

Constitution (By-laws) of the Great Lakes Adventure Club
June 2022

Article 1. Name and Objective

Section 1. **Name** - The name of this social club shall be "Great Lakes Adventure Club."

Section 2. **Objective** - This organization was formed to provide a means for individuals interested in non-motorized outdoor activities to join together for the purpose of participating in such.

Article 2. Creed - 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' duties do not include approving, designating, or leading 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 their own risk. It is the responsibility of every member and guest to judge their ability to participate safely in activities. Members should challenge any activity they view to be unsafe. Participants will acknowledge their acceptance of this responsibility by signing the *GLAC Waiver and Release of Responsibility* form.

Section 3. **Equipment** - The club and 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 will be protected during all club activities. All activities will have a minimal impact on the natural environment.

Section 5. **Use of Club Name** – Use of the *Great Lakes Adventure Club* name, acronym, or logo on any publication or promotional materials must be approved by a GLAC officer.

Section 6. **Privacy** – The club respects the privacy of its members and guests. To enable communication and planning amongst members, updated membership rosters shall be provided periodically to GLAC members using a secure and efficient means. Members may request that personal information such as addresses and phone numbers not be shared in these documents. It is club policy that photos will be shared only after individuals pictured within them have given their consent. Information that the club collects about members is not to be provided to other organizations without the expressed permission of the individual(s) affected.

Article 3. Capital

- Section 1. **Annual Dues** – Annual dues shall be collected and used to defray expenses of the organization. Annual dues will be adjusted up or down as needed to ensure that there will be sufficient, but not excessive, funds in the club’s treasury. Dues for the next calendar year shall be established at the November monthly meeting. The fiscal year shall begin the first day of January. New members joining in the last three months of a calendar year shall be considered paid up for the following calendar year as well. Annual dues will be waived for any member serving as an officer of GLAC for their year of service. Club officers are defined in Article 6- Officers and Management, Section 1.
- Section 2. **Membership** – A single membership consists of one individual member. A family membership consists of couples and family members living at the same address. Single and family memberships shall be the same cost. Each membership shall receive the newsletter per monthly meeting, be able to participate in activities, have access to the GLAC forum, and be entitled to borrow GLAC equipment.
- Section 3. **Non-Payment of Dues** - If dues are not paid prior to March 1st of the fiscal year, members shall be dropped from club membership and lose access to the GLAC forum. At the discretion of the board of officers, dues may be waived for an individual member.
- Section 4. **Reimbursement of Dues** - 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 activities that they may not have the necessary equipment for. Suggestions for new equipment purchases should be submitted at designated meetings. Voting for club equipment purchases will take place after the annual membership renewal period so that a better estimate of funds available for the fiscal year can be determined.
- Section 6. **Club Subsidized Activities** – As a general rule, GLAC 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 GLAC meeting and party expenses and the purchasing of club equipment.
- Section 7. **Donations** - If there are funds available, the club may donate an approved amount to support local, outdoor related non-profit organizations with whom we participate, or whose resources support member activities. Input will be sought from members for recommendations and a list of proposed donations shall be provided to the membership at large the month before a vote is to be taken regarding disbursement of such funds. Discussion at said meeting shall take place before voting.

Article 4. Meetings

Section 1. **Assembly** - Meetings will be held monthly at a designated time and place. Meetings may be canceled or postponed if GLAC officers determine that extenuating circumstances make such action necessary.

Section 2. **Meeting Agenda** - The agenda for the monthly meeting shall be determined by the Chairperson, or acting Chairperson.

Section 3. **Conducting Club Business**- At monthly meetings, members will be kept informed of and discuss operational decisions such as actions taken to promote our organization, club equipment changes, policy and procedure changes, and expenditures. Any expenditures of \$25 or more must be approved by a simple majority vote of members present, with the exception of routine Web site and meeting expenses. Items deemed to need member support through voting shall take place following the procedure of:

- a) General discussion
- b) A motion describing the recommended action being made by a member
- c) The motion being seconded by another member
- d) A call for any further discussion
- e) A vote by a simple majority of members present. (An exception is made in the case of revisions and amendments to our by-laws which require a 2/3 majority vote.)
- f) When the voting policy and 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.

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 be provided that month's newsletter.

Section 3. **Activities** - Guests who have signed the *GLAC Waiver and Responsibility* form 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** - The club officers shall be Chairperson, Administrator, Treasurer, Equipment Manager, Webmaster, Forum Administrator, and Database Manager. They shall receive a 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).

Section 2. **Chairperson** - The Chairperson shall be responsible for presiding at all monthly club meetings. They shall also be an authorized signer of the club's checking account. In the event the Chairperson cannot attend a scheduled meeting, they shall designate another board member to preside over the meeting.

Section 3. **Administrator** - The Administrator shall be responsible for recording, publishing, and distributing the monthly newsletter and meeting minutes. They 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, and constitutions). The current constitution shall be provided to members upon request.

Section 4. **Treasurer** - The Treasurer is an authorized signer of the club's checking account. They shall receive and deposit all money taken in by the club into that account. The officers shall approve the depositories used. The treasurer will keep book accounts of receipts and expenditures, which shall be open at all times for inspection by members. They will report on current balances at GLAC meetings. The outgoing treasurer shall turn over a current balanced checking account to the incoming treasurer and shall be held personally responsible for any monetary discrepancies. The treasurer will also have access to the club's PO Box.

Section 5. **Equipment Manager** - The Equipment Manager shall be responsible for the purchasing, 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, social media, and club e-mail addresses.

Section 7. **Forum Administrator** - The Forum Administrator shall maintain the electronic mailing service that we call "The GLAC Forum". This includes adding new members to the list, removing those who have dropped their membership, and responding to questions or problems related to using the forum.

Section 8. **Database Manager** – The database manager shall be responsible for maintaining the membership database and distributing the roster to members.

Article 7. Election of Officers

Section 1. **Nominations** - Nominations for officer elections shall be opened at the regular November meeting and remain open until the elections.

(a) Nominations shall be accepted verbally during the November or December GLAC meeting or may be submitted via, e-mail, text, or written note during the nomination period.

(b) Only current members may nominate someone or be nominated.

- (c) Nominees shall respond by accepting or declining the nomination.
- (d) Members may nominate themselves. The list of nominees for each office will be published in the November newsletter.
- (e) A brief statement about a candidate will also be published if they submit it before the printing deadline designated by the Administrator.

Section 2. **Elections** – The election of officers will take place during the December meeting. The elections may be delayed until the January meeting if circumstances warrant it.

- (a) Officers being elected each year shall be as follows: Chairperson, Administrator, Treasurer, Equipment Manager, Webmaster, Forum Administrator, and Database Manager.
- (b) Only current members may vote.

Section 3. **Election Process**

- (a) A final call for nominations shall be made.
- (b) Candidates shall be given the opportunity to present a brief statement about their candidacy if they desire.
- (c) Members shall vote in writing or by a show of hands. Members that cannot attend the meeting when elections will be taking place may submit an absentee “ballot” via email or written note prior to that meeting.
- (d) The officers shall count the votes. Any current officer running for re-election shall abstain from vote counting for the office for which they is a candidate. A majority of the votes is required to win appointment to an office.

Section 4. **Inauguration** - Newly elected officers will take office January 1st, or the meeting following the election if the vote was delayed.

Article 8. Amendments

Section 1. This constitution may be revised or amended by a two-thirds vote of the members present at any monthly meeting of the club. Fair and reasonable efforts shall be made to include the entire club membership before changes to this constitution are made. Proposed changes shall be discussed and reported in the newsletter before a vote is taken at a future designated meeting.