

BY-LAWS
EAST HAMPTON TRAILS PRESERVATION SOCIETY, INC.
(Revised January 5, 2009)

ARTICLE I – Purpose

The East Hampton Trails Preservation Society, Inc., is dedicated to the establishment, protection, maintenance, and enjoyment of trails, paths, and natural lands in the Town of East Hampton and throughout New York State.

ARTICLE II – Membership

Section 1. Membership shall be opened to any person interested in the establishment, protection, maintenance, and enjoyment of trails, paths, and natural lands in the Town of East Hampton and throughout New York State. Membership shall consist of all adult persons residing at the household address that appears on the membership application. And adult person shall be defined as being over 18 years old.

Section 2. All members in good standing shall have the right to vote and hold office.

Section 3. Membership dues shall be recommended by the Board of Directors and approved by the membership.

Section 4. Only those events appearing on the monthly hike schedule shall be events of, and sanctioned by, the East Hampton Trails Preservation Society, Inc, with the exception of trails maintenance work parties, trails planning outings, and trails and other meetings and/or events which may not appear on the schedule and may nevertheless have been authorized by the Board.

ARTICLE III – Membership meetings

Section 1. Membership meetings shall be held on the first Monday of each month or as soon thereafter as possible.

Section 2. The election of officers and the approval of the budget shall take place at the annual meeting in April. The annual report shall be presented at the May meeting.

Section 3. Notices of regular meetings shall be sent.

Section 4. Special meetings may be called by the President.

Section 5. A quorum of at least 15 members must be present in order to conduct official business. Motions, except for by-law amendments, shall be decided by a simple majority of members present and provided there is a quorum.

ARTICLE IV – Officers and their duties

Section 1. There shall be eight officers: President, Vice President-Administration, Vice President-Trails Planning, Vice-President-Hike Scheduling, Vice-President-Trails Maintenance, Vice-President-Member Services, Secretary, and Treasurer.

Section 2. Officers shall be elected for a term of two years with a maximum of three successive terms.

Section 3. Officers shall constitute the Board of Directors.

Section 4. The President shall:

- a. preside at membership meetings and meetings of the Board of Directors.
- b. convene the Board of Directors in order to make policy recommendations to the membership for approval. The Board shall make decisions on legal and/or insurance issues upon advice of counsel.
- c. report on the year's activities at the annual meeting.
- d. be an ex-officio member of all committees.
- e. supervise the keeping of records.
- f. prepare an annual budget
- g. call special meetings of the membership.
- h. authorize non-recurring disbursements from bank accounts.
- i. appoint all committee chairs except those headed by elected officers.

Section 5. The Vice-President-Administration shall:

- a. preside at membership meetings and meetings of the Board of Directors when the President is not available.
- b. take on other administrative duties as requested by the President.
- c. assume the duties of the President if the President leaves office.

Section 6. The Vice President-Trails Planning shall:

- a. serve as chair of the Trails Planning Committee
- b. develop and implement plans for the expansion and improvement of trails.
- c. report periodically on trails planning activities

- Section 7. The Vice President-Hike Scheduling shall:
- a. serve as chair of the Hike Scheduling Committee
 - b. prepare the monthly schedules of hikes and similar trails activities
 - c. report monthly on hikes and similar trails activities completed and planned.
- Section 8. The Vice President-Trails Maintenance shall:
- a. serve as chair of the Trails Maintenance Committee
 - b. .organize crews for trails maintenance projects.
 - c. supervise trails maintenance volunteers.
 - d. report monthly on trails maintenance projects.
- Section 9. The Vice President-Member Services shall:
- a. serve as chair of the Member Services committee
 - b. collect dues from members and maintain accurate membership records
 - c. solicit new members
 - d. report monthly on Member Services activities
- Section 10. The Secretary shall:
- a. take minutes at membership and Board of Directors meetings.
 - b. prepare minutes in appropriate form for distribution to members.
 - c. assist the President with correspondence.
- Section 11. The Treasurer shall:
- a. make deposits in bank accounts.
 - b. make disbursements from bank accounts.
 - c. assist the President in preparation of an annual budget.
 - d. report monthly on the financial status of the organization.

Article V- Committees

- Section 1. Standing committees shall be Trails Planning, Trails Maintenance, Hike Scheduling, Member Services, Special Events, Community Relations, and Adopt-a-Trail.
- Section 2. The President shall form ad-hoc committees as needed.

Article VI – Elections

- Section 1. At the November meeting, the President shall appoint a Nominating Committee of no fewer than three members of good standing who must be approved by the membership.
- Section 2. The Nominating Committee shall present a slate of proposed officers at the March meeting.
- Section 3. Additional nominations for proposed officers may be made at the March meeting, provided the nominee's consent has been obtained in advance.
- Section 4. New officers shall be elected by a majority vote of the members present at the annual meeting in April.
- Section 5. Special elections shall be called by the President to fill the unexpired terms of elected officers.

Article VII – Order of Business

- Section 1. Unless otherwise stated herein, meetings shall be governed by "Robert's Rules of Order."
- Section 2. The order of business at the meetings shall be:

- approval of minutes of the last meeting
- approval of agenda
- Treasurer's report
- reports of committees
- old business
- new business
- adjournment

ARTICLE VIII – Amendments

These by-laws may be amended by a 2/3 majority vote of the members present at a membership meeting, provided the proposed change(s) have been sent to the membership at least 30 days in advance of the vote.