

Florida Trail Association Inc. (FTA)  
Tropical Trekkers Chapter  
PO Box 423  
Palm City, FL 34991

**Florida Trail Association Inc.  
Tropical Trekkers Chapter Guidelines**

**Article I- NAME**

The name of the organization shall be THE TROPICAL TREKKERS CHAPTER of the FLORIDA TRAIL ASSOCIATION INC., hereinafter referred to as “Chapter” or “the Chapter”.

**Article II- PURPOSE AND OBJECTIVES**

The purpose and objectives of this chapter shall be to develop, maintain, promote, and protect a continuous public hiking trail the length of the state of Florida, called the Florida National Scenic Trail, and other loop and side trails, together called the Florida Trail System; and to educate the public by teaching appreciation for and conservation of the natural beauty of Florida; and to provide opportunities to hike and camp. The Chapter is responsible for creating and maintaining existing & new trails in our geographical area as required.

**Article III- MEMBERSHIP**

- Section 1 - Any individual or group approving of the objectives of the organization may become a member by completing an application blank and paying the dues required for the desired class of membership. The application and dues must be mailed to: Florida Trail Association, Inc. 5415 SW 13th St Gainesville, FL 32608.
- Section 2 - Membership and dues shall be established by the FTA Board of Directors. Dues are payable to the state and the chapter portion shall be rebated to the chapter.
- Section 3 - Only members in good standing shall be eligible to participate in business meetings or serve as officers in the organization. Each membership shall be entitled to one vote on any issue requiring a vote of the membership; a family membership shall be entitled to one vote per adult member.

**Article IV- OFFICERS**

The officers of the organization shall consist of a Chair, a Vice Chair for Administration, a Trail Coordinator, a Secretary, a Treasurer, a Section Leader, an Activity Chair, a Publicity Chair, a Programs Chair, a Membership Chair, a Newsletter Chair and a Chapter Council Representative. Officers shall be elected for a term of two years and may, if reelected, serve an indefinite number of terms.

**Section 1- Duties of the Chair**

- 1a-** Preside at *and prepare an agenda for* all meetings.
- 1b-** Appoint committees for special tasks as required.
- 1c-** Sign or countersign all documents, contracts, etc...

**Section 2- Duties of the Vice Chair for Administration**

- 2a-** Exercise the functions of the Chair during the absence or the disability of the Chair.
- 2b-** Chair the Nominating Committee.

**Section 3- Duties of the Trail Coordinator**

- 3a-** Responsibilities as described in the “Trail Manual for the Florida Trail System” that are incorporated by reference.

**Section 4- Duties of the Secretary**

- 4a-** Be Custodian of all chapter records except financial.

- 4b-** Keep a record of the proceedings of meetings of the organization and/or the Board of Directors.
- 4c-** Prepare chapter correspondence.
- 4d-** Exercise the functions of the Chair in the absence of the Chair and the Vice Chair for Administration.

**Section 5-** Duties of the Treasurer

- 5a-** The Treasurer shall be custodian of all moneys of the chapter.
- 5b-** Keep and maintain correct accounts of all financial transactions.
- 5c-** Handle all matters pertaining to the financial reporting to the State organization or government.
- 5d-** Disburse Funds as directed by the Chapter Board.
- 5e-** Advise on financial status and trends and assist in budget development.

**Section 6-** Duties of the Chapter Council Representative

- 6a-** Represent the Chapter at Chapter Council meetings.
- 6b-** Keep the chapter informed on proceedings of Chapter Council.

**Section 7-** Duties of the Section Leader

- 7a-** Responsibilities as described in the "Trail Manual for the Florida Trail System" that are incorporated by reference.

**Section 8-** Duties of the Activity Chair

- 8a-** Solicit activities from the Chapter Activity Leaders.
- 8b-** Maintain a listing of planned activities and communicate with FTA about Chapter activities.
- 8c-** Nominate chapter members to be activity leaders and ensure that they meet the requirements of an activity leader.
- 8d-** Plan for regular activity leader training.  
Maintain records of current act leaders notify leaders of local CPR/first aid classes

**Section 9-** Duties of the Publicity Chair

- 9a-** Ensure chapter events, activities and meeting are publicized in local newspapers and other media outlets.
- 9b-** Stay abreast of actions of the FTA VP Public Relations so local efforts support state wide initiatives of FTA.

**Section 10-**Duties of the Programs Chair

- 10a-** Plan the programs for the chapter meetings.

**Section 11-** Duties of the Newsletter Chair

- 11a-** Create and publish the chapter newsletter, Trekker Talk, as directed by the Board of Directors of Tropical Trekkers.
- 11b-** Ensure the Chapter Newsletter meets the needs of the Chapter and FTA.
- 11c-** Ensure that Trekker Talk conforms to the policies of FTA.
- 11d-** Ensure that all members of Tropical Trekkers receive Trekker Talk.
- 11e-** Distribute Trekker Talk to other people and organizations as directed by the Board of Directors of Tropical Trekkers.

**Section 12-** Duties of the Membership Chair

- 12a-** Keep an up-to-date roll of chapter membership.
- 12b-** Send out welcome packets to all new members.
- 12c-** Encourage members whose membership has lapsed to rejoin.
- 12d-** Stay informed of FTA membership efforts and align chapter membership activities with FTA membership programs.

**Section 13 -** Vacancies in office

- 13a-** A vacancy in any office shall be filled by the Chair's appointment till the next election. Any person so appointed shall serve for the remainder of the term.

**Article V- BOARD OF DIRECTORS**

The Board of Directors consisting of the chapter officers as described above shall be empowered to formulate goals and policies for the chapter and to dispense chapter funds to meet those goals. Board meetings shall be open to the general membership. Advance notice will be given via the newsletter, except for emergency meetings of the Board. Decisions made by the Board are final except as noted in this document.

#### **Article VI- COMMITTEES**

The Chair shall create such standing and temporary committees as may be deemed necessary to accomplish the objectives of the chapter.

#### **Article VII- MEETINGS**

**Section 1-** Board meetings will be held monthly, at a time and place decided by the board and published in the chapter newsletter.

**Section 2-** At any board meeting, a minimum of 5 board members is required to have a quorum. In an emergency, all Board members shall be queried via email, telephone or other means. In such case, a minimum of 5 board members must respond to achieve quorum.

**Section 3-** Chapter meetings shall be held monthly at a time and place decided by the board and published in the chapter newsletter.

**Section 4-** The chapter meeting in March shall be considered the annual meeting for the election of officers, annual reports and other membership information.

**Section 5-** At any regular monthly membership meeting the membership present shall constitute a quorum.

#### **Article VIII- REVISIONS**

These guidelines may be revised at the discretion of the Board, provided the revision is approved by a majority vote of the membership and that the revision is made available to the membership at least 30 days prior to said vote.

#### **Article IX- PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these guidelines and any special rules of order that this chapter of The Florida Trail Association. Inc. may adopt.