

BYLAWS OF THE INTERLAKEN TRAILBLAZERS VOLKSSPORT CLUB

These Bylaws (referred to as the “Bylaws”) govern the affairs of the Interlaken Trailblazers Volkssport Club (referred to as “the Club”), a non-profit corporation under the provisions of the Washington Nonprofit Corporation Act (referred to as “the Act”) and are established to implement the articles of Incorporation of the Association and the Constitution and Bylaws of the Evergreen State Volkssport Association (ESVA), American Volkssport Association (AVA”) and the International Federation of Popular Sports (IVV).

ARTICLE I

MEMBERSHIP

1.01 Classes of Membership

There shall be one class of membership in this Club, which shall be limited to those individuals and families whose dues are current.

1.02 Rights and obligations of Members

(a) Rights. Every member is entitled to:

- 1) Exercise the right to vote, and file petitions.
- 2) Be on the official mailing list.
- 3) Be eligible for participation in club activities.

(b) Obligations. All members are obligated to:

- 1) Promote the aims and goals of the club, the ESVA, and the AVA to the best of their abilities.
- 2) Uphold the reputation of the club, the ESVA, and the AVA at all times.
- 3) Obey the Bylaws of the club and the ESVA and the Constitution and Bylaws of the AVA.
- 4) Pay dues as required, commencing with application for an individual or family membership. Membership annual dues due within the first month of the fiscal year.
- 5) To contribute to the Club’s activities because it is only through the volunteer efforts of Club members that the purposes of the Club can be met.

ARTICLE II

OFFICERS

2.01 General Powers. The business and affairs of the Club shall be managed by the members under the guidance of the Officers.

2.02 Composition. The Officers shall be composed of a President, Vice President, Secretary and Treasurer. Such other officers and committee members as may be deemed necessary may be elected or appointed by the President.

2.03 Qualifications.

- (a) Officers must be members in good standing of the Club
- (b) No member shall hold more than one office at a time.

2.04 Election Procedures.

(a) Nominations.

At the regular meeting held in the month of May, nominations will be taken and additional nominations from the floor at the June meeting will be permitted.

(b) Elections.

- 1) The President shall preside during the election, unless another person is designated to preside.
- 2) Voting will take place at the June meeting.
- 3) The officers shall be elected by a written ballot of the regular members of the Club at the June membership meeting.
- 4) Where only one(1) candidate for an office has been nominated, a ballot will not be necessary and the Secretary will report a unanimous vote.
- 5) In the event that more than two (2) candidates are nominated for the same office and upon the first ballot no candidate receives a majority of the votes cast, the two (2) candidates receiving the most votes shall run against each other. Upon the subsequent vote, the candidate receiving the majority vote shall be declared elected.

(c) Proxies.

Each member entitled to vote may vote by proxy as defined in Paragraph 3.07 below.

2.05 Terms of Office Officers shall hold office for no more than 4 consecutive one year terms in the same office commencing the first day of July following the June meeting at which he/she was elected and shall serve until his/her successor has been elected unless he/she resigns sooner or is removed from office.

2.06 Removal of Officers. Any elected or appointed officer may be removed from office whenever the best interest of the Club would be served thereby. A meeting of the officers to consider the removal of an officer may be called and notice given following the procedures provided in these Bylaws. The notice of the meeting shall state that the issue of possible removal of the officer will be on the agenda and the alleged cause for removal. The officer shall have the right to present evidence at the meeting as to why he/she should not be removed. At the meeting, the officers shall consider possible arrangements for resolving the problems that are in the mutual interest of the Club and the officer. The Officers shall make a recommendation to the membership concerning the removal of an officer at a regular meeting. The notice of the meeting shall state that the issue of possible removal of the officer will be on the agenda and the alleged cause for removal. Removal shall require the affirmative vote of 2/3 of the membership voting in person or by proxy.

2.07 Vacancies. Any vacancy created by the death, resignation, removal, disqualification, or otherwise of an officer shall be filled at the next regular meeting of the Club by written ballot in the manner specified in Paragraph 2.05 above, except that a vacancy in the office of President shall be filled by the Vice President who shall hold office for the unexpired term of the President. The officer elected to fill a vacancy shall hold office for the unexpired term of his/her predecessor in office. A person elected to fill a vacancy in any other office shall hold office for the unexpired term of his/her predecessor in office and may serve up to 3 additional terms in the same position.

2.08 Duties of Officers

The officers shall perform the duties prescribed by these Bylaws and Robert's Rules of Order, Newly Revised.

(a) President The President shall:

- (1) Preside at all meetings of the club.
- (2) Call special meetings of the club.
- (3) Appoint committees.
- (4) Coordinate the work of the officers and committees and serve as an ex-officio member of all committees.
- (5) Represent the organization officially in all affairs or designate an appropriate representative.

(b) Vice President The Vice President shall:

- (1) Preside at all meetings of the club in the absence of the President
- (2) Perform such duties as are assigned by the President.

(b) Secretary. The Secretary shall:

- (1) Record minutes of all club meetings, distribute them in a timely fashion to the membership before the next scheduled meeting and maintain a file of the meeting minutes.
- (2) Maintain the official list of officers and members of the organization
- (3) Prepare general correspondence of the organization that is not a function of other officers or committees
- (4) Perform all duties incident to the office of Secretary and such other duties as assigned by the President.

(d) Treasurer. The Treasurer shall:

- (1) Have charge and custody of and be responsible for an accurate account of all funds of the Club.
- (2) Deposit monies received in the name of the Club
- (3) Make payments for bills/receipts received for services rendered to Club.
- (4) Prepare a Treasurer's report for each meeting of the Club.
- (5) Prepare year-end reports for submission to the AVA each year
- (6) Submit payments and reports to the ESVA and AVA on time.
- (7) Prepare a financial report of the year's activities.
- (8) Perform all duties incident to the office of Treasurer and such other duties as may be assigned by the President.

(e) ESVA Representative OR Alternate Representative. The ESVA Representative or alternate shall:

- (1) Attend all ESVA meetings or make sure an alternate will be in attendance with a letter from the President verifying eligibility to vote in place of the representative.
- (2) Represent the club and vote according to Club's direction at all ESVA meetings.
- (3) Receive and maintain correspondence from ESVA communications and correspondence .

- (4) Provide a summary of ESVA meetings to the officers and Club.
- (5) Inform the President of ESVA functions needing volunteers.

- (f) Trailmaster.** The Trailmaster may be appointed by the President and shall:
- (1) Serve as an ex officio member of all event committees
 - (2) Assist committees by inspecting event routes, checking distance, certifying it is safe and of good quality
 - (3) Review and make suggestions to directions and maps
 - (4) Review rating before submission to the Pathfinder.
 - (5) Assist event committee chairperson by providing guidelines to event planning, event managing and post event follow-up.

ARTICLE III

MEETINGS.

3.01 Regular Meetings. The Club shall meet on the First (1st) Wednesday of each month unless otherwise determined by the Club.

3.02 Election Meeting. The regular meeting each June shall be known as the Election meeting and shall be for the purpose of electing officers, in addition to regular business, and for any other business that may arise. During the May meeting the Secretary shall announce the date, time and place of the Election meeting.

3.03 Special Meetings. Special meetings may be called by the President or shall be called upon the written request of fifteen percent (15%) of the voting membership of the Club. The purpose of the meeting shall be stated in the call and no business shall be transacted except that mentioned in the call of the special meeting. Written notice of at least 15 days shall be given to all the members, post-marked day being day 1.

3.04 Notice of Meetings. Notification of each meeting of the Club shall be sent to each member of the Club. The notice shall state the place, day and time of the meeting and, in the case of a special meeting, who called the meeting and the purpose or purposes for which the meeting is called. Notice shall be given by or at the direction of the President or Secretary of the Club or by the person or persons calling the meeting.

3.05 Voting Rights. Each individual and members of families 18 years old and over in good standing shall constitute a voting member, limited to two votes per family

3.06 Quorum. Fifteen percent (15%) of the members in attendance at a meeting in person or by proxy requiring voting shall constitute a quorum.

3.07 Proxies. Each member entitled to vote may vote by proxy executed in writing (including e-mail) and signed by the club president or secretary, provided the proxy is filed with the Secretary the day before the business of the meeting begins. No proxy shall be valid after the close of the meeting for which it is issued, unless otherwise provided in the proxy.

3.08 Voting by Mail. The Officers may authorize members to vote by mail on any matter that may be voted on by the Club.

ARTICLE IV

COMMITTEES

4.01 Appointment

Committees, standing or special, shall be appointed by the President, as deemed necessary to carry on the work of the Club. The activities and scope of authority of each committee will be clearly stated. The President shall be a member ex officio of all committees.

4.02 Other Committees. Such other committees, standing or special shall be appointed by the President as the Club shall from time to time deem necessary to carry on the work of the Club.

ARTICLE V

BOOKS & RECORDS*

5.01 Required Books and Records. The Club shall keep appropriate documentation of accounts at the home of the Treasurer as follows:

- (a) A file-endorsed copy of all documents filed with the Washington Secretary of State relating to the Club, including, but not limited to the Articles of Incorporation, and any Articles of Amendment, Statement of Change of Registered Office or Registered Agent, and a copy of the Bylaws, and any amended versions or amendments to the Bylaws.
- (b) Minutes of the proceedings of the Club.
- (c) A list of the names addresses of the officers, and members of the Club.
- (d) A financial statement showing the assets, liabilities and net worth of the Club at the end of the three most recent fiscal years.
- (e) A financial statement showing the income and expenses of the Club for the three most recent fiscal years.
- (f) A signed copy of the Audit Report along with the Treasurer's reply to any discrepancies the committee may have noted.
- (g) All rulings, letters and other documents relating to the Club's federal, state and local tax status

5.02 Financial Reviews and Audits

A review of the Club's financial records shall be conducted annually by an Audit Committee appointed by the President and a report made to the Club within 60 days of the end of the fiscal year. A copy of the Audit Committee report shall be included in the minutes of the next club meeting

ARTICLE VI

FISCAL YEAR

The fiscal year for the organization shall be July 1 through June 30.

ARTICLE VII

NOTICES

Notice by Mail, Electronic Mail, Telegram or FAX. Any notice required or permitted by the Bylaws to be given to a member, officer or member of a committee of the Club may be given by mail, electronic mail, telegram or FAX.. If mailed, a notice shall be deemed to be delivered when deposited in the United States mail addressed to the member or officer or person at the address which appears on the records of the Club with postage prepaid. If given by electronic mail, a notice shall be deemed to be delivered when it is sent. If given by telegram or FAX a notice shall be deemed to be delivered when accepted by the telegraph company or FAX machine and addressed to the club or person at the address as it appears on the records of the Club. A member may change an address by giving written notice to the Club's secretary.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the organization in all cases applicable and not inconsistent with these Bylaws and any special rules of order the organization may adopt.

ARTICLE IX

AMENDMENTS OF BYLAWS

These Bylaws may be amended at any regular meeting of the Club by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the Interlaken Trailblazers Volkssport Club and that the foregoing Bylaws constitute the Bylaws of the Club. These Bylaws were duly adopted at a meeting of the members held on April 2, 2004 and amended at a meeting of the members on February 7, 2007.

Adopted by the Club this day of 7th day of February, 2007

Signed:

Brenda Breit, **secretary**