

**BY-LAWS
OF THE
CALIFORNIA VOLKSSPORT ASSOCIATION, INC.**



ARTICLE I – GENERAL

These bylaws are established to implement provisions of the Constitution of the California Volkssport Association, Inc. (CVA)

ARTICLE II -MEMBERSHIP

Membership in the CVA shall be for all "California Volkssport Clubs" duly sanctioned by the American Volkssport Association, Inc. (AVA) Membership is automatic when a club sanctions with the AVA National Headquarters.

ARTICLE III - EVENTS/FEES

- 3.1 Annual Dues. The CVA is exempt from the payment of Annual Dues, and is entitled to conduct or sponsor CVA/AVA sanctioned volkssporting events. (Amd. 15 May '93)
- 3.2 Sanction Fee. A member shall pay a sanction fee of \$10.00 to the CVA for each CVA/AVA-sanctioned volkssport event held in California.

ARTICLE IV - OFFICERS

The officers shall perform the duties prescribed by these bylaws and by Robert's Rules of Order, Newly Revised (1990)

- 4.1 PRESIDENT. The president shall:
- (a) preside at all meetings of the CVA and the Executive Council (SEC);
 - (b) call special meetings of the CVA and the SEC;
 - (c) appoint special committees with the advice and approval of the SEC;
 - (d) represent the CVA officially in all affairs, or in his/her absence, designate an appropriate representative;
 - (e) serve "ex officio" as a member of all committees of the CVA, except on the Nominating Committee;
 - (f) designate a vice-president to preside over the affairs of the CVA during his/her absence.

- 4.2 VICE-PRESIDENTS. The vice-presidents shall:
- (a) in close coordination with the Treasurer and CVA President, manage the CVA sponsored Year-Round Walk and Bike events in their respective geographical areas, to include submitting award designs, sanction requests and quarterly reports in a timely manner ; (Amd. May 2000)
 - (b) serve as coordinating point, not layer of administration, for the geographical area to which elected; (Amd. May '90)
 - (c) ensure that an IVV Banner is available to clubs requesting its use for the geographical area to which elected;
 - (d) the office of First Vice-President is established to better facilitate the temporary assumption of the CVA President's duties, The vice-president that is in the same area as the president is automatically designated First Vice-President in order to be trained in the duties of the president. (Amd. 15 May '93)
 - (e) attend CVA Executive Council meetings, when possible, to assist with planning and operation of CVA;
 - (f) must reside in the geographical area to which elected. The areas are defined as follows: the boundary between Calif.-South and Calif.-Central shall be the northern boundaries of San Luis Obispo, Kern and San Bernardino counties; the boundary between Calif.-Central and Calif.-North shall be the southern boundaries of El Dorado, Sacramento, Solano, Sonoma and Marin counties; (Amd.May 2000)
 - (g) maintain contact with clubs in that geographical area to ensure that club concerns are surfaced and presented to the CVA Executive Council. (Amd. June '88)

- 4.3 SECRETARY. The secretary shall:
- (a) keep a record of all the meetings of the organization;
 - (b) keep the official membership roll of the organization and, when requested, provide current rosters for distribution in accordance with Article X;
 - (c) maintain a permanent file of the charter/articles, constitution, bylaws, special rules of order, standing rules and minutes, together with amendments thereto;
 - (d) conduct the general correspondence of the organization which is not the function of other officers or committees;
 - (e) prepare the order of business (agenda) for each meeting for use of the presiding officer by requesting input from the SEC and regular membership;
 - (f) in the absence of the president and vice presidents, call the meeting to order and preside until the immediate election of a chairman pro tem.

- 4.4 **TREASURER.** The treasurer shall:
- (a) have custody of the funds of the organization, receiving all funds as acquired, and making disbursements upon receipt of authorized bills or special authorizations;
 - b) prepare an annual financial statement as of the close of the fiscal year and summary statements for the regularly scheduled meetings;
 - (c) control all CVA monetary assets. This means all AVA Specialties which the CVA sells at events.
- 4.5 **EDITOR.** The editor will:
- (a) publish the CVA publication called THE COMPASS on a quarterly basis (January, April, July and October);
 - (b) keep and maintain THE COMPASS mailing lists;
 - (c) distribute THE COMPASS to the membership and distribution points;
 - (d) keep track of THE COMPASS publication expenses (publishing, paper, stamps and miscellaneous supplies) and, on a quarterly basis, send expenses with receipts, if appropriate, to the Treasurer;
 - (e) maintain a petty cash account, if authorized by the SEC, to support certain COMPASS publication expenses;
 - (f) prepare an annual financial statement for the SEC at the close of the fiscal year;
 - (g) provide to the SEC, at the annual CVA meeting, an estimate of the next year's COMPASS projected expenses;
 - (h) the membership will support the editor by sending information needed to be included in THE COMPASS at the deadline established by the editor;
 - (i) the editor will serve in accordance with ARTICLE VI, Sections 3 and 5 of the CONSTITUTION of CALIFORNIA VOLKSSPORT ASSOCIATION, INC. (Amd. 2 May '98)
- 4.6 **WEBMASTER.** The webmaster will:
- (a) Keep and maintain the CVA Website;
 - (b) Keep track of a yearly calendar and post up-to-date information;
 - (c) Post approved brochures for upcoming events if available;
 - (d) Coordinate information with the SEC. (Amd. 2 May '09)

ARTICLE V - VACANCIES OF OFFICERS

- 5.1 **Officers.** Vacancies of elected officers, except for President, will be filled by election of a replacement by a majority vote of the SEC at any regular or special meeting. A vacancy in the office of President shall be filled by a special election. Said special election may be conducted by special meeting or a mail ballot to all SEC members and Member Clubs. The successor to a vacancy shall serve for the unexpired term. (Amd. May 2000)

ARTICLE VI - REMOVAL OF OFFICERS

- 6.1 Officers. Any of the elected officers of the CVA may be removed from office and membership on the SEC by a recall motion instituted by any active CVA member, providing said motion is petitioned by twenty-five percent of the active members. The motion will become effective if accepted by a majority vote at any regular or special membership meeting of the CVA or at a regular or special meeting of the SEC.

ARTICLE VII - FISCAL YEAR

The fiscal year of the CVA shall be from 1 May of a given year through 30 April of the following year.

ARTICLE VIII - COMMITTEES

- 8.1 Appointment. Committees, standing or special, shall be appointed by the CVA President or by the SEC, as deemed necessary to carry on the work of the CVA.
- 8.2 Standing Committees. There shall be the following standing committees:
Standards and Evaluations, Publicity, Audit*
(*note--some provision should be made for an auditor or audit committee.)
- 8.3 Duties.
- (a) The Committee for Standards and Evaluations shall:
 - (1) propose, implement and assist in maintaining CVA, AVA and IVV standards for each type of volkssport event; and provide Members with standards with which to comply when planning and conducting AVA-sanctioned volkssport events;
 - (2) monitor an evaluation program to insure compliance with CVA, AVA and IVV event standards by each Member club conducting or sponsoring AVA-sanctioned events;
 - (3) provide compliments, criticisms and comments received in reference to sanctioned events to the sponsoring Member club through the appropriate vice-president.
 - (b) The Publicity Committee shall:
 - (1) work with the President in developing comprehensive strategy of making the CVA program available to all forms of the media;
 - (2) develop material that will be of assistance to Member clubs in promoting local events;
 - (3) encourage clubs to make use of the Publicity packet supplied to each club by the AVA Publicity Chairman.

ARTICLE IX - REIMBURSEMENT OF EXPENSES

9.1 State Executive Council (SEC) Members.

- (a) The SEC includes the President, Vice Presidents of the Northern, Central and Southern areas, Secretary, Treasurer, Editor of THE COMPASS (non-voting member), and Webmaster (non-voting member);
- (b) The SEC shall be reimbursed at the following rates:
 - (1) local and long distance telephone calls; actual expenditures, including taxes;
 - (2) mailing, shipping and transmittal of materials; actual expenditures, including post office box rental fees;
 - (3) copying, actual and reasonable expenditures;

*****CHECK THE FOLLOWING WHEN CHANGES ARE RECEIVED*****

 - (4) attendance at the annual CVA meeting with a maximum reimbursement of \$50.00 each event. The CVA delegate (not the whole SEC) to the AVA National Convention every other year (usually odd numbered years) with a maximum reimbursement for each event of \$200.00. (Amd. May 2000)
 - (a) Transportation: Discount round trip air fare (if available) or, should one choose to drive, round trip mileage between the staff member's place of residence and the site of the meeting or place of business and return at \$.24 per mile, whichever is lower.
 - (b) Airport parking: Actual cost of parking and transportation to and from the airport,
 - (c) Meals and incidentals: No more than \$25.00 per day.
 - (d) Hotel rooms: No more than the average rate for the area visited per day.
 - (5) Requests for reimbursement of expenses must be made on a State Expense Report and should be submitted to the State Treasurer. Each State Expense Report must be accompanied by receipts or copies thereof, documenting each expense for which reimbursement is requested.
 - (6) The State Treasurer shall review and approve all Expense Reports. Any requests for reimbursement which are turned down by the Treasurer may be appealed to the President for review and a final decision.
 - (7) The SEC (with the interested party not voting, if appropriate) shall review Expense Reports as a part of an ongoing audit procedure and make such recommendations from time to time as it deems appropriate.

ARTICLE X - ROSTER/MAILING LIST

- 10.1 Roster/Mailing List. Any CVA roster or mailing list may be used only for official volkssporting events.

ARTICLE XI - MILEAGE RESTRICTIONS

- 11.1 Mileage Restrictions. In the Southern area, more than one event may be held at the same time and date if the points are within twenty-five (25) miles of each other, or at least one hundred fifty (150) miles apart from each other. If in conflict with the proposal, a written waiver will be permitted by involved clubs and the CVA President. (Amd.May'90)
- 11.2 In the North and Central areas there are no mileage restrictions. A schedule planning meeting will be held prior to July 31 of each year for the following year. It shall be the responsibility of the North and Central Vice Presidents to set-up and chair the meeting: North in odd numbered years; Central in even numbered years. Each club may have two (2) representatives at the meeting.

Clubs shall submit in advance - by the date specified by the appropriate vice-president -the dates requested, assigning priorities if requesting more than one date. Alternate dates for each event shall be submitted if possible. Indicate if an event is being held in conjunction with a local festival, etc. Two clubs may not have the same date unless approved by the clubs involved. There will be no preference given based on date submitted. (Amd.May 2000)

ARTICLE XII - AMENDMENT OF THE BYLAWS

- 12.1 These bylaws may be amended at any regular or special meeting of the SEC by a majority vote provided the proposed amendment has been submitted, in writing, to all regular member clubs not later than thirty (30) days prior to the regular or special SEC meeting at which a vote shall be taken.
- OR
- 12.2 These bylaws may be amended at any regular or special membership meeting of the CVA by a majority vote of the eligible voting delegates represented in person or by proxy, provided the proposed amendment has been submitted, in writing, to all regular member clubs not later than thirty (30) days prior to the regular or special membership meeting at which a vote shall be taken.
- 12.3 The requirement for thirty (30) days notice to all members of the CVA can be waived by a two-thirds (2/3) vote of the eligible voting delegates represented in person or by proxy at a regular or special membership meeting of the CVA.