

**CHAPTER GUIDELINES OF THE  
CHOCTAWHATCHEE CHAPTER  
OF THE  
FLORIDA TRAIL ASSOCIATION**

**Adopted by the Choctawhatchee Chapter this \_\_\_\_ day of \_\_\_\_\_, 2008.  
The following Chapter Guidelines superseded all previously adopted  
Choctawhatchee Chapter By-Laws and Chapter Guidelines.**

**ARTICLE I – Name**

This organization shall be called the Choctawhatchee Chapter of the Florida Trail Association.

**ARTICLE II – Purpose**

- A. To support the Florida Trail Association, hereafter referred to as the Association in its goal to build a hiking trail that extends the length of Florida.
- B. To develop and maintain sections of the Florida National Scenic Trail in Okaloosa and Walton County and other sections of the Florida Trail System, which the Chapter may adopt
- C. To provide activities for new, old, and potential members to get acquainted that include covered-dish meals, leisure activities, trail work, and training.
- D. To provide education regarding hiking, backpacking, camping, and trail construction and maintenance to members and to the general public.
- E. To sponsor local and statewide recreational and educational activities appealing to the various interests of members.
- F. To offer opportunities for members to become involved in the leadership of the Association, both locally and at the state level.
- G. To seek local media coverage and increase public awareness of the FNST and the FTA.
- H. To work closely with other Association chapters to coordinate mutually beneficial activities.

**ARTICLE III – Membership**

- Section 1. All Association members residing in Okaloosa and Walton Counties automatically are Chapter members, unless they select to be a member of a different Association Chapter.
- Section 2. Chapter affiliation is derived from membership with the Association, and all members are subject to Article III (Membership) of the Association By-Laws, which are hereby incorporated in their entirety in these Chapter Guidelines.

#### **ARTICLE IV – Chapter Meetings**

- Section 1. Chapter meetings shall be held monthly. Meeting dates, times and locations shall be announced at least two weeks in advance.
- Section 2. Special meetings may be called at any time by the Chapter Chairperson or by any three members of the Executive Board (see Art. VII). Notice of such meeting must be distributed to chapter members at least 14 days in advance of the meeting.

#### **ARTICLE V – Chapter Officers**

- Section 1. The elected officers shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer.
- Section 2. Officers shall be elected by a majority vote of the members present at the January monthly meeting.
- Section 3. The term of office shall be two years for all officers. Officers shall assume duties at the February meeting. Vacancies in the elected offices shall be filled for the balance of the term by appointment of the Chapter Chairperson, upon recommendation of the Nominating Committee.

#### **ARTICLE VI – Duties of Officers**

- Section 1. The Chairperson shall preside at all meetings, appoint committee chairpersons and the trails coordinator, be responsible for ensuring that the business of the Chapter is properly conducted, and serve as a Chapter representative on the Association's Chapter Council.
- Section 2. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson.
- Section 3. The Secretary shall record the minutes of meetings, maintain all Chapter meeting minutes, official documents such as Chapter Guidelines, Agreements or Contracts, Commendations, Chapter Awards, Chapter

Newsletters, and any correspondence of the Chapter, including all records related to Regional Conferences sponsored by the Chapter. The Secretary shall be responsible for sending thank you letters and similar correspondence at the request of the Chairperson.

Section 4. The Treasurer shall keep accurate records of Chapter finances, submit an annual budget to the Chapter, submit quarterly and annual reports to the Association, write checks for Chapter expenses, and present the financial report at least quarterly to the Chapter membership.

Section 5. Any officer may be removed from office by a 2/3 vote of the members present at a scheduled meeting, when such proposed action has been announced, via the Chapter Newsletter or a special mailing to all members, at least 20 days in advance of the scheduled meeting.

#### **ARTICLE VII – Executive Board**

Section 1. The elected officers and the immediate past Chairperson shall constitute the Executive Board. Other Chapter members may attend Executive Board meetings in a nonvoting status.

Section 2. The Executive Board is authorized to make decisions on matters not requiring the vote of the full membership. Actions taken by the Executive Board are to be reported at the next scheduled meeting of the Chapter.

#### **ARTICLE VIII – Committees**

Section 1. The Standing Committees shall be Activities, Trails, Equipment, Membership, Newsletter, Publicity, Hospitality, Web Site, and Nominating. Other committees shall be established as deemed necessary by the Executive Board.

Section 2. Committee chairpersons shall be appointed by the Chapter Chairperson, with the approval of the Executive Board, for a term of two years.

Section 3. A three-person Nominating Committee will be appointed by the Chapter Chairperson, with the approval of the Executive Board. The term of office will be for three years, with one member being appointed each year.

Section 4. Duties of the Standing Committees:

Activities:

- Coordinate all activities of the Chapter and the designated Chapter Activity leaders.
- Keep a current and accurate list of Chapter Activity Leaders.

- Recruit and train Activity Leaders and enroll Activity Leaders with the Association.
- Forward information on Chapter activities in a timely fashion for inclusion in both the Chapter and the Association Newsletters and Chapter web site.

#### Trails (Trails Coordinator):

- Coordinate Chapter trail maintenance and construction activities with all Trail Section Leaders, and with other adjacent Chapter. Trails Coordinators, including those in any Chapter, Sub-Chapter, and related Alabama trail organizations.
- Recruit and train Trail Section Leaders.
- Maintain records on Volunteer Hours and report them to the Association.
- Interface with Association VP Trails.
- Interface with land managers within Chapter boundaries.

#### Equipment Coordinator:

- Be responsible for all tools owned by the Chapter.
- Coordinate procedures for inventory control, annual equipment inventory, repairs & maintenance, renewal of tags for trailers, and procurement of new equipment.

#### Membership:

- Promote membership in the Association and the Chapter.
- Welcome new and renewing members.
- Encourage a mentor system to enhance member participation in activities.
- Serve as the primary contact for those in Okaloosa and Walton Counties inquiring about membership in the Association.
- Distribute membership information upon request.
- Be responsible for acquiring and maintaining up-to-date lists of Chapter members.
- Share membership lists and mailing labels with the Newsletter Committee Chair.
- Coordinate with the Publicity Chair in developing Chapter brochures or other promotional material and in participating in membership recruiting activities such as Earth Day.
- Coordinate activities with Association VP Membership.

#### Newsletter:

- Be responsible for the publication and distribution of a Chapter Newsletter.
- Have authority to edit and determine which articles and items of news will be published.

- Coordinate with the Membership Committee Chair to ensure that all Chapter members receive a copy of the Newsletter in either print or electronic form.

#### Publicity:

- Coordinate Chapter activities with the Association's Outreach and Development Vice President.
- Develop and maintain news media contacts to facilitate promotion of chapter activities to the general public.
- Coordinate and promote Chapter participation in environmental and outdoor events, including booths and displays at events such as Earth Day.
- Encourage and solicit chapter members to prepare news releases, articles, announcements, presentations that promote chapter goals, and to participate in staffing booths at local public events.

#### Hospitality:

- Arrange for refreshments and clean-up at all Chapter meetings.
- Coordinate any food-related gatherings of the Chapter such as the Christmas Party, special pot-luck events, etc.

#### Web Site

- Be responsible for the day-to-day maintenance of the Chapter's web site as provided by the Association.
- Add items of interest to the web site.
- Edit Chapter activities with the consent of the appropriate Activity Leader.
- Coordinate with Chapter or Association members or the general public in publicizing activities that will enhance membership and participation.
- Become and remain technically competent with the programming software used to maintain the Chapter's web site.

#### Nominating

- The Nominating Committee shall present at the November Chapter meeting a slate of officers to be voted upon at the January meeting.
- Assure that the list of nominees is posted on the Chapter's web site immediately following the November meeting.
- Additional nominations will be accepted from the floor at the January meeting, but only with approval of the nominee. An acceptance letter is acceptable if the nominee is unable to attend the meeting.
- Secure replacements for those Officers that resign their positions and present those names to the Chapter Chairperson for consideration as temporary appointees.

### **ARTICLE IX – Relationship to Association**

- Section 1. Nothing in these Chapter Guidelines may be in conflict or at variance with the Association By-Laws or Chapter Operating Procedures.
- Section 2. The Chapter will not establish policy that would infringe on the responsibilities or authority of the Association or its Board of Directors.

### **ARTICLE X - Sub-Chapter Guidelines**

- Section 1. The Chapter may, as interest warrants, sponsor the establishment of Sub-chapters in the Okaloosa and Walton County areas.
- Section 2. The Chapter will adhere to all guidelines for such Sub-Chapters as outlined in the Association Operating Procedures.

### **ARTICLE XI – Amendment of Chapter Guidelines**

- Section 1. These Chapter Guidelines may be amended by a two-thirds vote of members present at a regular Chapter meeting. Proposed amendments must be presented in writing and read before the members at a regular meeting prior to a vote at the following meeting.