Discipline Committees
 - i. In order for a Provisional Discipline Committee to be formed, a motion must be brought forth by a member of the SEIC and it must be approved by the SEIC Board
 - ii. Minimum documentation required:
 - 1. SEIC Motion Recommendation Form
 - 2. A list of volunteers willing to serve on the Provisional Discipline Committee
 - a. Shall have the opportunity for at least 20% Actively Engaged Athlete representation
 - 3. First Draft of an Implementation Plan, including, but not limited to:
 - a. Potential number of individuals affected
 - 4. Timeline for moving towards presenting a motion to become an official Discipline Committee
 - iii. The Chair of the Provisional Discipline Committee will serve as a non-voting liaison member to the SEIC Board
 - b. New Discipline Committee
 - i. In order for a new Discipline Committee to be formed, a motion must be brought forth by a member of the SEIC and it must be approved by the SEIC Board and then by the ACA National Board of Directors.
 - ii. Minimum documentation required:
 - 1. SEIC Motion Recommendation Form
 - 2. Skills Course Outlines
 - 3. Assessment Course Outlines
 - 4. Instructor Criteria Documents
 - 5. A list of volunteers willing to serve as voting members of the Discipline Committee
 - a. Shall have the opportunity for at least 20% Actively Engaged Athlete representation
 - 6. Implementation Plan, including, but not limited to:
 - a. Potential number of individuals affected
 - b. How to grant Instructor Trainer and Instructor Trainer Educator status
 - c. Address whether or not there is a need for a Pilot Program
 - d. Timeline for implementation

ARTICLE VII. SEIC BOARD MEETINGS

The SEIC Board shall meet in-person either before or at the ACA Annual Membership Meeting and in-person at least one other time during each year. Additional communication, including face to face meetings and electronic discussions are encouraged. The business of the SEIC Board may be conducted through telephone, email or other electronic methods between meetings.

A. The Chair must provide notice and a written agenda to the Secretary for distribution to the SEIC Board members 30 days prior to SEIC Board meetings. Any SEIC member should submit agenda items and reports to the SEIC Chair and Secretary at least 45 days prior to scheduled meetings. Business not on the agenda, may not be acted on until the successive meeting unless agreed to by a 2/3 vote of a quorum.

B. If the Chair is unable to attend, the Vice Chair, or other designee, may be appointed to chair the meeting.

C. SEIC meetings will operate by Roberts Rules of Order, tempered by common sense and good manners.

D. A Quorum shall be 40% of the voting members of the SEIC Board. If any of the SEIC Board positions are vacant, including the six(6) Actively Engaged Athlete Representative positions on the SEIC Board, then those positions on the SEIC Board will remain vacant and will not count towards a quorum of the SEIC Board.

E. The permanent SEIC Board Meeting Agenda will include:

- a. Call to Order
 Establish Quorum
- b. Secretary's Report
 Review and approval of minutes
- c. SEI Department Report
- d. Liaison Reports
- e. Curriculum Committee Report
 Discipline Committee Reports
- f. Instructional Committee Report
- g. Standards Committee Report
- h. Nominations Committee Report
- i. Discussion & Vote on Motions
- j. Old Business
- k. New Business
- l. Upcoming SEIC Meeting(s)

F. Proxy voting is prohibited. Each Discipline Committee represented on the SEIC Board will have one vote cast by that committee's attendant representative. No individual, including those representing dual entities, may cast more than one vote.

ARTICLE VIII. AMENDMENTS TO Operating Procedures

A. Amendment to these Operating Procedures shall be by a 2/3 majority vote of the voting members of the SEIC Board. The vote may be conducted during meetings or by other means as determined by the SEIC Board. SEIC Operating Procedures amendments will be submitted to the ACA National Board of Directors for approval.

B. Proposed Amendments must be presented to the SEIC Board Chair and Secretary in precise written form, including rationale.

C. Written notice of proposed amendments shall be provided to all voting SEIC Board members by the SEIC Board Chair or Secretary. The notice shall state the exact wording of the proposed amendment and the rationale for the change.

ARTICLE IX. SEIC POLICIES

The SEIC Board shall adopt and print operational policies, such as the SEIC Policy Manual, that may be approved and altered by majority vote of a quorum of the SEIC Board.

Any item not covered by these bylaws shall revert to the ACA National Bylaws for guidelines.

ADDENDA: Approved Changes to the SEIC Operating Procedures

Approved and adopted by the National Activity Council for Safety, Education and Instruction (SEIC) and endorsed by the American Canoe Association (ACA) Board of Directors.

<u>Date of Change</u>	<u>Operating Procedures Change</u>	<u>Approved By</u>
January 24, 1997		SEIC (<i>Secretary Pam Dillon</i>)
January 26, 1997		ACA Board of Directors (<i>Secretary Charlie Wilson</i>)
February 11, 2000	Amended	SEIC (<i>Secretary Marge Cline</i>) ACA Board of Directors (<i>Secretary Kim Whitley</i>)
February 16, 2001	Housekeeping Amendments	SEIC (<i>Secretary Marge Cline</i>) ACA Board of Directors (<i>Secretary Kim Whitley</i>)
March 9, 2012	Multiple Changes	SEIC (<i>Chair Robin Pope</i>)
March 11, 2012		ACA Board of Directors (<i>President Robin Pope</i>)
November 10, 2016	Major Revisions	SEIC (<i>Chair Steve Hutton</i>)
December 7, 2016	Revision Approved	ACA Board of Directors (<i>President Anne Maleady</i>)
March 3, 2017	Minor Changes	SEIC (<i>Chair Steve Hutton</i>)
March 5, 2017	Affirmation of Changes	ACA Board of Directors (<i>President Peter Sloan</i>)
March 1, 2019	Incorporation of Athlete Rep	SEIC (<i>Chair Trey Knight</i>)
March 3, 2019	Affirmation of Changes	ACA Board of Directors (<i>President Robin Pope</i>)