

**Kentucky Network of Outdoor Women
K.N.O.W.**

Bylaws

(1) Initial Meeting

A meeting of the initial directors was held the 14th of March, 1997 at 1:30 PM at the Department of Fish and Wildlife Resources, Arnold L. Mitchell Building, #1 Game Farm Road, Frankfort, Kentucky for the purposes of organization and transaction of any other business which came before the directors. The initial directors shall serve until the first election of directors by the general membership occurs and those directors begin their term on the following January 1st.

(2) Board of Directors

A. The Board of Directors of KNOW shall consist of six members elected by the general membership. The Board of Directors shall be elected biennially at the November meeting of the general membership. Nominations for the following board positions shall be accepted from the (floor) general membership present: chairperson, 1st vice chairperson, 2nd vice chairperson, treasurer, secretary, and a communications coordinator. Each candidate must consent to serve. Directors shall serve for a term of two (2) years or until their successors are elected and assume office. The term of office shall begin on January 1.

B. The Board of Directors shall supervise the affairs and conduct the business and administrative responsibilities of KNOW. Such duties may include, but are not limited to:

1. Arranging meeting locations
2. Providing notice of meetings to the general membership with draft of agenda.
3. Arranging for speakers at meetings
4. All activities associated with publishing and distributing a calendar of activities for members.
5. Maintaining accurate membership records
6. Establishing a budget
7. Approval of all KNOW expenditures
8. Establishing the amount of fees necessary to cover anticipated costs for the upcoming fiscal year. However, any increase in fees greater than twenty-five percent shall require approval of the general membership.
9. Requesting the assistance of any member to meet these and any other necessary responsibilities in directing the business activities of KNOW.
10. Accepting applications and awarding two (2) scholarships in the amount of \$300 each for college students who meet the following criteria:
 - a. female, Kentucky resident attending a Kentucky institution of higher education
 - b. involved in outdoor activities or organizations
 - c. GPA of at least 3.0
 - d. applicant must submit an essay of 150 words on the impact of women in the outdoors
 - e. open to KNOW members in good standing and/or their female relatives
 - f. applications will be accepted September 1 through March 1 and awarded May 1
 - g. If no scholarship is awarded in a fiscal year, the funds may be carried over to the next year. No scholarship winner shall receive more than \$600.00 in one fiscal year.

C. It is the responsibility of the outgoing board members to brief the incoming board members prior to the first fiscal meeting. The two boards (newly elected and outgoing) shall meet together at the first meeting of the fiscal year (January) following the election (November of previous year) for smooth transition to the next fiscal year.

D. A director may be voted off the Board by a majority vote of the Board of Directors and the approval of the membership by a majority vote of the general membership at quarterly or special

meetings. Board Directors are subject to removal for inefficiency, neglect of duty, and/or misconduct.

- E. A vacancy in the Board of Directors shall be filled by a current KNOW member appointed by the remaining Directors, and receiving approval, by majority vote of the general membership in attendance at a meeting with recognized quorum.
- F. An annual audit of KNOW funds shall be performed by the 1st vice president and a member at large. An audit of KNOW funds shall also be performed if a treasurer is replaced midterm.

(3) Membership

- A. Membership in KNOW is open to all persons. Anyone under 18 must have a guardian's consent to become a member and must be accompanied by an adult when attending an event.
- B. Fees shall be payable on or before January first (1st), in the amount established by the Board of Directors. Members whose fees are in arrears more than thirty (30) days shall no longer be deemed a member. Renewing members pay an additional \$5.00 when paying after March 1st. of the current fiscal year. New members joining between October 1 and December 31 will pay a prorated fee of \$10.00. New member's fees shall be due within thirty (30) days of application for membership.
- C. Quarterly meetings of the directors shall be held at a location agreed upon by the majority of the board. These meetings shall be open to the general membership. All Directors must attend $\frac{3}{4}$ of the quarterly meetings.
- D. Special meetings of the directors may be called, either by the chairwoman, or by any four (4) of the directors. All special meetings for the directors shall be held at a location approved by a majority of the board. At least five (5) working days' notice of each special directors meeting shall be given to each director and the general membership before the meeting. Such notice may be given orally or by telephone, telegraph, email, letter or postal card. Notice of special meetings of the directors will be posted on the web site (www.kynow.org) at least 5 working days prior to said meeting.
- E. A majority of the authorized number of directors shall constitute a quorum for meetings of the directors, and if a quorum be present, then a majority of the directors present may decide any actions coming before any meeting of the directors. Less than a quorum may adjourn a meeting.

(4) Fiscal Year

The fiscal year of KNOW shall be from January 1st through December 31st, inclusive.

(5) Meetings of Members

- A. Regular meetings of the members may be held at KY Becoming an Outdoors-Woman workshops at the locations of said workshop. Special meetings of the members may be called, either by the Board of Directors, or by the request of any ten (10) members. The location of all regular or special meetings of the members shall be held at a public location agreed upon by the majority of the members calling for the meeting. At least ten (10) days notice of each general or special meeting shall be given to each KNOW member. Such notice may be given orally or by telephone, telegraph, letter, email or postal card. All meetings of the membership may be posted on the web site (www.kynow.org).

- B. A majority of the Board of Directors and that number plus one of the general membership shall constitute a quorum at any regular general membership or special meeting of the members. Less than a quorum shall adjourn a meeting.
- C. In the event of an impassable tie when the board with quorum is voting on KNOW business or actions, a member of the general membership, with seniority in active membership, shall serve to vote and break the tie.
- D. The membership will be notified by the board of any changes in any meeting by email and web site posting.

(6) Amendments

These bylaws may be amended or repealed, and new bylaws may be adopted at any meeting of the general membership, by an affirmative vote of two thirds of the members present, if a quorum is present, after ten (10) days notice of proposal has been given to all members.

(7) Dissolution

To effect a dissolution of KNOW these bylaws must be rescinded by a two-thirds majority vote of the general membership (meeting of general membership after quorum present) after ten (10) days notice to each member . All remaining assets shall be donated to several non-profit organizations. The non-profit organizations shall be selected by the Board after reviewing a list submitted by the General Membership.

(8) Parliamentary Order

The rules contained in the latest edition of Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure for KNOW not specifically covered by its bylaws.