



Contents

1. Name, purpose..... 1	3. Leadership, operations: officers, bylaws, etc. 1
2. Membership: reps, individuals, officers 1	4. Memorials 3

1.0 Name & Purpose

- 1.1 **Name:** The name of the organization shall be the Washington State Trails Coalition, hereafter referred to as WSTC.
- 1.2 **Purpose:** The purpose of WSTC shall be to provide an effective and interactive forum centering on protecting, promoting, and enhancing a statewide system of trails.
 - 1.2.1 This includes both motorized and non-motorized outdoor recreation and transportation through voluntary and public involvement and in cooperation with landowners and land managers.
 - 1.2.2 The primary forum is a biennial WSTC conference. Other forums are the off-year planning meetings and WSTC's web site.

2.0 **Membership:** The WSTC is primarily composed of REPRESENTATIVES of organizations, businesses, governmental agencies, and INDIVIDUALS not representing other groups.

- 2.1 Membership shall be open to any recognized trail or outdoor-orientated organization incorporated in the state of Washington; or any agency or company with a stated interest in Washington's recreation and transportation trails.
- 2.2 Membership shall also be open to any individual not formally representing an organization, agency or company as stated above, so long as the individual shares an interest in Washington's recreation and transportation trails.
- 2.3 **Standing:** A member in good standing is registered for and attends the current year's WSTC conference or planning meeting. They remain in good standing until the next conference or planning meeting.

3.0 **Leadership, operations:** Serving WSTC are five OFFICERS (president, past president, president-elect, recorder, and comptroller) and up to four AT-LARGE members to help represent the membership's diverse trail points of view. Together, the officers and at-large members are called WSTC's board. All members of the board are expected to participate in conference preparations.

3.1 **Officers**

3.1.1 **President**

- 3.1.1.1 Has overall responsibility for the WSTC conference and planning meeting.
- 3.1.1.2 Calls meetings, sets the agenda, presides over meetings, and serves as official spokesperson and is tiebreaker for voting.
- 3.1.1.3 Appoints ad-hoc committee chairs if approved by at least 50 percent of the board in good standing.

3.1.2 **Immediate Past President:** Provides advice and counsel and may volunteer for or agree to specific tasks assigned by the board.

3.1.3 **President-Elect**

- 3.1.3.1 Assumes the duties of the president when the president is unable to perform those duties. The president-elect becomes the president at the beginning of the calendar year following the WSTC conference
- 3.1.3.2 A candidate for president-elect shall either be nominated by a WSTC nomination committee or provide a relevant resume to the current president no later than noon on the first day of the WSTC conference.
- 3.1.4 **Recorder**
 - 3.1.4.1 Takes minutes, summarizes meetings of the board, ensures a database of WSTC membership is kept current, arranges for timely delivery of "notice of the agenda" and past WSTC meeting summaries to representatives.
 - 3.1.4.2 Ensures issues of concern are brought to the attention of the board and that these issues appear on the agenda of WSTC's next meeting and appear in the notice of the agenda.
- 3.1.5 **Comptroller**
 - 3.1.5.1 Provides financial audit and oversight function and ensures accurate records are kept for all financial transactions and provided to the Recorder.
 - 3.1.5.2 Sends a detailed financial statement to the board in January each year.
- 3.2 **At Large members:** It is the intent of WSTC to [appoint] /or/ [offer for election] a member of the next conference Host Committee as an at-large board member.
- 3.3 **Elections, Terms, Voting, Quorum, Vacancies, Decisions, Bylaw Amendments, Remuneration, Dissolution**
 - 3.3.1 **Elections, terms:** Board members serve two-year terms with elections occurring during the WSTC business meeting at the conferences.
 - 3.3.2 **Eligible voters** are registered attendees of the WSTC conference.
 - 3.3.3 **Quorum:** A simple majority (more than half) of the board in good standing is required for a quorum to conduct business at non-conference board meetings. Those present at the state trails conference constitute a quorum of the general membership.
 - 3.3.4 **Vacancies:** When an unanticipated board vacancy occurs, nominations are sought by the president and these candidates are considered by the board which, by consensus or vote, makes the appointment. The appointment lasts until the membership votes on the replacement at the next conference.
 - 3.3.5 **Decisions:** While consensus is the preferred means of reaching group decisions, this is sometimes not possible. At such times, an absolute majority (the measure or person receiving the greatest number of votes) is required for approval.
 - 3.3.6 **In Good Standing:** Board members shall be in good standing if they attend at least one Board meeting in every six months.
 - 3.3.7 **Bylaw Amendments**
 - 3.3.7.1 Any WSTC member in good standing may propose Bylaw changes. Such proposal must be submitted in writing to the president at least 30 days before the trails conference and must include the proposed change(s) and a statement of purpose.
 - 3.3.7.2 Bylaw amendments will be proposed and voted on at the conference. Proposed changes must be posted at the WSTC conference in a public and announced location no later than noon on the first day of the conference. The changes shall be voted on at the WSTC business meeting at the conference.
 - 3.3.8 **Remuneration:** Board members shall serve without pay. Reimbursement for select expenses is allowed by approving vote of the board.
 - 3.3.9 **Dissolution**

3.3.9.1 In the event of WSTC's dissolution, all borrowed funds, equipment, supplies, and tools shall be returned to the lender. All debts shall be paid.

3.3.9.2 Any assets or funds remaining shall be contributed to the State Treasury's Nonhighway and Off-Road Vehicles Activities (NOVA) Program Account. Monies in this Account are subject to legislative appropriation. It will be requested that the legislature direct the state Recreation and Conservation Funding Board to equally distribute these funds among the NOVA Off-Road Vehicle and Nonhighway Road categories.

4.0 Memorials: Since WSTC's purpose is to further the interest of trails, it is important for its members to support those who have worked tirelessly to promote trails. Therefore:

- 4.1 On approval of a majority of the board, up to \$50 may be reimbursed from WSTC's treasury for a sympathy card, flowers, and/or other remembrance for a recently deceased person that is known to have strongly supported WSTC's purpose.
- 4.2 In determining the most relevant way of expressing sympathy, the board will consider the wishes, interests, and needs of the deceased person and his/her immediate family.
- 4.3 Others may voluntarily add to this memorial by contributing from their own resources.