

**Amended November 15, 2017**

## **BYLAWS of the LIBERTY BELL WANDERERS**

### **ARTICLE I - GENERAL**

These BYLAWS are established to implement provisions of the Articles of Incorporation of the Liberty Bell Wanderers, Inc. Copies of the Articles and Bylaws shall be made available to club members and other agencies having a need for it.

### **ARTICLE II - NAME**

The name of the club shall be the Liberty Bell Wanderers. The abbreviated name is LBW.

### **ARTICLE III- OFFICES**

The Liberty Bell Wanderers shall have its registered office in the City and County in the Commonwealth of Pennsylvania of the residence of the serving President of the LBW.

### **ARTICLE IV - PURPOSE**

- A. The club is a 501(c)3 non-profit organization dedicated to promoting health, physical fitness and fellowship through participation in volkssport events.
- B. This club shall organize, promote and conduct non-competitive, family oriented, participatory lifetime sports events under the rules, guidelines and auspices of the American Volkssport Association.
- C. The club may engage in other legal activities at the discretion of the Executive Board.

### **ARTICLE V - MEMBERSHIP**

- A. Any person interested in volkssport activities shall be eligible for membership without regard to race, religion, gender/gender identity, age, national or cultural origin, place of residence, economic circumstances, lifestyle or social status.
- B. Application for membership, including dues, shall be sent to the Membership Chairperson who shall report it at the next general meeting of the club.
- C. The Executive Board, with just cause and by majority vote, may withdraw or suspend membership or deny membership renewal to a member.
- D. The member referred to in "C" above, shall be notified in writing and shall be invited to address the Executive Board.
- E. After deliberation, the decision of the Executive Board shall be final.

### **ARTICLE VI - DUES**

- A. Club dues shall be determined by a majority vote at a general, or special, membership meeting.
- B. Dues shall be paid to the Membership Committee on a calendar year basis.

- C. Dues paid by members joining the club in the last calendar quarter will cover the last quarter and the next year's dues at the same amount as the regular dues.
- D. Past presidents shall receive honorary life membership.

## **ARTICLE VII - OFFICERS AND DIRECTORS**

- A. The elected officers of the club shall be a President, a Vice President, a Secretary, and a Treasurer.
- B. Qualifications for elected office
  - 1. The individual must be an active member of the club for at least 6 months.
  - 2. The member shall expect to remain a resident of the local area for the full term of office.
  - 3. The member shall be of legal age.
- C. Nominating Committee (an Ad-Hoc Committee)
  - 1. Shall be appointed by the Executive Board bi-annually.
  - 2. It shall be appointed at least 3 months prior to the November general membership meeting and it shall be the committee's responsibility to submit a slate of elective officers to the general membership at least one month prior to elections.
- D. Elections
  - 1. Election of officers shall be held bi-annually in November.
- E. Term of Office
  - 1. The elected officers shall serve a two-year term, starting with elections in 2014.
  - 2. Officers may serve continuous terms in the same office but shall be re-elected bi-annually.
- F. Installation into Office
  - 1. Occurs January 1 and all officers shall be prepared to give all official materials to their duly elected successor on, or before, that date.
- G. Vacancies during Term of Office
  - 1. President: The Vice President will succeed to that office.
  - 2. If the Vice President cannot serve or declines to serve, the Executive Board shall appoint a replacement to complete the term of office.
- H. Executive Board
  - 1. Shall consist of the 4 elected officers of the club and the standing committee chairpersons.
  - 2. Shall act for the general membership in all matters between meetings.
  - 3. Any action taken by the Executive Board may be challenged, or an official recalled when a special membership meeting has been requested for that purpose.
- I. Delegate to AVA National Convention

1. The delegate shall be the club president, or in his/her absence, a club member appointed by the Executive Board.
2. At the discretion of the Executive Board the club will contribute toward the expenses of registering a delegate and/or alternate to represent the club at the National Bi-Annual Convention.

J. Duties and Responsibilities of Club Officers

1. President
  - a. Be the senior officer responsible for the conduct of club business.
  - b. Preside over meetings of the general membership and Executive Board.
  - c. Represent the club as senior elected official at such gatherings and occasions as agreed by the Executive Board.
  - d. Authorize expenditures of club funds up to \$250.00 after consulting with the treasurer.
  - e. Approve all financial statements and minutes of meetings.
  - f. Shall represent the club at all meetings of the KSVA, Atlantic Region, or AVA, and make regular reports to the Executive Board and the general membership, or appoint an alternate.
2. Vice President
  - a. Perform the duties of the president in his/her absence.
  - b. Assist the president in managing club business.
3. Secretary
  - a. Record and maintain minutes of all meetings of the Executive Board and general membership meetings.
  - b. Shall have custody of the Bylaws.
  - c. Shall have charge of all general correspondence.
4. Treasurer
  - a. Receive and disburse funds as required, keeping record of same.
  - b. Prepare financial statements as required.
  - c. Advise the president of the adequacy of club funds to meet club obligations.
  - d. Monitor club funds operated by Committees.
  - e. Report on financial condition of the club at Executive Board and general membership meetings.
  - f. Record and maintain central records of all club financial assets and liabilities.
  - g. Submit all books and records for an audit as required by an Ad-Hoc Audit Committee.
  - h. He/she shall not disburse more than \$250.00 without prior approval by the members at a regular, or special, club meeting.
  - i. Report all walk statistics to AVA and KSVA as required.
5. Executive Board
  - a. Shall appoint chairpersons for standing committees
  - b. Shall act in an advisory capacity to the standing and ad-hoc committees.
  - c. Shall establish club policies and submit to membership for approval.

- d. Approve all proposals to expend club funds that exceed \$250.00 before submitting to membership for approval.
- e. Approve all club activities that will be conducted solely for club members.

## **ARTICLE VIII - COMMITTEES**

### A. General

1. Each standing committee shall establish written procedures for its operation.
2. Each standing committee shall submit recommended changes to operational procedures to the Executive Board for approval.
3. Each committee responsible for handling club assets (money, supplies, awards, etc.) shall maintain a running inventory of assets on hand and show distribution of assets distributed.

### B. Membership Committee

1. Shall enroll and renew members in the club, collect dues and maintain club membership records.
2. Communicate with Sales Committee when enrolling new members to ensure they have access to purchase AVA New Walker Kits if desired.

### C. Publicity and Communications

1. Shall write publicity for distribution to the media and prepare other informational materials as needed.
2. Will provide articles to the newspapers, television and radio stations as requested by the President or Executive Board.
3. Interacts with other organizations (i.e. girl scouts, boy scouts, senior centers, health groups, etc.) to promote volkssporting and to encourage involvement in our programs.
4. No articles of a personal nature or ones presented by unauthorized persons are to be published, unless approved by the Executive Board.
5. Email communication to email distribution list regarding club activities and other Atlantic Region and AVA information.

### D. Trails Committee

1. Seek out sites and submit sanction requests, with Executive Board approval, for volkssport events.
2. Negotiate with property owners, public officials, and merchants to obtain the use of starting locations, trails and checkpoint sites.
3. Direct the operations of club members during volkssport events.
4. Secure adequate help to conduct safe and enjoyable events.
5. Explore, measure, devise, designate and assure trails that are diverse, safe and in the best interest of participants.
6. Provide trail markings and /or written trail directions to insure the route may be walked without danger of getting lost.
7. Clean up markings and any other materials after the event.

### E. Archives Committee

1. Shall solicit and maintain written and pictorial historical files of activities, accomplishments and events in which the club is involved. They shall retain one each of all club patches and awards.
- F. Sales Committee
1. Shall be responsible for procuring and safeguarding all items for resale to members and non-members and make regular accounting.
  2. Shall provide New Walker Kits (at current AVA rate) to new club members / new walkers as needed.
- G. Program Committee
1. Shall arrange for speakers and programs for general membership meetings.
  2. Shall organize refreshments for regular club meetings and events (if permitted at the meeting or event location) such as the Christmas party or annual club picnic.
- H. Bus/Trip Committee
1. Will develop an agenda of diversified trips that will serve the membership.
  2. Make all contacts and arrangements for each trip.
  3. Determine that carriers provide proper insurance coverage.
  4. If necessary, obtain signed waivers from our members for a trip.
  5. Set reasonable dates for payment of trip monies to allow for a cancellation, or opening up trips to members on a waiting list, or to non-members.
  6. Establish clear guidelines about individuals canceling a trip reservation as to whether or not their payment will be refunded.
  7. Interact with other organizations in planning trips that may require combining groups to maximize passengers on buses.
  8. Work with Treasurer to establish trip pricing.
- I. Newsletter Committee
1. Prepare at least six (6) newsletters per year, informing membership of past, present and future activities.
  2. Edit newsletter.
  3. Prepare and distribute newsletter to membership and other volkssport clubs in the Atlantic Region.
- J. Sunshine Committee
1. Will provide updates on the well-being of members at meetings as appropriate.
  2. Will send cards from the club in the event of illness of a member, death of a member, or of a member's family. May send/deliver fruit baskets or gifts as appropriate in addition to sending cards.
  3. Maintain a Sunshine Fund derived from 50/50 drawings or other fundraising activities.
- K. Webmaster
1. Responsible for the design, installation and maintenance of the club web page.
  2. Responsible for directing all inquiries received from the web page to the club president or appropriate committees.
  3. Responsible for establishing links from the club web page to the AVA, KSVA, Atlantic region, club Facebook page and other websites as appropriate.

4. Develop ways to utilize the internet to promote the club and volkssporting (e.g. social media).
- L. Group Walks Committee
1. Meets at least twice a year to schedule group walks. Selects from LBW traditional and year-round events, as well as those from nearby clubs. May also offer non-sanctioned walks.
  2. Works with the point-of-contact to coordinate same-week publicity, registration, guidance on the trail, lunch choices, and walk summaries.
- M. Bylaws (Ad-Hoc)
1. Every 5 years a committee shall be appointed by the Executive Board to review the by-laws and recommend amendments as necessary.
- N. Audit (Ad-Hoc)
1. The Executive Board shall appoint a committee as necessary to audit financial records of the organization.

## **ARTICLE IX - MEETINGS**

- A. The club shall hold at least six (6) meetings per year at times, dates and locations reflective of the diverse geographic membership of the club.
- B. Eligibility to vote:
1. LBW Members in good standing (current paid membership) are eligible to vote, limited to 1 adult vote per household membership.
- C. A quorum shall consist of:
1. General, or special, membership meetings: At least half of the Executive Board including at least two of the elected officers, plus a minimum of 5 members in attendance.
  2. Executive Board Meetings: Five members, in person or electronic connection, including the President or Vice President.
  3. A simple majority vote of those members present shall decide motions during all meetings. The President shall cast the deciding vote in case of a tie. Each household membership shall have one vote.
  4. Adoption of amendments/additions to the Bylaws shall require a two-thirds majority of members in attendance at a general membership meeting.
  5. A special membership meeting shall be held at the request of two-thirds of the Executive Board, or when a petition has been signed by at least 25% of the members. The reason for the special meeting must be stated. The date of the special meeting must be announced in writing at least 2 weeks in advance.
  6. Resolutions of all procedural disputes shall be in reference to: ROBERTS RULES OF ORDER. Newly Revised, which shall be the parliamentary guide for conducting club business in all cases in which they are applicable, and in which they are not inconsistent with these Bylaws and any special rules of order which the club may adopt.

## **ARTICLE X - DISSOLUTION OF THE LIBERTY BELL WANDERERS (LBW)**

- A. The LBW may only be dissolved by the action of the regular membership or by the action of the American Volkssport Association (AVA). The action by the membership to dissolve requires a two-thirds vote by eligible members in attendance at a regular or special membership meeting. The subject of club dissolution shall be announced at the previous general membership meeting or a minimum of 31 days before the vote is held.
- B. Upon dissolution, all obligations of the LBW shall be discharged and any remaining funds in the treasury shall be distributed in equal amounts to the Keystone State Volkssport Association of Pennsylvania, Inc. (KSVA) and the American Volkssport Association (AVA).

**Original Bylaws dated October 15, 2003**

**Amended Bylaws adopted by two-thirds Vote at General Membership Meeting on October 15, 2014.**

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