

# SOUTHERN MAINE SEA KAYAKING NETWORK BYLAWS

Confirmed February 21, 2008, with changes.

## 1. NAME AND DESCRIPTION

The Southern Maine Sea Kayaking Network is an all-volunteer membership organization open to the general public, incorporated under the laws of the State of Maine as a non-profit entity. Principal meeting place is in the greater Portland area. Mailing address is P.O. Box 4794, DTS, Portland, Maine, 04112-4794. Web site address is [www.smskn.org](http://www.smskn.org).

## 2. PURPOSE

The express purposes of The Southern Maine Sea Kayaking Network are as follows:

- a) To facilitate the pursuit of sea kayaking activities for persons of all skill levels;
- b) To provide a structure for public awareness, e.g. safety, conservation, environment;
- c) To provide an outlet for public service activities, e.g. island stewardship, coastal conservation;
- d) To provide a structure for social networking and community building.

## 3. MEMBERSHIP

There are three classes of membership. One class covers individuals who are 18 years of age or older. The second class covers individuals under 18 years of age with permission of a parent or guardian. The third class is a family membership. The general membership of The Southern Maine Sea Kayaking Network shall meet periodically throughout each year at a place, date, and time determined by the Board of Directors. Meeting format shall normally include discussion of club business, visual or oral presentations on topics related to sea kayaking, and planning of trips and activities.

All members must sign and understand the Acknowledgment of Self-Responsibility and Release Form as a condition of membership.

A newsletter of and for the organization will be published at least three times a year and will be sent to all current members.

The Southern Maine Sea Kayaking Network is and shall remain a non-political and non-affiliated organization.

The Southern Maine Sea Kayaking Network does not discriminate on the basis of gender, sexual orientation, religion, ethnicity, or disability. Participation in Network-sponsored trips and events is open to all members who meet the skill and equipment requirement determined by the trip or event coordinator. Individual club members may announce, via the Network's message board, private trips and events open to subsets of the membership.

## 4. GOVERNING BODY

### A. Officers

The governing body of The Southern Maine Sea Kayaking Network is called the Board of Directors and shall be comprised of seven elected positions. These are President, Recording Secretary, Treasurer, and four Members-At-Large.

### B. Function

The primary function of the Board of Directors is to facilitate the express purposes of the club, as previously described in section two. Individual board members are expected to contribute their efforts for the betterment of The Southern Maine Sea Kayaking Network and its membership.

### C. Meetings

The Board of Directors shall meet periodically throughout the year at a location, date, and time agreed upon by the board. Meetings shall be chaired by the President and will adhere to generally accepted parliamentary procedures. Meeting format shall normally include reading of the minutes from the prior meeting, discussion of old business, and discussion of new business. The general membership is invited to attend and participate, but must adhere to the scheduled agenda. Items for inclusion in the agenda may be submitted to the President prior to the meeting. Voting on decisions at the Board of Directors meetings shall be by majority rule, each board member having one vote.

The Board may discuss and vote on old and new business by internet. Internet votes shall not replace regular Board meetings, but may be used to expedite action on business that should be acted on before the next regularly scheduled Board meeting. Internet votes shall be by majority of the entire Board.

### D. Elections

The Board of Directors shall be properly nominated and elected by the general membership. Advance announcements of nominations and elections will be made at general meetings and in the newsletter commencing in August. Nominations for office will be taken at the first general membership meeting following the fall newsletter. Elections will be held at the general meeting each October. Term of office shall be one year commencing January 1st

### E. Voting

Voting shall be by acclaim. There shall be a motion and a second from the floor that the secretary cast one vote for the slate. There shall be a voice or show of hands vote on that motion. An affirmative vote elects the slate of officers.

Alternatively, if requested by the electorate, voting may be by written ballot. Candidates must receive a simple majority of the vote.

In all cases, all members over 18 years of age may vote.

#### F. Removal/Resignation From Office

In the event of gross misconduct or dereliction of duty, any board member may be removed from office by a two-thirds majority vote of the Board of Directors. The general membership may request the removal of a board member by petition containing the signatures of over 50% of the members. A special vote at a general meeting shall then be held with a two-thirds majority required for removal. In the event of removal or voluntary resignation of a board member, the Board of Directors shall appoint a replacement to fulfill the remainder of the term.

#### G. General Duties and Responsibilities

##### President

The President shall chair the Board of Directors meetings, act as liaison and spokesperson in communication with the public and public service organizations, and shall, along with the Treasurer, be responsible for the financial aspects of the Southern Maine Sea Kayaking Network.

##### Recording Secretary

The Recording Secretary shall record the minutes of the Board of Directors meetings, maintain availability of related information, assist in agenda scheduling, and act as a resource to members by providing information at general meetings.

##### Treasurer

The Treasurer shall maintain proper financial records and accounts and shall make a verbal or written report to the Board each month. He/she shall produce annual financial statements and budgets.

##### Member-At-Large

The Members-At-Large shall fulfill duties and responsibilities as necessary and requested by the President and/or the Board of Directors.

##### All Board members will:

- attend all Board of Directors meetings;
- share the chairing of the general membership meetings;
- provide advance notice of resignation, assistance in replacement, and orderly transfer of responsibilities.

## 5. DUES AND FINANCES

### Fiscal Year

The Fiscal year shall be the calendar year.

### Annual Dues

Annual dues of an amount determined before the start of the fiscal year by the Board of Directors are payable when initially joining and upon passage of one full year of membership. Notice of renewal will be provided.

### Expenditures

The reimbursement of all Southern Maine Sea Kayaking Network-related expenditures must be approved by the Board of Directors.

### Financial Reports

Annual financial reports shall be made available for internal audit by one or more Board members and subsequently available for inspection by the membership.

## 6. BY-LAW AMENDMENTS

The By-Laws shall be amended by a simple majority vote of the Board of Directors or the General Membership.

Latest revision approved by vote of the Board of Directors February 21, 2008.

## BOARD OF DIRECTORS

NAME

ADDRESS