

Constitution (by-laws) of the Great Lakes Adventure Club

October 2005

Article 1 - Name and Objective

- Section 1. Name - The name of this organization shall be the "*Great Lakes Adventure Club*."
- Section 2. Objective - This organization was formed to provide a means for individuals interested in outdoor activities to join together for the purpose of participating in such.

Article 2 - Creed

To achieve this objective, we subscribe to certain basic beliefs concerning the activities, equipment, and conduct of the membership.

- Section 1. Activities - All *activities* are planned and organized by individual club members. These members do not claim any expertise, ability to provide instruction, or knowledge of first aid. They do not accept responsibility for the actions of others.

The club itself does not plan, organize, designate, lead, or approve any "*official*" club activities.

The club officers do not have anything to do with approving, designating, or leading any "*official*" club trips.

- Section 2. Safety - It is recognized that most outdoor adventures have the potential to be dangerous, and each member engages in these activities at his/her own risk. It is the responsibility of every member to challenge any activity they view to be unsafe.

- Section 3. Equipment - The club or its officers acknowledge no responsibility for the proper or safe use of any of the club's equipment. Nor does the club or its officers acknowledge any responsibility for establishing or assuring the integrity, condition, or fitness for use of this equipment.

- Section 4. Environment - The natural environment used during all activities will be protected. All activities will be done with a minimum impact on the natural environment.
- Section 5. Use of Club Name - The GLAC name and/or title shall not be used in any public forum without the approval of a GLAC officer, or a simple majority vote of the members present at any monthly meeting.
- Section 6. Privacy - This club respects the privacy of its members and guests. Information that the club collects about individuals is not to be provided to other organizations without the expressed permission of the individual(s) affected.

Article 3 - Capital

- Section 1. Annual Dues - The annual dues collected shall be used to defray expenses of the organization during a year of operation. Annual dues shall be adjusted up or down as needed to ensure that there will be sufficient, but not excessive, funds in the club's treasury. Next year's annual dues shall be established at the November monthly meeting.
- The fiscal year shall begin the first day of January.
- Section 2. Membership - Single membership consists of one individual member. A family membership consists of couples and their family members that live at the same address. Single & family memberships shall be the same cost. Each membership shall receive the newsletter per monthly meeting.
- Section 3. Non-Payment of Dues - If dues are not paid prior to March 1st of each fiscal year, members will be dropped from club membership.
- Section 4. Reimbursement of Dues - Any members leaving the club for any reason will not receive a refund of their dues.
- Section 5. Purchase of Club Equipment - The purchase of club equipment allows members to participate in some club activities that they may not have the necessary equipment for. Suggestions for new equipment purchases should be submitted at monthly meetings. Voting for club equipment purchases should take place at a designated meeting, preferably in autumn so that a better estimate of excess funds available for the fiscal year can be determined.

When the voting policy & procedure details deviate from previously established practices, the new rules for conducting a revised voting procedure shall be determined at least one month prior to the vote.

- Section 6. Club Subsidized Activities - As a general rule, club does not subsidize any club activities. This is done to support the club's policy of not planning, organizing, designating, leading, or approving any "*official*" club activities. The main exceptions to this rule shall be the purchase of party supplies for GLAC parties, and the purchase of club equipment.

Article 4 - Meetings

- Section 1. Assembly - Meetings shall be held monthly at a designated time and place.
- Section 2. Meeting's Agenda - The agenda for the monthly meeting shall be determined by the Chairperson, or acting Chairperson. The order of the meeting's agenda shall be selected to promote a positive and enjoyable meeting environment for all in attendance. New trips should be announced early in the meeting's agenda. [For example: call meeting to order, greet members & guests, give brief officers' report(s), announce new trips, report on past trips, gear demo, discuss club business, view special program, and adjourn meeting.]

Article 5 - Guest Policy

- Section 1. Attendance - Guests are welcome to attend the monthly meetings and are encouraged to sign the guest list.
- Section 2. Newsletter - Guests who sign the guest list will receive that month's newsletter free.
- Section 3. Activities - Guests are welcome to join in two activities during an initial one-year period, after which they are expected to join if they wish to continue participating in the club.

Article 6 - Officers and Management

Section 1. Officers - Officers of the club shall be Chairperson, Secretary, Treasurer, Equipment Manager, and Webmaster. They shall receive free GLAC membership during their term(s) of office as compensation for their efforts.

Officers will have final responsibility for all financial matters (e.g. writing contracts or making financial obligations for the organization authorized by the club). Any expenditure of \$25 or more must be approved by a simple majority vote of members present, except for the club's meeting room, meeting minutes, and Web site expenditures.

Section 2. Chairperson - The Chairperson shall be responsible for presiding at all monthly club meetings. He/she shall also be an authorized signer of the club's checking account.

Section 3. Secretary - The Secretary shall be responsible for recording, publishing, and distributing the monthly meeting's minutes. He/she shall also maintain an archive of such, as well as any other official club documents, which the club designates as being necessary records (e.g. club's past and present meeting minutes, newsletters, & constitutions). A copy of the current constitution should be provided annually to members if requested.

Section 4. Treasurer - The Treasurer shall receive and deposit all money taken in by the club. The officers shall approve the depositories used. He/she will keep book accounts of receipts and expenditures, which shall be open at all times for inspection by members.

The outgoing treasurer shall turn over a current balanced checking account to the incoming treasurer, or be held personally responsible for any monetary discrepancies.

Section 5. Equipment Manager - The Equipment Manager shall be responsible for storage, inventory, and managing the use of equipment owned by the club.

Section 6. Webmaster - The Webmaster shall be responsible for the creation, updating, and maintenance of Web pages and other related documents for the club's Web site.

Article 7 - Election of Officers

- Section 1. Nominations - Nominations for officer elections will be opened at the regular November meeting and remain open until the elections.
- Nominations will be accepted verbally during a regular meeting or in writing anytime.
 - Only current dues-paying members may nominate someone or be nominated.
 - Members may nominate themselves.
 - The list of nominees for each officer will be published in the November newsletter. A brief statement about a candidate will also be published if they submit it before the printing deadline designated by the secretary.
- Section 2. Elections - Officer elections will take place during the December meeting. However, if the current officers decide that there are not enough members present for a vote, then the elections will be held at the beginning of the January meeting.
- Officers being elected each year shall be as follows: Chairperson, Secretary, Treasurer, Equipment Manager, and Webmaster.
 - Only current dues-paying members may vote.
- Section 3. Election Process
- Final call for nominations
 - Candidates will be given the opportunity to present a brief statement about their candidacy if they desire.
 - Members vote in writing or by a show of hands. Members that can not attend the meeting of the election may submit an absentee ballot in writing prior to that meeting.
 - The policy & procedure details for determining what constitutes a valid vote shall be established at the November meeting.
 - The officers will count the votes.
 - A 50% or greater majority vote of all valid votes cast is required to win. In the event a 50% majority vote is not reached, the officers will reduce the number of candidates and then conduct a new vote. Absentee votes shall be recounted as they had originally been submitted during these subsequent election runoffs.
 - Any current officer nominated for re-election will abstain from any vote counting for the office for which that officer is a candidate.
- Section 4. Inauguration - Newly elected officers will take office January 1st.

Article 8 - Amendments

Section 1. This constitution may be amended by a two-thirds vote of the members present at any monthly meeting of the club.

Fair and reasonable efforts should be made to include the entire club membership before changes to this constitution are made. Proposed changes should be discussed and reported in the newsletter before a vote is taken at a future designated meeting.