

Florida Trail Association
Happy Hoofers Chapter
Guidelines

Article I: Name and Jurisdiction

This non-profit, non-political organization shall be called the Happy Hoofers Chapter of the Florida Trail Association and encompasses Broward County of Florida.

Article II: Purposes

- A. To build and maintain Section II of the Florida Trail and any loop trails for which this chapter is responsible.
- B. To support the Florida Trail Association, hereafter referred to as the Association in its goal to build and maintain a hiking trail the length of Florida, plus loop trails.
- C. To develop and maintain Association membership through Chapter activities and public relations functions.
- D. To provide educational and recreational services to members and to the public.
- E. To sponsor local and statewide activities appealing to the various interest of members as-long-as such activities are in accordance with the By-laws, Policies, Standards and Procedures of the Association.
- F. To conserve the natural beauty of Florida by all lawful means and to instill in others an appreciation of this beauty.

Article III: Membership

- A. All individual, family, life, Alliance and commercial members of the Association residing in Broward County are Chapter members. And all Association members in good standing residing outside of Broward County who designated and notified the Association office that their chapter affiliation is the Happy Hoofers chapter shall be considered members of the chapter.
- B. Any non-resident of Broward County whose affiliation with the Association makes it appropriate is eligible for honorary membership.
- C. Any member who fails to pay Association dues within the prescribed period shall cease to be a member.
- D. There shall be one vote for each individual membership, family or life member or Association matters. There shall be one vote per person present and voting on Chapter matters. There shall be no vote for an Alliance or commercial membership.

Article IV: Meetings

- A. The Chapter shall meet monthly, September through May, at a facility generally convenient to the membership and suitable for such purpose.
- B. Meetings shall be announced in the Chapter newsletter and maybe announced in public information columns of the media, sent electronically (email) to members, and posted on the Chapter's website.
- C. Special meetings may be called at any time by the Chair, or by any three members of the Executive Board. The announcement of such special meetings shall be made at least ten (10) days before the meeting.

Article V: Executive Board

The elected officers and the standing committee chairs shall constitute the membership of the Executive Board. All members of the Executive Board shall regularly attend the Chapter's meetings. If a member of the Executive Board is absent for more than 50% of the Chapter's meeting during the calendar year, it is deemed that they have resigned from the Executive Board.

Article VI: Officers

- A. All elected Chapter Officers must be members in good standing with the Association for at least one year.
- B. The elected officers shall be: Chapter Chair, Vice-Chair, Secretary, and Treasurer.
- C. Officers shall be elected by a majority vote of the members present and voting at the January meeting and assume their duties at the February meeting.
- D. A nomination Committee of three (3) 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 prior to the election
- E. Nominations shall be accepted from the floor, if the nominee is present or has given written permission for submission of his or her name in nomination.
- F. The elected officers shall serve two-year terms.
- G. There shall be no limit to the order of succession.
- H. Vacancies occurring during an Officer's term shall be filled by appointment by the Chair and shall be ratified by the majority vote of the Executive Board.

Article VII: Duties of Officers

- A. The Chair shall preside at all meetings, appoint committee chairs, and be responsible for the implementation of Chapter purposes. The Chair shall also appoint at least one but no more than two, representatives from active members to be on the Association Chapter Council. All appointed positions shall have no limit as to the length of term.
- B. The Vice-Chair shall preside at all meetings in the absence of the Chair, assist the Chair as called upon, and actively participate in increasing membership, activities and fund-raising events.
- C. The Secretary shall record the minutes of the meetings, and present them to the membership at the following Chapter meeting for approval, and is responsible for Chapter correspondence
- D. The Treasurer shall be custodian of the Chapter funds, accept and deposit any funds of the Chapter, make monthly reports to the membership at regular meetings, quarterly and annual reports to the Association, and pay the bills of the Chapter upon submission by authorized persons.

Article VIII: Standing Committees

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

- A. Activities: The Activity Chair and committee shall plan and organize local, regional, and statewide activities and report the selected chapter activities to the Association in time to be included in the Association's newsletter, and also report activities to the Chapter newsletter editor for inclusion in the Chapter newsletter.
- B. Chapter Council Representative(s). The Chair shall also appoint at least one but no more than two, representatives from active members to be on the Association Chapter Council. The Chapter Council Representative(s) shall attend all Association 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, they shall be deemed to have resigned from the Chapter Council.
- C. Development: This committee shall plan and execute fund-raising activities as needed.
- D. Historian: The Chapter Historian shall keep a scrap book, photo album, and other appropriate records of Chapter activities and member activities.
- E. Hospitality: The Chair and committee shall recruit chapter members/guests to provide refreshments for each chapter monthly meeting. The Chair and committee shall be responsible for the cleaning of the meeting venue as required by the venue management.
- F. Membership: The membership chair and committee shall keep current membership lists, welcome new members at Chapter meetings, contact non-renewing members, and actively work to increase the Chapter's membership.
- G. Newsletter: The newsletter committee shall be responsible for writing, printing and distributing by print or electronically a Chapter newsletter to the membership quarterly.
- H. Public Relations: This committee shall be responsible for submitting announcements of Chapter events to the local media, collecting newsworthy articles for the attention of the members and the Historian, and plan Chapter representation at community affairs. This committee shall also be responsible for distribution of Association and Chapter literature to various places in the County where such literature may be of interest and value.
- I. Program: Program Chair and Committee shall plan programs for the regular monthly Chapter meetings. The monthly program information is to be sent to the Chapter Chair Newsletter Editor and Public Relations Chair.
- J. Trails: The Trail Coordinator shall work with the Association and appointed Section Leader(s) and Trail Masters to organize and coordinate trail development, maintain existing trails, and plan other trail activities as needed. Trail Coordinator shall be required to attend meetings called by the VP of Trails.
- K. Volunteer Hours: The Volunteer Hours Chair and committee shall be responsible for collecting and submitting the administrative and trails volunteer hours to the Association monthly.

Article IX: Chapter Expenditures

- A. Chapter expenditures in the amount of \$50.00 or less must be approved by majority vote of the chapter's elected Officers by email.
- B. Chapter expenditures in the amount over \$50.00 must be approved by the majority vote of the chapter's members in good standing present at a monthly regular meeting

Article X: Organizational Policies

- A. Chapter organization policies in regard to fund-raising, contracts, dissolution and excess expenditures shall be in accordance with the organizational policies of the Association.
- B. The activities of the Happy Hoofers Chapter shall not include carrying on propaganda or attempting to influence legislation in the name of the Association, nor shall such activities participate in, or intervene in, any political campaign on behalf of any candidate for public office, nor shall such activities include the publishing or distribution of statements of petitions.

Article XI: Amendment of Chapter Guidelines

The Chapter Guidelines may be amended by majority vote of the members present and voting at a Chapter regular meeting. 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 or have been printed in the Chapter newsletter prior to the voting.

Chapter Guidelines Revisions Approved by Chapter Membership
September 11, 2008
March 8, 2018