

## **BY – LAWS**

Organization: Combined Off-Road Riders of Kauai - ( CORK )  
Date Adopted: June 17, 2006

### **ARTICLE I - NAME**

**Name:** The name of this organization shall be Combined Off-Road Riders of Kauai - ( CORK )

### **ARTICLE II - ADDRESS**

**Address:** The mailing address for CORK shall be P. O. Box 1165, Kapaa, HI 96746

### **ARTICLE III - RECORDS**

The records, including tax status and minutes of membership and Board Meetings shall be at the home or business address of the current secretary.

### **ARTICLE IV - PURPOSE**

The Mission of the Combined Off-Road Riders of Kauai (CORK) is to bring together off-road motorcycle and bicycle clubs, enthusiasts, participants into one uniform association for the purpose of maintaining, cleaning, and clearing of present and future off-road trails. To work with landowners, private and government for legal and specified trails, while helping to preserve present plant and wildlife, and prevent future soil erosion for present and future generations.

## **ARTICLE V - MEMBERSHIP**

### **Section 1 - Composition**

The membership shall consist of individuals having an interest in off-road vehicle recreation. Membership in this organization shall be determined on a nondiscriminatory basis, without regard to race, gender, color, or national origin.

### **Section 2 - Number:**

There shall be at least 10, (ten), people comprising the total organization membership for it to continue.

### **Section 3 - Term:**

The term of membership shall be one year. Membership dues will not be prorated.

## **ARTICLE VII - OFFICERS**

### **Section 1 - Composition**

The officers of the organization shall be the President, Vice President, Secretary, Treasurer, Public Relations Officer, and up to twelve (12), Board Members.

### **Section 2 - Term of Office**

The officers shall be elected at a predetermined annual meeting for a term of one year. Officers may be re-elected but will not be eligible to serve more than two consecutive years in any one position.

### **Section 3 - Method of Election**

- A. Nominations will be made by attendees of first election meeting. Future elections format will be determined by in-office members.

- B. The officers shall be elected at the first regular meeting in June and assume office July 1 of the same year.
- C. Officers shall serve until their successors have been elected and duly installed.

#### **Section 4 - Duties**

- A. The **President** shall be the chief executive officer of the organization, shall preside at the meeting of the Executive Board, shall sign all documents requiring an official signature, and shall perform all other duties incidental to the office.
- B. The **Vice-President** shall perform the duties of the President in the absence or incapacity of the President, shall automatically become President of the organization upon the resignation or death of the President, and in the event the Vice-President becomes the President, a new Vice-President shall be elected to fill the vacancy.
- C. The **Treasurer** shall keep an accurate record of all monies allocated to the organization, shall supervise the disbursement of the funds subject to the direction and approval of the Executive Board, and shall serve as chair of any finance committee.
- D. The **Secretary** shall keep an accurate record of the activities of the organization. By direction of the Executive Board the secretary shall issue all notices of organization meetings, shall be responsible for the correspondence of the organization, shall prepare and keep a listing of all officers, committee chairs and members for the current and two previous years, and shall be responsible for the records including by-laws, and minutes.
- E. Vacancies occurring in any of the offices due to illness, death or other incapacity to comply with assumed duties shall be filled by election by organization members except in case of the President, when the Vice-President shall succeed to chair, as noted in Article IV, Section 4.B. Such officers shall serve only until the next regular election.

## **ARTICLE VII \_ EXCECUTIVE BOARD**

### **Section 1 - Composition**

The **Executive Board** shall be composed of the elected officers and elected committee chairs.

### **Section 2 - Duties**

The duties of the Executive Board shall be:

- A. To perform the essential organization activities that must be acted upon between meetings of the membership.
- B. To formulate and recommend programs and activities to the members of the organization for their consideration and approval;
- C. To identify and help formulate committees necessary to further the purposes and functions of the organization; and
- D. To carry on such other business as may be delegated to it by the organization membership.

### **Section 3 - Meetings**

The Executive Board shall meet in sufficient time prior to regular meetings to formulate the agenda and have it printed for the meetings and on other occasions as called by the chair.

### **Section 4 - Quorum**

A simple majority (51%) of the elected Executive Board members must be present to constitute a quorum for the transacting of business.

## **ARTICLE VIII - FISCAL YEAR**

The **Fiscal Year** of the organization shall be from July 1 to June 30, inclusive.

## **ARTICLE IX - MEETINGS OF THE MEMBERSHIP**

- A. An annual meeting of the membership shall be held on the second Thursday of the month of June at 7:00 p.m. of each year. Whenever such day shall fall on a legal holiday, the meeting shall be held on the next succeeding business day at the same hour
- B. Monthly meetings of the organization shall be held at the second Thursday of every month at 7:00 p.m. except the month in which the annual meeting falls.
- C. The regular meetings of the membership shall be to conduct the business of the organization as outlined under Article II. More specifically, the regular meeting shall be for the following:
  - 1) To approve, reject, amend or refer back to the committees for further study reports from special or standing committees,
  - 2) To introduce new ideas with requests for the President to appoint committees to make further studies and report back their recommendations to the organization.
  - 3) To evaluate reports of completed activities, projects or programs and make suggestions for improvement.
  - 4) To provide members with information concerning programs helpful to them in their efforts to address Off-Road Vehicle Recreation needs.
- D. Written notice shall be sent to all members of the organization at least one week in advance of all meetings, with the exception of meetings regarding amendments to by-laws, giving the date, time and place of meeting.

- E. Written notice shall be sent to all members of the organization at least 10 days in advance of any meeting to amend the By-Laws.
- F. Special meetings of the membership may be called by the President, the Executive Board or upon request of any five members of the organization.
- G. Five members, with dues paid in full, present at a regular or special meeting shall constitute a quorum for the transaction of business.
- H. Each member, with dues paid in full, shall be entitled to one vote.

## **ARTICLE X - COMMITTEES**

**The President shall appoint committees deemed necessary by the Executive Board.**

- A. The members of all standing committees shall serve for a period of one year, such period to be concurrent with the fiscal year of the organization.
- B. Ad hoc committee members shall serve in accordance with the charge to that committee.
- C. The members of all standing and ad hoc committees shall select their own committee chairs.