

BYLAWS
ROCKY MOUNTAIN SEA KAYAK CLUB

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ARTICLE I: INTRODUCTION

Section 1. Name

The name of the organization is the Rocky Mountain Sea Kayak Club (RMSKC)

Section 2. Purpose

The purpose of the RMSKC is to promote an appreciation of the outdoors, good environmental stewardship and the sport of sea kayaking in a safe, friendly and respectful manner. The purpose of these Bylaws is to communicate the standards by which the RMSKC operates.

Section 3. Office

The office of the RMSKC is to be located in the home of the current President or another location agreed upon by the Steering Committee.

ARTICLE II: AFFILIATIONS

The RMSKC is a Paddle America Club (PAC) of the American Canoe Association (ACA). The RMSKC may enter into working agreements with other paddling groups and associations in order to accomplish its purposes. Doing so will require a simple majority of the members who vote.

ARTICLE III: MEMBERSHIP

Section 1. Eligibility

Individual membership in the RMSKC is open to all persons age 18 and above. A family membership consists of an adult(s) and his or her child(ren) under the age of 18. Upon receipt of a properly completed application for membership form, a properly completed Waiver and Release of Liability Form, and the appropriate dues, a person shall be considered a member of the RMSKC. All members collectively may be referred to as members or the membership throughout these Bylaws.

Section 2. Obligations

Members agree to follow these Bylaws. At the same time, they are encouraged to propose changes thereto when they believe such changes will improve RMSKC activities and procedures.

Section 3. Voting

A Voting Member is any RMSKC member age, including any family member, 18 or above. All members who vote may submit only one ballot per member. Votes may be cast by email.

Section 4. Dues

The RMSKC requires dues for membership. Dues may be changed as deemed appropriate and approved by the Steering Committee.

Section 5. Waiver and Release of Liability

Members are required to sign a Waiver and Release of Liability Form holding the RMSKC, its officers, employees and agents harmless against any loss (including death) or damage to person or property which such member may suffer in connection with his or her participation in RMSKC sponsored events.

ARTICLE IV: STEERING COMMITTEE

Section 1. Officers

The RMSKC will have a Steering Committee consisting of the following nine positions: President, Secretary, Treasurer, Membership Coordinator, Publications Editor, Webmaster, Paddling Coordinator, Onshore Coordinator, and Instruction and Safety Coordinator.

Section 2. Term of Office

Members of the Steering Committee will serve a two-year term beginning January 1st. The President, Secretary, Webmaster, Publications Editor and Membership Coordinator positions are open for elections on even years. The Treasurer, Paddling Coordinator, Onshore Coordinator, and, Instruction and Safety Coordinator positions are open for elections on odd years.

Section 3. Elections

The Steering Committee shall be elected by the RMSKC voting members. To be elected, a candidate must be a member age 18 or above and receive a simple majority of the members who vote.

Section 4. Time and Manner of Elections

Elections shall be held via email by November 30 of each year. The President shall convey the results of the election to the membership.

Section 5. Nominations

The Secretary shall call for nominations no later than October 15 of each year. All members may nominate themselves or another member for office. Nominations will be finalized and the list of nominees will be emailed to the RMSKC membership on or about November 1.

Section 6. Roles and Responsibilities

The Steering Committee shall manage and administer the affairs of the RMSKC in accordance with these Bylaws. The Steering Committee shall set the organizational objectives for the year and communicate them to the membership. It shall also approve the annual budget, approve expenditure of all RMSKC funds, and approve the RMSKC Paddle Schedule. In addition:

- The Steering Committee may make and enforce such rules and regulations as it deems necessary, or advisable to accomplish the objectives and purposes of the RMSKC.
- The detailed duties of each Steering Committee position are described in a separate Roles and Responsibilities document. These Roles and Responsibilities may be revised by the Steering Committee.

Section 7. Meetings and Quorum

Meetings of the Steering Committee will be called by the President and will be held a minimum of three times a year. A quorum for a meeting consists of five Steering Committee members. Steering Committee members will be notified of meetings via email or telephone at least five (5) days prior to the meeting. When a Steering Committee meeting of less than the quorum takes place, no decisions requiring a vote of the quorum or the whole Steering Committee may be made.

However, discussions and recommendations regarding Club activities may be accomplished for future Steering Committee consideration and voting.

Section 8. Voting

Each member of the Steering Committee shall have one vote. Except as otherwise provided, the vote of each Steering Committee member shall be cast in person, including telephone participation, at the Steering Committee meeting. Unless otherwise indicated in these Bylaws, Steering Committee resolutions require a simple majority of the quorum. Steering Committee business, including voting, may be conducted via email only for issues that require immediate action as determined by the President. The results of said email vote must be recorded in the minutes of the next Steering Committee meeting.

Section 9. Vacancies

Vacancies occurring within the Steering Committee before the completion of a member's term of office shall be filled by a decision of the Steering Committee.

Section 10. Removal

Members of the Steering Committee may be removed from office by a 2/3 majority vote of all Steering Committee members excluding the member proposed for removal. Examples of conditions under which a Steering Committee member may be removed include, but are not limited to: breach of confidentiality, failure to disclose a conflict of interest, or failure to exercise the duties of his or her Steering Committee position. The Steering Committee member in question is not eligible to vote in his or her own dismissal regardless of the situation in which he or she is involved. The Steering Committee member in question shall be requested to attend a Steering Committee meeting to be presented with the issues and have an opportunity to speak in his or her defense.

Section 11. Compensation

Members of the Steering Committee shall not be compensated for the performance of their duties. Steering Committee members will be reimbursed for reasonable expenses incurred in the performance of their duties.

ARTICLE V: MEMBERSHIP MEETINGS

Section 1. General Meetings

General meetings of the membership may be held to conduct RMSKC business, share information, and for other matters of interest or concern to the membership.

Section 2. Special Meetings

Special meetings of the membership may be called by the President, the Steering Committee or by a petition of 10% of the membership. Such meetings shall be called within four weeks from the receipt by the Steering Committee of a written request stating the business to be considered. Notification of the meeting and its purpose must be sent to all members at least two weeks in advance of the meeting. A special meeting may take action only on the matter(s) presented in the meeting notice.

Section 3. Reversal of Steering Committee Actions

Five percent of the RMSKC membership is required to request a vote of the membership to reverse a Steering Committee action. Such requests include, but are not limited to, Steering Committee actions on matters of policy, operating procedures, or expenditure (past or planned) of RMSKC funds. Reversal of an action will be approved by a 2/3 majority of the members who vote.

ARTICLE VI: INSTRUCTORS

Section 1. Compensation

Instructors shall not be compensated for their instruction service. The RMSKC will pay the yearly ACA accreditation fees required to keep instructor ratings current.

Section 2. Expenses

The RMSKC may pay, as approved by the Steering Committee, any reasonable expense incurred by an instructor for teaching RMSKC sponsored classes.

Section 3. Training

The Steering Committee will decide on a case-by-case basis whether to reimburse a person's expenses to be trained and certified as an instructor or for updating an instructor's certification. To be considered by the Steering Committee:

- reimbursement requests must be submitted to the President one month prior to incurring any expenses,
- the person must successfully complete all requirements and receive his/her instructor certification,
- the Steering Committee may require the person receiving the reimbursement to teach a certain number of courses the summer following his or her certification.

ARTICLE VII: BUDGET AND ALLOCATION OF FUNDS

The Steering Committee shall adopt an annual budget no later than February 28 of each year. The Steering Committee may allocate and spend funds based upon the approved annual budget. The approval of the Steering Committee is required for any expenditure of RMSKC funds that is not included in the annual budget. Member(s) shall be provided information on the RMSKC budget and expenditure of funds upon request.

ARTICLE VIII: RMSKC ROSTER

The RMSKC Membership Roster and email list shall not be used for sending or forwarding any communication not directly related to the RMSKC purpose. Except for the ACA, the RMSKC Membership Roster shall not be given to any non-member of the Club.

ARTICLE IX: LOGO

The RMSKC logo is a trademark of RMSKC. Usage rights are given to members for any reasonable personal and non-commercial purpose. Any other use of the RMSKC logo is prohibited in any manner, except as approved by the Steering Committee.

ARTICLE X: NON-DISCRIMINATION

The RMSKC shall not discriminate against people on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, or any legally protected characteristic.

ARTICLE XI: DISCIPLINARY ACTION

Section 1. General

As determined by the Steering Committee, any member whose actions are deemed to run counter to the best interests of the RMSKC shall be subject to disciplinary action.

Section 2. Types

Disciplinary actions that may be taken include, but are not limited to, restriction of the member's participation in various RMSKC activities and/or revocation of an individual's membership.

Section 3. Procedure

A member may bring before the Steering Committee an action by another member to be considered for disciplinary action. The member in question shall be requested to attend a Steering Committee meeting to be presented with the issues and have an opportunity to speak in his or her defense.

Section 4. Voting

After hearing from the member, all Steering Committee members (not the quorum) shall vote to determine if disciplinary action is necessary. Any action taken shall be decided by a 2/3 majority vote of the whole Steering Committee.

ARTICLE XII: DISSOLUTION OF THE CLUB

Dissolution of RMSKC may occur by a 3/4 majority of the members who vote. In the event of dissolution, all remaining assets shall be disposed of in accordance with the Articles of Incorporation.

ARTICLE XIII: AMENDMENT OF BYLAWS

Section 1. Amendment or Repeal

Amendments to, or repeal of these Bylaws may be accomplished only by a 2/3 majority of members who vote.

Section 2. Proposals to Amend or Repeal

Members may propose amendments to these Bylaws by petition to the Steering Committee. The petition must be accompanied by signatures of 10% of the members.

Section 3. Review of Proposals

Within thirty (30) days after the receipt of a valid petition to amend, the Steering Committee will send the proposed amendment to all members for review and comment before a vote on the proposed amendment is taken. Said review and vote must take place within 60 days of the receipt of the valid petition to amend.

ARTICLE XIV: ADOPTION OF BYLAWS

These Bylaws, in their proposed form, were sent to the general membership for comment on July 4, 2011, revised as needed by the Steering Committee, and then adopted on the 15th day in the month of September in 2011 by a 2/3 majority of the members who voted.

Signed by the following Steering Committee members:

STEERING COMMITTEE MEMBER	SIGNATURE	DATE
President: Jud Hurd		
Secretary:		

Membership Coordinator: Anna Troth		
Treasurer: Michael Anson		
Publications Editor: Sue Hughes		
Webmaster: Dan Bell		
Paddling Coordinator: Anne Fiore		
On Shore Coordinator: Brian Hunter		
Instruction and Safety Coordinator: Brian Curtiss		