



Member Handbook

(rev March 2024)

**Serving the paddling community of the
Chattanooga area and beyond since 1967**



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TENNESSEE VALLEY CANOE CLUB

Our Mission

The Tennessee Valley Canoe Club brings together those interested in canoeing, kayaking, and related activities; increases the knowledge, safety, and appreciation of paddle sports for those who are interested; and supports conservation and preservation of recreational waterways. Membership is open to persons of all ages. Both families and singles are welcome.

The Club's Primary Activities:

- Whitewater, flatwater kayak, SUP, and canoe training
- Whitewater & flatwater river trips for all skill levels
- Water safety & rescue training
- Extended canoe & camping trips
- Annual & monthly meetings
- Community service

2022-2023 TVCC Officers

President	Katie Larue	President@tvccpaddler.com
Vice President	Bill Farnham	VP@tvccpaddler.com
Secretary	Anthony Crutcher	Secretary@tvccpaddler.com
Treasurer	BG Smith	Treasurer@tvccpaddler.com
Communications	Gracekelly Gucciardo	Comm@tvccpaddler.com
Webmaster / IT Admin	Karen Ziv	IT@tvccpadler.com
Conservation	David Riall	Conservation@tvccpaddler.com
Safety	Rob Theurer	Info@tvccpaddler.com
Training	Carl Schoonover	Training@tvccpaddler.com
Flatwater/River Running Cruisemaster	Eric Burnett	Info@tvccpaddler.com
Whitewater 2/3 Cruisemaster	Nick Barlow	Info@tvccpaddler.com
Whitewater 3/4 Cruisemaster	Katey Neuffer	Info@tvccpaddler.com
Overnighter Cruisemaster	Ben Johnson/Dave Leigh	Info@tvccpaddler.com
Standup Paddleboards Cruisemaster	Liz Young	Info@tvccpaddler.com
Competition	Cay Vogel	Info@tvccpaddler.com
Social	Beth Johnson	Info@tvccpaddler.com
Quartermaster	Kevin Trammel	QM@tvccpaddler.com

How to Contact TVCC

By USPS: TVCC, PO Box 23772, Chattanooga, TN 23772-3722

By Email: TVCC@tvccpaddler.com

Info@tvccpaddler.com

By phone: (423) 708-5460

To reach Executive Board

For general questions or comments

Normal response is within a few hours

To Learn What the Club is Doing

We have the following resources:

Website tvccpaddler.com

This is the main source of public information about the club and is your portal to view the club's calendar of monthly events. Information available there includes:

- Upcoming events and issues of importance to the membership
- A list of club sponsored paddling trips with details and registration information
- Club information including key policies and club Bylaws
- Membership "Join" and "Renewal" links and ability to Update your Profile
- Link to this Member Handbook for future reference
- Information and registration for Paddle School, Rescue Rodeo, Ocoee race and other major events
- Contact information for the Club and its Officers
- Important safety information and Trip Leader guidance
- Newsletters and publication archives

Club web calendar <https://tvccpaddler.com/events/>

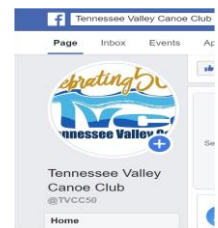
Club sponsored events, paddling trips, and meetings are found on the calendar. You can look ahead for events in future months. The Board members keep this calendar up to date.

TVCC Newsletter – *The Tattler Paddler*

The newsletter is published monthly in an electronic, online format. Special editions are published as required. Members may provide stories and other content to the newsletter editor to appear in the next newsletter. Send your items to [Communications@tvccpaddler.com/](mailto:Communications@tvccpaddler.com) Read the newsletter to learn what is happening in the club, and what members have been doing paddling on the water. The newsletter is emailed to your email address of record.

TVCC is on Facebook

Our official Facebook page name is [Tennessee Valley Canoe Club](https://www.facebook.com/TennesseeValleyCanoeClub). Like us and follow our activities. [facebook.com/TVCC50/](https://www.facebook.com/TVCC50/)



TVCC is on Instagram

Our official Instagram page name is [tvcc_paddling](https://www.instagram.com/tvcc_paddling/). our activities. [instagram.com/tvcc_paddling/](https://www.instagram.com/tvcc_paddling/)



Like us and follow

Unofficial Facebook Group – TVCC Kayaking

This is a private, closed group where club members and many non-club people post TVCC and local boating information; share boating conversations, and post "for sale" ads for gear. It was founded by TVCC members, though today is independent and not an official "voice" or communication channel of TVCC. So it is an 'unofficial' club Facebook group, but it is a probably the best place to find jump trips, deals on gear, or learn the latest river info. Ask and you can join. [TVCC Kayaking](https://www.facebook.com/TVCCKayaking)



TVCC Member Directory

The TVCC Member Directory is updated continuously. It is available online at the TVCC website.

List of Key Club Annual Events

TVCC Board Meetings

A monthly Board meeting is typically held on the 2nd Tuesday of each month at 6 pm, usually at the Outdoor Chattanooga facility in Coolidge Park. Meetings are open and Club members are invited to attend and learn what the Board does. Date and location are published in the calendar found at the website address <http://tvccpaddler.com/events/>.

TVCC Spring and Fall Meetings

These meetings are usually held on a Saturday in May and September.

The Spring meeting is a social gathering and sets the stage for paddle school, Summer training, and gives members a chance to get to know each other. The Fall meeting traditionally wraps up the year just prior to the Ocoee Race. At the meeting, changes to the Bylaws are voted on and new Officers are elected for the following year. See the newsletter and club web calendar for details and what other club events will happen before the meeting. We typically have some kind of party and campover at the meeting.



TVCC Paddle School

This is our signature event of the year. It is held the **first** weekend after Memorial Day. The Paddle School is still going strong since 1969. Yes, really it started way back then. It starts Friday evening and goes through Sunday afternoon. Club instructors teach students paddling skills with on-water training Saturday and Sunday **on the Hiwassee and Ocoee Rivers**. We teach whitewater, recreational kayak, stand up paddleboarding



(SUP), single and tandem canoe (open boat) and offer a kids club as well. It is based at Adventures Unlimited campground. We have **potluck dinner and live music Friday evening along with an Outfitting Tent**. You can purchase a catered dinner for Saturday. An **Auction** of donated paddling goodies and other great items is held after the dinner. Watch for information and registration forms in the newsletter, on our website, and on Facebook pages. To continue the training, we schedule training trips each weekend of the summer **ending in September on the Ocoee River**.

Rescue Rodeo

This event is typically held the last Saturday of July and is now more than 20 years old. This is a beginner to intermediate training of white water/swift water paddling safety and river rescue skills in a fun format on land in the morning and on the Hiwassee River in the afternoon. A party with food follows the on-river training.



Swift Water Rescue Course

This is a two-day course for club members to learn advanced whitewater safety and swift water rescue techniques. It is presented by TVCC Team Safety, comprising ACA trained and certified swift water rescue instructors and our most experienced paddlers. The course adheres to the ACA Swift Water Rescue Training curriculum. Graduates receive an ACA SWR Certification upon completion. Registration is required as the number of participants that can be accommodated is limited. We try to have two events each year, one in May and one in August, river flows and weather permitting.



Annual TVCC Ocoee Race

A race from the Ocoee River commercial put-in at Dam #2 to Powerhouse for club members, is held annually on the second Saturday of October. There are a number of different categories, including a raft category. This race attracts a large number of elite men and women boaters from across the Southeast. The rest of us decent to good boaters can be in the other categories including long boat, short boat, open boat, hand paddle, and duo. There are men's, woman's, junior's and mixed categories. You are sure to enjoy competing against your friends and your own best time! A party and award ceremony follows the race benefiting a local charity determined by the Board.



Annual Holiday Party

This is a fun event held in early December.

Club Sponsored Paddling Trips

TVCC sponsors year-round paddle trips for whitewater (beginner and more advanced separate trips), flatwater on easy creeks and lakes as well as more challenging Class I rivers and overnight paddling trips of 1 night to over 8 nights. Each trip is led by an experienced trip leader with several similarly experienced support boaters. The trips are always fun and relaxing social events but you are guaranteed to pick up tips and techniques from the other members that join you. These trips are posted on the club's website calendar and announced in the newsletter as well. It is important to register and stay in contact with the Trip Leader to ensure you receive late changes due to weather, water levels, or other unforeseen situations.



Supporting Our Community

TVCC sponsors a number of events to help the community and our rivers, such as the annual Tellico River Cleanup and Tennessee River Rescue efforts. TVCC also sponsors regular cleanup efforts at Audubon Acres. TVCC provides safety support boats for the swim part of multiple Summer triathlons, all Chattanooga area Ironman events, the Big Brother Big Sister Rafting event, the annual Appalachian Council Girl Scout Raft Race, and more. All these events are on the club calendar and described in the newsletter and where you can learn how to join in and help. Volunteers make the club successful in these events! We thank all of you!



Good Club Information to Know

Membership

Your membership is good for 12 months from the date you paid. Membership application (new or renewal) is found at the club website. Use the online form and then pay on-line with your credit or debit card.



Rock Creek discount policy (as of April 2023)

Rock Creek gives current TVCC club members a 10% discount off the normal price. The discount does not apply to boats, bikes, and electronics, or sale items. It does apply to all the things normally used in paddling the boat (and other outdoor gear)! Just stop by or call to ask. TVCC provides

Rock Creek a list of our members for this purpose on a quarterly basis. For a better deal consider becoming a Rock Creek Rewards Program member for \$20. If you are ready to take the plunge on a boat or maybe an electric bike or any other high value purchases, The RC Rewards Program provides a 15% discount across the board on all Rock Creek gear! The Riverside store phone number is 423-265-1836. The Ocoee store number is 423-338-1075.

Nantahala Outdoor Center (NOC) discount policy (as of January 2017)



TVCC members are eligible for a 10% discount off any full-price items in the NOC store - all gear, clothing and footwear (including paddling, camping, hiking, casual, etc). The only exceptions are boats and sale items. For sale items, members will receive the sale price, which is lower than the 10% club discount. TVCC members can use this discount at the NOC store along the

Nantahala River, as well as our stores in Ocoee & Gatlinburg, TN and Asheville, NC (inside The Grove Park Inn). TVCC club discounts are also eligible at our online store - store.noc.com.

Enter code "TVCC" at checkout to receive the discount.

Outdoorplay.com discount policy (as of June 2018)



Outdoorplay.com is an online discount outfitting/gear supply store. They offer TVCC a standing 10% discount as follows: Please use **coupon code LC10**. This can be used directly through the website, as well as on phone orders. Please note the coupon will not work with boats, boards, sale/closeout items, and select vendors. If anyone ever has questions on exactly what applies,

just give Outdoorplay.com a call toll-free at 800.994.4327, and they will make sure to get you the best deal possible. <https://www.outdoorplay.com/>

American Whitewater (as of April 2023)



TVCC is a Lifetime Member of American Whitewater. This allows you to join AW at a discount.

TVCC regularly supports the work of American Whitewater (AW) with a donation. As an Affiliate Club, TVCC members receive a \$10 savings for their individual AW memberships. Choose the **\$25 - Affiliate Club**

Member option to take advantage of this benefit. Go to the AW website to join: [American Whitewater Membership](https://membership.americanwhitewater.org/s/lightningmembership) (<https://membership.americanwhitewater.org/s/lightningmembership>)

TVCC Liability Insurance

TVCC purchases insurance which covers all TVCC members for the year. **This ONLY covers members.** Consequently, only members can participate in TVCC events. There is no option for non-members to participate in TVCC events. Members will be asked to electronically sign an Annual Waiver associated with the insurance policy prior to participating in any TVCC event.

One Time Guest Membership (as of February 2023)

If you have a friend that is interested in paddling but hesitant to join TVCC tell them about our One Time Guest (OTG) membership option. The OTG allows a person to join TVCC for a 7-day trial for free -- we do not ask for a credit card or require cancellation later! It's really free! This allows a person to "try before they buy." A OTG can attend any normal TVCC event except Paddle School, Ocoee Race, SWR course, Rescue Rodeo, or a special paddle training clinic. This option ensures the person is covered by our liability insurance. To take advantage of the OTG membership, click on the **Join the Club-New Members Only** button on the TVCC website.

Membership Level: *

- Individual Join
- Family Join
- One Time Guest

Other Useful Information:

People often ask for help buying or selling gear. Where to go? Where to list? Where to look?

Here are our suggestions:

Go here: If you're in the Chattanooga Area, [The Gear Closet](#) and [Four Bridge Outfitters](#) often have previously loved paddling gear and non-cotton base layers to keep warm.

Search or List Online here: Best place to look & list is Facebook. We recommend these Groups: [Chattanooga Area Gear Swap](#), [TVCC Kayaking](#), [North Alabama Paddle Sports](#), [WNC Gear Swap](#), [Paddle 4 Less](#), [SE Whitewater Trading Post](#), [The Cool WNC Gear Swap](#), [Chattanooga Outdoor Gear Exchange](#)



Tennessee Valley Canoe Club
CONSTITUTION

Established 1968

(Revised 4/11/96, 7/13/2006, 12/23/2008, 9/11/2010, 12/13/2013, 9/9/2017, 9/30/2023)

I. NAME

The name of this club shall be called "*Tennessee Valley Canoe Club.*"

II. PURPOSE

The purpose of this Club shall be to bring together a diverse population of people who are interested in canoeing, kayaking, and related activities; to increase the knowledge, safety, and appreciation of paddle sports; and to support conservation and preservation of recreational waterways.

III. MEMBERSHIP

Persons eligible for membership shall be those interested in the purpose for which this organization was formed as defined in Article II. There will be one vote per membership. Honorary memberships shall be available at the discretion of the officers but have no voting rights.

IV. OFFICERS

- A. Executive officers of the Club are President, Vice President, Treasurer, and Secretary. Other Board Officers are: Assistant Vice President, Safety Officer, Training Officer, River Conservation Officer, Communication Officer, Information Technology Officer, Competition Officer, Social Chair, and the five paddling environment related Cruise Masters who are Cruise Master 1: Class II/III Whitewater; Cruise Master 2: Class III/IV Whitewater; Cruise Master 3: Overnighters; Cruise Master 4: Stand Up Paddleboard (SUP), and Cruise Master 5: Class I & Flatwater.
- B. A proposed list of new Officers for the coming year will be presented to the membership via electronic polling capabilities and provide for a minimum of a 14-day period for voting Yea or Nay on each proposed new Officer while also providing an opportunity for write-in candidates. Following the voting period, the Board will tally the results, assess comments, and make a final announcement. The announcement will occur at the September member meeting but no later than October 1st of the year in which the Board is to begin serving their term.

- C. Elected Officers will serve for a one-year period, defined as a “term,” beginning on October 1st, and ending on September 30th. Executive Officers may serve for a total length of time equal to three consecutive terms in the same office. Non-executive board officers may serve an indefinite number of terms. All officers must be elected for each term.

V. BOARD OF DIRECTORS

- A. The Officers of the Club shall constitute the Board of Directors. They shall formulate, plan, and transact Club business. The Board will develop, approve, and implement policies affecting Club operations.
- B. Vacancies occurring among the members of the Board during their term shall be filled by appointment of the Board, except for the office of President. If this office is vacated, the Vice President will succeed as President.
- C. The Board may appoint people to At Large positions on the Board that may or may not be members of the Club. These positions will have their responsibilities specifically defined by the Board at the time of their appointment. At Large positions are non-voting members of the Board.
- D. The immediate past President, Vice President, Secretary, and Treasurer may serve on the Board, at their discretion, as an Emeritus member in the year following their term as officers. An Emeritus member is a non-voting position serving as an advisor to the Board and the Executive Committee.
- E. The Board will include one permanent committee position to manage Club physical resources defined as the Quartermaster position. This is a non-voting Board position.

VI. MEETINGS

- A. The Club will meet at least once a year in September.
- B. The annual meeting shall review any pertinent reports from Officers and committees.
- C. The Board of Directors shall meet at least quarterly.
- D. All meetings shall be open to the Club general membership.

VII. AMENDMENTS

- A. Any member of the Club can propose amendments to this Constitution.
- B. A permanent committee called the Policy and Bylaws Committee will also review the Constitution and Bylaws annually to assess the need for revisions.
- C. Proposals from members to amend the Constitution should be submitted in writing to the TVCC Board of Directors.

- D. The Board will review all proposals and forward them to the Policy and Bylaws Committee for action and disposition.
- E. A final disposition of proposals that merit consideration, based on the Policy and Bylaws Committee review, will be published using available Club communication protocols, giving a minimum of one month's notice for the purpose of allowing members to review and vote on the changes.
- F. The manner of voting shall be decided by the Board at the time the notice of changes is publicized. Proposals may be voted on by using electronic polling protocols or in-person at a publicized Club meeting.
- G. Approval requires a majority vote by the membership present at an in-person meeting or a majority vote of those responding to the electronic polling.

Tennessee Valley Canoe Club

BYLAWS

MEMBERSHIP

- A. Membership in the Club is based on either one Individual or one Family (household) membership. A Family is defined for the purposes of membership as all persons with direct family relationship and living at the same physical address.
- B. Any person qualified under Article III of the Constitution and is a member of the Primary Family member's household, is eligible to become a member of the Club. Additional family members must register through the TVCC online member portal process. Up to 12 family members in a household can become members.
- C. Club membership will be based on a 12-month cycle which will begin on the date when the Club receives payment from the Individual or the primary Family member submitting the membership application. Membership rights and benefits begin immediately upon receipt of payment and end the day after the 12-month period.
- D. A One Time Guest (OTG) membership is available to persons desiring to join TVCC on a trial basis prior to committing to a full one-year membership plan. OTG membership is free of charge and provides access to TVCC benefits for a consecutive 7-day period. Not all events are open to OTG members (at the discretion of the event coordinator or President), for example, OTGs are not permitted to register for Paddle School, special training events (SWR or Rescue Rodeo) or special paddle clinics. OTGs may register for any scheduled training trip, roll clinic, or regularly scheduled paddle trip. OTGs are fully covered by TVCC liability insurance and should complete the Annual Liability Waiver if they attend a TVCC event.
- E. The President has the authority to grant Individual memberships on a complimentary basis. Family memberships are not eligible for complimentary membership without Board approval.
- F. Complimentary membership is granted to certain individuals and organizations that support TVCC or otherwise provide distinguished services to enhance Club programs (e.g., Outdoor Chattanooga and various sponsors). These complimentary memberships shall be approved by the Board. Complimentary memberships will be reviewed annually to determine if they should be continued.
- G. TVCC Board Members and their families are granted complimentary Family Membership for the duration of their term on the TVCC Board.
- H. The TVCC Board selects Lifetime Member Award recipients based on criteria

established by the Board. The Board will review Lifetime Member candidates and present the award at a future Club event.

DUES

- A. The Board of Directors can recommend dues changes. The change in dues will be presented to the membership via electronic polling capabilities and provide for a minimum of a 14-day comment period. Following the comment period, the Board will assess comments and other feedback and make a final decision on dues changes and effective dates.
- B. Dues will be based on a 12-month cycle which will start when the Club receives payment from the Individual or primary Family member requesting to join or renew their membership with the Club.
- C. If a member does not renew their membership within their 12-month membership period then their membership will expire the day after the 12-month period ends. They will be dropped from membership and all rights and benefits will end. If they renew their membership later, then the 12-month cycle will begin based on the new date that the payment is received.
- D. No cancellation or refund of dues may be made if a member resigns before the end of their 12-month membership period.
- E. Lifetime Members are exempt from payment of dues. The Secretary shall maintain the list of Lifetime Members.

DUTIES OF OFFICERS

- A. The President shall:
 - 1. Preside over all meetings at which he/she is present.
 - 2. Be the principal spokesperson for the Club regarding communications with external organizations.
 - 3. Exercise general supervision over the affairs and activities of the Club.
 - 4. Serve as member ex-officio of all committees except the Board nominating committee.
 - 5. Be responsible for implementing the TVCC Policy for Crisis Communications and be the primary voice of the Club for any media response in the advent of a serious injury or accidental death which might trigger media queries.
 - 6. Periodically write a column for the Club's social media platforms.
- B. The Vice President shall:
 - 1. Provide leadership and management for the planning and execution of Paddle School.
 - 2. Assume the duties of the President during his/her absence.
- C. The Assistant Vice President shall:

1. Assist the Vice President with the organization, planning, and execution of Paddle School.

D. The Secretary shall:

1. Keep minutes of all meetings of the Club which will be an accurate and official record of all business transacted.
2. Make the minutes available to the Club members by posting them to appropriate Club repositories and notifying members of location and access requirements.
3. Collect and disseminate mail from the Club's post office box to the appropriate Club Officer responsible for disposition of the item.
4. Be the custodian of all Club records and receive copies of all correspondence related to Club business including Waiver Reports and Trip Reports.
5. Conduct membership duties, to include contacting new members, maintaining accurate membership lists and directory data, review complimentary memberships annually and recommend to the Board any appropriate changes. At least twice annually, the Secretary will conduct an email campaign addressed to overdue and lapsed members to encourage them to continue their membership.
6. Maintain a list of TVCC Lifetime Members.
7. Conduct registration duties as necessary for various Club activities.
8. Provide access to an electronic membership directory and a member handbook. These documents should be updated as required by the start of a new calendar year (January 1st).

E. The Treasurer shall:

1. Collect, deposit, and disperse Club funds.
2. Invoice and collect member dues and will coordinate with the Secretary to maintain an accurate record of each member's status in the Club.
3. Prepare the Club's budget and present it to the Board for approval one month prior to the start of the fiscal year and facilitate adherence to said budget.
4. Maintain accurate financial records in accordance with Federal and State requirements and make them available for review at any time by the Board or any Club member upon request.
5. Publish a quarterly financial report for the Club's social media platforms.
6. Transact all business through Club-approved banks and financial services accounts.
7. Inform the Club's Board of current financial status by written report, at least monthly, and when requested, inform the Club of its financial strengths and weaknesses.
8. Manage the Club's insurance program to include reviewing, submitting, and contracting for both Club liability insurance and storage unit insurance.
9. File appropriate forms with the Federal Internal Revenue Service and the State of Tennessee Departments of Revenue and State at the appropriate times in the financial calendar.
10. Disburse funds and pay bills promptly or as directed by the Board.

11. In the absence of the Secretary, the Treasurer will record and publish minutes of any Board directed meeting.

F. The Safety Officer shall:

1. Be responsible for the planning of safety training activities such as Swiftwater Rescue, the Rescue Rodeo and any other activities deemed necessary.
2. Communicate safety policies of the Club to the membership at large and make recommendations about expenditures for safety, training, and equipment.
3. Periodically provide a column or articles for the Club's social media platforms about safety issues important to paddlers.
4. Maintain the Club medical trauma kit(s) used during principal scheduled training events (Paddle School, SWR, Rescue Rodeo, etc.).

G. The Training Officer shall:

1. Be responsible to Maintain, Track, and Update the "Special Use Permit for Outfitting and Guiding" issued by the US Dept of Agriculture/National Forest Service.
 - a. File for permit renewal based on its 10-year cycle.
 - b. Update and submit the TVCC 5-year operating plan IAW Appendix B of the permit.
 - c. Update and submit the TVCC annual plan to Forest Service for approval prior to Paddle School each year IAW Appendix B of the permit.
2. Be responsible for the administration of the TVCC scholarship program to include ACA Instructor Certification, Wilderness First Responder, and Wilderness First Aid training opportunities.
3. Establish the application process, criteria for candidates, and selection committee to review candidate submissions for the scholarship programs.
4. Coordinate with the Treasurer to determine the optimum number of scholarships to be awarded each year as input to the budget development process.
5. Establish a method to track certification dates and due dates for recertification for members with critical skills that support the Club training programs (kayak instructors, WFR/WFA, CPR/First Aid, etc.).
6. Coordinate with appropriate agencies to identify training opportunities for members to include CPR/First Aid classes, specialized paddling clinics, and roll practice sessions.
7. Coordinate with the Safety Officer and Cruisemasters to ensure Trip Leaders are aware of and adhere to TVCC policy for Safety on Paddle Trips described in these Bylaws.

H. The Communications Officer shall:

1. In coordination with the President, be responsible for developing and implementing a communications strategy that is consistent with and promotes

the Club mission and goals.

2. Supervise and support the development and publication of content on the Club's official social media platforms.
3. Assist other Officers wishing to publish their content.
4. Ensure all TVCC-published content is consistent with Club policies. Content from public sources should align with the Club's communication strategy to provide content of interest and deemed useful to members such as paddling safety, river information, promotion of upcoming events, requests for volunteers, etc.
5. Be the primary point of contact for the news media; responding to media questions and coordinating interviews with members as approved by Club leadership.
6. Provide guidance, support, and talking points to appropriate Board members in their interaction with the press.

I. The Conservation Officer shall:

1. Keep the members informed about projects or legislation affecting the natural environment of our local recreational and wild water systems.
2. Coordinate conservation activities such as river cleanups and any other conservation activities deemed necessary.
3. Periodically provide a column or article(s) about conservation issues important to paddlers for release on the Club's social media platforms.

J. The Cruise Master's shall:

1. Be responsible for scheduling river and non-river activities, generally monthly.
2. Communicate the 'Safety on Paddle Trips' policy and procedures found in the TVCC Operational Guidance Document to the scheduled trip leader.
3. Ensure trip participants have reviewed and signed the Club waiver and submit a Trip Report to the Secretary following each scheduled trip.

K. The Information Technology (IT) Officer shall:

1. Be responsible for maintaining the operational capabilities of Club IT systems to ensure they are secured and updated according to generally accepted state of the art protocols.
2. Organize and supervise the Club's electronic social media platforms.
3. Maintain the Club's website to include content management and member access.
4. Provide Admin support to Board members for use of Club IT systems, including password reset assistance.

L. The Competition Officer shall:

1. Be responsible for planning, organizing, and executing Club-sponsored competitive paddling events.

2. Be responsible for organizing the After Party of a competitive event which benefits an organization chosen by the Board.
3. Coordinate with the Safety Officer to ensure a safety plan specific to the event is developed and is briefed to all competitors and support personnel.
4. Ensure any special Club resources used during the competitive event are accounted for following the event and returned to Club storage facility in a timely manner.

M. Social Chair shall:

1. Be responsible for organizing and executing the Club's non-paddling social events as directed by the Board.
2. Coordinate directly with the President, Vice President, and other officers to plan, organize, and execute key aspects of major TVCC events that require dining, food, refreshments, and entertainment.
3. Responsible for coordinating with vendors to provide required catering services for TVCC social events.

N. The Quartermaster shall:

1. Is a non-voting board member of a permanent resources control committee appointed by the President that works with the Treasurer and Safety Officer in the performance of the role.
2. Be responsible for controlling and monitoring all Club-owned equipment and physical assets, to include the condition of the equipment, and security of all storage locations of Club assets on both permanent and temporary sites.
3. Be responsible to maintain an up-to-date inventory of all Club equipment and assets, including Make, Model, and Serial Number of all High Value assets (over \$50 per item) and for ensuring that all Club assets are properly marked, as able, with Club identification.
4. Be responsible for establishing a security procedure for TVCC storage locations, key holders of any storage locations, and a log sheet of keys and equipment that are checked out permanently or temporarily for use by members.
5. Provide an Asset Inventory and High Value Inventory to the Treasurer at least semi-annually.
6. Inspect Club assets for any defects and especially defects in the Club's safety and training equipment. These checks can be done in conjunction with planned Club training events in direct coordination with the Safety Officer.
7. Be responsible for determining if an asset is repairable or should be removed from inventory. In both cases the Quartermaster will coordinate with the Treasurer to facilitate repair or disposal.

O. The Board of Directors shall:

1. Be empowered, upon majority agreement, to take immediate action as necessary to correct undesirable activity or conduct of Club members.
2. Provide verbal or written reprimand, institute a probation period, restrict access

to Club's social media platforms, or cancel a person's membership in the Club as a result of member's undesirable behavior.

P. The Executive Committee:

1. May appoint an auditor to examine the records of the Treasurer and certify their correctness to the Board.
2. May hold meetings independent of the full Board, as required, to discuss Club business that may be urgent, complex, or poorly defined so as to better understand the issues, conduct specific research, or otherwise better prepare the discussion for a future full Board meeting.
3. May hold scheduled or impromptu meetings as requested by any member of the Executive Committee.
4. Board members are encouraged to submit new proposals affecting their areas of responsibility to the Executive Committee for discussion and review prior to presentation to the full Board. This will allow the Executive Committee to assess the full impact of the proposal regarding budget, intersection with other Club programs, and general schedule flow with other planned Club activity.

Q. Simultaneously Held Board Positions or Co-Held Board Positions:

1. Two people may co-hold the same Board position with the majority consent of the other Board members. (Example: two people serving as Overnight Cruise Master).
2. One person may hold up to two Board Officer positions simultaneously. (Example: One person serving as both Treasurer and Flatwater Cruise Master).

COMMITTEES

A. Board Nominating Committee shall:

1. Be a permanent committee comprised of at least three members with new members assigned annually.
2. Be appointed by the President by July 1st.
3. Prepare a list of qualified candidates for the open Officer positions by July 31st.
4. Provide the list of Officer candidates to the Secretary who shall, in conjunction with the IT Officer, prepare the electronic voting form and procedures. The Secretary will publish the voting form and instructions and provide them to all Club members no later than August 15th. with voting to close by August 31st.

B. Policy and Bylaws Review Committee shall:

1. Be a permanent committee comprised of at least three Board members, one of whom is the President.
2. Be convened annually by the President by November 1.
3. Conduct a review of all current TVCC policies and operational procedures to determine the need for modifications.
4. Conduct a review of the Club Constitution and Bylaws.
5. The committee will report their findings and recommendations to the full Board by March 31.

6. This is a permanent committee with new members assigned annually.
- C. Resources Control Committee shall:
1. Be a permanent standing committee of TVCC.
 2. Be chaired by the Quartermaster, whose roles and responsibilities are defined in these Bylaws paragraph III. N.
 3. Maintain and monitor Club physical assets and report to the Treasurer on a semi-annual basis of any changes in the asset inventory.
- D. Other Committees:
1. May be established by the President.
 2. Each committee will be established as either a permanent or temporary committee.
 3. The description of a committee shall include the purpose, composition, and timeframe, and reporting requirements.
 4. New permanent committees should be included in a future amendment to the Club Bylaws, Section IV, Committees.
 5. Temporary committees should be documented in appropriate minutes of the meeting in which the creation of the committee was established.

PARLIAMENTARY

- A. "Roberts Rules of Order Revised" shall be the parliamentary authority for this Club in all cases in which it is not inconsistent with these by-laws.
- B. Special Voting Situations:
1. In the case of co-Officers for a single board position, only a single vote will be cast.
 2. In the case of one person holding two Board Officer positions, that person may cast two votes if duly elected to multiple both positions, one representing each Board position. If appointed due to the unexpected departure of a Board member prior to the normal end of their term, they shall have only a single vote.
- C. Procedures for Voting Outside of a Board Meeting:
1. A Board member may make a Motion via email to all Board members.
 2. Another Board member Seconds the motion via email.
 3. The President must "Accept" or "Defer" the Motion and Second as described in the associated email thread. The President cannot reject the issue but may defer it to the next Board meeting.
 4. If accepted, the President sets the time for debate and when the voting starts and stops, with all online email discussion being by use of approved and agreed upon email addresses for each Board member.
 5. At the conclusion of the discussion and voting period, the President will tally the votes to determine if a quorum and a majority was achieved to affirm the motion.
 6. The President declares the result of the vote via email. The motion, second,

and vote result along with key discussion points are then recorded at the next Board meeting with all necessary details.

7. The Secretary shall retain electronic copies of the online discussion for presentation to the Board meeting and any archival value for minutes documentation.

D. Use of Electronic Voting and Polling for Members:

1. The Board can exercise the Club's IT capabilities to enable electronic voting and polling of members allowing for the engagement of a greater number of members to cast their votes than can attend in-person meetings.
2. The use of electronic voting and polling requires Board approval, a defined set of motions or questions for the members, and a set period of time that the voting opportunity and/or comment period is open.

AMENDMENTS

Amendments to the Bylaws were made October 1976, December 1980, January 1991, April 1996, November 2005, July 2006, October 2008, September 2010, December 2013, September 2016, September 2017, and September 2023.

Brief History of TVCC

TVCC was founded in the Fall of 1967, following a simple newspaper ad in the Chattanooga Times Free Press asking anyone interested in forming a canoe paddling group to meet up one evening and talk about it. The rest is history as they say!

Charter/Founding Members of TVCC

1. Don Bodley (Original Founder of TVCC)
2. John Alden
3. Jean Dolan
4. John Hertzing
5. Don Hixson
6. Walter Popp
7. Mary Shepard and Robert Shepard
8. John Shultz
9. John F. Wright (aka Jack Wright)

TVCC held its first paddle school, called the School of River Canoeing, in 1968, in coordination with the Tennessee Scenic Rivers Association (TSRA), TVCC's sister organization in the Nashville area. There were 30 students. By 1970, it had grown to 100 students from across the Southeast and the rest is history. Originally held on Memorial Day weekend, it is now held on the first weekend after Memorial Day and called Paddle School. 2024 will be the 56th consecutive year (less 2020 due to COVID restrictions).

The first TVCC Lifetime Members were recognized in 2007 - Jim Ledbetter, Hal Tutor, and Taylor ("Momma T") Watson.

The first Ocoee Race was held in October of 2009. It was developed and championed by Emily Walsh Smoot for the first five years and then Jen Maxwell Smith for the next five years. As Emily tells the story, *"Crazy to think this race all got started because Brian Goodwin showed up late to paddle the Ocoee after taking Rod "Coon" McCloud down the Hiwassee for his first time, and still wanting to get an Ocoee run in before he had to be home per his wife! Brian and I bombed down while Rod ran shuttle. Halfway down we said, this is fun! We should have a race! And so, we did."*

In 2017, TVCC was presented the American Canoe Association (ACA) **Stroke of Achievement Award** in recognition of its outstanding programs.

In 2020, TVCC was presented the ACA **J. Henry Rushton Award** in recognition of its outstanding achievements in advancing paddlesports and the mission of the ACA.

In 2022, TVCC was inducted into the **Southern Appalachian Whitewater Hall of Fame's** inaugural class for its sustained and positive impact to the paddling community in the Southeast.

More Timeline History of TVCC

1967

- First Canoe Club organizational meeting held at the old Red Cross chapter house on McCallie Avenue across from Memorial Auditorium. Lowell Bennington put an ad in the Chattanooga area paper asking for people interested in paddling to attend. According to Don Bodley, "about half a dozen people showed up." The two became acquainted when Bennington saw Bodley's car in town with a canoe on top and sought him out.

- According to Don, “we started paddling local rivers, started a newsletter announcing trips, and people showed up.” There was some dispute in those times on bathrooms for mixed trips so the rule was Upstream for Women, Downstream for Men “and we did just fine.”
- Most people who started TVCC had paddled flat water and done some fishing but had not really searched for moving or challenging whitewater. Some of the folks involved:
 - Jack Wright - historian, now deceased
 - Jean Dolan - now 101, now deceased
 - John Alden - deceased - and his family
 - Bob Wagner
 - Alan Crawford
 - Lavonne Lambert—1st TVCC Scholarship recipient to go for Whitewater Instructor Training
 - Don Bodley, who had moved to Chattanooga from New York to work for TVA. Deceased.

1968

- First Canoe School jointly held with Tennessee Scenic Rivers Association (TSRA) at the Hiwassee River in Reliance, TN. Since those early days the club has settled on the Hiwassee and the Ocoee Rivers in Benton, TN as the best locations to conduct Paddle School. In years where there was no water (it happens) or too much water (that happens too), the club improvised and conducted classes on surrounding rivers like the Conasauga, Toccoa, French Broad, and Cartecay.

1969

- TVCC worked with TSRA to get political protection for the State’s Scenic Rivers. They wanted to get more people involved in river protection and Don Bodley felt it important to show more people on river trips “where they could have fun and see first hand the values and needs of the river.” The focus was on: “... *take care of the rivers and leave nothing behind.*”

1970

- First TVCC trip on the Nantahala River, led by John Alden
- TVCC sponsored weekend water safety classes

1974-75

- After the movie “Deliverance” came out, TVCC began regularly running club trips on the Chattooga in Georgia, along with the Georgia Canoe Association (GCA)

1976

- “Hair” boaters begin paddling Ocoee in open boats, Daddy’s on the Plateau, Gauley, Chattooga Section IV, and the French Broad

1978-79 (c)

- Bill Miller is TVCC president, the Ocoee #2 flume was shut down for rebuilding, and regular water was in the river bed for the first time in decades. Bill spearheaded the formation of the Ocoee River Council to advocate for continued water releases once the flume repair was completed. TVA was in opposition to the ORC’s position but lost in Federal Court. ORC escorted then Governor Lamar Alexander down the river in a raft.

TVCC Lifetime Members [\(Last Update: 6 June 2023\)](#)

Lifetime Members of TVCC are chosen by the Board of Directors in consultation with a group of distinguished legacy members ("old heads") in recognition of years of continued selfless contributions and dedication to the mission of the Club. The award was established in 2007. These current and past members were pioneers and innovators in the paddling community in the Chattanooga region, providing the leadership and energy necessary to guide the club in the development of the programs and activities we enjoy today. They are our TVCC Hall of Fame members!

**** = Deceased**

Jim Ledbetter, pre-2007

Hal Tutor, pre-2007

Taylor Watson, pre-2007

Spence Lycan, 2013, awarded at Rescue Rodeo

John Hubbard, 2013, awarded at Paddle School

Eric Fleming, 2014, awarded at Paddle School

Mike Shillinger, 2015, awarded at Paddle School

John Kern, 2016, awarded at Paddle School

Pat Carver, 2017, awarded at Paddle School

Katie Larue, 2017, awarded at Paddle School

Uwe and Carol () Zitzow, 2017**, awarded pre-Paddle School, presented at 50th anniversary event Sep 2017

Don Bodley **, awarded at 50th Anniversary event Sep 2017 (Founding Member of TVCC)

Jean Dolan **, awarded at 50th Anniversary event Sep 2017 (Founding Member of TVCC)

Mack O'Rear, 2018, awarded at Paddle School

Paul Shoun, 2018, awarded at Paddle School

Jamie Wendt, 2018, awarded at Paddle School

Kent & Jane Overbeck, 2018, awarded at Paddle School

Jeff & Becky Richard, 2018, awarded at Paddle School

Carolyn Rand, 2019, awarded at Paddle School

Ben Johnson, 2019 awarded at Paddle School

Jim Fortune, 2023, awarded at Paddle School

Special Service Award Recipients [\(Last Update: 6 June 2023\)](#)

Special Service Award recipients are chosen by the Board of Directors based on submissions from members, review of documented contributions, and in consultation with knowledgeable current and past members. The award recognizes individuals whose contributions, visionary leadership, and exemplary volunteerism changed the course of history for TVCC in an impactful and lasting way.

Emily Marsh Smoot, 2023, awarded at Paddle School