

BASK Bylaws

Article 1. NAME

1.1 Name

The Club shall be known as Bay Area Sea Kayakers, or BASK. The use of the name for advertising, soliciting, or other commercial or political purpose is prohibited unless authorized in writing by the Governing Board.

1.2 Affiliations

BASK may establish affiliations with appropriate groups, such as the American Canoe Association (ACA).

Article 2. PURPOSE

2.1 Purpose

The purpose of BASK is to promote safe and responsible sea kayaking and develop a sense of community among sea kayakers by providing a forum for meetings, paddling opportunities, education, and networking among kayakers.

Article 3. ADMINISTRATION

The Governing Board (Board) of BASK shall conduct the business and administration of the Club and its affairs as set forth in these Bylaws.

3.1 Board Members

The Board shall consist of five Officers: President, Vice President, Secretary, Treasurer, and Member-at-Large.

3.2 Board Meetings

The Board shall meet regularly at the monthly Planning Meeting.

3.3 Club Location

The location of BASK shall be in the San Francisco Bay Area counties, and the specific address shall be designated by the Board.

Article 4. OFFICERS

4.1 Qualifications

The Officers of BASK, consisting of President, Vice President, Secretary, Treasurer, and Member-at-Large, shall have been regular members of BASK for at least 12 months.

4.2 Duties of Officers

A. President

The President shall be the presiding Officer and administrative head of the Board. The President shall conduct the monthly General Meetings of BASK and any Special Meetings. In the absence of the Vice President, the President shall conduct the Planning Meetings.

B. Vice President

The Vice President shall preside over the Planning Meetings. The Vice President shall conduct the General Meeting in the President's absence. The Vice President shall ensure that inquiries made through the website (info@bask.org) receive a response.

C. Secretary

The Secretary shall keep a written record of all Planning Meetings, the Annual Meeting, and any Special Meetings of the Board. The Secretary shall make Minutes and records available to the Board and members, distribute the Minutes as the Board may direct, and archive the Minutes appropriately. The Secretary shall be responsible for conducting and maintaining the general administrative correspondence of BASK. In the absence of the President and Vice President, the Secretary shall preside over any meeting.

D. Treasurer

The Treasurer shall have responsibility for maintaining BASK's bank accounts and its financial activities and records. The Treasurer shall prepare an annual budget for the fiscal year and present it to the Board for approval. The Treasurer shall be responsible for preparing the annual financial statement and providing a report at Planning Meetings or at the request of the President.

E. Member-at-Large

The Member-at-Large shall be responsible for taking meeting minutes and assuming the duties of the Secretary in his/her absence. The Member-at-Large shall ensure the availability of BASK activity waivers to the members and archive the signed activity waivers appropriately. The Member-at-Large shall ensure availability of other BASK forms, literature, and other miscellaneous records of BASK, in print or digital format.

4.3 Nominations

A Nominating Committee shall be appointed by the President at least 60 days prior to the Annual Meeting to develop and propose to the February General Meeting a slate of Officers constituting the Board. The slate shall be presented to the BASK membership for nomination. Additional nominations (with the nominee's consent) shall be accepted from the general membership at the February General Meeting.

4.4 Elections

The election of Officers shall take place at the Annual Meeting by a majority vote of those members present.

4.5 Terms of Office

Officers shall serve from April 1st to March 31st of the following year or until their successors are elected. No member shall be eligible to serve more than two consecutive terms in the same office, with the exception of the Treasurer, who may serve a maximum of three consecutive terms.

4.6 Resignations

A resignation by an Officer or Standing Committee chairperson shall be submitted in writing to the Secretary (or President, if the Secretary is resigning), and shall be effective immediately. A successor to fill the unexpired term of said office or chair shall be appointed by the President. In the event the President resigns, a successor shall be appointed by the majority of the remaining Officers.

4.7 Removal from Office

An Officer who fails to attend three consecutive Board Meetings without prior notification to the President or Secretary may be removed from office by a majority vote at any Planning Meeting. Any Officer may be removed without cause by vote of the remaining Officers or by vote at a Planning Meeting. A successor to fill the unexpired term of said Officer shall be appointed by the President. In the event the President is removed, a successor shall be appointed by a majority of the remaining Officers.

Article 5. FUNCTIONAL LEADS AND COMMITTEES

The President shall appoint functional leads and committee chairpersons and may appoint persons to serve upon Standing Committees as designated below and those other Standing Committees that may be created from time to time as the Board shall determine. The President may create ad hoc (temporary) functional leads and committees, appoint committee chairpersons, and delegate duties for the benefit of BASK. The President is an ex officio member of all committees except the Nominating Committee. Any action proposed by any Committee can be subject to approval by the Board.

5.1 Functional Leads

Functional leads serve positions that may or may not be best served by a committee. The functional leads may recruit additional volunteers for assistance as they see fit. Functional lead positions include:

A. Membership Troll

The Membership Troll shall collect and forward offline dues, records, and applications to the Treasurer, and shall provide new members with a copy of the *BASK Handbook and Membership Directory*. The Membership Troll is responsible for coordinating and printing the *BASK Handbook and Membership Directory*, printing *Handbook* mailing labels, and preparing new member introductory materials.

B. Safety and Education Lead

The Safety and Education Lead shall be responsible for fostering increased member awareness of kayak safety issues by means such as discussion at BASK General Meetings, organization of on-the-water exercises, and contributions to the BASK website and *Handbook and Membership Directory*.

C. ACA Coordinator

The ACA Coordinator is the primary contact from BASK with the ACA. Responsibilities include but are not limited to maintaining BASK's ACA membership and obtaining insurance coverage for specific BASK events, as needed.

D. Town Crier for Environmental Issues

The Town Crier shall be responsible for fostering increased member awareness of kayak environmental issues by means such as discussion at BASK General Meetings, email communications, contribution to the BASK website and *Handbook and Membership Directory*, and communication with other organizations that seek to protect and enhance the marine environment.

E. Speaker Seeker

The Speaker Seeker arranges for a speaker at each monthly BASK General Meeting based on membership input and interesting and appropriate topics. The Speaker Seeker communicates confirmed speakers to the President, who shall ensure members are notified about upcoming speakers.

F. Librarian

The Librarian shall be responsible for the maintenance of the Mary Verdon Memorial Library, shall circulate library items to the BASK membership, and encourage the growth of the library. Other such forms and literature developed by BASK shall be collected and maintained as part of the permanent archive of BASK by the Librarian.

5.2 Committee Chairs

The chair of each standing committee shall be appointed by the President within 15 days of the Annual Meeting for a term of one year.

5.3 Standing Committees, Coordinators, and their Duties

A. Skills Clinic Coordinators

The Coordinators are responsible for planning and execution of the annual BASK Skills Clinic. Responsibilities include planning and execution of all aspects of the Skills Clinic including the application process, communication with the Club membership, application review and selection of participants, recruitment of volunteers, scope and schedule of the clinic, procurement of venues for weekend sessions, and any other associated activities. The Coordinators may appoint volunteers or subcommittees as needed to assist with planning and execution of the Clinic.

B. Communication Technology Committee

The Communication Technology Committee shall develop and maintain BASK's electronic communications, including but not limited to the website, social media, and email listserv in accordance with the aims and objectives of BASK. The Communication Technology Committee shall work with the Membership Troll to handle online payments of dues and collection of information for the membership directory.

Article 6. MEETINGS

6.1 Annual Meeting

The Annual Meeting shall be held at the March General Meeting each year.

6.2 General Meetings

Regular General Membership Meetings (General Meetings) of BASK shall be held on the last Wednesday of each month except November and December (10 times a year) or at such other time and date as the officers may designate. The date, location, and proposed presentation at the General Meeting shall be announced to members prior to the meeting date, with the goal of providing one month's notice. All members and prospective members are invited to attend.

6.3 Planning Meetings

Meetings of the Board shall be held concurrently with the monthly Planning Meeting. The date, location, and proposed agenda of the Planning Meeting shall be announced to members prior to the meeting date, with the goal of providing two weeks' notice. All members are invited to attend.

6.4 Special Meetings

The President may call Special Meetings of the Board when action is urgent and cannot await the next Planning Meeting. All Officers shall be contacted at least three days before the meeting date when possible. A majority of the Officers constitutes a quorum and any action taken shall be by majority vote unless otherwise specified in these Bylaws or in *Robert's Rules of Order, Newly Revised*.

6.5 Voting, Quorum

Action shall be taken by vote of the members present at the General, Annual, and Planning meetings with a quorum present. At General and Annual Meetings, 20 persons shall constitute a quorum for the purpose of any vote or action on behalf of BASK. For action to take place at a Planning Meeting, at least three officers must be present.

Article 7. MEMBERS

7.1 Membership Classes

There are five classes of BASK membership: Individual, Family, Student, Senior, and Out-of-State. All members are entitled to vote when present at a meeting. Membership benefits and voting rights shall be suspended when dues become delinquent.

A. Individual Members

Individual members of BASK must be over 18 years of age and submit a membership application together with payment of dues established for individual members.

B. Family Members

Two or more individuals maintaining a shared household may become members of BASK by submitting a membership application together with payment of dues established for family members. All family members may participate in club activities and are limited to one *Handbook and Membership Directory* per family.

C. Student Members

Individuals with student status may become members of BASK by submitting a membership application together with payment of dues established for student members.

D. Senior Members

Individuals with senior status may become members of BASK by submitting a membership application together with payment of dues established for senior members.

E. Out-of-State Members

Individuals who live out of state may become members of BASK by submitting a membership application together with payment of dues established for out-of-state members.

7.2 Dues

For members who join/renew and pay dues online, annual membership dues shall be good for one year after the payment date. For members who join/renew and pay dues offline, annual membership dues shall be good for one year after an administrator enters or updates the member's record in the membership database. Any modification of dues levels or amounts shall be announced in a Planning Meeting agenda, on the email listserv, and on the BASK website; discussed at a Planning Meeting; and approved by majority vote at a General Meeting.

7.3 Resignation of a Member

Any member may resign from BASK by submitting their resignation to the Membership Troll. Resignation does not entitle a member to a refund of any portion of paid dues.

7.4 Notice to Members, Announcements

Any notice or announcements to be given to members of BASK shall be delivered by electronic or other appropriate means.

Article 8. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and other policies or special rules of order that BASK may adopt.

Article 9. AMENDMENT OF BYLAWS

These Bylaws may be amended at any General Meeting of BASK by a two-thirds vote, provided that the amendment has been discussed at least one Planning Meeting.

Article 10. DISSOLUTION OF BASK

Dissolution of BASK shall require a vote of two-thirds of attendees at a General Meeting at which there is a quorum. Upon dissolution of the club, and during the winding-down process, all obligations shall be paid from the club funds. Any remaining assets and funds shall be transferred to a kayak-related organization. Such organization shall be determined by majority vote of the Board.

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