

BY-LAWS
EAST HAMPTON TRAILS PRESERVATION SOCIETY, INC
(Revised September 12, 2022)

ARTICLE I – Purpose

The East Hampton Trails Preservation Society, Inc. is dedicated to the establishment, protection, maintenance and enjoyment of trails, paths, and natural lands in the Town of East Hampton and throughout New York State.

ARTICLE II – Membership

Section 1. Membership shall be opened to any person interested in the establishment, protection, maintenance, and enjoyment of trails, paths, and natural lands in the Town of East Hampton and throughout New York State. Membership shall consist of all adult persons residing at the household address that appears on the membership application. An adult person shall be defined as being over 18 years old.

Section 2. All members in good standing shall have the right to vote and to be elected to the Board of Directors.

Section 3. Membership dues shall be recommended by the Board of Directors and approved by the membership.

Section 4. Only those events appearing on the monthly activity schedule shall be events of, and sanctioned by, the East Hampton Trails Preservation Society, Inc, with the exception of trails maintenance work parties, trails planning outings, and trails and other meetings and/or events which may not appear on the schedule and may nevertheless have been authorized by the Board.

ARTICLE III-Membership meetings

Section 1. Membership meetings should be held a minimum of four times per fiscal year (May 1 – April 30), and can be held in person, virtually or by conference call.

Section 2. The election of officers and general directors, and the approval of the budget shall take place at the annual meeting in April. The annual report shall be presented at the May meeting.

Section 3. Notices of regular meetings may be sent by email or regular mail.

Section 4. Special meetings may be called by the President.

Section 5. A quorum of at least 12 members must be present in order to conduct official business. Motions, except for by-law amendments, shall be decided by a simple majority of members present and provided there is a quorum.

ARTICLE 1V-Board of Directors

Section 1. The Board of Directors shall consist of eight officers -- President, Vice-President-Administration, Vice President-Trails Planning, Vice President-Hike Scheduling, Vice President-Trails Maintenance, Vice-President-Member Services, Secretary, Treasurer – and up to four General Directors.

Section 2. Officers and General Directors shall be elected for a term of two years, with no term limits except for the President, who shall serve for a maximum of three successive terms.

Section 3. Officers and up to four General Directors shall constitute the Board of Directors.

Section 4: The President shall:

- a. preside at membership meetings and meetings of the Board of Directors.
- b. convene the Board of Directors in order to make policy recommendations to the membership for approval. The Board shall make decisions on legal and/or insurance issues upon advice of counsel.
- c. Present the Annual report on the year's activities at the annual meeting.
- d. be an ex-officio member of all committees.
- e. supervise the keeping of records.

- f. prepare an annual budget.
- g. call special meetings of the membership.
- h. Authorize non-recurring disbursements from bank accounts in excess of one thousand dollars.
- i. Appoint all committee chairs except those headed by elected officers.

Section 5. The Vice President -Administration shall:

- a. Preside at membership meetings and meetings of the Board of Directors when the President is not available.
 - b. take on other administrative duties as requested by the President.
- assume the duties of the President if the President leaves office.

Section 6. The Vice-President of Trails Planning shall:

- a. Serve as chair of the Trails Planning Committee
- b. develop and implement plans for the expansion and improvement of trails
- c. report periodically on trails planning activities

Section 7. The Vice-President -Hike Scheduling shall:

- a. serve as chair of the Hike Scheduling Committee
- b. prepare the monthly schedules of hikes and similar trails activities
- c. report monthly on hikes and similar trails activities completed and planned.

Section 8. The Vice-President Trails Maintenance shall:

- a. serve as chair of the Trails Maintenance Committee
- b. organize crews for trails maintenance projects
- c. supervise trails maintenance volunteers
- d. report monthly on trails maintenance projects

Section 9. The Vice-President-Member Services shall:

- a. serve as chair of the Member Service Committee
- b. collect dues from members and maintain accurate membership records
- c. solicit new members
- d. report monthly on Member Services activities

Section 10. The Secretary shall:

- a. take minutes at membership and Board of Directors meetings
- b. prepare minutes in appropriate form for distribution to members
- c. assist the President with correspondence

Section 11. The Treasurer shall:

- a. make deposits in bank accounts
- b. make distributions from bank accounts
- c. report monthly on the financial status of the organization.

Section 12. The General Directors shall assist the Board with its work, including serving on committees.

Article V-Committees

Section 1. Standing committees shall be Trails Planning, Trails Maintenance, Hike Scheduling, and Member Services.

Section 2. The President shall form ad-hoc committees as needed.

Article VI-Elections

Section 1. At the November meeting, the President shall appoint a Nominating Committee of no fewer than three members in good standing who must be approved by the membership.

Section 2. The Nominating Committee shall present a slate of proposed officers and General Directors at the March meeting.

Section 3. Additional nominations for proposed officers or General Directors may be made at the March meeting, provided
that the nominee's consent has been secured in advance.

Section 4. New officers shall be elected by a majority vote of the members present at the annual meeting in April.

Section 5. Special elections shall be called by the President to fill unexpired terms of elected officers.

Article VII-Order of business

Section 1. Unless otherwise stated herein, meetings shall be governed by “**Robert’s Rules of Order.**”

Section 2. The order of business at the meetings shall be:

Approval of the minutes of the previous meeting

Approval of the agenda

Reports: President; Treasurer; Hike Scheduling; Membership; Trails Maintenance; Trails Planning; Other: Old Business; New Business; Adjournment

Article VIII-Amendments

These by-laws may be amended by a 2/3 majority vote of the members present at a membership meeting, provided the proposed change(s) have been sent to the membership at least 30 days in advance of the vote.