

CHOTA CANOE CLUB CONSTITUTION
(Incorporating changes through September 13, 2001)

ARTICLE I – NAME

The name of this organization shall be the Chota Canoe Club

ARTICLE II – PURPOSE

The club is organized:

- to promote safe river canoeing and kayaking
- to provide trips and training for paddlers
- to facilitate the exchange of information about conservation, legislation, rivers, and competition of interest to members.

ARTICLE III – MEMBERSHIP

Membership is obtained by payment of dues and agreement with the purposes of the club. Minors must have the permission of their parents or guardians.

ARTICLE IV – OFFICERS

- A. The officers of the club shall consist of the members of the Executive Committee. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Newsletter Editor, Trip Chairperson, Training Chairperson, Training Chairperson/Canoe School-Elect, Safety Chairperson, Conservation Chairperson, Member-At-Large, Web Master, and the immediate past President.
- B. Officers shall remain in office for one year but may be re-elected.
- C. In the event any officer of the club ceases to serve, the Executive Committee shall determine if it is necessary to fill the office for the remainder of the term. If so, the Executive Committee shall nominate a candidate and notify the membership of the election in writing prior to the next regular or special meeting. Additional nominations will be received from the floor. In the event that the person elected to the vacant office is presently serving as an officer, the newly-created vacancy will be filled in like fashion.

ARTICLE V – MEETINGS

There shall be a minimum of three general membership meetings a year.

- A nominating meeting to be held between September 15 and October 15.
- A meeting for the election of officers in November, which shall be the Annual Meeting.
- A spring meeting.

ARTICLE VI – AMENDMENTS

The Constitution may be amended by a vote of 2/3 of the membership present at any meeting of the club, provided that the amendment has been presented in writing to the membership prior to the meeting.

ARTICLE VII – POWERS AND DUTIES OF COMMITTEES

Committees shall assist in performing the functions described as the duties of the chairperson.

- A. The Executive Committee shall have responsibility for carrying out the routine business of the club, and the business that by nature must be conducted between club meetings. The President shall have the authority to approve the expenditure of club funds necessary to conduct the routine business of the club in an amount not to exceed \$250 per expenditure on his or her own authority. Each proposed expenditure of club funds in an amount that exceeds \$250 but does not exceed \$500 must have the approval of a majority of the club members present at the meeting at which the expenditure is proposed. This does not require prior notification of the membership at large. Each proposed expenditure of the club funds in an amount that exceeds \$500 must be published in the club newsletter before the meeting at which the expenditure of the funds will be voted on. Such expenditures must have the approval of a majority of the club members present at said meeting. Eight or more members of the Executive Committee constitute a quorum.
- B. Expenditures of club funds exclusively for the annual Chota Canoe School shall not be subject to the restrictions of Paragraph VII A. The President and Training Chairperson shall be empowered by the club to authorize such expenditures as are necessary for a successful and safe Canoe School, and

shall be held accountable by the members of the club for exercising judgment and restraint regarding the type and amounts of said expenditures.

- C. The Executive Committee shall appoint committees, as needed, and be responsible for all chairperson and committee functions.
- D. The Executive Committee shall meet a minimum of six times a year.
- E. Trip leaders shall be responsible for articles in the newsletter after the trip occurs, and for any pre-registration or necessary releases. They shall have final authority on any trip to deny permission to participate to anyone they consider unqualified for the trip. The trip leader shall implement any club safety rules.

ARTICLE IX – ELECTION OF OFFICERS

Officers shall be elected in the following manner: a special meeting shall be held between September 15 and October 15 at which all members present shall act as a committee of the whole to nominate officers. Individuals may be nominated for more than one position, though they may only be elected to one position. Persons may become nominees by volunteering to serve or by being nominated. Following this meeting, those persons willing to be nominees will be listed in the next newsletter, which must be published by the end of October. Officers will be elected sequentially by majority vote of members present at the November meeting. All people voting shall be members in good standing as of October 1 of that year. When a person has been elected to one position, his/her name will be removed from any remaining places on the slate. Nominees not elected may be nominated for any position subsequently voted on.

ARTICLE X – MEETINGS

Meetings shall be held in the spring, between September 15 and October 15, and in November. Members shall receive written notice of these meetings at least one week in advance. Additional meetings may be called by the Executive Committee. Meetings shall take place no less than five days from mailing of notice of the meeting.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The parliamentary authority for matters not specified in the Constitution or By-Laws shall be Roberts Rules of Order.

ARTICLE XII – QUORUM

A quorum shall consist of those members present at any meeting consistent with Article VI of the By-Laws.

ARTICLE XIII – AMENDMENTS TO THE BY-LAWS

The By-Laws may be amended by a majority vote of the members present at any meeting of the club, provided that the amendment has been presented in writing to the membership prior to the meeting.

ARTICLE XIV – DISSOLUTION

In the event of dissolution of this club, the residual assets of the club shall be turned over to one or more organizations which are exempt as organizations described in Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provision of any future Internal Revenue Code, or to the federal, state, or local government, exclusively for public purposes.

BY-LAWS OF THE CHOTA CANOE CLUB

I. MEMBERSHIP

Members in families who have paid their dues and who are 10 years of age or older, and single persons who have paid dues are considered full members and may vote in all elections and participate in all activities for which they are qualified. Members under 18 years of age who wish to participate without their families must present a signed parental release to become a member.

II. DUES AND FISCAL YEAR

Dues shall remain as previously, unless a change is proposed in writing to a general meeting, and then voted by a majority attending the meeting. The Club fiscal year shall be from January 1 through December 31. Dues are for one year from the date you join or rejoin.

III. POWERS AND DUTIES OF OFFICERS.

- A. The PRESIDENT shall preside over the regular meetings of the club, serve as ex-officio member of all committees, represent the club to outside organizations, and attempt to ensure that the wishes of the membership are carried out.
- B. The VICE-PRESIDENT shall assist the president, and in the absence of the President shall assume his/her duties. He/she shall be responsible for the video camera, for planning and arranging outings, social functions not necessarily involving canoe trips, and special programs at regular meetings.
- C. The SECRETARY shall keep minutes of the club's meetings, a brief log of club activities, maintain the Constitution and By-Laws, and have major responsibility for any club correspondence. A summary of all minutes shall be forwarded to the Newsletter Editor on a timely basis.
- D. The TREASURER shall oversee the financial matters of the club, collect dues, and maintain a club roster of current members. A monthly financial report shall be given to the Executive Committee.
- E. The NEWSLETTER EDITOR shall be responsible for compiling, organizing, and distributing the newsletter. He/she may form a committee to assist him/her with any of these tasks.
- F. The TRIP CHAIRPERSON and his/her committee shall create and publish an annual schedule whitewater, touring, and long distance trips of varying degrees of difficulty, and shall appoint monthly cruisemasters for whitewater and touring. The cruisemasters shall find trip leaders, provide descriptions of upcoming trips to the newsletter editor, and take on any other tasks assigned by the Executive Committee.
- G. The TRAINING/CANOE & KAYAK SCHOOL CHAIRPERSON shall plan, organize, and conduct, an annual Canoe & Kayak School.
- H. The SAFETY CHAIRPERSON shall provide the club with safety awareness and devise seminars and other methods to practice safety techniques.
- I. The CONSERVATION CHAIRPERSON shall inform the membership on conservation issues and shall represent the club on such issues. He/she shall promote and coordinate club involvement in conservation activities.
- J. The MEMBER-AT-LARGE shall do any jobs requested by the President, and shall also maintain an up-to-date membership list with member interests data and a member mailing list.
- K. The TRAINING CHAIRPERSON/CANOE & KAYAK SCHOOL ELECT shall be the assistant to the Training/Canoe & Kayak School Chairperson in planning and executing the annual Canoe & Kayak School, and shall be the Training/Canoe & Kayak School Chairperson the following year. He or she shall also organize roll sessions throughout the year.
- L. The WEB MASTER shall be in charge of web page maintenance and email communication.