

# **BY-LAWS OF THE ERC HIKING & CANOEING CLUB**

## **ARTICLE I - DUTIES AND POWERS OF CHIEF EXECUTIVE OFFICER**

The Chair of the Steering Committee shall preside at all meetings of the Club. He or she shall appoint the members of all committees except the Steering Committee and shall sign such papers concerning the affairs of the Club as may be required by the office or as may be instructed by members of the Club at any regular or special meeting. The Chair may require such reports from the Club Secretary and all or part of the subcommittees which, in his or her judgment, are necessary and shall perform other duties incident to the office.

## **ARTICLE II - DUTIES AND POWERS OF THE STEERING COMMITTEE**

Section 1 - The Steering Committee shall be the governing body of the Club and shall make any and all decisions. The Steering Committee submits the Club's yearly budget, makes recommendations on equipment purchases and rental prices, and decides policies of the Club. The Steering Committee shall work closely with the ERC Advisor and shall abide by all decisions of the ERC Supervisor and/or Recreation Staff Team.

Section 2 - There shall be a Nominating Committee consisting of the Steering Committee members. This committee shall nominate two club members for each Committee position in September. Two weeks after nominations have been announced, additional people may be nominated by endorsement of five members. Consent of the nominees shall be obtained before nominations are final. Balloting shall be conducted in November. The nominees receiving the most votes will be elected and shall assume the duties of their position on January 1.

Section 3 - All committees not otherwise provided in these By-laws shall be appointed from time to time by the Chair of the Steering Committee.

## **ARTICLE III - MEETINGS**

Section 1 - The Club shall meet upon due notice at such times and places as may suit its convenience.

Section 2 - The Club shall have special meetings upon the request of a majority of the Steering Committee or upon the request of ten voting members of the Club. The notice of special meetings shall recite the exact nature of the business and only that business shall be transacted.

Section 3 - The Steering Committee shall meet upon due notice at such times and places as may suit its convenience upon call of the Chair or upon the request of a majority of its members. The order of business shall be that provided prior to the meeting by the person or persons requesting the meeting.

Section 4 - A quorum for a Steering Committee meeting shall consist of a simple majority of the voting members of the Committee. In the absence of a quorum, the meeting shall adjourn to a later date.

#### **ARTICLE IV – VACANCIES OF OFFICERS**

Section 1 - Whenever any vacancy shall occur among the members of the Steering Committee, the vacancy shall be filled by the Committee at the next meeting. Vacancies on the Steering Committee shall be filled from members of the Club, and the members so designated shall hold office until the next regular election.

Section 2 - Absence from three consecutive meetings, regular or called, of the Committee without satisfactory excuse shall be deemed sufficient cause for declaring a vacancy.

#### **ARTICLE V – ELECTION OF STEERING COMMITTEE**

Refer to Article III of the Constitution and Article II of the By-Laws.

#### **ARTICLE VI - AMENDMENTS TO CONSTITUTION AND/OR BY-LAWS**

To amend this Constitution and By-Laws, the proposed amendment must be endorsed by ten (10%) of the membership and presented to the Chair of the Steering Committee, who shall bring it before the Steering Committee at the next meeting. If the committee approves the amendment by a two-thirds vote, the amendment is presented to the full membership. To be accepted, the amendment must receive the affirmative vote of at least four-fifths of all those voting.

#### **ARTICLE VII - LIABILITY**

Neither Eastman Chemical Company nor the Eastman Recreation Club are liable for any accidents that might occur in any of the Club's activities.

#### **ARTICLE VIII - PROPERTY RESPONSIBILITY**

Damage to the property of the Club, other than ordinary wear and tear, shall be paid by the member or members causing it.

#### **ARTICLE IX - EXPENDITURES**

Section 1 - Expenditures must be approved by at least two Steering committee members before forwarding to ERC for approval. If any officer of the Club has questions about the expenditure, he should contact the ERC Advisor. Expenditures of Club funds are not to be committed prior to proper approvals.

Section 2 - Passengers are encouraged to share operating expenses with the driver when cars are pooled for travel to and from Club activities.

#### **ARTICLE X - DISSOLUTION**

Upon the dissolution of the Club and the discharge of its debts and the settlement of its affairs, any funds and properties of the Club remaining thereafter shall become the property of the Eastman Recreation Club.