

**AMERICAN POWER BOAT ASSOCIATION  
REGION IV BYLAWS  
APPROVED- 3/1/2011**

**ARTICLE I – LOCATION, MEMBERSHIP AND PURPOSE**

**Section 1.1. Location.** American Power Boat Association (APBA) Region 4 includes the District of Columbia, Maryland, West Virginia, Virginia east of 80 degrees 30 minutes, and North Carolina east of 80 degrees 30 minutes.

**Section 1.2. Membership.** Individuals and clubs accepted as members of the APBA and residing/located within the geographical location of Region 4 are automatically members of Region 4. If they move to within the geographical boundaries of Region 4 after their APBA card is printed, a valid driver's license can serve as proof of residence.

**Section 1.3. Purpose.** To promote the racing of powered water craft.

**ARTICLE II – MEETINGS**

**Section 2.1. Recurring Meetings.** There will be one meeting of the entire membership each year in the Fall. This meeting will be held by the date specified in APBA Bylaws. Elections will take place at this meeting. It is referred to as the "Annual Meeting" in these bylaws.

There will be a meeting in the Spring that will coincide with the date of the Region 4 Awards Banquet. The date will be chosen by the membership at the Annual Meeting the previous year.

**Section 2.2. Location.** Location of the meetings for the following calendar year will be determined by the membership at the Annual Meeting. If more than one club desires to host a meeting bids will be accepted and the membership will vote. A pool facility must be available for capsule training either on-site at, or in close proximity to, the Annual and Spring meetings. Notice of the date, time and place of region meetings will be mailed to all region members no less than thirty calendar days before the date of the meeting.

**Section 2.3. Special Meetings.** The Region Chairperson may call a special meeting at any time. Special meetings will be called within ten days after written request of any two directors or of any five percent of the total membership. Business to be considered is limited to what is announced in the meeting notice and no other business will be considered.

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**ARTICLE III – REGION OFFICERS**

**Section 3.1. Region Chairperson** Duties of the Region Chairperson are to:

1. Call and conduct the Region 4 Annual Meeting. This meeting will be held by the date specified in APBA Bylaws
2. Call and conduct the Region 4 Spring Meeting.
3. Provide a report/minutes of each Region 4 meeting to the APBA National Office. This report will be made within thirty days of each region meeting.
4. Attend and represent Region 4 at the Annual APBA National Meeting or insure the region has an official representative in attendance at the meeting. This official representative will have the power to vote on behalf of Region 4.
5. Provide the APBA National Office with a list of Region Board of Directors, officers and commissioners immediately following the Region 4 Annual Meeting.
6. Provide the APBA National Office with approval of Region 4 Referees, Inspectors and Scorers. The persons on these lists become approved APBA officials after passing the appropriate test and being approved by the Category Racing Activity Chairperson and Region Chairperson. The APBA National Office will forward a list of Referees, Inspectors and Scorers for the Region Chairperson's approval.
7. Approve sanctions and dates for races taking place within Region 4. Verify the sanction information supplied and assure all officials listed have been approved.
8. See that the Region 4 race schedule is posted on the APBA website by sponsoring Region 4 clubs/promoters of the events.
9. Provide the APBA National Office with copies of Region 4 Bylaws. Any changes in region bylaws, once approved by the region members, must be submitted to the APBA National Office for approval by the APBA Board of Directors to be in effect.
10. Monitor the Region 4 budget and the use of funds to defray expenses in the best interest of the region.
11. Provide assistance to the APBA National Office regarding local members, race sites and inquiries involving Region 4.

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12. Present a report of important issues from the Annual APBA National Meeting at the Region 4 Spring Meeting.
  
13. Chair the Region 4 Board of Directors.

**Section 3.2. Vice-Chairperson** Duties of the Vice-Chairperson are to:

1. Attend the Annual APBA National Meeting or appoint someone to represent them at said meeting.
  
2. Present a report of important issues from the Annual APBA National Meeting at the Region 4 Spring Meeting.
  
3. Serve on the Region 4 Board of Directors.

**Section 3.3. Category Racing Activity Chairpersons.** The Inboard Category will elect one Racing Activity Chairperson. The Outboard categories may elect one chairperson each for PRO, Mod and Stock or one for all Outboard categories as needed. Each Outboard Racing Category will determine if they require a Category Racing Activity Chairperson. Duties of the Category Racing Activity Chairpersons are to:

1. Report on the racing year's activities at the Annual Meeting and proposed activity for the coming race season at the Spring Meeting.
  
2. Report on expenses incurred which were not budgeted.
  
3. Calculate and provide region high points for their racing category to the Awards Banquet Committee at the Annual Meeting.
  
4. Contract with someone to maintain the region equipment. A report, including inventory, of region equipment will be provided at the Annual Meeting and the Spring Meeting.
  
5. Assist the Region Chairperson in resolving issues and providing support to race committees as needed.
  
6. Serve on the Region 4 Board of Directors.

**Section 3.4. Medical/Safety Director.** Duties of the Medical/Safety Director are to:

1. Ensure capsule training standards are maintained within Region 4 as directed by the APBA.

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2. Provide expertise to the Region Chairperson in the medical/safety arena.
3. Report on medical/safety issues and incidents that occurred during the racing season at the Annual Meeting.
4. Lead the Region 4 Rescue Team.
5. While not required, it is encouraged that this person attend the Annual APBA National Meeting and report on current medical/safety issues at the Spring Meeting.
6. Serve on the Region 4 Board of Directors.

**Section 3.5. Secretary.** The duties of the Secretary are to:

1. Take notes and attendance at the Annual and Spring meetings, Board of Directors meetings and any other special meetings called by the Region Chairperson.
2. Assist the Region Chairperson by forwarding minutes from all meetings to the APBA National Office within the required timeframe. They also will forward minutes to the Region 4 webmaster.
3. Verify members' eligibility to vote in elections.
4. Prepare ballots for elections at the Annual Meeting.
5. Maintain a written record of Region 4 meetings that can be passed on.
6. Serve on the Region 4 Board of Directors.
7. Maintain a list of all Region 4 elected officials which includes current contact information.
8. Maintain a list of all race clubs located within Region 4 with current contact information.
9. Maintain a list of current races on the Region 4 circuit including race date, title of race and point of contact.

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**Section 3.6. Treasurer.** The duties of the Treasurer are to:

1. Bank all region money in a bank approved by the directors. This approval is only required at the time the account is opened or if the account is moved to another bank.
2. A treasurer's report will be provided at both the Annual Meeting and the Spring Meeting. The Region Chairperson may request more frequent reports as necessary.
3. Assist in the formulation of an annual operating budget.
4. Serve on the Region 4 Board of Directors.

**Section 3.7. General.** Region Officers shall rank as follows: Region Chairperson, Vice-Chairperson, Category Racing Activity Chairpersons, Medical/Safety Director, Secretary, Treasurer. Category Racing Activity Chairperson rankings are determined by current APBA membership statistics and would be determined at the current time if needed.

In the event of the death or resignation of the Region Chairperson, the Vice-Chairperson will automatically step up and fill the position. In the event of the death or resignation of any other officer or director, the Region Chairperson will appoint someone to immediately fill the vacancy. This action shall be ratified by the Region Board of Directors at its next meeting.

Any region officer missing two consecutive meetings without an excuse approved by the Board of Directors will be dropped and will not be eligible for re-election the following year.

#### **ARTICLE IV – REGION BOARD OF DIRECTORS**

**Section 4.1. General.** The affairs of the region will be managed by the Region Board of Directors.

**Section 4.2. Board Members-** The Region Board of Directors is led by the Region Chairperson and shall consist of :

- A. Region Commissioners elected annually by the members within the Region.
- B. Each APBA member club within the Region shall have one Director of its own selection.
- C. Region Officers elected annually by the members within the Region.

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**Section 4.3. Voting.** At any Board of Directors meeting, a majority of the directors shall constitute a quorum for the transaction of business. A simple majority of those present and entitled to vote will prevail. The Region Chairperson is not a voting member of the board; however, they will cast the deciding vote in the event of a tie.

**Section 4.4. Meetings.** The Board of Directors will meet on the same day as the Annual Meeting and the Spring Meeting and at other times as deemed necessary by the Region Chairperson. The Region Chairperson may also poll board members individually with regard to specific situations. The result of the poll will be considered the same as if the board met and voted as long as the quorum conditions outlined in Article IV, Section 4.3 are met.

**Section 4.5. Region Annual Operating Budget.** The Board of Directors will formulate and approve an operating budget for the region no later than the date of the Spring Meeting.

**ARTICLE V - COMMISSIONERS TO THE VARIOUS APBA RACING CATEGORIES**

**Section 5.1. Duties.** Commissioners are required to attend and take part in their commission meetings at the next following Annual APBA National Meeting. They also participate in commission meetings throughout the year. They report on important issues from the Annual APBA National Meeting at the Region 4 Spring Meeting.

**Section 5.2. Number of Commissioners.** The number of commissioners representing each APBA region is determined by racing membership statistics as provided by the APBA National Office. This is provided to APBA region chairpersons prior to the annual region meetings. No member is permitted to serve on more than one commission concurrently.

**ARTICLE VI - ELECTIONS**

**Section 6.1. Eligibility.** All Region 4 elected officials must hold a current APBA membership. They must reside within Region 4 as outlined in Article I, Section 1.1 of these bylaws. You must have APBA voting rights to vote within the Region.

**Section 6.2. Terms of Office.** All elected officials, including region officers, board of directors and commissioners are elected for a term of one year. Region officer and director terms begin at the time of election. Commissioners' terms

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begin November 1 following the election or at the time of election if elected after November 1. There is no limit to the number of terms any Region 4 elected official can serve.

**Section 6.3. Eligibility to Vote for Region Officers and Board of Directors.**

You must be an APBA member in good standing residing within the boundaries of Region 4 as outlined in Article I, Section 1.1 of these bylaws. Any member can vote for Region Chairperson, Vice-Chairperson, Medical/Safety Director, Secretary and Treasurer. Inboard Category members are eligible to vote for Inboard Racing Activity Chairperson and Inboard directors. Outboard Category members are eligible to vote for their specific Outboard Racing Activity Chairperson and Outboard directors.

**Section 6.4. Eligibility to Vote for Commissioners.** You must be an APBA member in good standing residing within the boundaries of Region 4 as outlined in Article I, Section 1.1 of these bylaws. All racing members, duly approved referees, inspectors and scorers are entitled to vote for commissioners. Each racing member is entitled to vote for commissioners in each category of membership. Referees, inspectors, and scorers are entitled to vote for commissioners in each category in which they are approved.

**Section 6.5. Nominations and Voting**

A letter shall be sent IN THE FIRST WEEK OF AUGUST from the Region Chairman to each member of the Board of Directors asking for the nominations for the region offices. Included with this letter there will be a form listing the offices with the appropriate spaces for nominations to be written. Each Board of Director should speak with their club and nominate willing participants for each office. These nominations shall be turned in to the Region Secretary by September 1<sup>st</sup>. In the event there is no nomination for a particular office the Region Secretary will notify the board of directors and the Region Chairman and a nomination maybe made for that office only, at that time.

The Secretary will obtain a list of members from the APBA National Office. In order to vote for any office you must be present at the Annual Meeting or request an absentee ballot from the Secretary at least 20 days prior to the Meeting date. If a member is voting in person they will be required to show a current APBA membership card which lists all the categories in which they intend to vote. If the membership card does not have all the required member information, or the member does not have their card, the member must show another form of written documentation from the APBA National Office. If a member requests an absentee ballot the Secretary will prepare a ballot for the member showing only the categories the member is eligible to vote for. The member is responsible for having the absentee ballot back to the secretary at least 7 days prior to the

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Annual Meeting. The absentee ballot must be signed by the member along with their APBA number noted under their signature.

The Region Chairperson will appoint three people to serve as tellers to tally the votes and designate one as head teller. The tellers will open the absentee ballots and verify that the member only voted for what they were eligible to vote for. If a member has voted for a position they were not eligible to vote for, only that vote will be discounted. All other votes on the same ballot will be counted. The tellers will then tally all the votes and prepare the results to be presented to the membership. All ballots and envelopes will be retained for a period of one month after the Annual Meeting by the Secretary (in a sealed envelope) and be destroyed after that time. Once the ballots are removed from the mailing envelopes they will not be matched back up.

No nominations will be taken from the floor at the Annual Meeting.

**Section 6.6. Quorum.** At any meeting of the region, five percent (5%) of the total membership shall constitute a quorum for the transaction of business. In the case of elections, proxy votes may be counted to meet the quorum requirement. A simple majority of those present and entitled to vote will prevail. For votes other than elections, a member must be present to vote.

**ARTICLE VII – ASSIGNMENT OF RACE DATES**

**Section 7.1. Assignment.** The assignment of race dates will be made at the Annual Meeting as “new business” for the following race season. Additional race dates may be added at the Spring Meeting if necessary. There shall not be another race in the same category scheduled on the same date within Region 4. . Prior to the Region 4 Annual Meeting, the Region 4 Chairperson shall communicate directly with the Region 3 Chairperson to ensure there are no race date conflicts between the two regions. In the event of a conflict, the chairpersons will work together, along with the sponsoring clubs, to resolve the conflict. As the sanctioning organization, the APBA National Office ultimately approves race dates.

**Section 7.2. Change of Club Assignment.** The most recently sanctioned club has the right to retain the privilege of hosting the next season’s race. In the event a sponsor/site of a race wishes to sponsor a race in a different location, or if the sponsor/site wishes to change from one club to another, the following sequence of events will occur:

1. If the currently sanctioned club agrees to release the sponsor/site, they may do so. The commodore or other authorized party will inform the



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Region Chairperson in writing. No further region action will be required.

2. If the currently sanctioned club does not agree to release said sponsor/site, a mutually acceptable agreement will be sought between the affected parties. The Region Chairperson will moderate the proceedings.
3. If no agreement can be reached before the sanctioning period, the Region Board of Directors may vote to grant the race. A special meeting may be called by the Region Chairperson or a vote taken by phone or mailed ballot.
4. Exclusivity of a sponsor/site will expire eighteen months from the date of the last sanctioned race. After that period has expired, the sponsor/site will be considered open to any club.

**ARTICLE VIII –REGION AWARDS AND HIGHPOINTS**

**Section 8.1 Inboard Awards.** A detailed list of Inboard Awards and their criteria will be maintained on the region laptop by the region Secretary.

**Section 8.2 Outboard Awards.** A detailed list of Outboard Awards and their criteria will be maintained on the region laptop by the region Secretary.

**ARTICLE IV – USE OF REGION EQUIPMENT**

**Section 9.1 Maintenance.** Region equipment will be maintained, stored, transported and operated as agreed upon by the appropriate Category Racing Activity Chairperson and the equipment manager for that category.

**Section 9.2. Contract for Use.** There will be a contract between each race committee and the equipment manager outlining responsibilities of each party as well as restitution for lost, damaged or destroyed equipment. The basic contract conditions will be set at the Spring Meeting. The contract terms will be presented by the Category Racing Activity Chairperson, discussed as necessary and voted on by the members. The basic contract can be modified as required to meet specific race site requirements but must be agreed to by both parties. The Category Racing Activity Chairperson will moderate negotiations as necessary and make the final decision if mutually acceptable terms cannot be reached.

**Section 9.3. Lending Equipment between Categories.** Equipment may be lent between categories within Region 4 with prior approval of the Category

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Racing Activity Chairperson. This agreement should include terms for restitution if equipment is damaged or lost.

**Section 9.4. Lending Equipment to Other Regions.** No region equipment, in whole or in part, will be lent to another region.

**ARTICLE X – SANCTIONS AND FEES**

**Section 10.1. Sanctions.** As part of New Business at each Spring Meeting, a list of items to include on a race sanction will be developed as a guide to race committees for the coming season. The Region Chairperson will present a draft list which will be completed via discussion. This offers a forum to share lessons learned between race committees, discuss new or obsolete requirements and augment information provided on the APBA sanction application.

**Section 10.2. Fees.** By March 30 of each year, the Region Chairperson will furnish each race committee a list of fees for which their sanctioning club is responsible.

**ARTICLE XI – CERTIFICATION OF OFFICIALS**

**Section 11.1. APBA Procedure.** The procedure for certifying officials is outlined in Article III, Section 3.1 #6 of these bylaws.

**Section 11.2. Region 4 Requirements.** The following steps must occur in order for a member to be certified as a referee, scorer or inspector by the Region Chairperson:

1. The member will notify the Region Chairperson of their interest in becoming a referee, scorer or inspector. This can be done at any time; however, the Region Chairperson will ask for trainees at the Annual Meeting and the Spring Meeting.
2. Prior to beginning training, the trainee must pass the appropriate test for the official job for which they will train (i.e., scorer trainee passes the scorer's test).
3. A trainee shall directly assist a qualified referee, scorer or inspector (as it applies) at no less than four races. The referee, scorer or inspector reports to the Category Racing Activity Chairperson about the duties the trainee has completed. All trainees shall become familiar with all required paperwork associated with their respective jobs.
  - a) A referee trainee shall perform the following duties – spend time directly shadowing the chief referee, turn judging, incident reports, flags and working with the scorer (i.e., as a writer).

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- b) A scorer trainee shall perform all the jobs related to scoring including – but not limited to - registration, roll call, calling boat numbers, writing, summary sheets, computer input, reconciliation of registration fees and fee payment worksheet.
  - c) An inspector trainee, under the instruction of a qualified inspector, shall inspect the hull, disassembled engine, fuel, etc. in accordance with CLASS TECHNICAL INSPECTION in the APBA Rules for Racing as it applies to the category(ies) of racing for which they seek to be certified.
4. When the trainee has completed the requirements, and feels confident in the position, they will request approval by their Category Racing

Activity Chairperson, who will notify the Region Chairperson if they are satisfied with the trainee's qualifications. The Region Chairperson will review the trainee's qualifications and either request more training or send approval to the APBA National Office.

**ARTICLE XII – AMENDMENTS**

**Section 12.1. Amendments to Bylaws.** These bylaws may be amended at any Region 4 Annual, Spring, or special meeting providing “amendments of by-laws” are placed on the agenda of the meeting and said agenda is sent to all members of the region, together with notice of pending meeting start time, date and location. Proposed amendments will be discussed and voted on at that meeting. A majority of those present and eligible to vote at the meeting will approve such amendments. A quorum is defined in Article XI, Section 6.5 of these bylaws.

**Section 12.2. Approval by APBA Board of Directors.** Amendments to region bylaws are considered pending until they are approved by the APBA Board of Directors.

**ARTICLE XIII – OTHER GUIDANCE**

APBA Bylaws provide guidance for issues not covered in these bylaws. Where there are conflicting bylaws, Region 4 Bylaws take precedence over APBA Bylaws.