



# Gulf Coast Kayak Fishing Association

## Gulf Coast Kayak Fishing Association Constitution / By-laws

The following Constitution and By-Laws were adopted by a majority vote of those members conducted no later than December 1, 2005.

Amendments made to the Constitution and By-laws are in effect as of November 15, 2013

**Section 1. Name.** The Club shall be called the **Gulf Coast Kayak Fishing Association** (GCKFA) and shall operate as a not-for-profit organization.

**Section 2. Purpose** - to support and promote the sport of kayak fishing in the Northwest Florida and South Alabama area.

**Sections 3. Goals.** As a recreational organization, the Club's goals shall be to:

- a. Organize area kayak fishermen in NW Florida and South Alabama
- b. Support and promote the safe and responsible pursuit of the sport of kayak fishing
- c.. Promote fellowship and provide a fun meeting place for kayak fishermen
- d. Provide forum for exchange of ideas, fishing information and rigging tips
- e. Sponsor events group outings and kayak fishing tournaments
- f. Provide public presence to protect interests of kayak fisherman

**Section 4. Membership.**

a. Age. Any person over the age of twelve (12) years who fishes from a canoe or kayak may become a Member of the GCKFA by complying with provisions specified in the By-Laws. Those members age eighteen (18) years or older are eligible to vote and to hold office.

b. Honorary Membership. Any person over the age of twelve (12) years who the Club desires to honor may be elected an Honorary Member by a majority vote of the members present at any regular meeting. Honorary Members will enjoy for the current year the same privileges as regular members except for voting and holding office.

c. Honorary Life Membership. A member who has performed truly outstanding service for the Club may be granted an Honorary Life Member by a two-thirds (2/3) vote of the members present at any regular meeting. Honorary Life Members will enjoy for life the same privileges as regular members.

**Section 5. Officers.** The elected officers are charged with making the decisions required for operation of the Club, subject to review and consensual approval of the Board of Directors and the club general membership as required. The Officers of the Club will be the President, Vice President, Secretary, Treasurer, Media Director and Webmaster. One person may serve in one or more club officer positions, but this is not preferred and shall be considered a temporary situation until such time as all club officer positions are elected / appointed properly in accordance with the guidelines contained herein. If one person is occupying more than one club position, He/she shall have only one vote.



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**Section 6. Executive Committee.** The Executive Committee shall be comprised of the club officers - President, Vice President, Secretary, Treasurer, Media Director and Webmaster. The duties and responsibilities of the Executive Committee are to:

- a. Provide the strategic direction for all matters of interest to the club
- b. Plan and execute club activities and events
- c. Build and maintain key relationships with organizations and individuals to the benefit of the club and further promotion of the sport of kayak fishing. This shall include local and state government entities, club sponsors, other kayak fishing organizations, vendors and others as may be required.
- d. Represent the club at various functions and events to the betterment of the club and the sport of kayak fishing.

**Section 7. Advisory Board.** An Advisory Board, composed of the immediate past President and Vice-President of the club will be established to provide advice and the benefit of corporate knowledge to the club officers and to the membership. The past President and Vice-President shall be non-voting members of the Executive Committee, but shall be considered voting members of the Board of Directors. The Advisory Board shall have an indefinite term but may be disestablished at any time by majority vote of the Executive Committee. Additional members can be added to the Advisory Board by majority vote of the Executive Committee.

**Section 8. Board of Directors.** A Board of Directors shall be established to provide overall guidance and approval in matters of operation, policy and use and expenditure of club financial and material assets. The Board of Directors shall comprise at a minimum, all members of the Executive Committee, members of the Advisory Board and other members as shall be properly proposed and approved by majority vote of the club membership. If possible, the number of voting members of the Board of Directors should be an odd number so as to facilitate decision making.

a. Quorum. A quorum of the Board of Directors shall consist of 50% of all voting members plus one member. If a quorum is not present, then any issues requiring a vote must be postponed until such time as a quorum can be seated.

b. Approvals required. A majority vote of the Board of Directors shall be required to approve any expenditure of club assets in excess of \$250 or to approve disposition of any club material asset.

c. Removal. A member of the board of Directors may be expelled from the Club, for cause, in the manner prescribed in the By-Laws.

d. Meetings. The Board of Directors should meet regularly but not less than quarterly. The President may call a Special Meeting of the Board providing reasonable notice to all Board members is provided.

## **Section 9. Duties**

- a. President. It shall be the duty of the President:
  1. To preside at meetings and conduct them in accordance with accepted rules of order (Robert's Rules of Order).
  2. To schedule and preside over meetings of the Executive Committee and the Board of Directors



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3. To appoint temporary vacancies subject to approval by the membership.
  - d. To appoint various committees as necessary.
- b. Vice President. It shall be the duty of the Vice President:
1. To be responsible for a program at Regular Meetings.
  2. To assist the President in the discharge of his/her duties.
  3. To preside in the absence of the President.
  4. To ensure the documents of incorporation of the Club are kept current.
- c. Secretary. It shall be the duty of the Secretary :
1. To keep a written record of proceedings of the Club Meetings.
  2. To maintain custody of all reports and documents connected with the Club.
  3. To keep a current and correct Membership roster.
  4. To conduct the Club Correspondence.
- d. Treasurer. It shall be the duty of the Treasurer.
1. To collect all monies due, to have charge of the funds of the Club, and to keep a correct record and account of all monies received and paid out.
  2. To deposit the funds of the Club, in the name of the Club, in a depository or depositories approved by the Executive Committee
  3. To present at each Meeting a report stating the financial condition of the Club.
  4. To present a written annual financial statement for the prior calendar year at the first "Regular Meeting" of the year.
- e. Media Director. The Media Director shall be elected by the membership. It shall be the duty of the Media Director:
1. To coordinate the promotion and positive image of the club
  2. To coordinate all marketing efforts in the print and electronic media
  3. Coordinate and assist the Webmaster as required.
- f. Webmaster. The Webmaster shall be appointed by majority vote of the Board of Directors. Termination of the Webmaster shall require no less than two-third's (2/3) vote of the voting members of the Board of Directors. It shall be the duty of the webmaster:
1. To be responsible for the club's website, forum and internet presence
  2. To make recommendations to the Board for website hosting services
  3. To post relevant club material in a timely fashion
  4. To perform other functions related to the club's internet presence as required.

**Section 8. Nominations.** Nominations for Officers of the Club shall be made as provided in the By-Laws.

**Section 9. Election.** The Officers of the Club shall be elected annually by majority vote of the members present.



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**Section 10. Term of Office.** The term of office of each Officer shall be one year.

**Section 11. Vacancy.** In the event of a vacancy occurring in any office, the vacancy shall be made known, and a successor for the remaining term of office shall be elected at the next meeting of the Club.

**Section 12. Compensation.** Officers shall receive no financial compensation, no decrease in membership dues and no other fiscal benefit of the club.

**Section 13. Quorum.**

a. **Membership Quorum.** A quorum for the transaction of business at a members meeting, including election of officers, shall consist of fifty percent (50%) plus one member or greater of the active membership. Electronic voting shall be satisfactory for the calculation of a quorum.

b. **Executive Committee Quorum.** A quorum for the transaction of business at Executive Committee meetings shall consist of four (4) of the six (6) active members.

c. **Board of Directors quorum.** A quorum of the Board of Directors shall consist of 50% of all voting members plus one member.

**Section 14. Removal and Expulsions.** Any elected officer may be removed from office and any Member of the Club may be expelled from the Club, for cause, in the manner prescribed in the By-Laws.

**Section 15. Amendments.** The Constitution and By-Laws of the Club may be amended by a simple majority vote of the active club members at a Regular Meeting or by Special Meeting provided that the proposed amendment has been distributed via email to Members at least two weeks before being voted upon. The Constitution and By-Laws, when amended, shall be revised and reposted on the Club Website.

**Section 16. Enacting Clause.** This Constitution shall take effect December 1, 2005.



# Gulf Coast Kayak Fishing Association

## By-Laws

**Section 1. Membership Applications.** Application for membership shall be made to the Secretary / Treasurer on a form provided for that purpose accompanied by the annual dues and a signed waiver of liability.

**Section 2. Membership Fees Annual dues.** Current annual dues are \$30.00 per year, payable 1 January of each year. Upon receipt of a new membership or subsequent renewal, a GCKFA club T-shirt or item or item of similar value, at the sole discretion of the Executive Committee will be included with the membership. All full-time students under the age of 23 (high school and college students) shall receive a student discount on their membership dues. Student membership shall be \$10.00 per year, but will not include a T-shirt or item of similar value, which can be purchased separately.

### Section 3. Meetings.

- a. Regular Meetings. Club meetings will be as established by the Board of Directors.
- b. Special Meetings. The President shall call Special Meetings of the Executive Committee at his discretion. Reasonable notice of Special Meetings shall be sent via email and / or phone contact with as much notice as is feasible. No club business shall be transacted at a Special Meeting except that for which notice is given.
- c. Annual Meeting. The president shall schedule an annual meeting of the club membership. Reasonable notice to Members shall be sent via email or phone contact at least two (2) weeks in advance of the meeting date. Annual Meeting dates / times shall be posted in all club social media no less than two (2) weeks prior to the meeting date.

**Section 4. Order of Business.** The order of business at all meetings shall be in accordance with an accepted rule of order as delineated in Robert's Rules of Order.

### Section 5. Elections.

a. Officer Elections. The President, Vice President, Secretary, Treasurer and Media Director shall be elected at the annual general membership meeting and shall hold office for one year beginning with the first meeting of the following year.

b. Nomination. Candidates for all elected offices shall be nominated during the meeting prior to the General Meeting with additional floor nominations accepted at the time of election. All nominations shall be made by the following methods:

1. by a special nomination committee consisting of three (3) Members, including no more than two Board members, appointed by the Executive Committee to nominate a slate of qualified candidates for each office to be filled or

2. by nomination made from the floor by a Member and seconded by any other Member.

c. Voting. Voting shall be by show of hands for each candidate. Election shall require affirmative votes from a simple majority, defined as fifty percent (50%) of the active members plus one member. Members must be present to vote. Voting may be conducted electronically



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(via e-mail) if feasible. Robert's Rules of Order shall govern the elections.

d. Vacancies. Nominations to fill the unexpired term of a vacant office shall be made from the floor of the Meeting at which the election to fill the vacant office is held after announcing the election via email to Members at least two weeks in advance. Voting shall be conducted as described in Section 3 above.

**Section 6. Operating Fund.** Funds in excess of one hundred dollars (\$100) shall be deposited by the Secretary or Treasurer in a depository approved by the Executive Committee. These funds shall be the Operating Fund of the Club. Funds less than one hundred dollars (\$100) may be kept as cash on hand to meet minor expenses.

**Section 7. Expulsions.** If any member is charged with improper conduct or with violating the provisions of the Constitution or By-Laws of the Club, such charges shall be brought before the Board of Directors for review. If such charges are found to have sufficient weight, the Secretary shall notify the member of the charges at least one week before the next meeting of the Board. The Member shall be required to appear at such meeting and show just cause, why he/she should not be censured, deprived of the privileges of the Club, or expelled from membership in the Club. If the Member fails to appear at such meeting or is found guilty of the charge, the Member shall, upon a two-thirds (2/3) vote of the active members of the Board of Directors, be censured, be deprived of the privileges of the Club, or be expelled from membership in the Club.

**Section 8. Club Termination.** In the event of termination of the Club, any remaining Club funds and assets shall be dispersed to a charitable organization selected by a majority decision of the Board of Directors.



# Gulf Coast Kayak Fishing Association

**Section 9. Enacting Clause.** These amended By-Laws shall take effect 15 November, 2013.

Date:

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Jay Kania, President, GCKFA

Date:

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Doug Jolly, Vice President, GCKFA

Date:

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Benny Gaines, Treasurer, GCKFA

Date:

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Taylor Simmons, Secretary, GCKFA

Date:

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Brandon Barton, Media Director, GCKFA

Date:

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Michael Clubbs, Webmaster, GCKFA