

NH AMC Paddlers BY-LAWS

Updated April 12, 2016

Approved November 13, 2016

ARTICLE I:

Name

This organization shall be called the NHAMC Paddlers. The term Club as used herein refers to the Corporation, the Appalachian Mountain Club. The term Chapter as used herein refers to the New Hampshire Chapter of the Appalachian Mountain Club. The NHAMC Paddlers may be referred to as the New Hampshire Chapter of the Appalachian Mountain Club Paddling Group.

ARTICLE II:

Purpose

The purposes of the NHAMC Paddlers are to cooperate with and to further the objectives of the Appalachian Mountain Club in general, and in particular as they relate to New Hampshire Chapter Paddling.

ARTICLE III:

Membership

There shall be two levels of Membership within the NHAMC Paddlers: Active Members and Voting Members. Each level is defined as follows:

- **Active Member:**

Anyone who has participated in 1 or more NHAMC Paddlers activities during the last year. There is no requirement to be an AMC Member to join our activities and become an Active Member. Active Members may attend the NHAMC Paddlers General Meetings but will not have the right to vote, unless they meet the requirements of a Voting Member.

- **Voting Member:**

Anyone who is a current AMC Member (Individual, Family etc.) and has participated in NHAMC Paddlers activities on at least 4 separate days within the prior 2 years. Voting Members are by definition Active Members. Voting Members can vote at NHAMC Paddlers meetings and hold positions within the NHAMC Paddlers.

ARTICLE IV:

Administration

SECTION 1: The administration of the NHAMC Paddlers shall be vested in a NHAMC Paddlers Executive Committee whose voting members are the Co-Chairs, Secretary, Treasurer, Immediate Past Co-Chair, Standing Committee chairs, and NHAMC Paddlers Executive Committee Members at large. Four members shall constitute a quorum for the transaction of business.

SECTION 2: The members of the NHAMC Paddlers Executive Committee shall be elected as defined in the "Election of Officers and Standing Committee Chairs" Article of these by-laws.

SECTION 3: The duties of Officers are as follows:

1. The **Co-Chairs** shall be the executive and administrative officers of the NHAMC Paddlers. At least one Co-Chair shall preside at all General meetings of the NHAMC Paddlers and meetings of the NHAMC Paddlers Executive Committee and shall represent the Chapter or the Club or designate a representative, as required, at Club, Chapter and non-Club functions. The Co-Chairs will represent the NHAMC Paddlers as members of the Chapter Executive Committee. The Co-Chairs may attend any committee meetings conducted by the Standing Committees. Note: Usually the Co-Chair that is in the second year assumes a senior role and chairs meetings.

2. The **Secretary** shall keep the minutes of all General NHAMC Paddlers meetings and NHAMC Paddlers Executive Committee meetings and records of the NHAMC Paddlers; and shall conduct the correspondence of the NHAMC Paddlers. The Secretary shall file copies of meeting minutes and pertinent information with the Chapter & Club headquarters if required.
3. The **Treasurer** shall receive all funds paid to or belonging to the NHAMC Paddlers, shall disburse same under the direction of the NHAMC Paddlers Executive Committee, shall keep proper accounts and make a report of receipts and disbursements at each meeting of the NHAMC Paddlers Executive Committee and General NHAMC Paddlers meetings. The Treasurer shall oversee the NHAMC Paddlers budget. At a time designated by the Chapter or Club, the Treasurer shall send the financial records to the Chapter or Club headquarters to be audited.
4. The **Immediate Past Co-Chair** shall serve in an advisory position on the Executive Committee with voting privileges. He or she may perform other duties or assignments as requested by the Co-Chairs.

SECTION 4: The NHAMC Paddlers Executive Committee

The NHAMC Paddlers Executive Committee shall consist of the officers listed in the above section, a sub-set of the committee chairs, and selected at large members as determined by the officers. Proposed changes to the Executive Committee structure must be approved by a voting majority of existing NHAMC Paddlers Executive Committee members and is to be presented at the next general member meeting.

SECTION 5: Expenditures

No expenditure shall be made or financial obligation incurred by any office or committee of the NHAMC Paddlers without previous authorization by the NHAMC Paddlers Executive Committee or, if timing is critical, by three members of the NHAMC Paddlers Executive Committee, one of which must be a Co-Chair. There shall be no request for funds from the AMC NH state chapter without the approval of the NHAMC Paddlers executive committee.

SECTION 6: Vacancies

Should a vacancy occur on the NHAMC Paddlers Executive Committee, in any of the officer positions (Chair, Co-Chair, Secretary, Treasurer), such Committee shall appoint a Voting member to fill the vacancy until the next Fall General Meeting. If a vacancy occurs in any of the non-officer positions, such Committee may appoint a Voting member to fill the vacancy until the next Fall General Meeting.

**ARTICLE V:
Meetings**

SECTION 1: Fall General Meeting

A Fall general meeting of the NHAMC Paddlers shall be held between October 1 and December 15 at such hour and place as shall be designated by NHAMC Paddlers Executive Committee. The proposed NHAMC Paddlers Executive Committee members are presented at this meeting.

SECTION 2: Additional general meetings

Not less than one additional general meeting for the membership shall be held each year.

Note: It is usually held in the late winter or early spring.

SECTION 3: General meeting quorum

Twenty voting members of the Chapter present at any meeting shall constitute a quorum for the transaction of business. Should a quorum fail to attend, the NHAMC Paddlers Executive Committee shall have the authority to conduct the business of the General Meeting.

SECTION 4: The NHAMC Paddlers Executive Committee meetings
The NHAMC Paddlers Executive Committee shall meet not less than 2 times each year.

**ARTICLE VI:
Standing Committees**

Standing Committees and Committee Chairs are added and deleted as the NHAMC Paddlers evolves. A list of current Committees, chairs, officers and duties will be available to the membership. Changes to the Committees will not require changes to the by-laws.

**ARTICLE VII:
Election of Officers and Standing Committee Chairs**

SECTION 1: Officers and Chairs proposed and elected
Any nominee for Committee Chairs or Officer positions must be a Voting Member.

1. Election of Paddling Co-Chair(s)
 - a. The Current Co-Chairs will form a nominating committee, comprised of themselves and at least one other voting member. The nominating committee will identify the recommended Co-chair for the following year and will present the nomination to the current NHAMC Paddlers Executive Committee for their approval at a meeting prior to the Fall General Meeting. The vote for Co-chair will take place at the Fall General Meeting. The Co-chair elect will start the position after the Fall General Meeting.
 - b. The Co-Chairs shall not be eligible to hold a Co-Chair office for more than four consecutive years. Co-Chair positions are 2-year positions with 1 Co-Chair being approved each year. Should a Co-Chair resign and a suitable candidate can be found and is available, that position may be filled for the remainder of the term. For Interim Co-Chairs with an interim time of less than 1 year, the interim time will not count against the total number of maximum consecutive years.
 - c. The Co-chair elect may attend meetings as appropriate prior to the Fall Meeting.
2. Election of Officers and chairs
 - a. The Co-Chairs will form a nominating committee, comprised of themselves and at least one other voting member. The nominating committee will formulate the proposed list of officers and chairs for the following year and will present it to the current NHAMC Paddlers Executive Committee for their approval at a meeting prior to the Fall General Meeting.
 - b. The approved list will be available at least 20 days prior to the Fall general meeting. The approved list will be presented to the membership at the Fall general meeting. Nominees are approved by a majority vote of "Voting Members" present and voting at each Fall general meeting and shall hold office until the next Fall general meeting or until their successors are chosen. Individuals can occupy more than 1 chair position with the following conditions:
 - c. The officer positions (Co-Chairs, Secretary & Treasurer) must be occupied by different people.
 - d. A person holding multiple positions shall only have 1 vote and be counted as 1 attendee (for quorum purposes) at any meeting.

SECTION 2: Alternative nominations

1. Members who wish to run for office must be a voting member and must place their name in nomination at least five calendar days prior to the Fall general meeting. This notification must be sent to the NH Paddlers Executive Committee at least five days prior to the Fall general meeting and must be accompanied by consent from at least five other voting members.
2. The proposed candidate must include a statement that he/she is willing to serve if elected.
3. The NH Paddlers Executive Committee will make the proposed candidate known at the Fall general meeting prior to any vote on nominees. Nominations submitted via this section will not require approval of the NH Paddlers Executive Committee.

SECTION 3: Nomination exceptions

No person shall be elected to office unless nominated by one of the above methods except in the event that a nominee cannot be found prior to the Fall general meeting. Should a position not have a nominee at the start of the Fall general meeting, the Co-Chairs may either: accept nominations from the Voting Members at the meeting or they may decide to defer the position for resolution at a future NHAMC Paddlers Executive Committee Meeting - at their sole discretion.

**ARTICLE VIII:
Changes to By-laws**

By-laws may be amended at any General meeting of the NHAMC Paddlers by two thirds majority vote of those Voting Members present and voting, provided notice of such amendment shall have been made available at least 10 days.