

By-Laws of the Christiansburg Montgomery County Chapter of the Izaak Walton League of America

ARTICLE I – Membership and Dues

Section 1. The Chapter shall offer five membership types – Individual, Family, Long-Term, Senior, and Student.

Section 2. The dollar amount of annual membership dues for all membership types, late renewal fee, initiation fee for prospective new members, and surcharge assessment for members that do not complete the required minimum number of hours of approved volunteer activities shall be set and approved on an annual basis by a two-thirds majority of the Board of Directors, in consultation with the Chapter Treasurer and Membership Secretary, based on the financial requirements of the Chapter so that the Chapter can operate in a fiscally responsible manner. The dollar amount of the above dues, fees, and surcharges shall be determined annually for the next calendar each year on or before the regularly scheduled August Board Meeting – otherwise, the amounts in place for the current year will remain in effect.

Section 3. Individual Membership - one membership card will be issued and the member is entitled to one vote.

Section 4. Family Membership - Each family member is issued a membership card. A family is defined as “up to two adults (both entitled to one vote) and their dependents (up to age 17) living in the same household.”

Section 5. Student Membership - Student Memberships are for full-time undergraduate or trade/technical school students. Full time graduate students over the age of 21 may also be considered for a Student Membership at the Board of Director’s discretion. One Membership card will be issued and the member is entitled to one vote. Student members are not allowed to sponsor prospective members or vouch for member renewal. The number of Student Memberships offered may be limited and is decided by the Board of Directors.

Section 6. Long-Term Membership – Long-Term Memberships are offered to members with ≥ 20 years of continuous membership in the Chapter. Long-Term Memberships may be either Individual or Family. Membership card issuance and voting privileges are as outlined above in Article I Section 3 and Article I Section 4. Any member desiring a Long-Term Membership must initially request so from the Membership Secretary in writing. The number of Long-Term Memberships offered may be limited and is decided by the Board of Directors.

Section 7. Senior Membership – Senior Memberships are offered to members ≥ 65 years old. In special circumstances, Senior Memberships may be offered to members under the age of 65 on a case-by-case basis at the discretion of the Board of Directors by majority vote. Senior Memberships are Individual Memberships with membership card issuance and voting privileges as outlined above in Article I Section 3. Any member desiring a Senior Membership must initially request so from the Membership Secretary in writing. The number of Senior Memberships offered may be limited and is decided by the Board of Directors.

Section 8. Volunteer Activities Requirement - All members eligible to vote are required to perform a minimum number of hours per membership of approved volunteer activities each year or be assessed an additional membership surcharge at the time of renewal. The number of hours required shall be set and approved on an annual basis by a two-thirds majority of the Board of Directors, in consultation with the Membership Secretary.

It is the Member's responsibility to perform and document all chapter volunteer activities. The number of volunteer hours required and surcharge fee for missed hours, as well as any exemptions shall be determined annually for the next calendar each year on or before the regularly scheduled August Board Meeting – otherwise, the volunteer hour requirements and surcharges for the current year will remain in effect. Exemptions must be renewed annually.

Section 9. Membership dues are payable on or before December 31st for the next year. A late fee will be assessed for renewals received or postmarked after December 31st. Members that do not renew by January 31st must wait one year before being eligible to apply again as a new member.

Section 10. There is an initiation fee for all prospective members, assessed in addition to the first year membership dues, payable at the meeting at which they apply for membership in the Chapter. Prospective members must complete a new member orientation course and successfully complete a probationary period of membership. The probationary period is defined as one year from the meeting in which the prospective member first joins. The probationary period may be extended for any prospective member at the discretion of the Board of Directors.

All prospective members must fulfill the volunteer activities requirement as outlined in Article I Section 8. Additional requirements of prospective members are to attend a minimum of three (3) regular chapter meetings, and be vouched for by three (3) active members to be eligible for renewal. The Board may waive any or all of these requirements on a case-by-case basis by a majority vote. Each prospective member at the end of the probationary period is reviewed by the Board of Directors at a closed Board meeting, at which time the Board of Directors determines if the prospective member transitions to a regular member or if the membership application is declined. Submission of materials does not guarantee membership. Acceptance of new members is contingent upon the prospective member's behavior and adequate park resources which is determined by the Board of Directors.

Section 11. Only adult members (18 years of age or older) shall be eligible to hold office, vote at meetings, or chair committees.

Section 12. All members are obligated to follow all club rules and regulations. Any member who by his/her conduct violates the ethics of any of the rules of this chapter or of the National Organization will face disciplinary action, up to and including revocation of membership, at the discretion of the Board of Directors at a regular or special Board Meeting at which the accused will be given an opportunity to address the Board. Any

disciplinary action must be approved by a two-thirds majority vote of the Board of Directors. All charges must be supported by affidavit or in-person eye-witness testimony. Prospective members are held to the same standards of conduct as are full members.

Section 13. Any member, whose connection with this chapter is severed by resignation, death, expulsion, or otherwise, shall forfeit all interest in any funds or property belonging to this chapter.

ARTICLE II – Meetings

Section 1. Regular meetings of the CMCC shall be held at Izaak Walton Park on the 3rd Thursday of each month. In the event that a meeting is canceled due to extenuating circumstances, notice will be provided to the membership no later than 1:00 PM the day of the meeting.

Section 2. Special meetings of the chapter may be called at any time by the President or a majority of the Board of Directors by presenting the notice to the membership stating the purpose, time, and place of such meeting, at least five (5) days before the time of such meeting.

Section 3. Ten (10) members shall constitute a quorum at a duly called meeting.

ARTICLE III – Board of Directors

Section 1. The Board consists of nine members. A Nominating Committee, formed pursuant to Article V, shall recommend members to run for election to the Board of Directors. Board members are elected by the membership for a term of three years. The terms start in August following annual Chapter elections, except under special circumstances as outlined in the Chapter Constitution. Chronological date of board tenure will be used to determine rotation with the goal to elect three (3) new board members annually. Successive terms are only allowed if there are no non board members seeking Board positions. Successive terms must be approved by

membership at a normal membership meeting through a majority vote.

Section 2. The Board of Directors shall meet at the Izaak Walton Park immediately preceding the regular chapter meeting (3rd Thursday of each month). In the event that a meeting is canceled due to extenuating circumstances, notice will be provided to the membership no later than 1:00 PM the day of the meeting. Board members that cannot attend regular meetings in person may do so by teleconference or by other means that allow them to actively participate in the meeting. Board members attending meetings remotely do have voting privileges.

Section 3. A majority (5) of the Board of Directors shall constitute a quorum for transacting business.

Section 4. Special meetings of the Board of Directors shall be held at the call of the President or at the request of a majority of the members of the board. Special meetings may be held immediately following a membership meeting, or by providing a minimum of twenty-four hours' notice to the Board Members and Officers stating the purpose, time, and place of such meeting. Board members that cannot attend special meetings in person may do so by teleconference or by other means that allow them to actively participate in the meeting. Board members attending meetings remotely do have voting privileges.

ARTICLE IV – Officers

Section 1. The officers of this chapter shall be elected to hold office for the term of one year, and until their respective successors are elected and qualified by the Board of Directors at its first meeting after the annual election of directors.

Section 2. The President shall be the chief executive officer of this chapter. It shall be the duty of the President to preside at all regular meetings of the chapter. The president shall perform other duties as ordinarily pertain to his/her office. In the event of a tie-vote, the President shall cast the deciding

vote. Otherwise, the President is a non-voting ex-officio member of the Board of Directors.

Section 3. The 1st Vice-president; shall, in the absence of the president, perform the duties of the president and such further duties shall be assigned to them by the Board of Directors or the President. In the absence of both the President and 1st Vice-president, the 2nd Vice President will fulfill their duties. In the absence of all three, these officers will designate a board member to fulfill their duties. The 1st Vice President is a non-voting ex-officio member of the board.

Section 4. The 2nd Vice President supports the 1st Vice President and performs the duties of the 1st Vice President when needed. The 2nd Vice President is a non-voting ex-officio member of the board.

Section 5. The Secretary shall keep an accurate record in permanent form, of all business transactions and shall perform such other duties as may be prescribed from time to time by the Board of Directors. The Secretary is a non-voting ex-officio member of the board.

Section 6. The Treasurer will be entitled to receive all money owed to the chapter; shall deposit such money in the manner prescribed in Article VI, shall annually account for the same to the chapter, and at such further times as requested by the Board of Directors. Upon retirement from office, the Treasurer shall turn over to his/her successor all funds in his/her possession belonging to the chapter. The treasurer, upon BOD approval, may assign cheque signing privileges to two members of the BOD. The Treasurer is a nonvoting ex-officio member of the board.

Section 7. The Membership Secretary shall keep an accurate and up-to-date record of all active chapter members; provide record of all chapter members, at any time, upon the request of the President or Board of Directors; coordinate the annual membership drive and renewal process as directed by the National Office; be the chapter contact for potential new members; coordinate the new membership application process including submission to the National Office; turn in all membership dues collected to the chapter

Treasurer on a monthly basis; and shall perform such other duties as may be prescribed from time-to-time by the Board of Directors. The Membership Secretary is a non-voting ex-officio member of the board.

Section 8. The Corresponding Secretary shall keep the chapter website calendar up to date, send out regular email reminders about calendar events, and provide other electronic communication as dictated by the officers or Board of Directors.

Section 9. The duties of all other officers and agents shall be such as determined by the Board of Directors.

Section 10. The Board of Directors may at any time by a majority vote ask for, demand, receive, and accept the resignation of any officer or employee of this chapter, and upon his/her refusal to tender such resignation or resign, the majority of said Board of Directors may dismiss him/her from office, declare said office vacant, and elect his/her successor.

Section 11. If any vacancy occurs during the year, in any one or more of the above offices, for any reason, the Board of Directors, at any regular or special meeting, may elect a successor or successors, who shall hold office for the unexpired term in respect of which such vacancy occurred.

ARTICLE V – Committees

The President, with the consent and approval of the Board of Directors, shall appoint standing and special committees as the Board of Directors shall direct. The President shall be an ex officio member, without vote, of all committees. The term of all committee members shall be one year.

ARTICLE VI – Finances

Section 1. The fiscal year of the chapter shall begin on the first day of January and end on the thirty-first day of December in each year.

Section 2. All funds of the chapter shall be deposited by the Treasurer, or upon his/her order, in the name of the chapter, in such bank or banks as may be designated by the Board of Directors.

Section 3. All disbursements shall be by check and signed by such persons as the Board of Directors may designate.

Section 4. A thorough financial review shall be made at least once a year by a financial professional with no conflicts of interest designated by the Board of Directors and submitted at a regular meeting of the chapter.

ARTICLE VII – Rules

Section 1. The latest edition of Robert’s Manual of Parliamentary Rules shall govern all proceedings of the chapter and all meetings of its boards and committees, except as otherwise provided by the Constitution or By-Laws.

ARTICLE VIII – Amendments

These by-laws may be amended at a special meeting called for that purpose, by a two-thirds vote of the total authorized membership present provided that notice of such special meeting has been provided a least five (5) days before said meeting, and that a membership quorum is present as outlined in Article II Section 3. The special meeting may be held immediately following completion of a regularly scheduled membership meeting if appropriate notice was provided as above.

Revised and accepted
15 June 2023.