

CONSTITUTION AND BY-LAWS OF THE
KERRVILLE VOLKSSPORTVEREIN, INC.

--CONSTITUTION--

The articles of Incorporation of the Kerrville Volkssportverein, Inc., shall be the Constitution of this organization.

--BY-LAWS--

ARTICLE I - NAME

1. The name of this organization shall be Kerrville Volkssportverein, Inc.
2. The Kerrville Volkssportverein, Inc. shall be a member of the International Federation of Popular Sports (IVV), the American Volkssport Association, Inc. (AVA), the Southwest Region of the AVA and the Texas Volkssports Association (TVA).
3. The foreshortened name of the Association shall be Kerrville Trailblazers.

ARTICLE II - ASSOCIATION COLORS AND SYMBOL

1. Colors - yellow and green.
2. Symbol - circle with family of three walking towards horizon with hills in distance.

ARTICLE III - PURPOSE

1. A non-profit organization to plan, organize and conduct outdoor family lifetime sports events.
2. To co-operate with International (IVV), National (AVA), Southwest Region of the AVA, the Texas Volkssport Association (TVA), and local organizations and groups whose purposes and methods coincide with those of the Association.
3. To identify and encourage local sponsoring organizations in the Kerr County Agriplex to assist and conduct annual hiking or other outdoor sports events.
4. To create within the membership a harmonious atmosphere of physical well being and camaraderie through meetings, sanctioned events, local walks and social events.

ARTICLE IV - MEMBERSHIP AND DUES

1. Definition: Any individual or family wishing to promote the objectives of the Association and agreeing to its policies shall be entitled to membership upon the payment of required dues or fees. Children (under 18) of members are included in the membership of their parents.

2. Annual dues and initiation fees shall be set from time to time by a vote of the general membership. All dues and fee changes shall become effective at the beginning of the calendar year. Dues are payable on or before January 31st of that year.
3. New members admitted in November and December shall not be required to pay dues again the following January.
4. Those persons who joined the Association prior to June 30, 1982, are known as charter members of this Association.
5. Purpose and Benefits of Membership: A membership is for one person and includes one embroidered emblem, the Association Newsletter, Yearbook (Roster), copy of the Constitution and By-Laws, voting privileges, and the right to run for office.

ARTICLE V - FISCAL PERIOD

The Association shall be operated for accounting purposes on a fiscal year basis from July 1 through June 30.

ARTICLE VI - MEETINGS

1. The monthly meeting shall be held on the 4th Monday of each month unless otherwise ordered by the Executive Board.
2. The various sections and committees of the Association shall meet as needed to dispose of the necessary business of the respective committee or section.

ARTICLE VII - ORGANIZATION AND STRUCTURE

1. Officers: The officers of the Association shall consist of the President, Vice-President, Secretary, Treasurer and Trail Director(s).
 - a. Officers are elected by members to provide leadership and counsel to the Association and shall work in a spirit of cooperation to obtain its objectives.
 - b. Officers shall represent the Association in an inspiring and constructive manner.
2. Executive Board: The Executive Board of the Association shall consist of the immediate past President, current officers and standing committee chairpersons.
3. Standing Committee Chairperson:
 - a. Publicity
 - b. Registration
 - c. Event Coordinator(s)
 - d. Sales

- e. Membership
 - f. Year Round Event(s)
4. Special Committee Chairpersons:
- a. Awards
 - b. Telephone
 - c. Food
 - d. Nominating
 - e. Audit
 - f. Highway Clean-up
 - g. Newsletter
 - h. Historian
 - i. Parade Marshal

5. Term of Officers:

The terms of the officers of the Association shall operate on a calendar year basis.

- a. Officers shall be limited to three (3) consecutive terms and not more than five (5) consecutive years as an Executive Board Member.
 - b. Two (2) years must elapse as a non-board member before being eligible for Executive Board membership. EXCEPTION: A member serving as President in fifth (5th) year of eligibility shall serve on Executive Board during sixth (6th) year as immediate past President.
6. Duties of elected officers, Standing and Special Committee Chairpersons are listed in, but not limited to, Article VIII.

ARTICLE VIII - DUTIES

A. ELECTED OFFICERS

1. President
- a. Preside at all meetings of the Association and Executive Board.
 - b. Call special meetings of the Association and Executive Board when necessary.
 - c. Appoint Standing Committee Chairpersons.
 - d. Appoint Special Committee Chairpersons with advice and approval of Executive Board, except Nominating Committee.
 - e. Represent the Association officially at all affairs, or in his/her absence, designate an appropriate representative to do so.
 - f. Serve as de-facto member of all Committees of the Association except the Nominating Committee.
 - g. Require an annual audit of the funds and assets of the Association by the Audit Committee.
 - h. Fill a vacancy of an elected office with an interim appointment, pending approval

- by a vote of the Association.
- i. Fill a vacancy of a Standing Committee Chairperson.
- j. Fill a vacancy of a Special Committee Chairperson with the advice and approval of the Executive Board.
- k. Pick up mail from Club Post Office Box.

2. Vice-President

- a. Serve as Program Chairman.
- b. Perform duties of the president in case of absence or incapacity.
- c. Take an active part in the Association, particularly as it relates to public relations and operations.

3. Secretary

- a. Record and maintain minutes of all meetings of the Association.
- b. Take care of official club correspondence.
- c. Order past President's name engraved on Presidential Plaque.
- d. Send cards (get well, sympathy, etc.) and or memorials to members or family.

4. Treasurer

- a. Maintain fiscal accounting of all funds and sales property of the Association.
- b. Maintain a checking account with bank.
- c. Maintain an official list of the members.
- d. Receive and deposit all monies from sanctioned events, YRE's, sales and other functions.
- e. Arrange a signature card at the bank with the names of the President, Vice-President, Secretary and Treasurer (two officers shall sign each check.).
- f. Submit monthly financial reports of the Association to the Executive Board and to the members of the Association.
- g. Submit annual Treasurer's report to AVA.
- h. Submit Sales Tax Report to Austin.
- i. Submit necessary records to the Audit Committee at the close of the calendar year.
- j. As outgoing Treasurer, submit financial estimate for coming year to Executive Board.
- k. Pick up mail from post office box.

5. Trail Director(s)

- a. Establish walk and bike trails for sanctioned events (excluding Year-Round Event) using AVA guidelines.
- b. Submit trail selections to President and Event Coordinator for approval.
- c. Trails should be established and finalized at least 4 months prior to event.
- d. Assure an adequately safe trail.
- e. Obtain material and mark trails.
- f. Locate checkpoints.

- g. Coordinate with Events Chairperson concerning location of rest stations and check points.
- h. Coordinate swim event if applicable.
- i. Establish and schedule trails for non-sanctioned local walks, and co-ordinate with Publicity Committee.
- j. Recruit and supervise workers to assist in the above duties.

6. Executive Board

- a. The Executive Board shall have general supervision of the affairs of the Association between its business meetings, fix the time and place of meetings, make recommendations to the Association, and perform such other duties as are specified in these by-laws. The Executive Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.
- b. Unless otherwise ordered by the Executive Board, regular meetings shall be held once a month. Special meetings can be called by the President as needed.
- c. The Executive Board is empowered to accept resignations of any of its members at any given time.
- d. Vote on persons named by President to fill vacancies of Special Committee Chairpersons.
- e. At first September Executive Board meeting, submit names and elect at least three persons to serve on Nominating Committee.

B. STANDING COMMITTEES

1. Publicity

- a. Provide releases to appropriate news media concerning Association activities before and after events.
 - (1) Sanctioned (including Year-Round Event) and local walk schedules.
 - (2) Special events.
 - (3) Notice of monthly meetings.
 - (4) Order paid advertisements with Executive Board approval.
- b. Design and print flyers, using AVA Guidelines, for sanctioned walks (including YRE) with Executive Board approval.
- c. Coordinate with TVA Webmaster to maintain Trailblazer Website.

2. Registration

- a. Receive and transfer to Event Coordinator registration monies for annual sanctioned event (excluding YRE).
- b. Coordinate with Publicity Committee in order that pre-registration data is included in flyers.

- c. Obtain start cards from AVA for sanctioned events.
 - d. Recruit and supervise workers for Start/Finish Tables.
3. Event Coordinator (Sanctioned Events, Excluding YRE)
- a. Arrange for EMS or first aid service and provide safety, CB and pick-up patrol.
 - b. Coordinate with Supply Chief to provide rest stations, drinking water, ice, cups, refreshments, trash receptacles, pet water facilities, and all other necessary equipment at strategic locations on trail.
 - c. Coordinate with Trail Director for continuous survey of markers and facilities on trail.
 - d. Arrange and coordinate food and drink concession at start/ finish.
 - e. Arrange for start stamp, IVV AVA stamp, parking at start, and installation of highway directional signs.
 - f. Recruit and supervise workers to assist in the above duties.
 - g. Provide event information to publicity coordinator.
 - h. Consult AVA publication "Organizing A Volksmarch" in President's files.
 - i. Prepare reports of sanctioned events (excluding YRE) and send official reports and monies due to National Office within prescribed time period.
4. Sales
- a. Purchase all sales items for Association.
 - b. Only committee authorized to sell items unless otherwise approved by Executive Board.
 - c. Keep inventory of all sales items and report to Executive Board when re-ordering is necessary.
 - d. Set up sales table at meetings, sanctioned events, etc.
 - e. Keep records of all sales and give money to Treasurer.
5. Membership
- a. Provide Club information to prospective members.
 - b. Greet and introduce visitors at meetings.
 - c. Provide embroidered emblem, Newsletter, Yearbook, and copy of Constitution and By-Laws to new members.
 - d. Provide club information table at sanctioned events and club meetings.
 - e. Keep an updated list of members.
 - f. Prepare and distribute Yearbook (Roster).
 - g. Fill out form for deceased members for annual Fredericksburg TVA memorial walk and mail to appropriate person during year or before walk.
6. Year-Round Event
- a. Conduct according to AVA Guidelines.

- b. Every detail of the YRE must be approved by Executive Board of the Association, the Southwest Region of the AVA, the TVA, and the Year-Round Event Committee of the AVA.
- c. Establish and maintain trails for walks, and print maps.
- d. Assure an adequately safe trail.
- e. Work with Treasurer, Registration, Awards, Sales and Publicity for services they will need to provide.
- f. Obtain material, mark trail and make and furnish start cards.
- g. Arrange for start and finish facilities, checkpoints and IVV AVA stamp and books.
- h. Replenish supplies (including preparing start cards) at start, finish and checkpoints.
- i. Keep an inventory of awards and mail same to walkers upon completion of event.
- j. Transfer monthly to Treasurer registration monies for each YRE event.
- k. Maintain cordial relations with locals involved with walk.
- l. Year Round Event operates on fiscal year: July - June.

7. Newsletter

Prepare, publish, and distribute Association newsletter at least every other month.

8. Historian

Maintain club scrapbooks containing items of historical interest to club.

C. SPECIAL COMMITTEES

1. Awards

- a. Members shall submit medal and/or patch designs for sanctioned events (including YRE).
- b. Select design of medal and/or patch, obtain Executive Board approval and order four (4) months prior to event.
- c. Re-order awards, if necessary, with Executive Board approval.

2. Telephone

Communicate to Association pertinent information as authorized by Executive Board or President.

3. Food

Provide refreshments at club meetings and any social event if requested.

4. Nominating

See Article IX.

5. Audit

Examine Treasurer's financial records at the close of the calendar year and submit findings to Association at January meeting.

6. Highway Clean-up

- a. Be responsible for litter removal on designated highway four (4) times yearly.
- b. Obtain and arrange for pick up of litterbags through the Texas Highway Department.

7. Supplies

- a. Serve as "Supply Chief" for entire year.
 1. Coordinate with Event Coordinator to provide rest stations, drinking water, ice, cups, refreshments, trash receptacles, pet water facilities and all other necessary equipment at strategic locations on trail.
 2. Inventory, keep record of all Association's supplies and equipment, and arrange for storage.
 3. Obtain receipts from persons removing items for storage; The Borrower is responsible for their return to the Supply Chief.
 4. Present inventory report to Executive Board at monthly meeting, as requested.

8. Parade Marshal

Organize Association parade events.

ARTICLE IX - ELECTION OF OFFICERS

A Nominating Committee of at least three (3) members shall be elected by the Executive Board at the first September Executive Board meeting. The Nominating Committee submits a slate of nominees for the position of officers at the October Association meeting. Nominees are voted on at the November Association meeting. At this time nominations from the floor will be received. A ballot vote will be in order if there is more than one candidate for any office.

ARTICLE X - NON-COMPLIANCE OF DUTY

1. The Executive Board, by a two-thirds vote of the members present, is empowered to recommend to the Association the removal of any elected officer adjudged by the Executive Board to be in non-compliance of their duties.
 - a. The said officer and the membership shall be notified in writing of the Executive Board's decision ten (10) days prior to the next meeting of the Association.

- b. This recommendation must be approved by two-thirds of the votes cast by the members present at that meeting.
2. The President may replace a Standing Committee Chairperson at any time.
3. The President, with Executive Board approval, may replace a Special Committee Chairperson at any time.

ARTICLE XI - EXPENDITURES

Expenditures over \$50.00 must have prior Board approval. Give itemized bills to Treasurer for reimbursement within a reasonable length of time or have supplier send bills to Treasurer.

ARTICLE XII - PUBLICATION

The official organ of the Association will be a newsletter published every other month. The President may direct additional issues at any time.

ARTICLE XIII - WILL CLAUSE

Should this Association for any reason be dissolved it is directed that all outstanding obligations of the Association be paid; any remaining funds shall be distributed to the Dietert Senior Center.

ARTICLE XIV - ORDER OF BUSINESS

1. Current Roberts Rules of Order Revised shall govern any item not specifically covered by the By-Laws.
2. The regular order of business at meetings shall be as follows:
 - a. Call to order.
 - b. Pledge of allegiance to the flag.
 - c. Program.
 - d. Reading of minutes of previous meeting.
 - e. Reading of Treasurer's report.
 - f. Report of Standing Committees.
 - g. Report of Special Committees.
 - h. Unfinished business.
 - i. Election and installation of officers (at November and December meetings, respectively).
 - j. New business.
 - k. Adjournment
3. Ordinary business as voted upon by the members present and recorded in the minutes shall be effective at once.

ARTICLE XV - REVISION OF THE BY-LAWS

1. The By-Laws may be revised by approval of two-thirds of votes cast by the members present at any meeting of the Association.
2. The intention to revise the By-Laws shall have been previously communicated at least ten (10) days in writing in advance to all members.

ARTICLE XVI - EFFECTIVE DATE

The effective date of this Constitution and By-Laws, as revised shall be April 1, 2002. For accounting and fiscal purposes only, the effective date shall be January 1, 2002.

In testimony whereof, the foregoing Constitution and By-Laws, as revised, are hereby adopted by the Kerrville Volkssportverein, Inc., on the 25th day of March, A.D. 2002.

Kerrville Volkssportverein, Inc.

Carol Talpey, President

ATTEST:

Shirley Huigens, Secretary