

CAYUGA TRAILS CLUB
BY-LAWS

(Revised November 4, 1964, January 9, 1966, February 27, 1972, November 15, 1987, January 23, 2000,
January 24, 2010; January 23, 2011)

I - NAME AND PURPOSE

The corporate name of this organization is the CAYUGA TRAILS CLUB. Its purposes shall be: to explore, enjoy, and preserve wild lands and places of natural beauty and interest and their plant and animal life; and to encourage the informal study of the natural, historical, and cultural features relating to the out-of-doors through walks and related activities.

II - OFFICERS

The officers shall consist of a President, who shall preside at meetings and act as Chairperson of the Executive Board; a Vice-President, to act in the absence or incapacity of the President; a Secretary, who shall keep the minutes and records and perform such other duties as may be requested by the President; and a Treasurer, who shall receive dues and disburse funds and be a member of the Finance Committee. (For detailed duties of officers, see Standard Practices.)

A Nominating Committee, composed of one member of the Executive Board and two members from the general membership, shall be elected by the membership in November or earlier. It shall propose a slate of officers to include a President, a Vice-President, a Secretary, and a Treasurer, to serve for a period of one year, and a Member-at-Large, to serve for a period of two years. None of these shall be limited to one term.

The officers and the new Member-at-Large shall be elected at the Annual Meeting, designated in Article IV. Additional nominations may be made from the floor before the election. Any vacancies arising between elections shall be filled by the Executive Board until the next Annual Meeting.

III - COMMITTEES AND EXECUTIVE BOARD

The President, with the advice of the Executive Board, shall appoint the Archivist and the Chairpersons of the following standing committees: Finance, Guidebook, Information Technology, Landowner Relations, Membership, Newsletter, Publicity, Social, Trails, WLL (Walk, Look, and Learn Hikes), and such other committees as the President may deem advisable. (S)he shall be an ex-officio member of all committees and should be notified in advance of meetings.

The Executive Board is authorized to conduct the business of the Cayuga Trails Club. The Executive Board shall consist of the officers, as designated in Article II, the Chairpersons of the committees mentioned in Article III, Par. 1, the immediate past-President and the two Members-at-Large. The Executive Board shall meet at every other month. Additional meetings may be called with five days prior notice and approval of two Executive Board members. Each member of the Executive Board, as a voting member, is expected to attend and take part in Executive Board Meetings. A quorum for conducting business at Executive Board meetings shall be 50% of the Board members.

When unable to attend Board meetings, Board members and committee Chairpersons should inform the President in advance and, if possible, suggest a substitute.

The Finance Committee shall be responsible for keeping current the financial records, financial procedure and policies, including establishment of an annual budget.

The Guidebook Committee shall be responsible for the revision, publication and distribution of the guidebook (Guide to Trails of the Finger Lakes Region).

The Information Technology committee shall be responsible for information technologies used by the club, and for maintaining and improving the club's website.

The Landowner Relations committee shall be responsible for cultivating and maintaining good relations with landowners.

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The Membership Committee shall have charge of all duties pertaining to membership.

The Newsletter Committee shall be responsible for publishing and distributing the club's newsletter.

The Publicity Committee shall be responsible for newspaper, radio, web site, and other media publicity.

The Social Committee shall be responsible for the club's social activities.

The Trails Committee shall be responsible for the scouting, mapping, construction, and maintenance of hiking trails as approved by the Executive Board. The Trails Committee shall also be responsible for recruiting trail stewards and working with them to maintain and improve trails.

The Walk, Look and Learn (WLL) Committee is responsible for monthly Walk, Look, and Learn trips and other events committee members may wish to initiate.

(Detailed duties of committees shall be included in the Standard Practices.)

IV - MEETINGS

The Annual Meeting and election of officers shall be held in January, the time and place to be designated by the Executive Board. Special meetings may be called by any two officers, or any five members. At least five days prior notice shall be given members of the time and place of meetings, both regular and special.

A quorum shall consist of 25 members. A quorum is required for nominating and electing officers, amending the By-Laws and making other vital decisions.

V - MEMBERSHIP

Membership in the club shall be open to those who are interested in supporting the purpose of the club. Only members may vote or hold office.

A membership application shall be completed and submitted to the club with the appropriate dues.

VI - DUES AND EXPENSES

The Executive Board shall set membership categories and dues for each category. Changes to categories and dues must be acted on at two separate Executive Board meetings. Members' children under age eighteen shall be exempt from dues. Dues of members joining subsequent to September 30 in any year shall apply to the following year as well.

Dues shall be payable in January of each year. If the dues of any member are not received by March 15, the member's name may be dropped from the membership roll. The updated membership list shall be distributed to all members as soon as possible.

There shall be no power of officers, committees, other than the Executive Board, or membership as a group, to incur indebtedness in the name of the club, act for it, or expose it as a body to any liability whatever. Each member who participates in club activities does so wholly in a voluntary capacity.

Since May 1977 the CAYUGA TRAILS CLUB has been exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. Therefore, no annual income tax returns need to be filed unless gross receipts of the club exceed \$10,000 per year.

VII - AMENDMENTS

The By-Laws may be amended by a two-thirds vote of those attending a meeting of the members. A copy of the proposed amendment(s) must be sent to the membership at least two weeks prior to the meeting.

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