

BYLAWS OF GEORGIA ORIENTEERING CLUB, INC.

Amended June 8, 2008

I. NAME AND LOCATION

The name of the organization shall be "Georgia Orienteering Club, Inc." hereafter referred to as GAOC. The principal address of GAOC shall be located in Georgia and determined by the GAOC officers.

II. PURPOSE

- A. GAOC is organized and operated exclusively to foster state, regional and national amateur competition in the sport of orienteering.
- B. In furtherance of purpose "A" GAOC may hold meets and other orienteering events; host demonstrations, clinics, social events and other educational activities; print and publish books, magazines, articles and newsletters; make awards; produce maps; and do all such other things as may be conducive to the encouragement of orienteering.
- C. GAOC will not, as a substantial part of its activities, attempt to influence legislation or participate to any extent in a political campaign for or against any candidate for public office.

III. AFFILIATION

GAOC recognizes the United States Orienteering Federation (USOF) and the International Orienteering Federation (IOF) as the national and world governing bodies, respectively, of orienteering and shall abide by their rules and regulations except where prevented by local conditions, laws or customs.

IV. MEMBERSHIP

- A. Any person, couple or family may be a member of GAOC provided they pay the annual membership dues.
- B. Membership grades shall consist of single memberships, family memberships, couple memberships, and group memberships. Family memberships are limited to dependents living in the same household. Couple memberships are limited to persons sharing the same address. Group memberships are limited to persons in a club, school, athletic team, or organization.
- C. Dues shall be paid annually for a 12-month period of membership. A membership shall run for 12 months beginning with the first of the month following the month in which dues are received. A membership will be considered delinquent and will be removed from the rolls and mailings if annual dues are not paid within 30 days of the dues anniversary. The membership may be reinstated by paying the required dues.

V. MEETINGS OF MEMBERSHIP

- A. The annual meeting of the members shall be held within one month of the final spring event for the purpose of electing officers, receiving reports, and any other business that may arise. The president will schedule the meeting and announce the agenda in the newsletter preceding the meeting or by mailing notification to members with a mailing date of at least 14 days prior to the meeting. The president will be responsible for preparing an agenda for and chairing the annual membership meeting. Any member may submit an idea for the agenda to the president.
- B. Additional meetings of the general membership may be called by majority vote of the GAOC officers or by written request signed by 10 voting members of GAOC or five percent of the total membership, whichever is smaller. Written requests shall be submitted to the president and the president will schedule such meetings within 60 days of receipt of the written request and announce the meeting and its purpose in the GAOC newsletter or by mailing notification to members with a mailing date of at least 14 days prior to the meeting.
- C. Each single membership present shall be allocated one vote. Each couple, family, or group membership present shall be allocated one vote per person present, with a maximum of two votes. A quorum shall consist of twice the number of elected officers plus one. No official meeting shall be held unless a quorum is present.
- D. A majority vote of the members present is necessary to pass ordinary measures. All measures shall be deemed ordinary except those proposing an amendment to the bylaws.
- E. Parliamentary procedure will be carried out at meetings, and every effort will be made to discuss any measures coming before the group.
- F. The secretary shall record the minutes of each meeting and record any votes and actions approved. The minutes shall be published in the next GAOC newsletter or otherwise be made available to the members.

VI. OFFICERS

- A. Officers of GAOC shall include a president, a secretary, a treasurer, and 2 officers at-large.
- B. Eligibility: Officers must be GAOC members and residents of Georgia.
- C. Elections will be held at the annual membership meeting, with the nominee receiving the majority of the votes cast winning the election. In the event that no nominee receives a majority on the first ballot, a second ballot shall be taken between the top two vote getters.
- D. Nominations for officers may be made to the secretary at any time prior to the annual membership meeting, or from the floor at the annual membership meeting.
- E. Term of office
 - 1. Officers will serve two years, from annual meeting to annual meeting.
 - 2. In even years, the president and officers at-large will be elected. In odd years, the secretary and treasurer will be elected.

3. A vacancy in the position of any officer will be filled by appointment by the remaining officers until the next general membership meeting when an election will be held to fill the remaining term of office.
4. There will be no limit on the number of consecutive terms an officer may serve.

F. Duties

1. **President:** The president shall be the chief executive officer of GAOC and shall preside at meetings of the membership and of the GAOC officers. He or she shall supervise the functions of GAOC to insure accordance with these bylaws and approved policies of GAOC. The president will be responsible for the scheduling and staffing of GAOC events. The president will annually appoint delegates to represent GAOC at the annual convention of the United States Orienteering Federation.
2. **Secretary:** The secretary will be responsible for having a record kept of the proceedings of the meetings of the membership and of the GAOC officers. He or she will oversee the nomination and election procedures at the annual general meeting. The secretary will maintain correspondence as required by the president and/or the general membership of GAOC. The secretary will obtain necessary permits, permissions, insurance documents, and other such paperwork required to implement the orienteering event schedule as set by the president.
3. **Treasurer:** The treasurer shall supervise the maintenance of the membership and financial records of GAOC. The treasurer shall be the custodian of GAOC's funds and resources and shall supervise compliance with GAOC policies pertaining to the accounting, managing and disbursing of GAOC's funds and resources. The treasurer will annually file any reports and returns required by GAOC, the United States Orienteering Federation, or by government entities. The treasurer will be responsible for supplying any funds, deposits, or checks necessary to implement the orienteering event schedule as set by the president. The treasurer will file an annual financial report with the membership via the newsletter or some other means.
4. **Officers at large:** The officers at large duties are assigned by the President.

VII. VICE PRESIDENTS

- A. The president of the GAOC may appoint vice presidents to coordinate or manage specific GAOC functions. The president will define the duties and set the term of the vice presidents. The term will not exceed the term of the president, but may be renewed indefinitely. The duties of the vice presidents, as assigned by the president, shall not infringe on the duties of the other officers of the GAOC.
- B. Vice president duties may include, but are not limited to, the following positions:
 - Membership Coordinator
 - Newsletter Editor
 - Mapping Coordinator
 - Trail-O Coordinator
 - Letter-box Coordinator
 - Trim Course Coordinator.
 - Juniors Coordinator

- Training Coordinator

VIII. FINANCES

- A. Dues shall be as determined by a majority of the members present at a business meeting and shall not be changed more often than once per year.
- B. GAOC is a non-profit organization. Dues, entry fees, and other monies received by GAOC will be spent entirely for carrying out the stated purpose of the club.
- C. No part of the net earnings of the club shall inure to the benefit of its individuals.
- D. GAOC shall be empowered to participate in fund-raising activities.
- E. A majority of the elected officers may authorize any GAOC member to enter into a contract in the name of and on behalf of GAOC. Such authority may be general or confined to a specific instance.
- F. No loans shall be made by GAOC to any individual or entity.
- G. All checks, drafts or other orders for payment or indebtedness issued in the name of GAOC shall be signed by either the president or the treasurer. All funds of GAOC not otherwise employed shall be deposited in banks or other depositories as approved by a majority of the elected officers.
- H. The treasurer shall be authorized to approve for payment any regular expenses as can be expected to maintain normal operations of GAOC. All such payments must be documented with receipts and/or invoices. Authorization for payments for amounts in excess of \$1000 to any individual or entity or for irregular expenditures shall be made by majority vote of the GAOC officers.
- I. GAOC will submit a portion of the annual dues (described in A supra) to USOF as membership in that body shall require. Responsibility for calculating the dues is that of the President. Any monies submitted to USOF must be reported to the membership either in the newsletter or by some other means.

IX. ADOPTION AND AMENDMENT OF BYLAWS

- A. These bylaws shall become effective based upon the majority of votes received of the voting members.
- B. These bylaws may be amended by a two-thirds vote at a meeting of the general membership.

X. DISSOLUTION

In the event of dissolution of GAOC, the net assets of GAOC shall not inure to the benefit of any private shareholder, individual or corporation but shall be distributed to one or more organizations organized and operated exclusively for charitable, educational, or other purposes as shall at the time qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code, as determined by the elected GAOC officers.