

Exhibit B  
Florida Trail Association  
Chapter Operating Procedures  
Happy Hoofers Chapter Addendum

**Introduction:** This Addendum to the Florida Trail Association (FTA) Chapter Operating Procedures (COP) provides additional Chapter-specific organization, policy, and procedure for the Chapter operations as required and permitted by the COP. This Addendum, when combined with the governing COP, the FTA Trail Manual (TM), and the FTA Activity Leaders Guide (ALG) provide the authority and the requirements for FTA Chapter Operations and are the sole basis for such operations.

**Chapter Name:** Happy Hoofers Chapter of the Florida Trail Association

**Chapter Membership Jurisdiction:** Broward County

**Executive Team:**

**Title of the Executive Team:** Executive Team

**Executive Team Positions:**

Chapter Chair (Required)

Chapter Vice-Chair

Chapter Secretary

Chapter Treasurer (Required)

Chapter Council Representative (Required)

Activity Coordinator

Trail Coordinator

**Other Members of the Leadership Team**

Activity Leaders

Historian Chair

Hospitality Chair

Membership Chair

Newsletter Chair

Program Chair

Public Relations Chair

Section Leaders

Social Media Chair

Volunteer Hours Chair

Webmaster

Additional Leaders as determined by the Executive Team.

**Leaders Elected & Terms of Office:** Chapter Chair, Chapter Vice-Chair, Chapter Secretary and Chapter Treasurer are considered the Chapter Officers and are elected for two-year terms. There is no term limit.

All Officers must be a member in good standing with the FTA for at least one year.

Vacancies occurring during an Officer's term shall be filled by the appointment of the Chapter COP Addendum Reviewed & Accepted by COP Committee 9.30.2020

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Chair and be ratified by the majority vote of the Executive Team.

All members of the Executive Team shall regularly attend the Chapter's meetings. If a member of the Executive Team is absent for more than 50% of the Chapter's meetings during the calendar year without notice or valid reason as determined by the remainder of the Executive Team, it is deemed that they have resigned from the Executive Team. The Executive Team may excuse an Executive Team member from a meeting by majority vote.

**Standard Month for Regular Elections:** January with the elected Officers assuming their duties at the adjournment of the January Chapter Annual meeting.

**Quorum for Voting in elections and on other business:**

General Membership meetings: Quorum is defined as a minimum of ten (10) FTA Members in good standing in attendance at the meeting, either in-person or online (if approved by Executive Team), during which elections are held and/or other business motions are on the floor for action.

Executive Team: Quorum is defined as a minimum of majority of members in good standing present in person or virtual as determined by the Executive Team.

**Process for appointment of Non-elected Leadership Team positions:**

The Chapter Chair with the concurrence of the Executive Team appoints or removes the chapter leadership positions including the Committee Chairs and Section Leaders. The Activity Coordinator and Trail Coordinator are appointed by the Chapter Chair with the approval of a majority vote of the Executive Team. The removal of the Activity Coordinator and Trail Coordinator is approved by the majority vote of the remainder of the Executive Team. The Coordinator that is being considered for removal is not permitted to vote during the removal process.

**Chapter Standing Committees or Teams:**

The Standing Committees shall be: Activities, Chapter Council Representative, Development, Historian, Hospitality, Membership, Newsletter, Public Relations, Program, Trails, Volunteer Hours, and Webmaster. The Standing Committee Chairs, Coordinator(s), Newsletter Editor, Social Media, and Webmaster are appointed by the Chair and ratified by the Executive Team. All appointed positions shall have no limit as to the length of term.

**Ad-hoc Committee:** Nominating Committee: A Nomination Committee of three (3) Chapter members shall be appointed by the Chapter Chair in time for the slate of officers to be published in the Chapter newsletter or chapter membership notified by email at least 14 days prior to the election.

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**Responsibility for Additional Chapter Leadership Functions and Chapter**

**Variations in Organization:** The following are additional duties to the ones listed in the COP.

Chapter Chair: Distributes electronically the announcement of the monthly chapter meetings and other chapter business as appropriate.

Chapter Vice-Chair: Actively participate in increasing membership, activities, and fundraising events. Shall also perform the duty of the Program function by planning programs for the regular monthly Chapter meetings. The monthly program information is to be sent to the Chapter Chair, Newsletter Editor, Public Relations Chair and Social Media Chair.

Volunteer Hours Chair: The Volunteer Hours Chair and committee shall be responsible for collecting and submitting the administrative and trails volunteer hours to the FTA monthly in accordance with FTA procedure.

Chapter Council Representative: The Chair shall also appoint at least one but no more than two, representatives from active members to be on the FTA Chapter Council.

The Chapter Council Representative(s) shall attend all FTA Chapter Council meetings. If the Chapter Council Representative fails to attend two meetings of the Chapter Council within the calendar year without an adequate excuse approved by the majority vote of the Executive Team, that person shall be deemed to have resigned from the Chapter Council Representative position.

Social Media Chair: Responsible for posting approved chapter activities and announcements on approved social media sites i.e. Facebook, Meetup, etc.

**Chapter Business Approval Process(es):**

Chapter business decisions may be approved by a majority vote of the Executive Team. The Executive Team may refer business decisions to the Chapter Membership for approval by majority vote of members in good standing, at a general membership meeting or virtually as determined by the Executive Team.

If a member of the Executive Team holds more than one position on the Leadership Team, that person shall only have one vote during an Executive Team or Leadership Team vote.

**Authority and Procedure for Expenditure of funds:**

Chapter expenditures in the amount of \$200.00 or less must be approved prior to or after by majority vote of the chapter's Executive Team in person or virtually.

Chapter expenditures in the amount over \$200.00 must be approved prior to expenditure by a majority vote of the chapter's members in good standing present at a monthly regular meeting or virtually as determined by the Executive Team.

**Other Chapter Approvals:** None

**Chapter Meetings:** General Membership meetings which may include business, programs and

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special events are held monthly, normally on the second Thursday of the month from September through May, unless this schedule is modified by the Executive Team.

Meetings may be announced in the Chapter newsletter and may be announced in public information columns of the media, sent electronically (email) to members, and posted on the Chapter's website.

Special membership meetings may be called at any time by the Chapter Chair, or by any three members of the Executive Team. The announcement of such special meetings shall be made at least fourteen (14) days before the meeting when practical.

**Other Chapter Specific Policies and Procedures:**

Big Cypress NP Vehicle Gate Combination at MM63 (south entrance of FNST Section 2) shall be the responsibility of the Section Leader for that section.

Key to SFWMD gate for trail maintenance in the north of the FNST Section 2 shall be the responsibility of the Section Leader for that section.

**Procedure for Amendment of Chapter Addendum to COP:**

This Chapter COP Addendum may be amended by majority vote of the members present and/or virtually voting at a Chapter regular meeting as determined by the Executive Team. Proposed amendments must be presented in writing and read at the Chapter meeting prior to the voting or submitted to the chapter membership by email prior to the voting.

**Date Approved by Chapter Membership or Chapter Leaders (Circle one):**

9.29.2020 Approved by Chapter Executive Team

**Chapter Chair /Representative Name: (Print)** Kay Ferrara, Chapter Chair

**Chapter Chair/Representative Signature:** *Kay Ferrara*