

BY-LAWS OF THE WESTERN GATE CHAPTER
OF THE
FLORIDA TRAIL ASSOCIATION
DATED 8/16/07

ARTICLE I – Name

This organization shall be called the Western Gate Chapter of the Florida Trail Association.

ARTICLE II – Purpose

- A. To support the Florida Trail Association, hereafter referred to as the Association in its goal to build a hiking trail that extends the length of Florida.
- B. To maintain Sections 1 and 2 of the Florida National Scenic Trail, and other sections of the Florida Trail System that the Chapter may adopt, and construct new trail as approved by the Florida Trail Association.
- C. To develop and maintain Association membership through Chapter activities and public relations functions.
- D. To provide education regarding hiking, backpacking, camping, and trail construction and maintenance to members and to the general public.
- E. To sponsor local and statewide recreational and educational activities appealing to the various interests of members.

ARTICLE III – Membership

- Section 1. All Association members residing in Escambia and Santa Rosa Counties automatically are Chapter members, unless they select to be a member of a different Association Chapter.
- Section 2. Chapter affiliation is derived from membership with the Association and all members are subject to Article III (Membership) of the Association By-Laws, which are hereby incorporated in their entirety in these Chapter By-Laws.

ARTICLE IV – Chapter Meetings

- Section 1. Chapter meetings shall be held monthly. Meeting dates, times and locations shall be announced at least two weeks in advance.
- Section 2. Special meetings may be called at any time by the Chapter Chairperson or by any three members of the Executive Board (see Art. VII). Notice of

such meeting must be distributed to Chapter members at least 14 days in advance of the meeting.

ARTICLE V – Chapter Officers

- Section 1. The elected officers shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer.
- Section 2. Officers shall be elected by a majority vote of the members present at the January monthly meeting.
- Section 3. The term of office shall be two years for all officers. Officers shall assume duties following the February Awards Banquet. Vacancies in the elected offices shall be filled for the balance of the term by appointment of the Chapter Chairperson, upon recommendation of the Nominating Committee.

ARTICLE VI – Duties of Officers

- Section 1. The Chairperson shall preside at all meetings, appoint committee chairpersons and the Trails Coordinator, be responsible for ensuring that the business of the Chapter is properly conducted, and appoint or serve as the Chapter's representative, on the Associations' Chapter Council.
- Section 2. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson.
- Section 3. The Secretary shall record the minutes of meetings, maintain all Chapter meeting minutes, official documents such as By-Laws, Agreements or Contracts, Commendations, Chapter Awards, Chapter Newsletters, and any correspondence of the Chapter, including all records related to Regional Conferences sponsored by the Chapter. The Secretary shall be responsible for sending thank you letters and similar correspondence at the request of the Chairperson.
- Section 4. The Treasurer shall keep accurate records of Chapter finances, submit quarterly and annual reports to the Association, write checks for Chapter expenses, and present the financial report at least quarterly to the Chapter membership.
- Section 5. The Nominating Committee shall present at the November Chapter meeting a slate of officers to be voted on at the January meeting. The list of nominees will be posted on the Chapter's Web site immediately

following the November meeting. Additional nominations will be accepted from the floor at January meeting but only with the approval of the nominee. An acceptance letter is acceptable if the nominee is unable to attend the meeting.

- Section 6. Should there be more than one candidate for any elective office, balloting of those members present at the January meeting will fill that position. The person receiving a plurality of votes cast will be declared the winner.
- Section 5. Any officer may be removed from office by a 2/3 vote of the members present at a scheduled meeting, when such proposed action has been announced, via the Chapter Newsletter or a special mailing to all members, at least 20 days in advance of the scheduled meeting.

ARTICLE VII – Executive Board

- Section 1. The elected officers and the immediate past Chairperson shall constitute the Executive Board. Other Chapter members may attend the meeting upon invitation by the Chapter Chairperson.
- Section 2. The Executive Board is authorized to make decisions on matters not requiring the vote of the full membership. Actions taken by the Executive Board are to be reported at the next scheduled meeting of the Chapter.

ARTICLE VIII – Committees

- Section 1. The Standing Committees shall be Activities, Trails, Membership, Newsletter, Publicity, Web Site, Programs and Hospitality. Other committees shall be established as deemed necessary by the Executive Board.
- Section 2. The Chapter Chairperson shall serve as Chapter Representative to the Association Chapter Council or appoint another member to represent the Chapter.
- Section 3. Committee chairpersons shall be appointed by the Chapter Chairperson, with the approval of the Executive Board, for a term of two years. The terms shall coincide with that of the Chapter Chairperson.
- Section 4. The Chapter members will elect a three-person Nominating Committee. The term of office will be for three years, with one member being elected each year. Term of office for the first Nominating Committee members will be staggered with one-year, two-year, and three-year terms to be determined by drawing straws. The Chapter Chairperson will select the Chair of the Nominating Committee from the membership of the Committee.

Section 5. Duties of the Standing Committees:

Activities:

- Coordinate all activities of the Chapter and the designated Chapter Activity leaders
- keep a current and accurate list of Chapter Activity leaders
- Recruit and train Activity Leaders and enroll Activity leaders with the Association
- Forward information on Chapter activities in a timely fashion for inclusion in both the Chapter and the Association Newsletters and Chapter web site

Trails (Trails Coordinator):

- Coordinate Chapter trail maintenance and construction activities with all Trail Section Leaders, and with other adjacent Chapter Trails Coordinators, including those in any Chapter Sub-Chapters and related Alabama trail organizations
- Recruit and train Trail Section Leaders
- Be responsible for all tools owned by the Chapter
- Maintain records on Volunteer Hours and report them to the Association
- Interface with Association VP Trails
- Interface with land managers within Chapter boundaries

Membership:

- Promote membership in the Association and the Chapter
- Serve as the primary contact for those in Escambia and Santa Rosa counties inquiring about membership in the Association
- Distribute membership information upon request
- Be responsible for acquiring and maintaining up-to-date lists of Chapter members
- Share membership lists and mailing labels with the Newsletter Committee Chair
- Assist the Publicity Chair in developing Chapter brochures or other promotional material and in participating in membership recruiting activities such as Earth Day
- Coordinate activities with Association VP Membership

Newsletter:

- Be responsible for the publication and distribution of a Chapter Newsletter
- Have authority to edit and determine which articles and items of news will be published

- Coordinate with the Membership Committee Chair to ensure that all Chapter members receive a copy of the Newsletter in either print or electronic form

Programs:

- Facilitate and coordinate programs to be presented at Chapter meetings by members and guest speakers

Publicity:

- Coordinate Chapter activities with the Association Public Relations Vice President
- Publicize meetings and activities of the Chapter to the general public
- Coordinate and promote Chapter participation in environmental and outdoor events, including booths and displays at events such as Earth Day.

Hospitality:

- Arrange for refreshments and clean-up at all Chapter meetings
- Coordinate any food-related gatherings of the Chapter such as the Christmas Party, special potluck events, etc.

Web Site

- Be responsible for the day-to-day maintenance of the Chapter's web site as provided by the Association.
- Add items of interest to the web site.
- Edit Chapter activities with the consent of the appropriate Activity Leader.
- Coordinate with Chapter or Association members or the general public in publicizing activities which will enhance membership and participation
- Become and remain technically competent with the programming software used to maintain the Chapter's web site. Hone English language skills necessary for writing correct text.

Nominating

- Determine which elected positions are to be filled and report same to the membership at the November Chapter meeting
- Secure qualified candidates for each elected position and present the slate of names at the November meeting.
- Secure candidates for Committee Chairpersons and present the names to the Chapter Chairperson prior to the November meeting.
- Responsible for obtaining a candidate for At-Large Directorship should one be desired

- Secure replacements for those Officers and Chairs that resign their positions and present those names to the Chapter Chairperson for consideration as temporary appointees

ARTICLE IX-Relationship to Association

- Section 1. Nothing in these By-Laws may be in conflict or at variance with the Association By-Laws or Chapter Guidelines.
- Section 2. The Chapter will not establish policy that would infringe on the responsibilities or authority of the Association or its Board of Directors.

ARTICLE X - Sub-Chapter Guidelines

- Section 1. The Chapter may, as interest warrants, sponsor the establishment of Sub-chapters in the Escambia and Santa Rosa County areas.
- Section 2. The Chapter will adhere to all guidelines for such Sub-Chapters, as outlined in the Association Chapter Guidelines.

ARTICLE XI – Amendment of By-Laws

- Section 1. These By-Laws may be amended by a two-thirds vote of members present at a regular Chapter meeting. Proposed amendments must be presented in writing and read before the members at a regular meeting prior to a vote at the following meeting.