

**CAPITOL VOLKSSPORT CLUB Bylaws**  
**Adopted Nov. 10, 2009**  
**Amended April 14, 2022**

**ARTICLE I - PURPOSE**

The purpose of the Bylaws is to establish information and instruction for the efficient operation and decorum of the affairs and activities of the Capitol Volkssport Club.

**ARTICLE II - ELECTIONS**

**Section 1:** The officers designated by Article IV of this constitution shall be elected from and by the membership at the June meeting.

**Section 2:** A nominating committee chairperson shall be appointed in April.

**ARTICLE III - TERM OF OFFICE**

**Section 1:** Term of office for President, Vice President, Secretary, Treasurer and Membership Chairperson shall be for two years.

**Section 2:** Term of office for ESVA State Representative shall be for two years.

**Section 3:** In case a member of the Executive Board is unable to fulfill his/her term of office, a special election will be held to fill the vacancy.

**ARTICLE IV - DUTIES OF OFFICERS**

**Section 1: PRESIDENT**

Shall preside at all meetings of the organization and maintain order; shall be chairperson of the Executive Board, appoint standing and special committees with the approval of the Executive Board; shall present matters before the membership pertinent to the efficient conduct of the club; shall be a member of all committees; and shall sign all contracts on behalf of the club. The President may act as the Designated Alternate of ESVA Representative or may appoint an alternate when it is needed and desired.

**Section 2: VICE PRESIDENT**

Shall assist the President, in his/her absence, and perform the duties of that office; serve as member of the Executive Board. Shall register all year round events (YRE) and publish related brochures. Shall serve as a backup to event Trailmaster and Coordinators.

**Section 3: SECRETARY**

Shall record and keep the minutes of all meetings of the club and official records of all business transactions, and report the same at all business meetings. Shall serve on the Executive Board and conduct all club correspondence not covered by specific committees. Shall store the registration files for all events.

**Section 4: TREASURER**

Shall receive monies from all committee chairpersons and deposit same to club bank account. Shall make disbursements and maintain a complete financial accounting of the club financial transactions. Shall report accurate information about financial activity and status at each business meeting and serve on the Executive Board.

**Section 5: MEMBERSHIP CHAIRPERSON**

Shall be responsible for recruiting members; shall collect annual membership dues; maintain and publish current club roster for club members; and serve on the Executive Board.

**Section 6: ESV A REPRESENTATIVE**

Shall represent the club with full voting rights at all ESV A meetings, shall report at general meetings and serve on the Executive Board.

**ARTICLE V - STANDING AND SPECIAL COMMITTEES**

**Section 1:**

One or more of the following Standing or Special committees may be established as needed:

- A. **Publicity** – Responsible to Volkssport Trailmaster and Event Coordinator for complete event coverage;
- B. **Sales and Information** – Responsible for the purchase and handling of the sale of any items the club selects to sell, such as shirts, pins, etc.; responsible for setting up and staffing Sales and Information at an event.

**ARTICLE VI - GENERAL MEMBERSHIP MEETINGS**

**Section 1:** Meetings will be held as follows: the second Tuesday of every month will be the general membership meeting, unless otherwise notified.

**Section 2:** Executive Board meeting to be announced.

**Section 3: QUORUM** - A majority of those present at a meeting with a minimum of six (6) members will constitute a quorum.

**Section 4:** A simple majority is required to pass a motion.

**Section 5:** Robert's Rules of Order Revised shall be binding upon the procedures of the club.

**ARTICLE VII - MEMBERSHIP**

**Section 1:** Membership will be on a voluntary basis without regard to age, race, sex, color, or national origin.

**Section 2:** Membership year shall run from July through June. Any member who has not paid the annual renewal fee by the end of September will be dropped from the membership roster effective October 1.

**Section 3:** All members are expected to assist in promoting and conducting volkssporting activities.

**Section 4:** An Active Member is a dues paying member with voting privileges.

**Section 5:** An Honorary Member is an individual or organization recognized by the club as outstanding for exceptional services or support of the club. An Honorary Member is non- dues paying and has voting privileges.

#### **ARTICLE VIII- FEES**

**Section 1:** Annual fees will be established as stated in the standing rules.

**Section 2:** Membership renewal fees are due July 1.

#### **ARTICLE IX - AMENDING OF BYLAWS**

**Section 1:** Amendments may be made to the Bylaws by two-thirds (2/3) of the voting members present at a scheduled business meeting, provided that written notice of suggested changes has been published in the CVC newsletter not less than 30 days or more than 90 days prior to the meeting.

**Section 2:** Amendments may be proposed by the Executive Board, the Bylaws Committee, or an individual member.

**Section 3:** Amended Bylaws become effective at the close of the meeting at which they were adopted.