TAMALPAIS BY LAWS

ARTICLE I

MOTTO
1. TAMALPAIS OUTRIGGER CANOE CLUB'S Motto shall be:
   Malama O KeKai
   Malama O Kewa'a
   Malama O Ke Ohana
   Malama O Ke Aina
   Respect of the Sea
   Respect of the Kanu
   Respect of the family
   Respect of the land

ARTICLE II

THE PURPOSES FOR WHICH THIS CLUB IS FORMED ARE;

Section A: The specific and primary purposes are:

1. To preserve and promote the sport of outrigger canoe paddling/racing
2. To preserve and promote the Polynesian spirit of Aloha which is to accept people regardless of appearance, beliefs, sex, race or religion and to share our Aloha* with them
3. To provide opportunities through civic affairs that will enhance the culture** of the Polynesian people and to preserve those ideals that will improve the educational growth of people in the community in which we live.
4. To provide opportunities for the members to participate in educational, social and cultural enrichment programs and activities.

* Aloha – Love and Affection
** Culture – History, folklore, arts and crafts, music, dance and water sport(s)

MEMBERSHIP
Section A

General requirements

Any person interested in contributing/participating, toward the preservation and enhancement of the Polynesian culture, and/or sport of outrigger canoeing.

Section B: Eligibility criteria for membership
1. All applications for membership must be made in person
2. Eligibility for regular membership requires that applicants 17 years of age and under must provide written parental consent prior to acceptance of membership
3. Special recognition will be given to any outstanding contributor that contributes to the purpose of this corporation. The title of Honorary Member shall be given to the contributor by majority vote of members present.

Section C: Acceptance of membership

1. The applicant must read and understand the policies before joining the corporation.
2. Acceptance of membership to this corporation will become effective only upon the payment of dues and fees as stated in article V of these policies.
3. Each member must perform 10 hours of official volunteer work per year. (i.e., fundraisers, beach clean-up, maintenance, towing of kanu’s etc.)

ARTICLE IV

FORFEITURE OF MEMBERSHIP
Section A: Membership shall be considered forfeited for any of the following reasons:

1. Failure to pay the established dues within the prescribed time as forth in Article V, Section A of these policies.
2. Willful disregard of TAMALPAIS OUTRIGGER CANOE CLUB PURPOSES.
3. Failure to complete the 10 hours volunteer service per season.
4. Failure to abide by the rules governing this club as well as those handed down by the NCOCA. In addition, this club will not permit the abuse of alcohol and/or drugs by any members(s) during functions sponsored by member clubs of the NCOCA. Club members shall not engage in any type of fighting between club members or members of other clubs.

ARTICLE V

Section A:

1. An established membership fee must accompany the membership application when it is submitted for acceptance.
2. Membership dues for all returning members from the previous year, shall be made payable within 30 days of the first scheduled practice.
3. Returning members that do not pay their dues within 30 days of the first scheduled practice will be dropped from Tamalpais. Membership may be reinstated during that dues year only upon payment of penalty charge. There will be a monthly penalty charge on dues that are delinquent unless approved by the officers.
4. Honorary Members and Associate Members (people who do not paddle) shall be exempt from the payment of fees and dues.
5. Potential new regular members wishing to join the club shall be entitled to 3 practices within a 3-week grace period before the payment of membership dues.
is required. This grace period is meant as a trail period during which time the potential new member may paddle with the regular members, have a chance to meet other member of the club, and review the policies of the club. After this 3-week period, all potential new members must pay their membership dues if they wish to continue to participate in the paddling activities of this club.

6. All dues for both returning and potential members must be paid in full prior to the first race.

Section: B Forfeiture of dues and fees

Should a person’s membership to be terminated for whatever reason, his/her dues shall be forfeited.

Section C Financial Assistance

Any member of new applicant who cannot pay the require dues as stated in Article V, Section A, may request financial assistance from the Treasurer. The treasurer will discuss all such requests with the Board. The board will consider each application for financial assistance on an individual basis. A majority vote of the board is required for approval. The applicant will be notified by the Treasurer concerning the board’s decision.

ARTICLE VI

Elected Officers

Voting — Any individual, upon payment of annual dues and qualification for regular or honorary membership, shall be entitled to one vote in any proceeding in which voting by members is called for or permitted. All votes carry equal weight.

Section A Officers and duties of officers

Officers shall attend at least 2/3 of all scheduled meetings or face penalties or dismissal from the board.

1. President shall schedule and preside over all regular and special meeting of this club. Shall have general supervision of the business and affairs of the corporation. Shall sign or counter-sign certificates, contracts and other instruments of the corporation that may require a signature. Appoints committees and members to committee as is deemed appropriate; who shall be one of the officers authorized to countersign checks issued by the corporation. And to serve as an official member of all committees, and perform all other duties normally performed by the chief executive officer of a club. Required to attend Northern California Outrigger Canoe Association meetings, as require in the NCOCA by-laws.
2. **Vice President** shall support the President in general supervision of the affairs of TOCC. Who shall assume all duties and responsibilities of the President in his/her absence? Perform other duties for the corporation as the President may specify and assist the President in seeing that meetings are conducted according to Robert’s Rules of Order VP shall have general oversight of membership and TOCC sponsored race events.

3. **Treasurer** who shall be responsible for collecting and receiving all moneys owed by or paid to the corporation and who shall act as the custodian of this organization’s treasury and deposit much moneys in a bank designated by the Board Members, and be one of the officers authorized to sign checks issued by TAMALPAIS, who shall present financial reports and statement to the membership at all business meetings and shall be responsible for collecting fines.

4. **Secretary** shall review and reply to all organizational correspondence as direct by the President, who shall record the minutes of all the meetings, who shall maintain an up-to-date membership list and who shall make copies of the minutes of all meetings available to members and shall ensure that new members received a copy of the policies and procedures of this club, prior to acceptance as members to this club. Shall perform such other duties as are incident to the office or properly required by the President.

5. **Sergeant at Arms** shall be responsible for the upholding the Roberts Rules of order at all club meetings.

6. **Race Coordinator** shall be responsible for insuring all required race documents (i.e., NCOCA waivers, Race rosters, ID cards and confirmation of paddlers are submitted to the race clerk prior to the current NCOCA deadline. The Race Coordinator may appoint an assistant as he/she may feel necessary and shall have overriding authority over all assistant Race representatives.

**Section C**

Coaching:
Coach/Coaches are an appointed position implemented by the board. Coach/Coaches may consist of volunteer coaches and/or paid positions determined by the board. Coaches have the responsible to uphold TOCC code of conduct and provide instruction for the club paddling technique. Coach/Coaches implement the goals of the club and individual paddlers through training programs. Coaches are responsible for coordinating efforts with the “team” and race coordinator for all entries for races in a timely manner.

**Section D**

Committees

- Equipment Committee
- Membership Committee
- Sponsorship Committee
- Web – site committee
Committee chairmen shall be appointed by the President for a term of one year. Committee chairs must be voting members in good standing. Committee chairs shall recruit committee members as needed in order to carry out their duties. Committee chairs shall provide a report to the President when requested.

**Equipment:** The equipment committee shall have the responsibility of reporting all equipment needs to the President/Vice President. They shall have the responsibility of taking care of all club equipment. Performing and or contracting repairs approved by the board. Keeping a current maintenance log of all repairs that is submitted to the President/VP at the end of each season.

**Membership:** The membership committee shall have the responsibility of recruitment of new members and retention of existing members. The chairperson of the membership committee shall process membership applications. The membership committee shall review the due structure on an annual basis and recommend any changes to the President/Vice President no later than December 30th for the upcoming membership year. The membership committee shall assist the Secretary in maintaining the membership roster and compiling and distributing new member packages.

**Sponsorship.** The Sponsorship Committee is responsible for coordinating all fund raising activities for TOCC. This may include, but is not limited to, creation of sponsorship packages, identification of potential sponsors, sponsorship calls, planning and execution of sponsorship and/or fund raising events.

**Web-site.** The web-site committee shall be responsible for maintaining and keeping all information up to date.

**ARTICLE VII**

**ELECTION OF OFFICERS**
1. Officers shall be elected at the club's annual meeting, or before the start of the new season. (Tamalpais season is March to March)
2. Officers shall serve for a two-year term. Vacancies will be filled for the duration of unexpired terms through special election(s) conducted by the membership at a regular meeting after a vacancy has occurred.
3. President and Vice President Positions must be filled by an active member with at least two consecutive prior seasons with the club.
4. Election will take place every two years and require 3X the active membership of the current board to hold the election.
5. Officers are not limited in the number of terms or years they may serve.

**ARTICLE VIII**

**MEETINGS**
Section A  General Meetings

1. Annual meeting will be held each season before the start of the next.
   A. March to March - season
2. Elected officers meetings are to be held at least monthly. The time and
   location shall be decided by the President prior to each meeting.
3. General meetings are to be held on quarterly basis unless otherwise
   deemed necessary by the President. A notice of at least 48 hours must
   be made prior to each meeting.

Section B

1. A quorum
   a. 33% (one-third) present in person shall constitute a quorum at the annual
      or any duly called special meeting of TOCC.
   b. Four officers shall constitute a quorum at the meeting of TOCC officers
      meeting.
2. If a quorum is not present at the board meeting at a time when a vote is to
   be taken, the vote must be postponed until the next board meeting.

Section C

The order of business shall be:

A. Meeting called to order
B. Introduction of guests
C. Secretary's report (reading of the minutes)
D. Treasures report
E. President’s report
F. Officers’ report
G. Committee(s) report
H. Old business
I. New business
J. Announcements
K. Adjournment

ARTICLE IX

Section A;

1. Committee chairperson shall be appointed by the President.
2. Committee chairpersons must be an active member.
3. Committee chairperson shall be formed as needed.

ARTICLE X