

**CHAPTER GUIDELINES OF THE APALACHEE CHAPTER
OF THE
FLORIDA TRAIL ASSOCIATION, INC.
(A Florida Corporation not for profit)**

ORGANIZATION NAME

The name of the organization shall be The Apalachee Chapter of the Florida Trail Association, Inc.

PURPOSES AND OBJECTIVES

The purposes and objectives of this Chapter shall be to support the Association in its goals, purposes and objectives, as prescribed by the By-Laws of the Association, Chapter Guidelines of the Association, and the policies, standards, and procedures adopted by the Board. The Chapter shall not establish policy that would infringe on the responsibilities, or authority of the Association or its Board.

DEFINITIONS

Section 1. Definitions of the Association. The definitions of the By-Laws of the Association shall hereinafter apply to these guidelines of The Chapter.

Section 2. Chapter Definitions.

- A. The term "Chapter" shall hereinafter mean the Apalachee Chapter of the Florida Trail Association, Inc.
- B. The term "Chapter Coordinating Committee" shall hereinafter mean the Committee of Officers of the Apalachee Chapter.
- C. The term "Guidelines" shall hereinafter refer to the Chapter Guidelines of the Apalachee Chapter.

MEMBERSHIP IN THE CHAPTER

Section 1. Qualifications for Chapter Membership. Chapter membership shall be limited to members of the Association. Chapter affiliation will be assigned by the Association according to a member's home residence. An Association member whose residence is not within the region designated by the Board may affiliate with the Chapter by requesting the change from the Association office and shall be considered members-at-large.

Section 2. Privileges for Chapter Members. Only members of the Chapter may vote and participate in the business of the Chapter. Any person serving as a Chapter officer, or on the

Nominating Committee must be a Chapter member in good standing. For Chapter business, there shall be one vote for each Individual, Family, Sustaining, Contributing, Supporting, Life/Family Life membership. There shall be no vote for Commercial/Agency membership. Voting privileges for other categories of membership shall be established by the Board of the Association.

CHAPTER OFFICERS

Section 1. Enumeration and Term of Officers.

- A. The officers of the Chapter shall consist of the Chairperson, Vice-Chairperson, Treasurer, Membership Coordinator, Trails Coordinator, and Activity Coordinator, all of whom shall hold office for a term of two (2) years.

Section 2. Election of Officers.

- A. The Nominating Committee shall present a written slate of officers to the membership at a Chapter Business Meeting, at least 30 days prior to the election date. Presentation of the slate shall not preclude nominations from the floor, provided the nominees' consent has been given in writing.
- B. Chapter officers shall be elected by the membership of the Chapter at the Annual Chapter Meeting. Chapter officers shall not be elected to the same office for more than two (2) full consecutive terms; unless this guideline is waived by a vote of the membership at the Annual Meeting. The Chairperson, Vice-Chairperson and Trails Coordinator shall be elected every odd year. The Treasurer, Membership Coordinator, and Activity Coordinator shall be elected every even year.

Section 3. Duties and Powers of the Officers.

- A. The Chairperson:
- Shall be the Executive Officer of the Chapter;
 - Shall preside at the meetings of the membership and the Chapter Coordinating Committee;
 - Shall be an Ex-Officio member of all committees, except the Nominating Committee, and
 - The Chairperson or another member of the Chapter designated by the Coordinating Committee shall be the chapter representative to the Chapter Council of the Association.
- B. Vice-Chairperson:
- Shall preside at meetings of the membership and Chapter Coordinating Committee in the absence of the Chairperson;
 - Shall carry out responsibilities as delegated by the Chairperson.

C. Treasurer:

- Shall perform the duties of the Chairperson in the absence of the Chairperson and the Vice-Chairperson;
- Shall be the custodian of the funds of the Chapter;
- Shall prepare a budget and present it to the Chapter for approval, or amendment;
- Shall see that payments are made in accordance with the budget and these guidelines; and
- Shall see that appropriate financial reports are made.

D. Membership Coordinator:

- Shall assist the Chairperson in the performance of duties with respect to member services; and
- Shall perform the duties of the Chairperson in the absence of the Chairperson, the Vice-Chairperson and the Treasurer.

E. Trails Coordinator:

- Shall assist the Chairperson in the development and maintenance of trails;
- Nominate Section Leaders to the President of the Association;
- Shall perform duties as provided in the Trail Manual for the Florida Trail System; and
- Shall perform the duties of the Chairperson in the absence of the Chairperson, Vice-Chairperson, Vice-Chairperson, Treasurer and the Membership Coordinator.

F. Activity Coordinator:

- Shall assist the Chairperson in the performance of duties with respect to activities; and
- Shall perform the duties of the Chairperson in the absence of the Chairperson, Vice-Chairperson, Treasurer, Membership Coordinator and Trails Coordinator.

THE CHAPTER COORDINATING COMMITTEE

Section 1. Chapter Coordinating Committee Membership.

- A. The voting members of the Chapter Coordinating Committee shall be the officers of the Chapter.
- B. Advisors to the Chapter Coordinating Committee shall be those officers of the Chapter who have completed their term of office and who express a desire to be members of the Chapter Coordinating Committee in an advisory capacity. The Chapter Coordinating Committee may appoint additional advisors as needed.
- C. Advisors shall not be entitled to a vote on matters before the Chapter Coordinating

Committee, nor shall such members count towards a quorum of the Chapter Coordinating Committee. An advisor's term may be renewed annually with no limit as to the number of terms served.

Section 2. Powers. The purposes and objectives of the Chapter shall be managed and its corporate powers shall be exercised by the Chapter Coordinating Committee. Unless otherwise prohibited or restricted herein, the Chapter Coordinating Committee shall have all corporate powers not specifically prohibited by statute or the Association. The powers of the Chapter Coordinating Committee shall specifically include but not be limited to, the following:

- A. Approve and amend the Chapter budget, and to use and expend the revenues realized from the membership dues and other sources of income, including grants, for the purposes and objectives of the Association.
- B. Review and determine that all functions conducted in the name of the Chapter comply with the purposes, objectives, and policies of the Association and to take appropriate corrective action, as necessary, to ensure compliance.
- C. Appoint or remove individuals to committees to assist the Chapter Coordinating Committee, and designate or remove committee chairs.
- D. Appoint or remove advisory members to the Chapter Coordinating Committee.
- E. In the event of a vacancy, shall appoint an individual to complete the term of office of a Chapter officer.
- F. Call the Annual Meeting of the Chapter and other meetings of the Chapter and Chapter Coordinating Committee.
- G. Approve the use of Chapter resources to design, construct or maintain any hiking trail that is not intended to be part of the Florida Trail System.
- H. To appoint or remove representatives to the Chapter Council of the Association.
- I. Appoint a Nominating Committee to identify and encourage rising leadership in the Chapter, and to present a slate of nominees for election as officers, or to fill vacancies. No officer whose position subject to election may be on the Nominating Committee.
- J. Maintain records of the Chapter, including the minutes of meetings of the Business Meetings of the Chapter and Chapter Coordinating Committee.

Section 3. Meetings.

- A. All Chapter Coordinating Committee meetings shall be open to the membership of the Chapter, and the officers and directors of the Association.

- B. The Chapter Coordinating Committee shall meet as necessary in order to conduct the business of the Chapter. Meetings may be held upon call by the Chairperson, or a majority of the Chapter Coordinating Committee. The meeting notice shall be provided to each officer at least seven (7) days before the date thereof. Notice may be provided by telephone, voice mail, electronic mail, or U.S. Postal Service mail.
- C. Any Chapter officer who, without an adequate excuse, fails to attend two meetings of the Chapter Coordinating Committee each year commencing with the first Chapter Coordinating Committee meeting following the Annual Chapter Meeting, may be deemed to have resigned from the Chapter Coordinating Committee and any office or committee chair held by such person. Members of the Chapter Coordinating Committee shall be deemed present at a meeting of the Chapter Coordinating Committee if a conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other is used.
- D. A majority of the total Chapter officers shall constitute a quorum for the transacting of business. Unless expressly provided otherwise herein, every act or decision done or made by a majority of the Chapter Coordinating Committee members present at a duly noticed and held meeting at which a quorum is present, shall be regarded as the act of the Chapter Coordinating Committee.

Section 4. Committees. A committee is one or more individuals assigned by the Chapter Coordinating Committee to perform tasks not otherwise provided for in these guidelines, and to assist officers in carrying out their duties. Such committees may include, but are not limited to, public relations, newsletter, and programs.

MEMBERSHIP MEETINGS

Section 1. Chapter Business Meetings. The Chapter Coordinating Committee, as necessary, shall call Chapter Business Meetings to elect officers, to amend the Chapter Guidelines, to approve recommendations to the Board of the Association to establish a subchapter, and to conduct other such Chapter business as deemed appropriate by the Chapter Coordinating Committee. Notice shall be provided to each Chapter member of such meetings by the Chapter newsletter, electronic mail, fax or by mail postmarked at least 30 days prior to the meeting.

- A. The Chapter Coordinating Committee shall call an Annual Chapter Business Meeting. The meeting shall be scheduled just prior to the annual meeting of the Association. The election of Chapter officers shall occur during the Annual Chapter Business Meeting.
- B. The Chapter Coordinating Committee may call Special Chapter Business Meetings to address Association and Chapter business that cannot be addressed during the Annual Chapter Business Meeting.

Section 2. Quorum. Ten (10) memberships shall constitute a quorum at any Chapter Business

Meeting. Members shall be deemed present at a meeting if a conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other is used.

Section 3. Other Chapter Meetings. The Chapter Coordinating Committee may call other meetings of the Chapter membership for purposes other than those listed in Section 1. Such meetings shall be exempt from the notification and quorum requirements of Sections 1 and 2.

ORGANIZATIONAL POLICIES

Section 1. Individual Policies. A member of the Chapter may be identified or operate, re: Fund Raising, as such in commercial endorsements only in publications of the Association and/or connection with fund-raising activities of the Association. No members of the Chapter may be identified as such for personal gain.

Section 2. Unbudgeted Expenditures. Unbudgeted expenditures must be approved by the Chapter Coordinating Committee, prior to remittance of funds, or the issuance of a check. The authority may be by letter or by counter-signature.

Section 3. Expenditures in Excess of \$300.00. All expenditures, whether budgeted or unbudgeted, in excess of \$300.00 require approval by the Chair as well as signature by the Treasurer.

Section 4. Inactivity or Dissolution. In the event of inactivity or the dissolution of the Chapter, the Association shall assume possession of all Chapter assets.

AMENDMENTS AND RULES OF ORDER

Section 1. Amendments. Any Chapter member may recommend amendments to these Chapter Guidelines. Notice of any proposal to amend these guidelines shall be provided to each Chapter member of such meetings by the Chapter newsletter, electronic mail, fax or by mail postmarked at least 30 days prior to the meeting. Such notice shall include proposed strike and add text of the amendment and an explanation of the amendment. These guidelines may be amended by two-thirds (2/3) vote of the membership of the Chapter present at any Business Meeting of the Chapter. Proposed amendments may be rejected, adopted, or adopted with changes.

Section 2. Rules of Order. The latest edition of Roberts Rules of Order (Newly Revised) shall be the parliamentary authority for all matters of procedure not specifically covered by the guidelines or by specific rules of procedure adopted by the Board.

Submitted for consideration, amended and approved by the Chapter at the October 12, 2004 meeting, amended February 14, 2012, amended March 10, 2015.

Exhibit B
Florida Trail Association
Chapter Operating Procedures
Apalachee 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: Apalachee Chapter of the Florida Trail Association

Chapter Membership Jurisdiction: Franklin, Gadsden, Jefferson, Leon, Liberty, Wakulla counties

Executive Team:

Title of the Executive Team: Chapter Coordinating Committee (CCC)

Chapter Coordinating Committee Positions: Chair, Vice-Chair, Treasurer, Membership Coordinator, Trails Coordinator, Activity Coordinator

Advisory members or members at large may be allowed to participate in the meeting but do not have an official vote on matters before the CCC when such a vote is taken. Such members do not count toward a quorum.

CCC meetings shall be open to the membership of the Chapter and FTA Officers and Directors.

Leaders Elected & Terms of Office: Elected Leaders are the same as the Chapter Coordinating Committee members. The Chair, Vice-Chair, and Trail Coordinator are elected every odd year. The Treasurer, Membership Coordinator, and Activity Coordinator are elected every even year. No officer shall be elected to the same office for more than two full consecutive terms unless this is waived by vote of the membership at the Annual Meeting.

Any Chapter Officer who, without an adequate excuse, fails to attend two meetings of the CCC each year, may be deemed to have resigned from the CCC and any office held by that person. Members of the CCC may be deemed to be present if a conference telephone or other communication equipment, which allows all persons participating in the meeting to be heard by one another, is used.

The Annual Chapter Business Meeting and Elections are held annually, prior to the FTA Annual Meeting, normally in March.

Quorum for Voting in elections and on other business: The quorum for Chapter business meetings is 10 memberships. The quorum for CCC voting is a majority of the members of the CCC.

Process for appointment of Non-elected Leadership Team positions: The CCC

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appoints or removes individuals to committees and advisory members to the CCC, and (in the event of a vacancy) an individual to complete the term of office of an elected Chapter Officer.

Chapter Standing Committees or Teams: Nominating Committee

Responsibility for Additional Chapter Leadership Functions and Chapter Variations in Organization: The CCC appoints the Chapter Council Representative, the Nominating Committee, and any other Chapter leadership functions except for the following. The Trails Coordinator and other trail leadership functions are governed by the Trails Manual. The Activity Coordinator and other activity leadership functions are governed by the Activity Leader's Guide.

Elected and appointed leaders have responsibility for 1) correspondence, files, and meeting notes associated with their responsibilities, and for 2) providing training and files to their successors. The CCC may designate another person to carry out all or a portion of those secretarial and administrative responsibilities.

Chapter Business Approval Process(es): Business approval processes are as specified herein and as required by the Chapter Operating Procedures (COP), approved October 19, 2019 and hereafter updated. Specifically, when there is a quorum present for either Chapter Business or Chapter Coordinating Committee meetings then a majority of eligible members voting prevails.

Authority and Procedure for Expenditure of funds: The Chapter Treasurer prepares a budget for presentation to the Chapter members for approval or amendment. Expenditures in excess of \$300 require approval by the Chapter Chair as well as signature by the Chapter Treasurer. All unbudgeted expenditures, over \$25.00, must be approved by the CCC prior to remittance of funds or the issuance of a check. Unbudgeted expenditures of \$25 or less may be approved by the Chapter Treasurer or Chapter Chair if they are consistent with Article VIII, Section 7, "Authorized Expenditures" in the COP.

Chapter Meetings: The Chapter Annual Meeting and elections are held as described herein under "Leaders Elected". Other business meetings may be held as approved by the CCC and noticed as provided in the COP.

General Membership meetings which may include programs and special events are held monthly, normally on the second Tuesday of the month from September through June, unless this schedule is modified by the CCC.

CCC meetings are held semi-annually and may be held more frequently as determined by the CCC, at a location selected by the Chapter Chair.

The latest edition of Roberts Rules of Order shall be the parliamentary authority for all matters of

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procedure not specifically covered by the COP or this Addendum or by specific rules of procedure adopted by the FTA Board.

Other Chapter Specific Policies and Procedures: None

Procedure for Amendment of Chapter Addendum to COP: Any Chapter member may recommend amendments to this Addendum. Notice of any proposal to amend this Addendum at a business meeting shall be provided to each Chapter member by the Chapter newsletter, electronic mail, fax or by mail postmarked at least 30 days prior to the meeting. Such notice shall include proposed strike and add text of the amendment and an explanation of the amendment. This Addendum may be amended by two-thirds (2/3s) vote of the membership of the Chapter present at any business meeting of the Chapter. Amendments may be rejected, adopted, or adopted with changes.

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

Chapter Chair /Representative Name: (Print)

Chapter Chair/Representative Signature: