

**CONSTITUTION AND BYLAWS
OF
WEST FLORIDA CANOE AND KAYAK CLUB**

ARTICLE I Name

This organization shall be known as the West Florida Canoe and Kayak Club.

ARTICLE II Purpose

The purpose of the West Florida Canoe and Kayak Club is to promote the appreciation, skills and safety of canoeing and kayaking, camping and related outdoor activities, and to encourage respect for all natural resources.

ARTICLE III Membership

Section 1. Eligibility

Eligibility for membership shall be extended to any person 18 years of age or older, who has submitted a completed membership application.

Section 2. Application for Membership

Application for membership shall be submitted in writing on forms for that purpose, signed by applicant, and accompanied by current year's dues. Applications shall be reviewed by the Executive Committee for approval. All applicants accepted for membership shall be announced at the next regular business meeting.

Section 3. Active Member

An Active Member is one whose name has been presented and endorsed in accordance with the bylaws, who has been accepted by the Executive Committee, and has paid dues for the current year. Active Members, upon admission to the Club and payment of dues, shall interest themselves in the social, civic, and educational work of the organization and endeavor to promote these objectives.

An Active Member shall be entitled to all rights and privileges of active membership which include the right to vote, to hold office, and to serve on committees. An Active Member shall be entitled to one vote. Additional adult members of the same household may obtain active membership by payment of one half (½) of the regular membership dues, and shall be entitled to the same rights and privileges of Active Membership. All minor children (under age 18) of Active Members shall be automatically included with adult membership at no additional fee. Minor children shall be entitled to all rights and privileges of active membership with the exception of the right to vote or hold office.

Section 4. Dues

Membership dues shall be at such rate as may be from time to time prescribed by the Executive Committee, payable annually.

Section 5. Termination

A member may be expelled from the Club in accordance with the following provisions:

- A. Any member shall be expelled by majority vote of the Executive Committee for conduct unbecoming a member or prejudicial to the purpose and objectives of the Club, after notice and an opportunity for a hearing are afforded the member complained against.
- B. Membership shall be automatically terminated for non-payment of dues after 30 days from date due, unless otherwise extended for good cause determined by majority vote of the Executive Committee.

ARTICLE IV Meetings

Section 1. General Monthly Business Meetings

Meetings shall be held each month at a time and place agreed upon by the general membership.

Section 2. Annual Meeting

The annual meeting for the election of officers and for the presentation of annual reports shall be the October meeting, and written notice shall be sent to all members at least one week in advance

Section 3. Special Meetings The Executive Committee shall have the right to call a special meeting of the general membership. Due notice of any such meeting shall be given in writing to all members.

Section 4. Club Trips An official Club trip or function is any trip or function published in the West Florida Canoe and Kayak Club Newsletter unless otherwise directed by the Executive Committee. "Hot Line" trips shall not be considered official Club trips.

Section 5. Executive Committee Meeting

The time and place of the Executive Committee business meeting shall be announced each month in the newsletter.

ARTICLE V Officers

Section 1. Election of Officers

- A. Nominations** - Nominations for officers shall be made by a nominating committee of five members appointed by the Executive Committee in August. The report of this committee shall be presented at the September meeting. Nominations from the floor will be accepted at the September and October meetings.
- B. Election** - Election of officers shall be held at the October meeting. Votes shall be cast by secret ballot. The votes shall be counted and the results announced by the nominating committee.

Section 2. Term of Office

Officers shall serve for a term of one year, beginning at the close of the October meeting.

Section 3. Duties of Officers

- A. President** - The President shall preside at all business meetings of the Club and of the Executive Committee. The President shall appoint all Standing Committee chairpersons, and the Newsletter Editor; these appointments shall be ratified by the general membership. The President shall appoint all Select Committee chairpersons; these appointments shall be ratified by the Executive Committee. The President shall not serve on the Nominating Committee. The President shall present a report of the year's business at the annual meeting and perform all other duties pertaining to this office.
- B. Vice President** - The Vice President shall, in the absence of the President, or in case of the inability of the President to act, perform the above duties. The Vice President shall serve as a member ex officio on all Standing Committees and shall report to the President the activities of these committees. The Vice President shall present a report of the year's work of the Standing Committees at the annual meeting.
- C. Secretary** - The Secretary shall record the minutes of the meetings of the club and of the Executive Committee, and keep a current list of all Standing and Select Committee members.
- D. Treasurer** - The Treasurer shall collect all dues, receive and deposit all money belonging to the club, disburse club funds by bank check, present a treasurer's report at each monthly meeting, and turn over the financial records to the Auditing Committee in September. The Treasurer shall present the official financial report at the annual meeting, and prepare this report for publication in the October newsletter. The Treasurer shall prepare the Projected Annual Budget, as compiled by the Executive Committee, for publication in the January newsletter.

Section 4. Vacancies

Vacancies arising between elections shall be filled by the Executive Committee.

ARTICLE VI Executive Committee

Section 1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, immediate Past President, Newsletter Editor, Trip Committee Chairperson, Program Committee Chairperson, Membership Committee Chairperson, and Library Committee Chairperson. The President shall preside.

Section 2. The Executive Committee shall conduct business of the Club, fill all vacancies arising between elections, approve all expenditures in excess of \$35.00, and review for acceptance all applications for membership. The Executive Committee shall act in an advisory capacity to the president and decide matters of importance between meetings of the general membership.

Section 3. Each member of the Executive Committee, with the exception of the President, shall have one vote regardless of the number of positions of office or committee chairs which that person holds or has held in the past. The President shall vote only when necessary to break a tie.

Section 4. The Executive Committee shall promulgate, publish and maintain a Trip Coordinator Guide. This guide shall be provided to all trip coordinators and to new members when they join. All changes to this guide shall be published in the Newsletter.

Section 5. The Executive Committee shall maintain a "Job Description Manual" defining in detail the duties of all Executive Committee positions, to be made available to new committee members to assist with the transition each year.

Section 6. Within 60 days of installation, the Executive Committee shall complete a projected annual budget. It shall be published in the January newsletter.

ARTICLE VII Standing Committees

Section 1. There shall be the following Standing Committees: Membership, Program, Trip, and Library.

- A. Membership** - It is the duty of the Membership Committee to recruit new members, to acquaint new members with the Club's policies, purpose, and activities, and to handle public relations for the Club. The Membership Committee shall receive and retain all current membership applications and maintain a current and correct roster of all members.
- B. Program** - The Program Committee is responsible for programs for the monthly meetings.
- C. Trip** - The Trip Committee is responsible for planning and scheduling Club sponsored canoe trips.
- D. Library** - The Library Committee shall operate and maintain the Club's lending library of books and video tapes, including storing of these items and delivering them to the general monthly meetings.

ARTICLE VIII Quorum

The quorum for a Club meeting shall be twenty percent of the total current membership. For a meeting of the Executive Committee, Standing, and Select committees a majority of the members shall constitute a quorum.

ARTICLE IX Newsletter

Section 1. Official Publication

The Newsletter shall be the official publication of the West Florida Canoe and Kayak Club. The purpose of the Newsletter shall be to notify the membership of all regular business meetings and Club activities, as well as other information of interest related to the overall purposes of the Club.

Section 2. Publication Date

The editor of the Newsletter shall be responsible for publishing the Newsletter on a monthly basis and mailing it to the general membership 10 days after the general monthly business meeting.

ARTICLE X Parliamentary Authority

The current edition of Robert's Rules of Order shall be the final source of authority in all questions of parliamentary procedure when rules are not inconsistent with the bylaws of this Club.

ARTICLE XI Amendments

The bylaws may be amended as follows:

Any member in good standing may submit a proposed amendment in writing to the Executive Committee. The Executive Committee shall announce the proposed amendment at a subsequent meeting of the general membership. The proposed amendment shall be published in the Newsletter following the announcement. The Newsletter shall specify the proposed change and the date of the meeting wherein discussion and vote will be held. At the specified meeting the proposed amendment shall be adopted if approved by a two-thirds vote.

ARTICLE XII Dissolution

In case of the dissolution of the West Florida Canoe and Kayak Club, any assets shall be distributed to one or more non-profit conservation-related organizations or projects, or individuals, selected by the Executive Committee.

**Constitution and Bylaws
West Florida Canoe and Kayak Club
Adopted February 1983**

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|-----------------|------------------|-------|---------------------------------------|
| Amendment ----- | October 5, 1983 | ----- | Article VI ,Section 1; Section 2 |
| Addendum ----- | October 5,1983 | ----- | Article IV, Section 5 |
| Amendment ----- | May 1, 1985 | ----- | Article III, Section 3, A-1 |
| Deletion ----- | May 1, 1985 | ----- | Article III, Section 3, A-2 |
| Amendment ----- | October 3, 1990 | ----- | Article IV, Section 3 |
| | | ----- | Article V, Section 3, C |
| | | ----- | Article VI, Section 1 |
| Addendum ----- | October 3, 1990 | ----- | Article V, Section 3, D |
| Amendment ----- | December 5, 1990 | ----- | Article III, Section 3, C |
| | | ----- | Article IV, Section 1 |
| | | ----- | Article VI, Section 2 |
| | | ----- | Article XI |
| Amendment ----- | August 4, 1993 | ----- | Article III, Section 1 |
| | | ----- | Article V, Section 1, A; Section 3, A |
| | | ----- | Article VI, Section 2 |
| Amendment ----- | February 2, 1994 | ----- | Article V, Section 3, A |
| Addendum ----- | February 2, 1994 | ----- | Article VI, Section 3 |
| Amendment ----- | April 6, 1994 | ----- | Article IV, Section 4 |
| | | ----- | Article IX |
| Addendum ----- | November 1, 1995 | ----- | Article VI, Section 4 |
| Amendment ----- | February 5, 1997 | ----- | Article V, Section 3, C |
| | | ----- | Article VII, Section 1, A |
| Amendment ----- | March 3, 1999 | ----- | Article III, Section 3; Section 5, B |
| | | ----- | Article IV, Section 2; Section 4 |
| | | ----- | Article VI, Section 1; Section 3 |
| | | ----- | Article VII, Section 1 |
| | | ----- | Article XI |
| | | ----- | Article XII |
| Addendum ----- | March 3, 1999 | ----- | Article VI, Section 5 |
| | | ----- | Article VII, Section 1, D |
| Amendment ----- | August 4, 1999 | ----- | Article V, Section 3, D |
| Addendum ----- | August 4, 1999 | ----- | Article VI, Section 6 |
| Amendment ----- | March 2, 2005 | ----- | Article I |
| | | ----- | Article II |
| | | ----- | Article IV, Section 4 |
| | | ----- | Article IX, Section 1 |
| | | ----- | Article XII |
| Amendment ----- | March 2, 2005 | ----- | Article IV, Section 1 |
| | | ----- | Article IX, Section 2 |