

# AOF BY-LAWS 2014

## Glossary of terms:

- **Officers:** President; Competition Vice President; Technical Vice President; Treasurer; Secretary, & Safety Director. (Intent. All individuals elected in a general election by the membership)
- **Executive Board:** President; Competition Vice President; Technical Vice President; Treasurer; Safety Director, and Secretary. (Intent. All individuals elected in a general election by the membership) The immediate past President will sit on the board for one (1) year after leaving office. Advisory.
- **Racing Commission or Commission:** Officers and Directors.
- **Directors:** State Directors and Historical Director.
- **National Office:** Is located where the Executive Director resides, unless otherwise stated.

**MISSION STATEMENT:** The American Outboard Federation is established for the purpose of promoting the sport of outboard motor boat racing and its safety. Its goals are to increase participation and public interest in the sport, create a cohesive relationship between the membership and the national organization, in an overall program of racing to further memberships' interests.

**ARTICLE 1.** All questions of Parliamentary practice and/or procedures, not provided for herein, shall be determined in accordance with "Robert's Rules of Order", 10<sup>th</sup> edition, edited by Henry M. Robert III and William J. Evans.

**ARTICLE 2.** If, through error in adopting or amending any Article and/or Rule, is found to be unworkable, hazardous, or not in the best interest of the Federation, the Racing Commission may make a decision concerning such rule and issue a notice of change. The Commission is controlled by the procedures set forth in these by-laws, found in Article 6, A.

**ARTICLE 3.** The Racing Commission is empowered to set Membership and Affiliated Club fees. Fees are to be published in the Official AOF newsletter and on the AOF membership application.

**ARTICLE 4.** The calendar year for the Federation is November 1<sup>st</sup> through October 31<sup>st</sup> of the following year. For purpose of voting only; All voting memberships, active for the current racing season, are allowed to vote on authorized proposals set forth by the Racing Commission on or before December 31<sup>st</sup> of the current racing season.

Example: Memberships held for the 2009 racing season (November 1, 2008 through October 31, 2009) are eligible to vote in elections of officers and proposals coming from the National Meeting. This period will extend to December 31<sup>st</sup> when all voting privileges are suspended until membership is renewed.

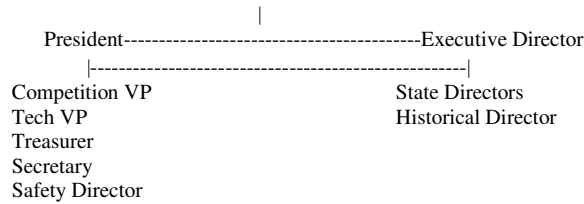
## **ARTICLE 5. MEMBERSHIP**

- A. Individual Voting:
  1. **Racing.** This is the only membership automatically included in the hospital plan. The member must also be a member of an AOF Affiliated Club and a member in good standing to race at a sanctioned event.
  2. **Official.** This membership is eligible for becoming part of the hospital plan by paying an amount established, and published, each year by the Racing Commission. This membership is open to any non racing individual who wants to participate in voting and receive all materials issued by the federation.
  3. **J & Novice.** (For description see "Novice" under Technical Rules)
4. **Honorary Life.** The Racing Commission may award this membership to deserving persons at its discretion (1 member per year). Honorary Life Members will be listed in the rulebook. In order to be considered a voting Honorary Life Member, each Honorary Life Member must be active for the previous year. All that would be required is for an AOF Membership Application to be submitted to the National Office at the beginning of each race season.
  - 5.
- B. Individual Non-Voting:
  1. **One Day.** Not available for championships or record events. This membership is automatically converted to Racing Membership status after 3 One-Day memberships are activated during a racing season or paying the difference between the One Day and Racing memberships. Also available for J & Novice classes.
  2. **Associate.** Receives the newsletter and membership card. Rulebook and Technical manuals can be purchased from the Executive Office at an additional charge.
- C. Affiliated Clubs.
  1. Will be allowed one (1) sanctioned race each Racing Season without additional charge, except cost of insurance, if the dues are received in the National Office (postmarked) by January 31<sup>st</sup> of that Racing Season.
- D. Rule Books.
  1. New revised rulebooks will be issued every 3 years.
  2. Revisions, additions, and changes during the 3 year term will be sent to the membership on Supplement Sheets to be added to the current Rule book.
  3. Rulebooks and Technical Manuals will be provided to new members with "Voting" memberships.
  4. Additional Rule Books and Technical Manuals are available through the National Office for "Non Voting" memberships or for replacements for an additional fee to be determined by the National Office.

## **ARTICLE 6. GOVERNMENT.**

The Racing Commission shall have authority over the Federation

## RACING COMMISSION



- A. Duties of the Racing Commission:
1. Will establish financial, legal, and public policies of the Federation.
  2. Will make appointments to fill the un-expired terms of any officer should the office become vacant for any reason. Except the office of the President, whom the Competition Vice President will supersede.
  3. Shall have full authority over the enforcement of the Federation's Racing Rules. It will have full jurisdiction to hear and make decisions on protests and controversies arising from racing. Its decisions will be final. Two thirds (2/3) of the members on the Racing Commission shall constitute a quorum when a Commission is in session. When the Commission is not meeting, voting on issues can be by, but not limited to: mail; telephone; fax; or "e" mail. A reasonable attempt must be made to contact all Commissioners and a simple majority vote of all Commission Members will prevail on all matters. The Secretary will maintain a record of the vote.
  4. Regular Commission meetings shall be at the Annual Meeting, Nationals, and Short Course Championships; all other meetings require ten (10) days notice.
  5. Commission votes shall be published in the Official AOF newsletter as total votes. Members requesting a list of individual votes can obtain by sending a self-addressed/stamped envelope to the AOF National Office.
  6. All members are urged to report any and all irregularities observed to a Race Commission member whose responsibility it is to bring the offense to the attention of the Referee.
  7. Shall hear suspension proceedings filed against any member, officer, or person.
  8. Will have the power to approve or reject all reported records.
- B. Election of Officers.
1. Members in good standing of the Federation shall have the authority to nominate individuals for the following offices: President; Competition VP; Technical VP; Treasurer; Secretary; and Safety Director. Any member in good standing can be nominated. A member must be in good standing on or before June 1<sup>st</sup> of the current election year, prior to being nominated. Individuals nominated must agree to serve if elected before their names are placed in nomination. Those nominated must be forwarded to the AOF office in writing on or before September 15<sup>th</sup>.
  2. The Executive Director will prepare a ballot and forward it to all eligible members, in good standing, by October 1<sup>st</sup>. The ballot is to be returned on the date and in the manner identified on the ballot.
  3. Eligible voters for National Elections are: All members, in good standing, who have a voting membership and whose membership was activated on or before September 15<sup>th</sup> of that year.
  4. The person receiving a simple majority of the votes cast will be declared elected.
  5. The President, Vice President of Technical, and Treasurer will be voted on for "even" years for a two-year term. The Vice President of Competition, Secretary, and Safety Director will be voted on the following "odd" year for a two-year term. (\*note, the 2004 offices of Pres, VP Tech, and Treasurer, will be the first to hold office for two years).
  6. Names of current Officers running for re-election will appear on the ballot.
  7. Write-in nominations are permissible.
  8. Ballot results will be made published in the Official AOF Newsletter.
- C. Officers.
- The duties of the Officers of the Federation shall be those usually pertaining to their office. Each officer should make every effort to attend the National Meeting. If unable to attend they should inform the President and identify their representative.
1. President.
    - a. Elected by a majority vote of all voting members.
    - b. Will serve as the Chairman of the Racing Commission.
    - c. Has the authority to appoint special committees to carry out the affairs of the Federation.
      1. Authorized Standing Committees are but not limited to:
        - a. Ways and Means
        - b. By-Laws
        - c. Nationals Site and Banquet
        - d. Public Relations and Publicity
    - d. Will run the affairs of the Federation jointly with the Executive Director, subject to the direction of the Racing Commission.
    - e. Shall vote only to break or create a tie in matters brought before the Racing Commission.
  2. Competition Vice-President.
    - a. Elected by a majority vote of all voting members and is a voting member of the Racing Commission.
    - b. Responsible for all matters effecting competition and safety.
    - c. Responsible for all Race Officials except Motor Inspectors.
    - d. Has the authority to appoint special committees.

- e. Is the senior Vice President and will serve as President in his absence.
  - 3. Technical Vice-President.
    - a. Elected by a majority vote of all voting members and is a voting member of the Racing Commission.
    - b. Responsible for all issues effecting technical matters.
    - c. Responsible for all Motor Inspectors.
    - d. Has the authority to appoint special committees.
    - e. Must appoint a committee, which includes a member from each of the 8 districts represented by elected state Commissioners. (Intent. Districts without Commissioners do not have to be represented.)
    - f. All motions will be presented to the Technical VP.
  - 4. Treasurer.
    - a. Elected by a majority vote of all voting members and is a voting member of the Racing Commission.
    - b. Will keep all financial records of the Federation and will supply the Officers with a financial statement quarterly. Will prepare an annual financial report to be distributed to the membership at the National Meeting.
    - c. Will receive all moneys due to the Federation.
    - d. Will disperse all moneys as directed by the Officers of the Federation.
    - e. Will assist the Executive Director with the affairs of the federation.
  - 5. Secretary.
    - a. Elected by a majority vote of all voting members and is a voting member of the Racing Commission.
    - b. Will keep all records of the Federation.
    - c. Responsible for taking notes at all Commission meetings.
    - d. Responsible for assisting the Executive Director with current membership list and national points.
  - 6. Safety Director.
    - a. Elected by a majority vote of all voting members and is a voting member of the Racing Commission.
    - b. Makes recommendations as to changes of the rules and will maintain close observations for improved safety regulations and procedures.
    - c. Will oversee the Safety Inspectors of each club.
    - d. Will work closely with the referee to insure a safe race.
- D. Directors.
- 1. State Directors.
    - a. All members of a state shall have a vote to determine who shall represent their state as AOF Director. The AOF Secretary will provide a list of all eligible voting members, for that state, to each State Director by October 1st.
    - b. States with five (5) Racing and/or Lifetime members shall be entitled to one (1) Director.
    - c. Each state shall be entitled to one (1) additional director if there are fifteen (15) or more racing and/or Lifetime members in the state. A maximum of two directors per state is allowed.
    - d. Adjoining states with less then five (5) racing and/or Lifetime members may join together for the purpose of electing one (1) director to represent them.
    - e. Each State director will forward to the National Office the name of each person elected as Director(s) not later than October 15<sup>th</sup>. Failure to do so may void the states representation.
    - f. The state may choose their Director(s) by a ballot sent out by the national office. Election is by a simple majority vote.
    - g. For purpose of communication, the states will be organized into districts. The State Directors in the district will chose one (1) director who will act as the District Director. The District Directors' responsibility is to pole the other directors, in his/her district, when requested to do so, being the Officers of the Federation, and report his findings back to the Officer. He/She is responsible for documenting his findings and sending the record to the Secretary. His power is neither greater nor less then the power of a State Director.
    - h. Districts: #1: MA; NH; VT; ME; CT; RI; NY; NJ; PA; & DE. #2: MI; IN; OH; KY; WV; & TN. #3: NC; SC; GA; FL; AL; VA; & MD. #4: MN; WI; IA; IL; MO; NB; KS; ND; & SD. #5: OK; TX; AR; LA; & MS. #6: WA; ID; OR; WY; & MT. #7: CA; NV; UT; AZ; CO; & NM. #8: Canada
    - i. If a State Director moves from their state, thus changing their legal residence, they are considered to have resigned as Director. If the State Director resigns for any reason, they are to be replaced by a majority vote of the eligible members in that state by written ballot issued by the National Office listing all those willing to accept the position, provided the resignation effective prior to July 1<sup>st</sup> of the current year.
  - 2. Historical Director (is a voting member of the Racing Commission)
    - a. See Historical Division for governing election of the director.
- E. Executive Director.
- 1. Will be employed by a simple majority vote of the Racing Commission.
  - 2. Will run the affairs of the Federation jointly with the President, subject to the direction of the Racing Commission.
  - 3. Will act as Secretary for all standing or appointed committees of the Federation, but will be without authority to cast a vote.
  - 4. Hired on a one (1) year basis. A bonus is to be given at the end of each year; the amount of the bonus is to be established by a vote of the Commission.
  - 5. All records concerning AOF are the property of AOF and will be forwarded to the new Executive Director within 30 days of ending employment.
  - 6. Anyone desiring the position of Executive Director must present to the National Office a written resume for consideration not later than October 15<sup>th</sup> of each year.
  - 7. Responsible for maintaining the points by class for each AOF sanctioned race and publishing the results.
  - 8. Responsible for maintaining a current membership list and issuing membership credentials.

**ARTICLE 7. AOF RECORDS AND PROPERTY.**

- A. When an election or appointment changes personnel, all records and/or AOF property, held by that individual, will be turned over to the person replacing them on a timely basis, not to exceed 30 days.

- B. Records include, but not limited to, Charter papers, Tax ID Registration, equipment belonging to AOF, money in the checking account, investments, check books, canceled checks, motor specifications, membership applications past and present, etc.
- C. All records of AOF, past or present, are the property of the Federation and not the personal property of the previous office holder. This includes, but not limited to; computers, fax machines, office supplies, etc.

**ARTICLE 8. DISCIPLINE.**

- A. Charges against members of this Federation for violating the By-laws, Articles, and/or Rules of this Federation to include but not limited to: conduct unbecoming a gentleman/lady; acting in a un-sportsmanship manner; against an elected official for the mishandling of the Federations affairs. The charges shall be in writing and sent to the President and the Executive Director with full statement of the facts and all matters concerning such changes.
- B. The Racing Commission shall give the accused a hearing on the charges, or may delegate a committee to conduct the hearings and forward to the President and Executive Director the findings as well as their recommendations. The Executive Director shall mail these findings and recommendations, to each member of the Racing Commission.
- C. The Racing Commission shall have the authority to expel, censure, or fine the accused and the decision of the Commission will be final.
- D. If a fine is imposed, the funds are to be paid into the treasury of the Federation, unless the Commission gives specific instructions for the disbursement of these funds.
- E. Any fine must be paid in full before the member can participate in any AOF function.

**ARTICLE 9. NATIONAL MEETING.**

- A. Will be held near November 1<sup>st</sup> of each year.
- B. Order of Business.
  - 1. Race Commission meeting to discuss old business and rehire or hire the Executive Director.
  - 2. General Membership meeting
    - a. Reading and correction of the minutes of the last Annual Meeting and of any intervening meetings of the Federation.
    - b. Reports.
    - c. Election results.
    - d. Appointment of Committees.
    - e. Old Business.
    - f. New Business.
    - g. Meeting of Committees.
    - h. Meeting of the Race Commission.
    - i. Adjournment
  - 3. Any Director, Officer, and/or member of AOF who is asked to leave, because of disruptive behavior, or leaves an official AOF meeting in anger or in a disruptive manner, will be automatically discharged from his or her duties and may be subject to additional disciplinary action by the Commission.
- C. Voting eligibility.
  - 1. Members eligible to vote on General issues are those members, in good standing, of a voting category for the previous year. Example: National Meeting held in November 1999, which is now the 2000 racing season. Members in voting categories from the 1999-racing season are eligible to vote.
  - 2. Racing Commission. All State Directors, for the current racing season, must be identified to the National Office not later than September 30<sup>th</sup>.
  - 3. Proxy votes will be used for the purpose of establishing a quorum only, and are allowed using the following criteria:
    - a. Only Directors or Officers can be proxy holders.
    - b. Proxy holders must have written authority from the Proxy Giver and present this document to any Officer prior to voting.
    - c. The District Director can hold proxies from the State Directors in his district and an Officer, by virtue of his being elected by the general membership, can hold proxies from any Race Commissioner, Director, and/or other Officer.
    - d. A Commissioner may exercise more than one Proxy.

**ARTICLE 10. CHANGES.**

- A. Procedures for all changes:
  - 1. Proposals need to be submitted in writing to the National Office before October 15<sup>th</sup> to be placed on agenda for the National Meeting.
  - 2. Other proposals not pre-submitted will be introduced at the National Meeting if time permits.
  - 3. After discussion, item will be voted on by the General Membership present as to whether it will go on to the Racing Commission for further action.
    - a. If approved by the General Membership present, at the discretion of the President, the proposal can go immediately to the Racing Commission for action.
    - b. The Racing Commission actions can be to accept the proposal for General Membership vote or tabled for discussion during the closed Racing Commission meeting.
  - 4. If placed on ballot, the ballot will be sent to the membership by December 1<sup>st</sup>.
  - 5. All rule changes, except those involving safety issues, must be adapted prior to January 1<sup>st</sup>.
  - 6. If through error in adoption or amending any Article and or Rule, is found to be unworkable, hazardous, or not in the best interest of the Federation, the Racing Commission may make a decision concerning such a rule and issue a notice of change. The Commission is controlled by the procedures set forth in the Bylaws found in Article 6.A.
  - 7. Membership in a voting category, prior to September 15<sup>th</sup>, is required to be eligible to vote.
  - 8. The procedures for dealing with proposals will follow Robert's Rules of Order (as identified in the Bylaws Article 1 pertaining to motions and their disposition.
- B. Bylaw changes:

1. All of "A" above
- C. General Racing Rule Changes:
  1. All of "A" above
- D. Safety Rule Changes:
  1. 1, 2, 6, 7, and 8 of "A" above, except it is up to the discretion of the Race Commission if an item will go to ballot, or be approved at the National Meeting.
  2. Recommendations from the Safety Committee may be presented the Racing Commission at any time for action.
- E. Technical Rule Changes:
  1. 1, 2, 6, 7, and 8 of "A" above.
  2. All motions that pertain to boats and engines will be presented to the Technical VP and his committee. Upon their approval, the Tech VP and Committee will recommend to the Racing Commission, which motions will go to ballot for vote by the drivers in the effected classes.
    - a. General overall technical rule changes will be sent to all drivers who STARTED and RACED the previous year.
    - b. Class-specific issues will be sent to only the Drivers who STARTED a race in the concerned class the previous year.
- F. Adoption of New Classes.
  1. Any member, in good standing, may request to the National Office, accompanied by a petition signed by ten (10) members agreeing to purchase said new equipment and participate in the new class and indicating their desire for the new class.
  2. Such request and petition shall be forwarded to the Racing Commission for its decision as to whether or not the proposed class or classes should be adopted. Included with the petition must be complete data concerning the proposed class with recommendations for class rules.
  3. The Racing Commission may, at its discretion, admit a new class on probation on a national scale, in a district or as a new class in addition to the regular classes on a national scale.
- G. Adoption of New Motors:
  1. If this is to be a new class, incorporate "F" above, as applicable.
  2. If a new motor is to be added to an existing class:
    - a. A member in good standing must propose the motor to the Technical VP and Committee.
    - b. Motors must meet the requirements set forth in Requirements of the Motor Manufacturer in Article 11 below.
  3. The Racing Commission will have the power to accept or reject new motors for racing.
  4. If accepted, the Commission will submit a ballot concerning the new motor(s) to the Racing Membership.
  5. Before a motor is accepted it must be approved by 2/3rds of the votes cast.
  6. Adoption of new motor (s) means "NEW" motor coming into the AOF and affiliated clubs. Does not apply to motors transferred within other classes, which have already been approved for use by AOF.
- H. Probation Motors:
  1. Must be submitted to the Technical VP and Committee as per the guidelines of Bylaw Article 10 & 11.
  2. The Racing Commission will put to ballot probation engines for approval by the members of the class or classes involved by a simple majority vote.
  3. Probation period is for one (1) year.
  4. Probation Period may be extended for an additional year by ballot as in item #2.
  5. Full acceptance of a probation engine will be as described in Article 10, G "Adoption of New Motors."
  6. Probation engines do not receive Nationals Points, but may receive Club Points and prizes.
  7. Probation engines cannot establish records. Probation engines can compete with approval by the referee and a simple majority vote by the class participants. It cannot count as a legal boat for its class points.
  8. Probation engines may compete at National Championships with approval by the referee and a simple majority vote by the class participants. The probation engine cannot create an elimination situation and cannot receive points or prizes. It would be strictly for evaluation purposes.
- I. Combining Classes:
  1. Changes in equipment availability, participation, and other factors may necessitate the combining of two or more classes to maintain or enhance participation and or competition.
  2. Any member in good standing may submit a proposal for combining classes and items 1, 2, 6, 7, and 8 of item "A" above apply.
  3. Voting for combining of classes will be limited to one (1) vote per driver that participated during the previous year in any of the classes being considered for combination. A 2/3rds-majority vote, of those responding, is needed to pass.
  4. The Technical Committee will monitor the newly combined classes for one year. Any warranted changes have a two-week notification period before becoming effective.

#### **ARTICLE 11. REQUIREMENTS OF MOTOR MANUFACTURERS**

- A. Review Article 10.
- B. Engine Manufacturers or submitting member(s), must prove that twenty-five (25) engines of identical design have been manufactured and specifications must be supplied to the National Office.
- C. A manufacturer of outboard motors is defined as one who is responsible for the manufacture of the following: crankshaft; connecting rods; cylinder block; induction system; optional is the gear case; valve arrangements, and who complies with other requirements provided by the rules of the federation.
- D. The engine must have been offered for sale to the members of the Federation either through a dealer network or through publicity and/or advertising.
- E. Manufacturer or submitting member must indicate that there is an ample supply of parts available for supplying the buyer of such motors.