

Bylaws of the Carolina Kayak Club

(Revision Effective 01/09/2009)

ARTICLE 1. Name

The name of this organization shall be the “Carolina Kayak Club”, hereafter referred to in these bylaws as the “Club” or “CKC.”

ARTICLE 2. Purpose

We are a community of kayakers based in central North Carolina interested in sea kayaking and recreational paddling. Our mission is to have fun paddling on lakes, estuaries, lazy rivers, sounds, and oceans.

In keeping with our mission we will:

- Offer organized trips with experienced volunteers throughout the year.
- Encourage exploration of our recreational waterways.
- Encourage preservation of waterways,conservation of rivers and wildlife.
- Promote enjoyment, appreciation and respect of the wilderness.
- Promote safety and proficiency in kayaking.
- Offer members the opportunity to improve their kayaking skills with club sponsored clinics for novice to experienced paddlers.

ARTICLE 3. Membership

3A. Membership

Any individual who is interested and subscribes to the purposes and basic policies of the Club may become a member, subject to compliance with the bylaws. Membership in the Club shall entitle each member to participate fully in all paddling club functions and activities as appropriate to their skills. Membership in the Club shall be renewed annually. Minors, those who are not eighteen (18) years of age, cannot be members of the Club except through a family membership that includes his/her parents or legal guardian.

3B. Dues

All members shall pay dues annually. There will be Individual memberships as well as Family memberships available. The Club is an American Canoe Association (ACA) Paddle America Club (PAC) and therefore encourages, but does not require members to become a member of ACA. Members who do choose to join the ACA may do so at a reduced PAC rate. The CKC Board of Directors (Board) shall periodically review membership dues with any changes subject to approval of the voting members at any regularly scheduled meeting.

3C. Meetings

General membership meetings will be scheduled throughout the year. The date and location for these meetings will be determined by the Board. A December meeting will be held each year. The membership will be notified of these meetings via the CKC website. Business meetings of the Club will be conducted following Robert’s Rules of Order.

3D. Voting

Whenever a vote by the membership is called, each member in good standing and who is at least eighteen (18) years of age shall be entitled to one vote.. Family memberships are entitled to two (2) votes for members over the age of eighteen (18) years. Unless specified otherwise in these bylaws, all business before the entire Club shall be considered passed with a simple majority of votes cast. Should there be a tie vote. the Club President will cast the deciding vote.

3E. Liability

All participants in any club trips or events are required to sign the Club's Statement of Liability before they or their families may participate.

3F. Termination of membership

The Board, by an affirmative vote of two-thirds (2/3rds) of all the members on the Board, may suspend or expel a member for cause or causes believed to be in the best interests of the Club.

ARTICLE 4. Club Organization

4A. The Board of Directors

The Board of Directors (Board) will determine the direction of the club, in keeping with the best interests of its members and mission, and make all decisions about operational activities of the club unless otherwise specified in these bylaws. The Board may delegate routine decisions about specific club activities to appointed committee Chairs managing those activities, but said decisions may be overridden by the Board if needed. The Board shall appoint all non-elected committee chairpersons.

At its discretion, the Board may refer decisions to the membership. When Club members disagree with a decision of the Board they may call for a membership meeting to reconsider the issue. This call must consist of 15% of the membership expressing a dissenting opinion to the Board. A subsequent vote by the majority of the membership will overturn the Board decision.

The Board will convene at least 6 times annually to conduct the business of the Club.

4B. Officers of the Board

The Board will consist of nine (9) Officers. The elected members of the Board include President, Vice President, Secretary, Treasurer, Membership Chair, Safety and Training Chair, Cruise Chair and Member at Large. Additionally, the Past President shall sit on the Board for historical continuity. Any club member may serve as an officer. Officers serve both the Club and the Board for a period of one (1) year or until their successor has been elected and installed. Neither the President nor the Vice President shall serve more than two (2) consecutive terms. A description of their responsibilities is as follows:

The **President** shall preside at all general and Board meetings, and is the principal executive officer of the Club. He/she shall call all meetings of the Club and Board, and provide a meeting agenda. He/she may make emergency decisions for the good of the Club, as required, between meetings. In case of a tied vote of either the membership or the Board, the President shall cast the deciding vote.

The **Vice President** shall perform all the duties of the President when the President is absent or fails to act in accordance with his/her duties as decided by the Board. He/she shall become the President in the event of a vacancy in that office. The Vice President will act as the liaison between the Club and other paddling groups. The Vice President will serve as ex-officio member of all committees and will report on all other committees not represented on the Board

The **Secretary** shall keep an accurate and true record of all proceedings of meetings of both the Board and the membership, and provide copies to the Board prior to the regularly scheduled meetings. He/she shall submit a copy of approved minutes to the webmaster for posting. He/she is responsible to keep all records on permanent file and to have available a copy of previous minutes and the Club bylaws at every meeting whether or not he/she is attending. All records of the Secretary shall be property of the Club.

The **Treasurer** shall collect all money due the Club and is authorized to pay regular club debts. He/she shall disburse additional Club funds as directed by the Board. He/she shall also provide a detailed financial report at all Board meetings, a general report at membership meetings and to the newsletter editor and webmaster. He/she shall keep a full and accurate account of all receipts and disbursements and prepare and file tax returns as required by law. All records shall be property of the club.

The **Member at Large** shall act as liaison between the club membership and the Board, acting in the best interest of the membership.

The **Cruise Chair** is an experienced paddler who has experience organizing paddling events and has had training in, and is familiar with commonly accepted paddling, safety and rescue practices. He/she will provide information on upcoming paddling events for the calendar to the newsletter editor and webmaster, maintain appropriate records of paddling events as needed, inform the Board in a timely manner of his/her committee's activities, and forward in a timely manner all monies and necessary information to the Treasurer and the ACA (when appropriate). His/her committee shall identify guidelines for trip leaders and paddle trips, recruit trip leaders, ensure their training, ensure safe trip practices are followed and that trips are documented.

The **Safety and Training Chair** is an experienced paddler who has had training in, and is familiar with commonly accepted paddling, safety and rescue practices. He/she will provide information on upcoming training events for the calendar to the newsletter editor and webmaster, maintain detailed records of all safety and training events, inform the Board in a timely manner of his/her committee's activities and forward in a timely manner all monies and necessary information to the Treasurer and the ACA (when appropriate). His/her committee shall develop and plan educational resources and training events designed to aid in the improvement of paddling knowledge and skills to encourage and promote safety and safe practices of the club and its members in the use and enjoyment of kayaking.

The **Membership Chair** shall be the contact person for all prospective members and is the ombudsman for current members for membership issues. He/she will maintain appropriate records of membership as needed, inform the Board in a timely manner of his/her committee's activities and forward in a timely manner all monies and necessary information to the Treasurer and the ACA (when appropriate). He/she shall take pro-active actions to build the Club membership. He/she maintains the Club's relationship with the ACA and other paddling clubs, maintains the Club Roster and ensures that all Club members and local paddling shops have CKC brochures to help build membership.

The **Past President** is the outgoing President who is an advisory member to the next president and shall provide historical continuity. The Past President shall work with other officers to develop and maintain a planning document to describe duties and planning activities of Board offices to pass down to future administrations.

4C. Committees

The Board may create, dissolve or appoint committees and empower them as appropriate and consistent with these bylaws. All committees will serve the club and their Chair will report to the Board via the Vice President.

4D. Board quorum and voting

To conduct the business of the Club, a quorum must be established. A quorum requires 5 voting members to be present. Each member of the Board will have a single vote in making decisions. A simple majority vote will decide all issues. Should there be a tie, the President will cast the deciding vote.

4E. Resignation of Board member

Any Board member can resign their Board position by submitting a written letter to the Board stating the reason(s) for the resignation.

4F. Removal of Board member

With the approval of a majority of the Board members any Board member may be removed from office if actions of that person are deemed not in keeping with the duties of his/her position and with the welfare, safety or mission of the club according to these bylaws.

4G. Vacancies

In the event that an existing Board member cannot meet their current responsibilities, or has been removed, the remaining Board members may elect an existing, active club member to that position for the remainder of the term.

ARTICLE 5. Elections

The election of all members of the Board will take place in November. Members of the Board will be elected by a majority of those members voting.

5A. Nominating Committee selection

Starting no later than September of each year, the President shall appoint a nominating committee to lead the club in finding suitable Club members to agree to run for office for the next year. This committee shall make a list of possible candidates: contacting those candidates, reviewing their responsibilities and time commitments and reaching agreement with candidates that, if elected, they will serve accordingly. There must be at least one nominee for each Board position

5B. Notification of upcoming elections

The Club membership will be notified of upcoming elections via the Club website in the month of September. Members interested in running for Club office will be solicited in this notice. Any member, who wishes to have their name included on the nominating committee's list should notify the President or nominating committee prior to an established deadline.

5C. Announcement of the slate

The slate of Officers standing for election will be posted on the CKC website no later than the 1st of November. "Write in" nominations will be accepted during elections. Write-in nominees must also be contacted and vetted by the Nominating Committee and agree to service and commitment to the Club

5D. Voting

Voting will consist of an electronic ballot through the CKC website during the last two (2) weeks of November. Each paid member will have one (1) vote except in the case of family membership there will be one (1) vote allowed for each family member over the age of 18, not to exceed two (2) votes per family membership. A simple majority vote will decide elections. In case of a tie, the current President shall cast the deciding vote

5E. Results and Installation

Notifications of the election results are to appear on the Club website and Officers will be installed at the December general membership meeting.

ARTICLE 6. Amendments to Club Bylaws

Amendments to these bylaws may be presented to the membership for vote either by the Board or upon petition to the Board by 15% of the club members.

These bylaws may be amended following notice via the CKC website. An electronic vote of at least two thirds (2/3) of those voting, shall decide the outcome. Amendments shall immediately be placed in the records of the club and appended to copies of the bylaws available to the members.

ARTICLE 7. Dissolution

The Club may be dissolved by a majority vote of at least two thirds (2/3) of the membership or, in the event of two thirds of members (2/3) failing to vote, by a two thirds (2/3) vote of the Board. In the event of dissolution of this club, all assets of the Club shall be distributed to such charitable, non-profit organizations as may be selected by the Board in order that the assets then owned by the Club shall be devoted to the purpose set forth herein or as closely aligned as is possible. In no way shall any of the assets or proceeds of the dissolved Club go or be distributed to members or officers

ARTICLE 8. Club Logo and Seal

The logo and seal of the CLUB shall be as more particularly shown in the following impression:



ARTICLE 9. Governing Precepts

These Bylaws will govern the business of the Club in service to any other applicable state or federal laws.

Revision History: