

EAST TENNESSEE WHITEWATER CLUB BYLAWS

(March 2018)

Article I: AIMS

1. PROMOTE canoeing and kayaking as a water sport.
2. TEACH boating techniques and water safety for river travel.
3. PRESERVE our remaining wilderness rivers for future generations.
4. PLAN and promote social and recreational activities for our members.

Article II: MEMBERSHIP

1. Anyone signing the waiver of liability and paying the appropriate dues may become a member.
2. Dues are payable to the treasurer on or before January 1st of each year.
3. Dues are currently \$15 per year for an individual or family membership.

Article III: MEETINGS

1. Meetings are generally held on the third Tuesday of the month.
2. Each member 18 years and older, who is in good standing, may have one vote, and must be present at the meeting to vote.
3. Any proposal can be enacted by a majority of the members present.
4. Items to be brought before the membership for discussion or vote should be published in the preceding Newsletter whenever possible.
5. The membership has the power to make, amend, and repeal bylaws for the administration and regulation of club affairs. Any such proposal (say, changing dues) *must* appear in the preceding Newsletter's meeting agenda to inform members of the upcoming discussion and vote.
6. Roberts Rules of Order Revised shall govern all meetings of the club.

Article IV: MEMBERS OFFICIALLY REPRESENTING ETWC

A club member officially representing ETWC should submit a brief follow up report of their activities. This can be done by submitting a written report to the Newsletter Editor or by giving a verbal report at the next meeting.

Article V: ELECTION OF OFFICERS AND CHAIRPERSONS

1. The Officers of the club shall be:

President
Vice-President
Secretary
Treasurer

2. Chairpersons shall be:

Clinic Coordinator
Conservation
Membership
Newsletter Editor
Roll Practice
Safety
Trip Coordinator
Web Master

3. A nominating committee should consist of the President and two or more other members appointed by the President. The committee is responsible for selecting a slate of officers and chairpersons for nomination. The selection process should begin in September. No nominations should be made without the prior consent of the nominee.

4. Any member may suggest a nomination for consideration through the November meeting date. The final ballot of nominees will be published in the December Newsletter. The yearly election will take place at the December monthly meeting.

5. New officers and Chairpersons assume their duties January 1st of the New Year.

6. A vacancy occurring in an elected office should be filled by vote at the next regularly scheduled meeting.

Article VI: DUTIES OF OFFICERS AND CHAIRPERSONS

1. **President:**

- Presides at all meetings.
- Coordinates the activities of club officers and chairpersons and may call executive committee meetings to facilitate this process. (Always a good idea at the beginning of each year)
- Provides the final ballot for yearly elections to the Newsletter Editor for publication in the December Newsletter.
- Obtains the club archive and club banner from the previous President.
- During tenure, saves a complete set of Newsletters in the club archive.
- Coordinates with the Secretary and Vice President to provide the Newsletter editor an upcoming meeting agenda to publish in the Newsletter.

2. **Vice-President:**

- Plans programs, secures speakers and equipment necessary for those programs.
- Presides at meetings in the absence of the President.
- Coordinates with the Secretary and President to provide the Newsletter editor an upcoming meeting agenda to publish in the Newsletter.

3. Secretary:

- Obtains the meeting minutes log from the previous Secretary.
- Keeps the minutes of all meetings in the log.
- Submits a concise summary of meeting minutes and any upcoming meeting agenda to the Newsletter editor.

4. Treasurer:

- Receives and disburses all club money and keeps accurate records of all financial transactions.
- Presents the club's annual financial statement and provides a copy to the Newsletter Editor for publication.
- Files the annual Non-Profit Organization Corporation report to the Tennessee Secretary of State.
- Maintains the club P.O. Box and pays the annual fee for the box.
- Responsible for monitoring the online payment account and transferring the payments to the club checking account.
- Acts as liaison for securing facilities for meetings held at the Oak Ridge Civic Center and in coordination with the Clinic Chairperson for the first evening of the beginners clinic.
- Responsible for reviewing all incoming mail and distributing it to the appropriate officers and Chairpersons.
- Provides a monthly paid membership update to the Membership Chairperson.

5. Clinic Coordinator Chairperson:

- Coordinates the beginner clinic to be held the first full week in June.
- Provides advertising with flyers, newspaper articles and other appropriate means.
- Responsibilities include but are not limited to: collecting clinic sign up forms and fees, assigning instructors and helpers to groups of students, organizing loaned equipment lists, securing class meeting facilities at the lake, and coordinating the after clinic party location.

6. Conservation Chairperson:

- Inform the club of wilderness and river conservation issues to allow our active participation in their outcome.
- Provide contact information for policy makers responsible for voting on conservation issues.
- Screen Environmental Newsletters and correspondence from whitewater clubs for issues relevant to the membership.
- Provide acknowledgement of member and club participation in conservation efforts to the Newsletter Editor for publication.

7. Membership Chairperson:

- Keeps an updated record of current club members in coordination with the Treasurer.
- Provides the Newsletter Editor with the latest membership list each month.

8. Newsletter Editor Chairperson:

- Formats the Newsletter.
- Edits member contributions to the Newsletter.

- Distributes the Newsletter prior to each meeting or when there is important information for the membership.
- Screens all incoming information for relevancy to the club and suitability for publication in the Newsletter.
- Shares responsibility for including the agenda for the next meeting and the minutes from the last meeting in each Newsletter.

9. Roll Practice Chairperson:

- Acts as liaison to obtain indoor pool usage for winter roll practices.
- Obtains the club notebook containing waiver forms, schedule, list of duties for volunteer hosts, and club membership forms from the previous Roll Practice Chairperson.
- Obtains the roll practice sign for the indoor pool.
- Provides a roll practice schedule including a volunteer host's name for each session to the Newsletter Editor and Web Master for publication.
- Informs volunteer hosts of their duties and ensures a host is present at each roll session to collect fees and verify that all participants have signed a waiver of liability.

10. Safety Chairperson:

- Plans programs involving safety and first aid.
 - Submits articles on safety and educational information to the Newsletter Editor.
 - Presents safety and rescue information at clinics or workshops.
- (Functions as an educator – is not responsible for the safety of any member.)

11. Trip Coordinator Chairperson:

- Schedules trips and activities for the year.
- Secures leaders for all scheduled trips and reminds them by notice in the Newsletter and by phone.
- Provides schedule of follow up trips geared toward the beginner clinic participants to the Clinic Coordinator and the Newsletter Editor.

12. Web Master Chairperson:

- Formats, maintains, and updates the website.
- Coordinates the web host, domain name, and online payment accounts.
- Acts as the administrator of the club forum.

Article VII: 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 provisions of any future Internal Revenue Code, or to the federal, state, or local government, exclusively for a public purpose.