



BY-LAWS
OF THE
TITTABAWASSEE CHAPTER
OF THE NORTH COUNTRY TRAIL ASSOCIATION
As Adopted September 30, 2004

ARTICLE I – Purpose

The major purposes of the Tittabawassee Chapter of the North Country Trail Association are to build, maintain and promote the North Country National Scenic Trail between Antrim/Kalkaska County border and Kipp Road in Emmet County in Michigan as indicated in the Chapter Charter.

In meeting this purpose, the Chapter also seeks to:

1. Promote and exchange educational information relating to trails or hiking, covering such topics as personal safety and skills, resource use and impacts and increased individual activities promoting good health;
 2. Promote sound stewardship of natural resources in the vicinity of the trail or affecting the trail experience;
 3. Promote responsible outdoor activities; and
 4. Unite persons interested in outdoor activities, by promoting fellowship through outdoor activity.
- These activities will be promoted through participation and informational, educational and training sessions aimed at increasing individual safety, enjoyment and personal skills.

ARTICLE II – Office

The principal office of the Chapter shall be the address of the current President, or as determined by the Chapter Leadership Committee.

ARTICLE III – Membership

Chapter members shall be defined as any member of the North Country Trail Association in good standing who elects to participate in or support the Chapter. Classes of membership, admission, dues, restrictions and other related policies shall match current definitions set forth in the By-Laws and policies of the North Country Trail Association.

ARTICLE IV – Meetings of Members

A quorum for all membership meetings shall consist of those members in attendance, provided that the meeting was advertised to all Chapter members at least one week in advance. Proper and effective votes at membership meetings shall be carried by simple majority of those members present. The Chapter shall hold at least four membership meetings per year.

Section 1: Regular Meetings

Meetings of the Chapter members are held at a location and time determined by the Chapter's Leadership Committee or President.

Section 2: Special Meetings

A special meeting may be called by the President and one other officer or by not less than 1/10 of the members.

Section 3: Annual Meetings

An annual meeting shall be held at a time and place to be selected by the Leadership Committee for the purpose of electing members of the Leadership Committee and for the transaction of such other business as comes before the meeting. If the election of Officers is not held on the designated annual meeting date, it shall be held at a special meeting.

ARTICLE V – Leadership Committee

Section 1: Composition

The Chapter's Leadership Committee shall consist of the four Officers of the Chapter and seven (7) at large members. The at large members will be elected in the same manner as the Officers of the Chapter. The Leadership Committee shall determine policies and priorities establish the Chapter's budget and approve expenditures, and function in any other manner deemed advisable by formal action of the Leadership Committee. Leadership committee meetings will be held at a location and time determined by the Chapter's Leadership Committee or President. A quorum shall be five (5) Leadership Committee members.

Section 2: Qualifications for Leadership Committee Members

To serve on the Chapter's Leadership Committee, a member must be a member in good standing of the North Country Trail Association who has chosen to affiliate him or herself with the Chapter. The member also shall agree to commit the time and efforts necessary to the satisfactory performance of his or her duties, and shall agree to serve as Chair of one of the Chapters standing or Ad hoc Committees..

Section 3: Compensation

Leadership Committee members as such shall not receive any stated compensations for their services as Committee Members, but by resolution of the Leadership Committee, expenses of office, including but not limited to travel, phone, and mailings may be allowed; but nothing herein contained shall be construed to preclude any member from serving the Chapter or the Association as a whole in any other capacity and receiving compensation thereof.

Section 4: Election and Term of Leadership Committee Members

Members serve two year terms on the Leadership Committee, and may serve up to four consecutive terms in varying roles. Terms of Leadership Committee members shall be staggered so that approximately half of the seats come up for election each year. A slate of candidates shall be submitted to the membership at the annual membership meeting. Additional nominations for each office may be made from the floor at the meeting. Officers and at-large members shall be elected by a simple majority vote of those members present at the annual membership meeting. In the case of no candidate receiving a simple majority, the candidate with the least number of votes shall be dropped and an additional vote taken for the remaining candidates. Leadership Committee members shall begin their tenure immediately following their election.

Section 5: Vacancies

In the event of vacancies between elections, the President (or in case of the presidency being vacant, the Vice-President) shall nominate a member for the vacancy and this person shall be elected by the Leadership Committee.

Section 6: Removal

Any officer or at-large member of the Leadership Committee may be removed by a majority vote of the full Leadership Committee. Any member of the Chapter may propose removal to the Leadership Committee. The member shall be duly informed before any action of the Leadership Committee and thus given an opportunity to be heard. Removal may be with or without cause whenever, in the judgement of the Leadership Committee, the best interests of the Chapter would be served thereby.

Any officer or at-large member of the Leadership Committee who is absent from three consecutive Leadership meetings without notice as to reason of absence, their resignation shall be deemed to have been tendered and accepted. The vacancy shall be filled in accordance with section 5.

ARTICLE VI – Officers

Section 1: Officers

The elected Officers of the Chapter shall consist of a President, a Vice-President,, a Treasurer and a Secretary [or Secretary/Treasurer]. [Other officers, such as a Trail Manager, or Event Manager may also be desirable.]

Section 2: Term of Officers

Each Officer shall serve for a term of two years and, notwithstanding Article V Section 4, may serve in the same position for no more than two consecutive terms. However, each Officer shall hold office until a successor shall have been elected and duly qualified.

Section 3: President

The President shall preside at all meetings, direct the activities of the Chapter, and act as spokesperson and chief liaison to the National NCTA for the Chapter. The President and/or Leadership Committee may appoint or remove as necessary ad hoc committees with agreement of each other. The President is a voting member of all standing or special committees. [Further duties could be added here.]

Section 4: Vice-President

The Vice-President shall assist the President conducting functions of the Chapter, and substitute for the President in the event of his/her absence.

Section 5: Secretary

The Secretary shall be responsible for the following:

1. Maintain a written permanent record of Leadership Committee meetings which shall be reviewed and approved at the next Leadership Committee meeting.
2. Carrying out general correspondence relating to club activities.
3. Providing copies of printed materials dispersed to the public or members to the national NCTA.
4. Custodian of all properties and titles thereof other than the monies of the Chapter.

Section 6: Treasurer

The Treasurer shall be responsible for the following:

1. Serve as liaison to the national office of the NCTA in all issues regarding Chapter finances.
2. Forward all Chapter revenues and related documentation to the national office of the NCTA for deposit to the Chapter's account.
3. Review, approve for payment where appropriate, and submit all bills and expenses to the national office of the NCTA for payment.
4. Submit a financial report at each meeting.

5. Prepare an annual financial summary report to be published in the December newsletter each year.

ARTICLE VII – Committees

The Chairperson shall be responsible for all activities of the Committee, and shall be nominated by the President and elected by the Leadership Committee. The following shall be standing committees of the Chapter:

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|----------------------------|---------------|---------------|--------------|
| 1. Trails Outings/Programs | 2. Membership | 3. Newsletter | 4. Publicity |
| 5. Trail work and Training | 6. Finance | 7. Elections | |

Ad hoc committees and their chairs shall be appointed/removed by the President of the Chapter as deemed necessary to fulfill the purposes and functions of the Chapter.

ARTICLE VIII – Contracts and Agreements

The Chapter Leadership Committee may enter into contracts and agreements; however, such agreements may only bind the Chapter itself. The Chapter Leadership Committee does not have the authority to enter into agreements or contracts binding the national North Country Trail Association. As such, contracts and agreements entered into by the Chapter shall not receive the benefits of a national agreement, such as liability protections. If the authorization of the national North Country Trail Association is required for a contract or agreement, the agreement must be deferred to the Board of Directors of the North Country Trail Association for action.

ARTICLE IX – Finances

Section 1: Annual Budget

Before the start of each calendar year, the finance committee which includes the Secretary/Treasurer and President shall prepare an annual budget for the Chapter. This budget shall be reviewed and approved by the Leadership Committee. Approval or revision of the budget or any portion of that budget, at any monthly meeting authorizes the appropriate Committees to expend Chapter funds as specified in all approved portions of that budget. All subsequent expenditures outside of the budget shall be authorized by the Leadership Committee.

Section 2: Expenditure of Funds

Chapter funds beyond those specified in the annual budget may only be expended as follows:

- For any amount of \$200.00 or less, funds may be expended when the majority of the Leadership Committee authorizes payment of reasonable compensation for services rendered or expenses incurred in supporting the goals of the Chapter, either explicitly or through the annual budgeting process.
- Approval of expenditures for reimbursement or payment shall follow procedures drafted by the Chapter Treasurer and approved by the Leadership Committee. Documentation of expenditures and subsequent reimbursement shall follow procedures established by the national office of the North Country Trail Association.
- Any request for funds to be used by an outside organization must be submitted in writing to the Leadership Committee, who will vote upon the request. The request will show how these funds will be spent.

Section 3: Annual Financial Review

Each year the President, with the approval of the Leadership Committee, shall appoint a three-member financial review committee to audit the Chapter's financial records for the previous year. The financial review committee shall report their findings in writing, to the Leadership Committee. Such review shall be made a permanent record of the Chapter and shall be available to the membership.

Section 4: Dues

These are paid to the national office, which transfers a portion to the Chapter's account, with the amount being at the discretion of the NCTA national Board of Directors.

ARTICLE X – Fiscal Year

The Fiscal year of the Chapter shall match that of the national Association.

ARTICLE XI – Disbanding

The Chapter may only disband by a vote of its membership, in which all Chapter members are provided sufficient opportunity to vote, and at least two-thirds of the votes cast support disbanding. If the Chapter does disband, all assets of the Chapter revert to the national NCTA for redistribution or use as determined by the NCTA Board of Directors.

ARTICLE XII - Amendments

Amendments to the By-laws may be adopted at any Chapter Leadership or membership meeting by a 2/3 majority of the members present.

Proposed amendments to the By-laws may be submitted in writing by any member of the Chapter. Proposed amendments shall be submitted to the President, and shall be presented to the Leadership Committee for review and circulated to the membership *and the national NCTA* at least seven (7) days but not more than 90 days prior to the meeting at which the proposed amendment will be voted on. The proposed amendment shall become effective when seconded and approved by a 2/3 majority of those members present at a meeting.