

# By-Laws of the Northwest Chapter of the Arkansas Canoe Club

## Article I. Name

1. The name of this organization shall be “Northwest Chapter of the Arkansas Canoe Club”, and may be referred to as the “Northwest Chapter” or “NWACC”. As the name infers, it is not a separate organization, but is an integral part of the Arkansas Canoe Club .

## Article II. Purposes

1. The purpose of the Northwest Chapter is to provide the benefits and opportunities of the Arkansas Canoe Club in the geographical region of Northwestern Arkansas and the nearby parts of other states.

2. The Northwest Chapter of the Arkansas Canoe Club is a non-profit, social and recreational organization. Specifically the purposes of this chapter include:

To foster and promote the interest of those individuals who find recreation and relaxation in paddling canoes, kayaks, rafts, and other similar personal powered water craft, for companionship in group activities, and to exchange information of special interest to all phases of paddling, and to act together toward the preservation of the wilderness character of our waterways by advancing public relationships with governmental agencies and the public in general.

## Article III. Basic Policies

1. The By-Laws and Policies of the Northwest Chapter shall not conflict with the By-Laws of the Arkansas Canoe Club (ACC) or policies established by the Board of Directors of the Arkansas Canoe Club.

2. The Northwest Chapter of the Arkansas Canoe Club is not formed for pecuniary or financial gain, and no part of the assets, income, or profit of the Northwest Chapter may distribute to, or shall inure to, the benefit of any person having a personal and private interest in the activities of the Northwest Chapter.

3. The Northwest Chapter shall cooperate with the Arkansas Canoe Club, the American Canoe Association, other similar organizations and government agencies to support paddling, the preservation and improvement of waterways, and water safety.

4. The Northwest Chapter shall be non-commercial, non-partisan, and for the most part, non-political.

**4a** Any involvement in local, state, or national politics shall be strictly limited to matters and activities that directly relate to the purposes of the club. Typically such matters and activities will be discussed, limited, and subject to approval of the Board of Directors of the Arkansas Canoe Club. At the very least, any contact or activity related to politics should be reviewed with the President of Arkansas Canoe Club or other ACC Director authorized to speak in public on such matters.

**4b.** Any involvement with a business or commercial concern shall also be strictly limited to matters and activities that directly relate to the purposes of the club. Typically such matters and activities should be for a very short time, create a positive image of the club, and follow best practices for risk management as defined by the American Canoe Association.

5. The NWACC is committed to an environment for all meetings, activities, and events in which all individuals are treated with respect and dignity. Harassment due to gender, race, religion, or other protected characteristics is both discriminatory and illegal, and will not be tolerated by the NWACC. Therefore, the NWACC expects that all relationships between participants in all activities and events will be professional and free of bias, prejudice and harassment.

6. The Arkansas Canoe Club is affiliated with the American Canoe Association as a Paddle America Club. The Northwest Chapter is encouraged to use the resources of the affiliation including those for education, water safety, stewardship, recreation, liability insurance, and risk management.

#### **Article IV. Membership and Dues**

1. Membership in the Arkansas Canoe Club is required and integral to membership in the Northwest Chapter.

2. Membership Application, Renewals and fees may be submitted online at [www.ArkansasCanoeClub.com](http://www.ArkansasCanoeClub.com), by mail to the Membership Chair of Arkansas Canoe Club, or to any of the key three officers of the chapter, who shall immediately forward the form and all receipts to the ACC Membership Chair

3. Membership dues, record keeping, policy, and administration are the responsibility of the Membership Chair of Arkansas Canoe Club and not of the Northwest Chapter. Chapter Officers may obtain membership records and status from the ACC Membership Chair.

4. Membership in the Arkansas Canoe Club is not required to attend regular chapter meetings but is strongly encouraged. It shall be to the discretion of Chapter President to determine if membership in ACC or NWACC is required to participate in other Chapter events and activities.

5. Membership in American Canoe Association may be required to participate in certain events and is recommended for all members of Arkansas Canoe Club.

#### **Article V. Officers**

**1. The Chapter shall have Three Officers;** President, Vice President, and Treasurer.

**2. Qualifications:**

All Officers must be members in good standing of the Arkansas Canoe Club and membership in American Canoe Association is recommended.

Also it is best if, all three officers:

- a. have been active in both Northwest Chapter and Arkansas Canoe Club meetings and events for a least two years prior to election. Support of and participation in ACC board of director meetings, educational events and Rendezvous is expected of officers.
- b. are active paddlers
- c. have appropriate knowledge of paddle-sport, have interpersonal skills, have group management skills, and practice appropriate river safety.

**3. Nominations**

Normally, the Chapter President is responsible for finding appropriate volunteers to serve as Chapter Officers. Typically an effective leader will begin to identify and evaluate potential replacements for himself and key staff very early in the term of office.

- a. While exact timing may vary, about three months before the end of term, the President should announce to the chapter and ACC Board of Directors that suggestions for nominees are requested.
- b. Discuss and evaluate the suggested names with other officers, including if possible, current officers, past officers who are still active in the chapter, ACC President, and other key leaders who will be working with that new officer.
- c. After a suggested nominee has been vetted, the President or a designated spokesperson should discuss with the potential nominee to determine if that person is willing to take the duties and responsibilities of the office. This discussion should include ample opportunity for questions from the potential nominee and assurances of support from other officers and leaders.
- d. At least 30 days before end of term and Chapter Elections, the nomination process shall cease and the names of the nominees, along with time, date, and place of the Chapter Meeting for Election shall be published as outlined in Article VII.

e. If the Chapter President is not available or unable to complete the nomination process, then the Vice President with the advice and consent of the Treasurer may assume the office of President to seek, vet, nominate, and set an election as described above.

f. If the Vice President and Treasurer are unable to complete the nomination, then a group of at least five members of Northwest Chapter may, with the advice and consent of the ACC President, seek, vet, nominate, and set an election as described above.

#### **4. Term of office**

- a. The term of office ends on the election of the replacement for the officer.
- b. Term of office for the President shall be one year.
- c. The Term of office for Vice President and Treasurer ends with that of the President.
- d. Officers may be nominated for re-election only after vetting per paragraph V.3b.

#### **5. Chapter Elections**

- a. Chapter Elections should be held annually, at a regular meeting of the Chapter if possible.
- b. Only members of the NW Chapter may vote in election of officers, with only one vote per member. A family membership has only one vote. Member must be present to vote, proxy vote is not allowed.
- c. A quorum shall be defined as ten members who have been members in good standing of the Northwest Chapter for at least three months.
- d. A majority shall be defined based on the number of voting members in attendance of a properly announced meeting rather than the total number of people attending or the total number on the Chapter's list of members.

### **Article VI. Duties of the Officers**

#### **1. Chapter President.**

The Chapter President shall:

- a. direct all activities of the chapter.
- b. provide communication and coordination of the Chapter's membership within itself and with the ACC Board of Directors,
- c. have the power to authorize disbursement of Chapter funds for purposes defined by these By-Laws and ACC By-Laws.
- d. establish policies, activities, and relationships that advance the purposes of the Chapter and the ACC.

#### **2. Vice President.**

The Vice President acts an aide to the Chapter President. The primary duty of the Vice President is to find ways to make the Chapter President successful in his duties.

If the Chapter President is not available or unable to perform the duties of the office, then the Vice President with the advice and consent of the Treasurer, shall assume the office of President.

#### **3. Treasurer.**

The Treasurer shall have custody of Northwest Chapter funds; shall keep a full and accurate account of all receipts and expenditures, and shall make disbursements as authorized by the President.

All funds shall be kept in a checking account with a FDIC bank. Temporary petty cash funds may be used for specific events, but only for very short periods of time.

The Treasurer shall reconcile all receipts and expenditures with the bank records monthly. Either the President or Vice President shall witness the reconciliation at least twice per calendar year.

The Treasurer shall report a summary of finances at each regular meeting of the Chapter and a full report to the Chapter President before each regular meeting of the Arkansas Canoe Club Board of Directors. If the Chapter president does not attend a regular meeting of the ACC Board of Directors, the Treasurer shall report a summary of Chapter finances to ACC President.

#### 4. Assistants and Other Appointed Positions

The President may appoint members of the Chapter to tasks and duties as needed. Such delegated authority is temporary, limited, and may be terminated at any time. However, once an assistant and other appointed positions are established, the president should empower and support those people in ways appropriate to make them successful with their tasks.

#### Article VII. Meetings and Chapter Activities

1. Regular Meetings should be held monthly at a time and place announced well in advance using best available means including: The Arkansas Paddler Newsletter, NWACC web page, ACC message board, e-mail, area newspapers, and other appropriate methods.

2. Special meetings, events, and activities should be announced as early and as often as possible at meetings and other appropriate methods

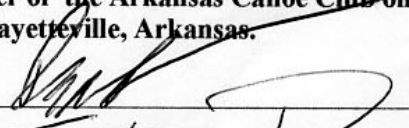
3 Regular meetings of the Board of Director of Arkansas Canoe Club should be announced at the Chapter meeting prior the Board of Director Meeting.

#### Article VIII. Amendments


1. These by-laws may be amended, repealed or altered in whole or in part by two-thirds vote of members in attendance at any meeting of the membership of the Northwest Chapter, provided written notice be given to the membership and ACC Board of Directors at least thirty days prior to such meeting. Written notice may be in "The Arkansas Paddler, the Official Newsletter of the Arkansas Canoe Club", by direct mail, by e-mail, and in any combination with the club's web site, message board or other methods that are likely to reach most of the membership of the Northwest Chapter and the ACC Board of Directors. Said notice is to include a accurate copy of the proposed changes and the time and place of the meeting.

Approved and Adopted by the membership of Northwest Chapter of the Arkansas Canoe Club on this  
28 day of September, 2009 in Fayetteville, Arkansas.

Chapter President



Chapter Vice President



Chapter Treasurer

