



# Bylaws of the Upper Delaware River Chapter of the NCSP Inc.

## **Article I – Title**

1. NATIONAL CANOE SAFETY PATROL, Inc.
2. This NCSP Chapter may at any time change its name by a vote of the membership.
3. This NCSP Chapter shall be a non profit incorporated organization.

## **Article II - Purposes**

The National Canoe Safety Patrol, Inc. (to be referred to in this document as NCSP) has been organized to encourage and promote paddling safety by the following means:

1. To facilitate the exchange of safety knowledge by soliciting membership from a broad base of the paddling community including members from other paddling organizations. The NCSP shall seek affiliation and exchange of information with other safety and rescue organizations.
2. To sharpen the safety skills of our membership by providing safety and rescue training opportunities annually.
3. To establish safe, professional, standards of personal conduct.
4. To assist river management agencies, race organizers and other safety and rescue organizations by offering river rescue training orientation to their personnel.
5. To provide a shore and boat based safety presence in cooperation with river management agencies, race organizers and other safety and rescue organizations.
6. To provide rescue and recovery assistance upon request of, and in cooperation with, river management agencies and other safety and rescue organizations.

7. In the absence of active involvement by river management agencies, to take the initiative in recognizing, organizing, and implementing an appropriate response to local river safety needs.
8. To encourage volunteer participation by our membership in the above activities.

### **Article III - Structure**

1. The NCSP primary charter is to serve within the Upper Delaware River Basin and such other areas determined by the NCSP. The NCSP is also chartered to serve wherever invited by race or event organizers or river management agencies.
2. The NCSP will be organized, and will operate subject to the general provisions of the NCSP's Constitution and Bylaws.
3. Changes in NCSP by-laws are subject to the approval of the NCSP Executive Board.
4. The NCSP will issue individual membership cards upon certification by the Executive Board as to class of membership and completion of training and/or renewal standards.

### **Article IV- Membership**

1. Membership shall be open to all persons regardless of Race, Creed, Color, Gender, or National Origin who are in accordance with the purposes of the NCSP, and who agree to abide by the rules of membership.
2. It shall be NCSP policy to develop paddling and rescue skills in our membership rather than to solicit only candidates who have the river skills required to carry out our purposes.
3. Membership is for one calendar year duration.
4. Membership privileges include:
  - a. The right to vote and hold office is restricted to Active Members in good standing.
  - b. The right to participate in meetings and appropriate training opportunities.
  - c. The right to serve actively on assigned patrols as consistent with the member's level of training and ability.
  - d. The right to wear NCSP emblems, insignia and uniform.

e. The right to utilize lodging and/or campsites provided by the NPS when available and in accordance to NCSP/NPS regulations and restrictions.

5. Membership categories shall be as follows:

a. Active membership, shall be open to all persons 18 years of age, or older who have successfully completed the requirements of the probationary membership and have remained in good standing. (see article XII)

b. Junior membership, shall be open to those persons under 18 years of age, who are sponsored, and directly supervised by an active member who is so authorized by a parent or guardian. Junior members will generally be restricted to support functions, and shall never be exposed to conditions beyond their skill level.

c. Honorary membership, shall be open to persons whose affiliation will promote the good of the organization. Such membership will be by majority vote of the Executive Board. Honorary membership will not require payment of dues. Honorary members shall not have the right to vote or hold office. Other rights and privileges shall be at the discretion of the Executive Board. Honorary membership shall expire at the end of each calendar year, and may be renewed at the pleasure of the Executive Board.

d. Reserve membership, shall be available to those members who have completed at least one year of Active membership in good standing, and who wish to remain affiliated with the NCSP, but who are unable to meet the training, and/or service standards required to remain an Active member in good standing. (see article XII) Such persons shall be expected to continue dues payment and continue to have all privileges of membership, save that they may not hold office, or vote, and that their public service may be limited to a support role at the discretion of the Commodore.

e. Probationary membership, shall be open to all persons 18 years of age or older who are joining the NCSP for the first time or reinstating an inactive membership. Members shall remain as probationary until such member has successfully completed a training weekend and have completed at least 4 patrols days supervised by designated veteran members. Probationary members have all rights and privileges of an active members except they may not patrol without a

designated veteran member, may not hold office, and hold no vote at any meeting or election. Once a probationary member has completed the minimum requirements defined by the training committee and the board of directors, will they be promoted to Active Member. This Active Membership may be revoked if the member fails to attend the following two annual training session.

f. Axillary membership, shall be available to those members who wish to be affiliated with the NCSP, but who are unable to meet the training, and/or service standards required to remain an Active member in good standing. (see article XII) Such persons shall be expected to continue dues payment and continue to have all privileges of membership, save that they may not hold office, or vote, and that their public service may be limited to a support role at the discretion of the Commodore.

6. Those whose Active membership is not maintained in good standing will be classified as reserve members upon payment of annual dues.
7. Responsibilities of an Active Member in good standing shall be established by the Executive Board. (See Appendix 1)
8. Written requests for a leave of absence will be honored. Obligations and privileges of members on leave will be suspended until their return to Active or Reserve status. A request to return to Active or Reserve status must be in writing, and be accompanied by dues payment for the full year for which return is requested.
9. Written request for military leave will be honored as a special case. Members on military leave will be granted Active or Reserve status dependent upon their training and service status. Such status will not require payment of dues for any year in which the duration of active service with the Armed Forces of the United States exceeds six months.
10. All members on Leave of Absence will be retained on the mailing list, and shall receive all newsletters, but not ballots, for the balance of the calendar year in which they apply for a Leave of Absence. At the beginning of each subsequent year, they will be billed for the estimated cost of postage and handling of such newsletters, and may thus remain on the newsletter mailing list by payment of such costs.

#### **Article V - Dues**

Dues and initiation fees shall be established by the Executive Board. (see Article XIII)

## **Article VI - Meetings**

1. An Annual Meeting, and election of Officers shall be held each fall at a time and place to be announced by the Executive Board. This meeting shall generally be held in conjunction with a fall dinner or other social events.
2. A business meeting should also be held in conjunction with the Spring Training program at a specific time and place to be announced by the Executive Board.
3. Special meetings may be called at the discretion of the Commodore, or by written petition of three members of the Executive Board, or by written petition of ten members of the NCSP Chapter rank and file. Special Chapter meetings must be called as soon as practicable, after receipt by the Secretary of a properly executed petition, generally within twenty days. Business at such special meetings shall be limited to agenda items specified in the petition.
4. A notice of all meetings shall be mailed or e-mailed to all households on the Chapter roster of current members at least thirty days prior to the meeting. Special meeting notices shall state the reason for such special meeting. A notice of all meetings shall be posted on the NCSP, Inc website.
5. Only Active Members in good standing shall be entitled speak at meetings.
6. The order of business of meetings shall include:
  - a. Attendance.
  - b. Minutes of prior meeting.
  - c. Reports of officers.
  - d. Reports of committees.
  - e. Comments of honored guests.
  - f. Election of Officers
  - g. Old and unfinished business.
  - h. New business.
  - i. Awards.
  - j. Adjournment.
7. Except as designated in the Constitution and By - Laws, in accordance with Robert's "Rules of Order".

## **Article VII - Officers & Elections**

1. The Commodore, Vice Commodore, Secretary, Marketing Director, and Treasurer shall be elected by a majority vote at the Annual Fall Meeting.
2. The Chapter Training Director shall be appointed by the Executive Board, and shall become a member of the Executive Board until replaced by the executive board or their resignation.

3. The Nominating Committee shall be appointed by the Executive Board. The nominating committee shall solicit nominations from the membership and shall insure that at least one nominee is presented for each office for election at the Annual Fall Meeting. They shall make appropriate provisions for absentee ballots for those qualified members who request them.
4. Any Active member in good standing, may submit nominations for election to office. The nominee must have been an active member in good standing for at least one year, and must agree to serve. Nominations must be made in writing to the NCSP Nominating Committee 15 days prior the elections.
5. Floor nominations for an Office will be accepted at Chapter Annual Meetings.
6. The NCSP Commodore shall preside at all Annual Meeting, and Executive Board meetings, and shall serve as Chief Executive Officer of the NCSP.
7. The NCSP Vice Commodore shall, in the absence of the NCSP Commodore, serve in the above capacity.
8. The NCSP Secretary shall be responsible for those duties traditionally associated with that office. Specifically, the NCSP Secretary's records shall be updated periodically to reflect training, service and dues eligibility for good standing.
9. The NCSP Treasurer shall be responsible for those duties traditionally associated with that office. Specifically, the NCSP Treasurer shall maintain records of income and expenses for each calendar year. NCSP funds shall be maintained in an interest bearing account if possible. Funds may be maintained in a single signature depository. The NCSP Treasurer shall provide a duplicate copy of all documentation to the Audit Committee and assist in the preparation of their report. The NCSP Treasurer shall keep the Secretary advised of dues compliance by all members.  
The expense authorization limit, for NCSP expenses by Officers and Committees, subject to verification that funds are available shall be:
  - a. Commodore \$300.00
  - b. Vice Commodore \$150.00
  - c. Secretary \$100.00
  - d. Treasurer \$100.00
  - e. Training Director \$100.00
  - f. Committees \$100.00
  - g. Any two officers, their combined limit
  - h. Any three officers, \$1,000.00
  - i. Executive Board, unlimited
10. Marketing Director shall be responsible for coordinating the NCSP's public relations and Marketing. They will coordinate all available medians

communication to develop public interest, understanding, goodwill, in promoting paddle safety and the NCSP's mission in accordance with the policies and administrative guidelines. The Marketing Director shall be responsible for the development, implementation, monitoring, and updating of the marketing plans. Responds to request for information and coordinates the community relations programs. Maintains, updates, and monitors the web site and other digital media. Facilitate the recruitment of new members and encourages other organizations to link to and from it. To develop, promote, and maintain NCSP merchandise as directed by the Board of Directors.

11. The NCSP Training Director shall be responsible for planning, organizing and implementing training opportunities appropriate to the varied skill levels of the membership.
12. NCSP leadership shall serve for the calendar year following their election. If a replacement is unable to take office, the incumbent should serve until replaced.
13. If at any time a NCSP officer is unable to complete his/her term & upon receipt of a formal letter of resignation sent to the current Board of Directors, the Officer has terminated his/her position. Or, in the case an officer is removed by a 3/4 vote (5 members) of the Executive Board, the following shall apply:
  - a. If the Commodore resigns his position shall be taken by the Vice Commodore until such time that an election can be held at the fall general membership meeting.
  - b. All other positions are to be filled by appointment of the sitting Executive Board. The appointed officer will complete the term of office.

### **Article VIII Executive Board**

1. The business of The Upper Delaware River Chapter of the NCSP, Inc. shall be managed by the Executive Board. Between meetings of the Executive Board the Commodore, Officers, and Committees shall set and implement the policies established by the Executive Board.
2. The NCSP Executive Board shall consist of the elected officers (Commodore, Vice Commodore, Secretary, Treasurer, and Marketing Director), the previous two commodores who meeting the following criteria: The most recent former commodores maintaining an active or reserve membership and not currently seated as an elected officers or training director, and the Training Director. All past commodores who do not meet these criteria may participate with the board of

directors as advisors and will have no vote on the executive board. The Training Director's voting rights on the Executive Board are limited to situations where a tie exists amongst the voting members.

3. Four members of the Executive Board shall constitute a quorum, provided that all Executive Board members have been notified of the meeting by any mutually agreed upon communication method.
4. Absentee ballots accompanied by position papers will be accepted, however, proxies shall not be permitted.
5. Any Executive Board member may be removed from office for cause by a 3/4 vote of the Executive Board. An appeal may be made to the general membership at a special meeting called for that purpose upon written request of the person removed from office. Said appeal must be requested within ten days of notification of removal, and must be accompanied by funds as specified in Appendix 1 sufficient to cover half the postage cost of a first class mailing and processing cost to the general membership.
6. Any member of the NCSP may have his or her membership revoked for cause by a 3/4 vote of the Executive Board. An appeal may be made to the general membership at a special meeting called for that purpose upon written request of the person whose membership was revoked. Said appeal must be made within ten days of notification of revocation and must be accompanied by funds, as specified in Appendix I, sufficient to cover approximately half the postage cost of a first class mailing to the Chapter membership.
7. A report of removal or revocation, and results of any associated appeal must be sent to the Secretary within five days.
8. The Executive Board shall appoint all Committees, except for the Audit Committee which shall be elected. Additional committees may be appointed at the discretion of the Commodore.
9. Standing Committees shall be formed as follows:
  - a. Entertainment Committee:  
Shall consist of the Vice Commodore as Chairman and at least 2 but not more than 5 members in good standing. It shall be the duty of this committee to plan and execute all necessary arrangements for the social

events of the NCSP. This committee shall request, from the general membership, any help as may be required to fulfill their plans.

- b. **Training Committee:**  
Shall be chaired by the Training Director, and shall consist of at least 4 members in good standing. It shall be the duty of this committee to organize training for the NCSP in keeping with Article IX.
- c. **Audit Committee:**  
Shall consist of 3 members in good standing, who shall be elected from the rank and file. It shall be the duty of this committee to audit the financial records of the NCSP on an annual basis, and report their findings to the membership. No one who has been a member of any Executive Board, during the current or prior two years may serve on this committee. This committee shall elect its own chairperson.
- d. **Nominating Committee:**  
Shall consist of at least 3, but not more than 5 members in good standing. This committee shall be responsible for soliciting nominations to NCSP office from the membership, and to insure that at least one nominee is available for each position on the slate, including automatically adding sitting officers, as long as they are willing and able, to be considered candidates for the following year.
- e. **By-Laws Committee:**  
Shall consist of at least 3, but not more than 5 members in good standing, one of whom shall be elected Chairperson at the first meeting of the committee. This committee shall be responsible for assisting with all amendments and changes duly placed before it, for presenting same to the NCSP, and for the printing and proper distribution of these changes. It shall be the duty of this committee to present interpretation of the Constitution and by-laws when called upon to do.
- f. **Web-Site / Digital Media Committee:**  
Shall be chaired by the Marketing Director and consist of at least 3 members in good standing. It shall be responsible for development, maintaining, and updating the NCSP website. In addition this committee shall oversee all other forms of digital media/communications involving the NCSP. All website/digital media content and changes must be approved by the board of directors.

- g. **Merchandise Committee:**  
Shall be chaired by the Marketing Director and consist of at least 3 members in good standing. It shall be the responsibility of the merchandise committee to develop, design, order, sell and inventory all items the NCSP sells to its members. All expenditures and designs must be approved by the board of directors. The committee shall make a report at both the fall meeting and spring meeting of standing inventory. Committee members holding or selling merchandise are responsible for providing to the board of directors a sales report for the annual spring and fall meetings. All inventory and sales reports must be made available to the board of directors upon request. All monies and checks from any sales must be turned over to the treasure along with a corresponding sales report in a timely manner.
  - h. **New Member Mentoring Committee:**  
These committees will be chaired by the New Member Liaison, who shall be appointed by the Commodore and approved by the Executive Board, and at least 3 members in good standing. It will be responsible for the indicial new member orientation and development and maintenance of the mentoring program as designated by the Commodore.
10. **Presentation of Amendments, and rules for Amending Constitution and by-laws:**  
To amend the NCSP by-laws, the proposal shall be presented to the by-laws Committee in writing. The proposal shall be taken under consideration for presentation to the NCSP. The proposed amendment, in a form approved by the member(s) who proposed it, shall be sent to all NCSP members in good standing 30 days prior to the next meeting of the NCSP. At that meeting, a vote will be taken, and if passed by a two-thirds (2/3) majority, it shall become a part of the by-laws immediately. If rejected by the body, the amendment, or one substantially like it may not be presented to the membership again until the next regularly scheduled meeting.

## **Article IX Training**

1. The Training Committee shall be charged with researching, coordinating, and where possible, providing those training opportunities which will enable NCSP members to remain in good standing. These training opportunities should be offered before the first scheduled service each year when possible. Training may be conducted in-house, or may draw upon outside consultants.
2. The minimum level of First Aid training (the American Red Cross Standard First Aid or Community First Aid and Safety or equivalent) is required for all active

members. American Red Cross Emergency Response, Wilderness first aid, or other First Responder training is highly recommended.

3. The minimum level of CPR training is the American Red Cross Community CPR or American Heart Association equivalent is required for all active members. Professional level CPR is highly recommended.
4. The minimum recommended level of River Rescue training is initial orientation training for new members, and annual participation in the NCSP Training Weekend. Additional training at the Swiftwater Rescue Technician level is desirable.
5. The content of NCSP River Rescue training will generally include, but will not be limited to:
  - a. Boat handling skills.
  - b. Rescue rope skills.
  - c. Uses of webbing.
  - d. Simple unpinning.
  - e. In water mobility.
  - f. Victim removal and transport.
  - g. Use of rescue vest.
  - h. Unpinning with mechanical advantage.
  - i. Victim stabilization.
  - j. Practical skills simulations.
  - k. Simple rigging.
6. Training equivalent to that provided by NCSP is of substantial monetary value. Therefore the following guidelines have been established to insure that NCSP training is used to further the purposes of the NCSP.
  - a. NCSP members in good standing, representatives of river management agencies, rescue organizations, and cooperating outfitters will generally be offered in-house training at no cost, except for materials, and will be offered consultant training at a cost basis.
  - b. NCSP reserve members, who have not met their service requirement in the prior year, will be charged according to a fee schedule established by the Executive Board (see Appendix 1, Article XII) per day of training above the cost to members in good standing for each training. The Executive Board may waive all or part of this fee in consideration of individual circumstances or the good of the NCSP.
  - c. Non members, except as detailed above, will be charged according to a fee schedule established by the Executive Board (see Appendix 1 Article XII) per day of training above the cost to members in good Standing for each day of training. The Executive Board having jurisdiction may

waive all or part of this fee in consideration of individual circumstances or the good of the NCSP.

- d. The Executive Board having jurisdiction may establish such additional training, service and skill standards as are appropriate to high profile or special service areas.
  - e. The Executive Board having jurisdiction may initiate onsite orientation training for non members who are to work with the NCSP at high profile events.
7. Members must complete the training requirements set forth by the training committee. Those participants who do not actively participate in the training or are deemed by the training committee as not to have successfully completed training requirements, upon consultation with the board of directors, are to be moved to probationary or reserve status until such time they successfully complete a training weekend. Participants who are deemed to have unsuccessfully completed the training requirement mentioned above will not receive any certificate at the conclusion of the training.

#### **Article X NCSP Operations**

- 1. The primary operations area of an NCSP Chapter will be determined by the Executive Board.
- 2. Additional operations will be conducted at such races and events as are determined by the Executive Board and in cooperation with other agencies and organizers.
- 3. Members are expected to provide and maintain their own equipment at their own risk except when available from cooperating agencies.
- 4. Operations will be conducted so as to maintain a position of safety for all members relative to their skill level. 7

#### **Article XI Incentives**

- 1. It is strongly recommended that the NCSP establish an Incentive Award Program to recognize members who perform the required service.
- 2. The minimum service standard to receive an incentive award will be determined by the Executive Board .

3. The form of incentives and presentation format shall be at the discretion of the Executive Board.
4. It is strongly recommended that all incentive awards be made in public and with outside dignitaries and media releases as are appropriate and available.

### **Article XII Dissolution**

1. The NCSP shall be deemed dissolved upon a 3/4 vote of the Executive Board, or as evidenced by failure to hold two consecutive Annual Meetings, or by failure to meet it's financial obligations.
2. In the event of the dissolution or final liquidation of the Upper Delaware River Chapter of the NCSP, Inc. after all liabilities and obligations have been paid, satisfied, and discharged, or adequate provisions made thereof, all remaining property and assets of this organization shall be distributed, conveyed, assigned or transferred to the National Park Service, Upper Delaware Scenic and Recreational River Unit, for the purposes of promoting safety education.

### **Appendix 1**

#### The NATIONAL CANOE SAFETY PATROL, Inc. SPECIFICATIONS AND FEE SCHEDULE

The following schedule of fees and standards has been established for the National Canoe Safety Patrol, Inc. and will continue until changed Chapter Executive Board.

### **Article XIII - Membership**

The obligations of an Active Member in good standing are set forth below. The Executive Board may grant exemptions, upon written request outlining unusual circumstances, on an individual basis.

- a. To maintain appropriate dues each year from date of initial membership through the end of the current year, excluding leaves of absence.
- b. Meet service standard outlined below.
- c. Must attend initial orientation, and weekend training during first year of membership, and weekend training for the next three consecutive years thereafter. After this initial three years active members may not miss for than 2 consecutive annual training weekends.

- d. CPR and First Aid certifications must be current during the period between April and October of each year.
- e. Maintains personal paddling habits consistent with personal level of safety knowledge and training.
- f. Maintains personal integrity when dealing with the public as a member of the NCSP.
- g. Must file appropriate documentation as requested annually.

**Article XIV Service Standard**

The Service Standard is to provide service in the period from May 1, through September 30, with a minimum of four days, all of which must fall on weekends or holidays. Service on any other days must be pre-approved by any officer at areas or events identified in NCSP Operations as primary operations events and areas. Such service must be registered on NCSP rosters and consist of the following:

- a. Within the Park  
(unless pre-approved)
  - b. Sign out radio  
(when within the park)
  - c. Sign in required
  - d. Two or more on patrol\*
- \*as required by the National Park Service

**Article XV - Dues**

Dues and initiation fees are as set forth below:

- a. Annual dues shall be paid per calendar year for returning members in good standing.
- b. Family membership shall be paid per calendar year for 2 adults in a household. Junior members in a household are included without additional charge with that of the parent or guardian who shall be responsible for that Junior member.
- c. New members (probationary) initiation fee will be the 2-year dues for both single membership and for family memberships.
- d. Those whose membership has lapsed for more than one calendar year shall be subject to the new member initiation fee.
- e. Dues and fee can only be change when presented by the executive board during the annual meeting and approved after a majority vote by the membership.

## **Article XVI NCSP Executive Boards**

The fee for the appeal to the membership the NCSP Executive Board Action shall be as set forth below:

- a. The appeal postage fee shall be \$35.00
- b. The appeal processing fee shall be \$15.00
- c. Fees may be changed at the discretion of the executive board when deemed necessary.

## **Article XVII NCSP Training**

The NCSP training fee policy is set forth below:

- a. The training fee for only those Reserve members who have failed to meet their service obligations for the prior year shall be \$10.00 per day of training in excess of the amount set for Active members in good standing. The training fee for members who have met their service obligation shall be the same as for Active Members.
- b. The training fee charged to non members shall be \$25.00 per day of training in excess of the amount set for Active members in good standing.
- c. Dues and fees may be changed at the discretion of the executive board when deemed necessary

## **Article XVIII NCSP Operations**

The primary operations area of the Chapter is as set forth below:

- a. The primary operations area of the National NCSP Chapter will be the Upper Delaware Scenic and Recreational River Area as designated by the National Park Service.
- b. Daily patrol procedures and requirements will be set forth by the Executive Committee. These policies will be set forth at the annual spring training.