

Constitution and By Laws of Mad City Paddlers, Inc.

- I. Name and Purpose
 - A. The official name of this organization shall be Mad City Paddlers, Inc.
 - B. The purpose of this club is to unite Madison Area paddlers for events, information and friendship.

- II. Formation and Government
 - A. The club shall be a non-profit corporation by virtue of the laws of the State of Wisconsin.
 - B. The club shall be governed by this constitution and by future amendments to this constitution.

- III. Management
 - A. Management of the club will be vested in the Board of Directors ("The Board").
 - B. Board meetings will be held at a time and place designated by a quorum of the Board or by the president.
 - C. Board meetings will be open to all club members.
 - D. The Board of Directors must approve all special activities and expenditures of the club.
 - E. The Board of Directors will designate the dates and times for all general meetings.
 - F. No act of any officer, committee member or group of members shall be binding upon this club unless it has been approved by the Board.
 - G. Two-thirds of the membership of the Board shall constitute a quorum of the Board.
 - H. If a board member misses three consecutive meetings, he or she may be removed from the Board by a quorum vote of the Board.
 - I. Elections to the Board shall be held at the general meeting in December, new officers will take office as of January 1. All board members will be selected from the general membership and hold office for a one-year term. Officers may be re-elected to consecutive terms.
 - J. The president shall appoint, with the approval of the Board, an election chairperson. The election chairperson is responsible for all election functions.
 - K. Any vacancy on the Board of Directors for whatever reason may be filled by appointment of the Board of Directors for the remainder of the term.
 - L. Any board member may be removed from office by quorum vote of the board if it is judged to be in the best interest of the club.
 - M. This constitution can be amended by two-thirds vote of the Board of Directors.

IV. Membership and Dues

- A. Membership is open to any person.
- B. Any prospective member under the age of 18 will furnish written consent from parent or guardian.
- C. Membership dues shall be determined by the Board of Directors.
- D. A guest may participate in all club activities except specified events designated by the Board.
- E. Membership may be terminated for non-payment dues.
- F. Membership may be terminated by a quorum vote of the Board of Directors if in the best interest of the club (i.e., not following safety procedures).

V. The Board of Directors

- A. The elected officers of the club shall consist of:
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Secretary
 - 5. Editor
 - 6. Trip Coordinator (added as amended at the December 2008 Board of Directors' Meeting)
 - 7. Webmaster (added as amended at the December 2008 Board of Directors' Meeting)

Refer to special section for position requirements (as amended at the February 2015 Club meeting)

- B. Monetary Compensation for the Board of Directors (as amended by the Board of Directors)
 - 1. President – \$200.00
 - 2. Vice President – \$50.00
 - 3. Treasurer – \$50.00
 - 4. Newsletter Editor – \$40.00/ month and \$50 year end gift certificate
 - 5. Secretary - \$50.00
 - 6. Webmaster – \$50.00
 - 7. Trip Coordinator - \$100.00

MCP Officer Responsibilities

(Amended at the February 2015 club meeting)

President

- The president is the main MCP message spokesperson and ensures ongoing effective communication and understanding among all club members.
- Runs MCP meetings, brings forth and elicits issues that pertain to the club for discussion.
- He or she receives many e-mails and is responsible for responding as appropriate or designating someone to respond.
- President decides which e-mails are important to share with club members and club officers.
- Provide information and guidance to people interested in becoming MCP members.
- Organize events and procure items needed for these events (party rooms, picnic shelters, meeting rooms, personnel and many other items related to said event).
- President has the authority to designate members to be the chairperson for special events (elections, raffles, Canoeopia booth, etc.) after eliciting the MCP Board's approval.
- As warranted, call special board meetings, set time and place, chair the meeting.
- She or he is the main person to receive complaints or concerns and resolves or works with other officers to develop resolution to the concerns.
- Seek expert advice (legal/other) on issues for which this is prudent or assign to another officer.
- Stay abreast of club operations, e.g., financial status, membership, web page, newsletter, etc.
- Help to create an inclusive and welcoming club atmosphere.

Vice President

- As a board member, attend and participate in board meetings.
- Perform the duties of the president when he/she (the president) is absent.
- Take a lead in finding presenters for MCP meetings unless other officers have made prior arrangements.
- In charge of MCP video equipment.
- Communicate effectively with all officers and be supportive of requests for support or assistance.
- Stay abreast of club operations, e.g., financial status, membership, web page, newsletter, etc.
- Help to create an inclusive and welcoming club atmosphere.

Treasurer

- Retain the membership forms, going back into the 1990's.
- Cash checks for dues payment and any other checks MCP may receive.
- Pay MCP bills.
- Monthly, balance the checkbook.
- Annually, write a summary of the whole year's finance for the newsletter.
- Stay abreast of club operations, e.g., financial status, membership, web page, newsletter, etc.
- Help to create an inclusive and welcoming club atmosphere.

Secretary

- Take minutes at the monthly meetings.
- Write up meeting minutes for the monthly *Paddler* newsletter.
- Take minutes for the board meetings, write them up and have them published.
- If there is a need, prepare written correspondence for MCP.
- As a board member, attend and participate in board meetings.
- Help to create an inclusive and welcoming club atmosphere.

Trip Coordinator

- Advise or remind trip leaders of responsibilities (having paddlers sign the waiver for every paddler and maintaining safety awareness).
- Encourage experienced members to become trip leaders and provide guidance/advice to all trip leaders.
- As a board member, attend and participate in board meetings.
- Work with the club membership to develop a wide array of frequent and diverse paddling opportunities throughout the paddling season.
- Develop member communications on paddle event additions, deletions and other changes. The trip coordinator sends out weekly updates for the upcoming trips on the club's Google Group during the paddling season, or asks someone else to perform this duty.
- Help to create an inclusive and welcoming club atmosphere.

Editor/Membership Director

- Publish the newsletter (*Paddler*) and e-mail or send it out through regular mail to paid members (print/fold/label/stamp/deliver to post office).
- In charge of the membership directory. Keep track of who has and who has not paid their dues. Track members who want their name/phone/email published in the directory.
- Take care of the Google Group (add members/delete members that have unpaid dues). Ask webmaster for help if needed.

- Answer questions referring to the newsletter and the membership directory.
- Help to create an inclusive and welcoming club atmosphere.

Webmaster

- Manage domain name registration and renewal.
- Perform periodic evaluations of hosting prices and features and makes recommendations for changes to the board.
- Perform periodic redesigns of the web sites as new techniques and technologies are available.
- Update links, documents, and other content on the web site when appropriate and/or requested by the board.
- Update and maintain the calendar of events on the web site and Google Calendar.
- Maintain the MCP photographic archive on the web site, Google Group and Facebook page.
- Maintain the Facebook page (and other relevant social media) and make relevant posts to it when necessary.
- Replies to messages and posts on the Facebook page.
- Assist with the maintenance of the Google Group.
- Add or remove members from the Google Group at the request of the Treasurer and/or Newsletter Editor.
- Assist members with problems accessing the web site, Facebook page or Google Group.
- Helps to create an inclusive and welcoming club atmosphere.