

## ***Pure Water Paddlers*** **Club Charter**

### Club Name

The Club will be known as ***Pure Water Paddlers***.

### Mission and Purpose

***Pure Water Paddlers*** is an educational, recreational, and social club created to provide members of all ages and skill levels the opportunity to learn and experience the joys of paddling. All aspects of paddling are explored in a variety of vessels (kayak, canoe, raft, etc.). In all programming, education, safety, and respect for the environment are top priorities.

### Activities

***Pure Water Paddlers*** will sponsor a number of activities for its members. These include, but are not limited to, the following:

- Instructional sessions
  - First aid and CPR
  - Paddling techniques
  - Rescue techniques
  - How to buy equipment
  - Paddling safety
  - No-impact trekking
  
- Trips and Outings
  - Evening paddles
  - Day long trips
  - Overnight trips
  
- Social Activities
  - Off season get-togethers
  - Canoe/Kayak shows
  
- Fundraising Activities
  - Raffles
  - Sales
  
- Community Service
  - Working with youth
  - Environmental cleanup and protection

## Charter

This charter outlines the mission, activities, and organization of the Club. Proposed changes in the charter will be proposed at least one meeting prior to a vote on the changes. Proposed changes will be announced to members through the Yahoo Group and Web Site by posting minutes of the meeting. A 2/3 vote of active Club members who are present (or have submitted absentee ballots to the Secretary) is required for a change to become effective.

## Membership

Membership is open to any person over the age of 18. Members in good standing will be those who have submitted a membership application/liability waiver form and have paid their dues. Each member has one vote.

Three different memberships are available:

Single Membership – One adult

Family Membership – Two adults residing at the same address

College Membership (non-voting) – An adult who is attending college full-time (12 semester credits)

## Member Information

Member information will be maintained by the Club Secretary. Individual members will indicate in their membership application if they want to have their personal information made available to other Club members. The Club Secretary will compile and produce a membership directory that will be available to all Club members. The information contained in the directory is for personal use only and may not be used for any commercial purpose.

## Minors and college students

Minors (those under 18) may be part of their parent's membership and have no voting rights. Students attending college full time (12 semester credits) may be a part of their parents membership and have no voting rights.

Minors may attend any and all programs and activities of the Club when accompanied by their parent or guardian. If the minor's parent or guardian is not at the activity, the minor may participate if the parent or guardian provides written permission for another adult to serve as the temporary guardian. Adult members may serve as guardians for a minor, but must be located and designated by the parent. The written permission is to be provided to the trip leader prior to the trip beginning.

### Non-member Participation

A member may bring a non-member guest on a Club trip by permission of the trip leader. The member assumes responsibility for the guest's safety and conduct. Members and guests must respect reasonable standards of decency and discipline for their behavior at Club trips and other Club events. Members and guests must sign a mutual agreement for protection from liability form as a condition for participation in Club trips.

### Meetings

The Club will meet monthly during the "off season" (October thru April). During paddling season (May thru September) meetings will be held "on the water" as part of the Club's trips and events. An end of season event will be held in late September for members to share memories of the season.

### Quorum

To conduct official Club business, a quorum of at least five members must be present.

### Dues

Dues to cover general Club expenses will be assessed to all members. Dues are to be paid annually to the Secretary/Treasurer. The amount of dues is set by the general membership of the Club. Following the initial chartering of the Club, dues are to be received by the Treasurer by December 1. They are not prorated if received after that date.

### Additional Costs

Costs for specific trips and programs are in addition to the membership dues paid by each member. These costs may include, but are not limited to, transportation, equipment rental, admissions and fees, instruction, meals, etc.

### Fiscal Year

The Club's fiscal year will be the calendar year—January 1 thru December 31. The Treasurer will produce required year end financial reports and submit required paperwork for tax purposes. The Club President will be the official who signs tax forms.

### Charitable contributions and fund raising

As a 501(c)(7) organization, charitable contributions may be received. These are recorded by the Club Treasurer and appropriate documentation is to be provided to the donor.

The Club may, at any time as agreed upon by the members, carry on fundraising activities. Funds received become the Club's and may be used for Club activities only.

### Financial Audit

The club financial accounts will be audited yearly. The audit will take place in conjunction with the changing of officers. The audit will be conducted by two persons voted on by the general membership at the November meeting.

### Officers

The Paddling Club will have the following officers:

- President – The President is the Club's designated leader. He/She has ultimate responsibility and authority for the Club and its activities and actions.
- Vice President for Events – The VP for Events serves as the President in his/her absence. Additionally, he/she is responsible for the overall coordination of all events planned by the Club. He/She works with the individual Trip Planners to ensure all details are coordinated.
- Secretary/Treasurer – The Secretary/Treasurer maintains the official records of the Club. He/She maintains the incorporation papers, insurance records, and memberships to affiliated groups (ACA, etc.) He/She maintains the membership records of the Club and all Club finances. The Secretary records the minutes of each Club meeting and distributes these via e-mail to the Club membership.

### Officer's Terms and Conditions

- The terms of each of the officers will be one fiscal year. An officer may be reelected to serve up to three terms. After three terms, the incumbent must not be an officer for at least one term.
- Officers receive no compensation for their service.
- Officers are elected by a vote of the general membership. A simple majority is required.
- Officers may be removed from office by a vote of the general membership. A simple majority is required.

### Board of Directors

The Board is responsible for overall policy and direction of the club, and delegates responsibility for day-to-day operation to the Club's officers. The Board shall have three members. The responsibilities of the board are as follows:

Support the organization's mission and purpose.

- Provide proper financial oversight.

- Assist in developing the annual budget and ensuring that proper financial controls are in place.
- Ensure adequate resources.
- One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
- Ensure the club's legal and ethical integrity and maintain accountability.
- Actively participate in the club's overall planning process and assist in implementing and monitoring the club's goals.
- Determine, monitor, and promote the organization's programs and services.
- The board should ensure that the club officers receive the moral and professional support they need to further the goals of the organization.

### Board of Directors Terms and Conditions

The terms of each of the Board of Directors will be three years. Board member terms will be staggered such that one member's term expires every year. Board members are elected by a vote of the general membership. A simple majority is required. Candidates for the 2006 through 2009 Board of Directors may be any club member in good standing. Candidates for the 2010 and subsequent Board of Directors must have previously served on the Board of Directors or as a Club Officer. Board members receive no compensation for their service. Members of the Board of Directors are prohibited from serving as Club Officers. A member of the Board of Directors may run for office provided they resign from the Board of Directors prior to assuming the duties of a club officer. If a Board of Directors position becomes vacant before the term ends, the remaining Board of Directors and the Club Officers will appoint an interim member who will assume the duties of the Board of Directors until the next annual election. The Club Membership will then hold an election to fill the Board Member position for the remainder of the term.

### Elections

Nominations for officers will take place at the October meeting. Elections will be held at the November meeting. A final list of candidates will be announced via the Yahoo Group and Web Site at least three weeks prior to the November meeting. Current members in good standing are eligible for nomination.

Voting will take place via closed ballot which will be tabulated by two neutral members (preferably at least one current officer who is not on the ballot).

Absentee voting is discouraged. If a member in good standing cannot attend the November meeting for some reason, he/she can mail their votes to the secretary at an address designated by the secretary. Envelopes with absentee ballots must be clearly marked on the outside that they contain absentee ballots. Absentee ballots postmarked two weeks prior to the election will be accepted. At least one week prior to the election, the secretary will post a message via the Yahoo Group announcing the absentee ballots received.

Absentee ballots will be brought to the election by the secretary unopened. Absentee ballots will only be opened by the tabulators if there are enough absentee ballots to alter the results of members who vote in person.

### Other Staff Positions

- Safety Coordinators – The Safety Coordinators ensure that best practices are followed in any and all Club training sessions and outings. These include, but are not limited to, the following:
  - Use of Personal Floatation Devices (PFD) when on the water
  - Coast Guard approved vessels and equipment
  - Access to emergency medical services and equipment
  - First aid and CPR trained personnel at all events
  - ❖ Although the Safety Coordinators do not have to be at every event, they must ensure that someone at each event oversees safe practices.
  
- Trip Planners – Trip Planners will be those members interested in identifying, developing, and delivering trips and events for the Club membership. The Trip Planners are the primary contact for each event and as such, have final authority in all aspects of the trip (safety, logistics, equipment, etc.). The individual Trip Planners work with the VP for Events to ensure coordination of events and activities.
  
- Membership/Marketing/Communications – The MMC will work closely with the Secretary to ensure Club information is disseminated to interested individuals throughout the area. He/She may write stories, create displays, or promote the Club and its activities in ways acceptable to the general membership.

***Pure Water Paddlers***  
Membership Application  
(to be completed by all participants)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

E-Mail Address 1: \_\_\_\_\_  
E-Mail Address 2: \_\_\_\_\_

\_\_\_\_\_ Check here if you do NOT want the above information listed in the Club's member directory.

\_\_\_\_\_ Trip leader  
\_\_\_\_\_ Instruction (topic) \_\_\_\_\_  
\_\_\_\_\_ Conservation  
\_\_\_\_\_ Newsletter  
\_\_\_\_\_ Web page  
\_\_\_\_\_ Other: \_\_\_\_\_

Membership Type: \_\_\_\_\_ Single \$15.00  
\_\_\_\_\_ Family \$22.50 (Two adults residing at the same address)  
\_\_\_\_\_ Student \$5.00 (12 credits) non-voting membership

Would you be interested in becoming involved in leading or assisting in any of the following Club-sponsored activities?

Paddling preference: \_\_\_\_\_ Canoe \_\_\_\_\_ Kayak \_\_\_\_\_ Other: \_\_\_\_\_

Skill level: \_\_\_\_\_ Beginner \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_ Expert

Make check payable to: Pure Water Paddlers

Send membership form, liability waiver, and check to:

Pure Water Paddlers; 12694 43rd Ave; Chippewa Falls, WI 54729

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### Membership Dues

Dues are the Club's major source of income. They are payable for the calendar year and are to be included with this membership application.

Single Membership: \$15.00

Family Membership: \$22.50 (Two adults residing at the same address)

College Membership: \$5.00

### Minors

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