

**CONSTITUTION AND BYLAWS
OF WEST FLORIDA CANOE AND KAYAK CLUB
Effective April 25, 2017**

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 Steering 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 Steering 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. All minor children (under age 18) of Active Members 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 Steering 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 Steering 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 45 days from date due, unless otherwise extended for good cause determined by majority vote of the Steering Committee.

ARTICLE IV Meetings

Section 1. General Memberships Meetings

General meetings shall be held no less than three times a year at a time and place agreed upon by the Steering Committee. Meetings dates and times to be addressed on Club Activities and Planning Calendar.

Section 2. Membership Activities and Planning Meetings

Meetings will be planned yearly and made available to the general membership via the annual planning/activities calendar. Membership activities meeting are short meetings used to pass along upcoming club activities and information. These meeting are held at annual published club activities. Planning meetings consist of steering committee members used to plan and work on club activities and topics prior to discussion with general membership. General membership is welcome to attend these meetings.

Section 3. Special Meetings

The Steering Committee shall have the right to call special meetings of the general membership. Due notice of any such meeting shall be given by agreed upon method including electronically, phone or US postal service in writing to

all members.

Section 4. Club Trips

Official Club trips will be announced to general membership at meetings and electronically. 'Hotline' trips will not be considered official West Florida Canoe & Kayak Club trips.

Section 5. Steering Committee Meeting

The time and place of the Steering Committee business meeting shall be announced electronically unless otherwise specified on membership application.

ARTICLE V Officers

Section 1. Election of Officers

A. Nominations –Nominations for officers shall be made by a nominating committee of the members. If no nominating committee is designated, general membership can present nominations directly to steering committee at or prior to fall planning meeting. Nominations from the floor will also be accepted if nominee agrees.

B. Election -Election of officers shall be held at the Fall meeting. Votes shall generally be held by acclamation or show of hands and absentee votes will also be counted. A secret ballot may be requested by any club member. The votes shall be counted and the results announced.

Section 2 Term of Office

Officers shall serve for a term of one year, beginning January 1st.

Section 3 Duties of Officers

A. Club Chair –The Club Chair shall preside at all business meetings of the Club and of the Steering Committee. The Club Chair shall appoint all Standing Committee chairpersons, and the Webmaster; these appointments shall be ratified by the general membership. The Club Chair shall appoint all Select Committee chairpersons; these appointments shall be ratified by the Steering Committee. The Club Chair shall present a report of the year's business at the select Fall meeting and perform all other duties pertaining to this office.

B. Club Co-Chair -The Club Co-Chair shall, in the absence of the Club Chair, or in case of the inability of the Club Chair to act, perform the above duties. The Club Co-Chair shall serve as a member ex officio on all Standing Committees and shall report to the Club Chair the activities of these committees. The Co-Chair 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 Steering 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 at the selected fall meeting. The Treasurer shall present the official financial report at the annual meeting, and prepare this report for the general membership. The Treasurer shall prepare the Projected Annual Budget, as compiled by the Steering Committee, for announcement to the general membership.

Section 4 Vacancies

Vacancies in offices shall be filled by the Steering Committee as warranted.

ARTICLE VI Steering Committee

Section 1 The Steering Committee shall consist of the Club Chair, Club Co-Chair, Secretary, Treasurer, Webmaster, immediate Past Chair and Standing Committee Chairpersons. The Club Chair shall preside.

Section 2 The Steering Committee shall conduct business of the Club, fill all vacancies arising between elections, approve all expenditures in excess of \$50.00, and review for acceptance all applications for membership. The Steering Committee shall act in an advisory capacity to the Club Chair and decide matters of importance between meetings of the general membership.

Section 3 Each member of the Steering Committee, with the exception of the Chair, 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 Chair shall vote only when necessary to break a tie.

Section 4 The Steering 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 provided to the general membership.

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

Section 6 Within 30 days of installation, the previous and current Steering Committee shall hold a meeting to transition all WFCKC records, files, instruction and discuss pending business. Within 60 days of installation, the Steering Committee shall complete a projected annual budget. It shall be presented at the beginning of new term.

Section 7 Within 60 days of installation, the previous and current Steering Committee shall publish the annual planning/activities calendar to be made available to the general membership.

ARTICLE VII Standing Committees

Section 1 Standing Committees include: Membership, Program, Trip, and Ad Hoc Committee

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 or social event coordination at meetings.

C. Trip. -The Trip Committee is responsible for planning, scheduling and announcing Club sponsored canoe trips

D. Ad Hoc – The Ad Hoc Committee is responsible for coordination of specific club objectives not afforded by a current office or standing committees.

ARTICLE VIII Quorum

The quorum for a Club meeting shall be twenty percent of the total current membership. Members may vote early in writing and submit via email or by proxy. For a meeting of the Steering Committee, Standing, and Select committees a majority of the committee members shall constitute a quorum. Voting for Steering Committee, Standing or Select Committee can also vote early via email or written proxy.

ARTICLE IX 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 consistent with the bylaws of this Club.

ARTICLE X Amendments

The bylaws may be amended as follows:

Any member in good standing may submit a proposed amendment in writing to the Steering Committee. The Steering Committee shall announce the proposed amendment at a subsequent meeting or by email or agreed upon method to the general membership. The email or other means of communication 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 quorum. Members should be given adequate time to submit vote early.

ARTICLE XI Dissolution

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

**Constitution and Bylaws-
West Florida Canoe and Kayak Club**

**Adopted: February 1983- Amended thru
April 25,2017**

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; 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; June 7,2006
Article II, Section 3
Article IV, Section 4
Article V, Section 1A
Article IX, Section 2

Amendment; September 28, 2010
Article V, Section 1,B
Article VI, Section I
Article IX, Section 2

Amendment; July 26, 2011
Article IV, Section 4
Article VI, Section 6

Amendment; April 25,2017
Article III, Section 3
Article IV, Section 1-2, 4
Article V Section
Article VI
Article VIII