BYLAWS
FRIENDS OF POCAHONTAS STATE PARK, VIRGINIA
Revised February 2026
Supersedes Bylaws dated February 2018
Approved by the Board of Directors on February 17, 2026

ARTICLE I, NAME AND PRINCIPAL LOCATION

FRIENDS OF POCAHONTAS STATE PARK
10301 State Park Road
Chesterfield, VA 23832

ARTICLE II, MISSION

The mission of this 501(c)(3) organization is to operate as a nonprofit, specializing in providing volunteer assistance to Pocahontas State Park. The organization shall provide labor, expertise, and funding for programs, projects, and events that align with the mutual interests of the Friends of Pocahontas State Park (FOPSP) and Pocahontas State Park.

ARTICLE III, MEMBERSHIP

SECTION I: MEMBERSHIP ELIGIBILITY

FOPSP membership is available to any person regardless of race, color, religion, national origin, sex, or age who has passed their 16th birthday, and who successfully meets the requirements for membership as outlined below:

SECTION II: MEMBERSHIP REQUIREMENTS

Membership in FOPSP shall be contingent upon meeting each of the following requirements:

A. Complete registration as a volunteer with the Virginia Department of Conservation and Recreation (DCR),
B. Approved background check through Virginia DCR,
C. Attend a Pocahontas State Park volunteer orientation within the first 12 months of service,
D. Maintain a minimum of 10 hours of volunteer service in Pocahontas State Park within the calendar year (lapses in volunteer service due to health or other factors to be considered). All hours shall be logged into the DCR YODA database.

SECTION III: CATEGORIES OF MEMBERSHIP

A. ACTIVE MEMBERSHIP

Active membership, with full voting rights as described in Section V below, is available to any individual who meets the membership requirements outlined in Section II above. Active Members shall abide by all applicable Bylaws, policies, and procedures. Active membership may also require payment of dues at rates and frequencies established by the Board of Directors (Board). See Section IV below.

B. INACTIVE MEMBERSHIP

Inactive membership is available to any individual who has been a FOPSP Active Member and, due to extenuating circumstances, was unable to fulfill all the obligations of Active membership for the current year. Inactive membership shall not exceed one year. Inactive Members may attend FOPSP meetings without voting rights and shall abide by all applicable Bylaws, policies, and procedures. Inactive members shall not be required to pay dues during their year of inactivity. Inactive members will not receive FOPSP communications following two years of inactivity.

C. ASSOCIATE MEMBERSHIP

An Associate membership may be offered to individuals representing other organizations aligned with or affiliated with Pocahontas State Park or FOPSP. Typically, it is a person who does not meet the requirements for an active membership. This membership may be offered only with the Board's approval to individuals who are neither Active nor Inactive Members of FOPSP. Associate Members will have no voting rights and may participate in meetings. Associate Members shall abide by all applicable Bylaws, policies, and procedures. Associate Members shall not be required to pay dues.

D. HONORARY MEMBERSHIP

An Honorary membership may be offered to an individual who has distinguished themselves in the advancement of the mission of FOPSP. This membership may only be offered with the Board's approval to those individuals who are not Active, Inactive, or Associate Members within FOPSP. Honorary Members will have no voting rights and may participate in meetings. Honorary Members shall abide by all applicable Bylaws, policies, and procedures. Honorary Members shall not be required to pay dues.

SECTION IV: DUES

Dues are not currently required for FOPSP membership. However, the Board may establish membership fees or similar charges at a future date, as necessary.

SECTION V: MEMBERSHIP BENEFITS

A. All Active Members shall be entitled to vote in the election of Officers and in other matters brought before the general membership at the Annual General Membership meeting. Voting shall be restricted to Active Members who are 18 years of age or older.

B. All members are entitled to participate in exclusive events and volunteer opportunities available only to FOPSP members. All members may also be eligible for retail discounts from various vendors. These entitlements shall be communicated to all members as they become available. The Director of Communications shall be responsible for ensuring that members are aware of these benefits.

SECTION VI: CONTRIBUTORS

A person, group, or organization not a member of FOPSP but contributing tangible goods, property, or services shall be known as a Contributor. Contributors may be eligible to receive tax incentives for any donation to FOPSP. Contributors will have no voting rights and may participate in meetings. Contributors shall abide by all applicable Bylaws, policies, and procedures. Contributors shall not be required to pay dues.

SECTION VII REVOCATION OF MEMBERSHIP

The Board reserves the right to revoke any individual membership if it deems it detrimental to FOPSP or Pocahontas State Park. Written notice of revocation of membership shall be provided to the individual member, with the reasons stated.

ARTICLE IV, BOARD OF DIRECTORS

SECTION I: ELECTED OFFICERS

The FOPSP elected officers include President, Vice President, Secretary, Treasurer, and Directors for Membership, Communications, Concessions, Hiking Trails, Biking Trails, Conservation, Firewood Operations, and Craftsmen. These officers comprise the Board of Directors.

SECTION II: TERM OF OFFICE

FOPSP elected officers shall serve a three-year term and are eligible for re-election. The year of office is defined as 01 February through 31 January. Officers are expected to remain in their roles until a successor is appointed or the Board accepts their written resignation.

SECTION III: QUALIFICATIONS FOR OFFICE

A. Officers shall be selected from Active Members within FOPSP as defined in Article III.

B. An individual may not be elected to hold more than one position at a time. However, upon the Board's approval, an elected officer may serve in a vacant position until a suitable replacement is identified to permanently fill it. Such temporary service shall be designated as “Acting.”

SECTION IV: ELECTIONS

A. Elections shall be conducted during the annual general membership meeting in January. Year One elections shall be for the positions of the President, Secretary, and the Directors of Conservation, and Concessions. Year Two elections shall be for the positions of the Vice President and the Directors of Hiking Trails, Craftsmen, and Firewood Operations. Year Three elections shall be for the positions of Treasurer and the Directors of Biking Trails, Communications, and Membership

B. Elections shall be held under the supervision of the Board and led by a Board

member who is not under consideration for reelection. No later than three months prior to the annual general membership meeting, a Nominating Committee of no less than two Active Members under the supervision of a designated Board Member shall solicit and screen FOPSP's Active Membership for potential candidates. The Nominating Committee shall assess candidates' qualifications and willingness to serve. The Nominating Committee shall provide its recommendations to the Board at least three weeks prior to the Annual General Membership meeting. The Board member supervising the election will present the slate of candidates for membership election at the January meeting. Nominations from the floor will be accepted. In cases where there are two or more nominees for an office, a written ballot will be used. For purposes of the election, attendance by any Active Members and a majority of the Board will constitute a quorum. Only Active Members in attendance shall be permitted to vote. Proxy voting shall not be permitted. The Board member supervising the election will tabulate votes and inform the membership of the newly elected officers.

SECTION V – REMOVAL OF OFFICERS

Any Board member may propose the removal of an officer failing to perform the duties of their position. A motion to remove the officer shall be made at a Board meeting, and if seconded, the officer shall have an opportunity to respond to the motion. The vote required for adoption of the motion is a two-thirds vote if held at the same meeting that the motion was made, or a majority vote at the next regularly scheduled Board meeting. Written notice of removal shall be provided to the individual officer, with the reasons stated.

SECTION VI - REPLACEMENT OF OFFICERS

Should a Board position become vacant for any reason between elections, the Board may appoint a replacement to fill the vacancy for the unexpired term.

ARTICLE V, DUTIES

SECTION I: BOARD OF DIRECTORS

In addition to the duties specified for each position in Sections II through XIII, below, the Board:

A. Shall be familiar with current projects and events and be in contact with Park Management regarding future needs of the Park.
B. Shall recommend any items of business to be addressed at general meetings.
C. Shall conduct all business of FOPSP between meetings.
D. Shall ensure positive control over all property and assets of FOPSP until such time as it may be contributed to the Park's Management and accepted by it.
E. Shall approve all projects and events supported by FOPSP.
F. Shall recommend to the President the transfer of completed projects.
G. Shall approve the Annual budget.
H. Shall approve fundraising campaigns.

I. Shall fill vacancies of Board positions between elections by appointment as determined by a quorum of a majority of Board members present.

SECTION II: PRESIDENT

A. Serve as the official chief executive officer for FOPSP.
B. Set the strategy for FOPSP and translate that strategy into actionable, measurable goals.
C. Ensure that Officers and Directors have the resources required to achieve the strategic goals of FOPSP.
D. Preside at all meetings of the FOPSP Board.
E. Organize and present all items for consideration during scheduled meetings in accordance with a published agenda.
F. Call for meetings as required and communicate meeting date(s) to all members.
G. Call for the formation, modification, or elimination of committees, as required.
H. Vote as “other members” in a ballot vote: may break a tie in a vote by a show of hands only.
I. Sign all necessary orders, reports, or financial transactions.
J. May sign all checks.
K. Approve all orders, contracts, and financial transactions. May delegate approval of specific types and amounts of transactions to other Board members.
L. File or cause to file all official paperwork as required by the Department of Conservation and Recreation, State Corporation Commission, and the Internal Revenue Service.
M. Delegate duties and responsibilities as appropriate.
N. Provide input to the Treasurer for the annual budget.
O. Recruit volunteers.

SECTION III: VICE PRESIDENT

A. Assist the President with matters related to the business of FOPSP.
B. Perform the functions of the President in their absence.
C. Chair or manage activities and projects at the direction of the President.
D. Conduct investigations, mediate disputes, and make reports regarding any matters of contention.
E. Serve as the lead Board member for officer elections held for Election Years One and Three.
F. Provide input to the Treasurer for the annual budget.
G. Recruit volunteers.

SECTION IV: SECRETARY

A. Record minutes of all meetings of the FOPSP Board.
B. Publish meeting minutes, as required, and as approved by the Board.
C. Maintain an archival record of FOPSP.
D. Serve as the lead Board member for officer elections held for Elections Year Two.

E. Provide input to the Treasurer for the annual budget.
F. Recruit Volunteers.

SECTION V: TREASURER

A. Act as the custodian of all funds and assets of FOPSP.
B. Maintain and keep all financial records of FOPSP.
C. Deposit all funds in a financial institution as approved by the Board.
D. Prepare an annual budget for review and approval by the Board.
E. Disperse funds as designated by an annual budget and keep a schedule of payment obligations.
F. May sign all checks.
G. Report the financial status of the organization and its monetary accounts on a monthly basis to the Board.
H. Establish and monitor internal control procedures to ensure proper money handling and accountability.
I. File all tax returns and regulatory reports.
J. Acquire adequate insurance coverage to guard against risks and liabilities.
K. Recruit Volunteers.

SECTION VI: DIRECTOR OF CONCESSIONS

A. Manage the concessions for all concerts, socials, races, or other events for the FOPSP.
B. Ensure that each event's concessions is well-planned with all necessary materials on site and available.
C. Purchase or arrange for the purchase of all necessary supplies to support concessions for each event.
D. Manage relationships with event vendors and vendors that supply concession products such as beer and beer taps.
E. Ensure that all necessary licenses and insurance are obtained.
F. Ensure that concessions are well-staffed with volunteers.
G. Report to the Board on the outcome of each event supported by concessions.
H. Provide input to the Treasurer for the annual budget.
I. Recruit volunteers.

SECTION VII: DIRECTOR OF BIKING TRAILS

A. Develop an annual maintenance objectives and projects plan for the biking trails supported by or managed by FOPSP in cooperation with the Park Trails Manager.
B. Coordinate training of trail volunteers as needed, with support from the Pocahontas Volunteer Coordinator and Park Staff.
C. Manage the planned trail work schedule to ensure workdays are adequately staffed, and PPE, tools, and refreshments are available.
D. Maintain the Trail Conditions Monitoring system with input from volunteers and trail users.

E. Lead trail workdays as needed to achieve the objectives of the annual trails plan.
F. Provide input to the Treasurer for the annual budget.
G. Recruit volunteers.

SECTION VIII: DIRECTOR OF HIKING TRAILS

A. Submit proposals to the Park Manager to identify potential areas for development of new hiking-only trails.
B. Temporarily flag suggested routes for new trails in areas approved for their development, then work with Park and District 4 management to finalize and construct those routes
C. Assist Park trails staff on hiking trail construction and maintenance projects with volunteer resources. May act independently from Park Staff on hiking trail maintenance using best judgment.
D. Maintain a log of hiking-only trails with trail names, distances, conditions, and required maintenance or improvement. Update monthly with activities.
E. Maintain and collect data from trail counters and cameras in locations approved by the Board and Park Staff.
F. Identify and report downed trees or threatening deadfall to Park Management for removal.
G. Assist Park Management and staff with Park-sponsored hiking trail activities such as Youth Conservation Corps, Alternative Spring Break, Teen Week, etc., by identifying potential hiking trail maintenance or construction projects.
H. Provide supervisory support and training of volunteers engaged in hiking trail maintenance and construction of projects.
I. Schedule and lead volunteer hiking trail workdays, providing needed tools from Park resources.
J. Provide input to the Treasurer for the annual budget.
K. Recruit volunteers.

SECTION IX: DIRECTOR OF MEMBERSHIP

A. Manage the FOPSP membership program.
B. Ensure that volunteer groups and Contributors (see Art. III, Sec. VI) receive a prompt thank you from FOPSP.
C. Keep the membership roster current in coordination with the Park's volunteer support staff.
D. Maintain a database of all members who become inactive.
E. Serve as a member of the Volunteer Recognition Committee.
F. Provide input to the Treasurer for the annual budget.
G. Recruit volunteers.

SECTION X: DIRECTOR OF CONSERVATION

A. Plan and execute activities and long-term projects for the preservation of critical habitat or such other natural resource conservation efforts as are appropriate to support the Park's needs.
B. Assist in educational programs and the conservation of cultural resources to support the Park's needs.
C. In coordination with Park Staff, maintain the landscape garden beds around Park buildings with significant visitor activity and interaction.
D. Recruit and establish leaders of specific efforts and ensure that they have the resources to complete the tasks.
E. Provide input to the Treasurer for the annual budget.
F. Recruit volunteers.

Section XI: DIRECTOR OF FIREWOOD OPERATIONS

A. Manage the FOPSP firewood program.
B. Ensure that sufficient wood is cut, split, and dried for the campgrounds.
C. Ensure that equipment is maintained.
D. Collect firewood sales funds for the Treasurer.
E. Provide input to the Treasurer for the annual budget.
F. Recruit Volunteers.

SECTION XII: DIRECTOR OF COMMUNICATIONS

A. Propose and manage public communications through digital, print, and social media to support the FOPSP mission. Establish branding consistency for all communication platforms.
B. Manage and keep current on FOPSP.org email traffic (inbound, outbound).
C. Manage the FOPSP website, including design, updates, and enhancements as needed.
D. Assist other directors and Park Management to promote volunteering opportunities and notice of activities to the public through available platforms
E. Manage other FOPSP online assets and communication-related protocols, including web hosting and email marketing platforms. Assist with branding of the Trail Conditions Monitoring system, which is maintained by the Director of Biking Trails.
F. Provide input to the Treasurer for the annual budget.
G. Recruit volunteers.

SECTION XIII: DIRECTOR OF CRAFTSMEN

A. Provide leadership to the Timbersmith (woodworking) and Metalsmith (sign shop) programs.
B. Ensure that safety protocols are in place and effective for both programs.
C. Work closely with Park Staff to establish work schedules, project goals, and project assignments, and ensure effective volunteer participation.
D. Establish a quarterly schedule of meetings with Park volunteer leaders to review

projects and timelines.

E. Oversee the workshop facility for safe operation and use of the equipment, tools, materials, and supplies.
F. Facilitate the formation of teams of volunteers to work on assigned projects, along with identifying project team leaders.
G. Develop lists of supplies, tools, and equipment necessary for completion of projects, and forward a list of items for purchase to Park Staff.
H. Oversee the inventory of tools, equipment, and supplies at the various Park facilities used by both programs.
I. Promote the recognition of volunteer participation and feedback on program effectiveness.
J. Provide input to the Treasurer for the annual budget.
K. Recruit volunteers.

SECTION XIV: DEPUTY POSITIONS

Upon the recommendation of an individual Board member, the Board may approve and appoint a Deputy position for any Board position except for the President and Vice President. These shall be non-voting Board positions even in the temporary absence of the primary member. Deputies' attendance at meetings will not count toward meeting the quorum requirement.

ARTICLE VI, MEETINGS

SECTION I: MEETINGS OF THE GENERAL MEMBERSHIP

There shall be an Annual General Membership meeting held in January at a date, time, and place designated by the Board. The annual meeting shall be held for the election of officers, the receipt of annual reports from each officer, and any other business that may need to be presented to the membership.

SECTION II: MEETINGS OF THE BOARD OF DIRECTORS

A. Board meetings shall be held as often as necessary to effectively execute the business of FOPSP. The Board shall meet at a minimum of once every quarter (every three months) and preferably once a month at dates and times designated by the Board. Meetings for the entire year should be scheduled at the Annual General Membership meeting, so that subsequent Board meeting dates are distributed to all members. Routine meetings shall be scheduled by the President with at least seven days' notification to the membership.
B. The purposes of Board meetings are to receive committee reports and updates and conduct the business of FOPSP. Park Management may be invited to coordinate activities, review Park staffing changes, or address requests for FOPSP resources.
C. A majority of the Board shall constitute a quorum, and each Board member shall

have one vote. The President shall vote only when necessary to resolve a tie.

D. Board meetings should be open to all members of FOPSP.

SECTION III: SPECIAL MEETINGS

A. As necessary, ad hoc and emergency meetings of the Board may be convened to address urgent business that cannot be deferred to permit the seven-day notification period. The President or three members of the Board, through the President, can call a special meeting. An agenda for the meeting is to be included in the notice. Business conducted at a special meeting should be limited to the material introduced in the notice.

B. A majority of the Board shall constitute a quorum, and each member shall have one vote. The President shall vote only when necessary to resolve a tie.

C. The Board may restrict attendance at Special Meetings to only Board members and may exclude general membership and Park Management. A decision to limit attendance shall be made by the President in the notice of the Special Meeting but can be overruled by a majority of the Board.

ARTICLE VII, STANDING COMMITTEES

SECTION I: Membership Committee

The Membership Committee will be co-chaired by the Director of Membership and the Director of Communications, or as appointed by the President. Its purpose is to encourage membership and maintain contact with members.

SECTION II: Finance Committee

The Finance Committee will be chaired by the Treasurer or by a President-appointed member. Its purpose is to manage FOPSP's funds.

SECTION III: Special Events

The Special Projects Committee, if required, will be chaired by the Director of Concessions or as appointed by the President. Its purpose is to coordinate and direct all special projects as approved by the members, and to research and present proposed special projects to the Board of Directors for approval.

SECTION IV: Trails Committee

The Trails Committee shall be co-chaired by the Director of Biking Trails and the Director of Hiking Trails, or as appointed by the President. Its purpose is to plan and coordinate trail building and maintenance activities across the Park.

SECTION V: OTHER COMMITTEES

Other committees, standing, or special, may be established by the Board as it shall, from time to time, deem necessary to carry on its work. Their members shall be appointed by the President upon approval of a committee by the Board, unless this rule is suspended by a two-thirds vote of the Board before their appointment.

SECTION VI: PRESIDENT'S EX-OFFICIO COMMITTEE MEMBERSHIP

The President shall be an ex officio member of all committees, except the Nominating Committee and any disciplinary committees that may be formed.

ARTICLE VIII, CALENDAR

The fiscal year for the FOPSP is the calendar year and shall begin on January 1 and end on December 31.

ARTICLE IX, PARLIAMENTARY AUTHORITY

The most current version of Robert's Rules of Order will be used to guide the conduct of meetings of FOPSP.

ARTICLE X, AMENDMENTS

Proposed amendments to the Bylaws may be offered to the Board at any of its regularly scheduled meetings. Once agreed upon by a majority of the Board, the proposed amended Bylaws will be posted in their entirety to the FOPSP Active Membership for a period of no less than 14 days prior to adoption. Members may comment on the proposed amendments during the 14-day period. The Secretary shall serve as the primary point of contact for comments received from the membership. The Board will consider membership comments and finalize amendments to the Bylaws at its next regularly scheduled meeting following the conclusion of the comment period. A two-thirds majority of the Board present at the meeting is required to adopt an amendment to the Bylaws. Once adopted by the Board, the finalized Bylaws will be made available to the membership. The amended Bylaws must show the date of revision, the date of superseded issue, and the date of approval by the Board. The Secretary shall maintain copies of all previously approved versions of the Bylaws.

ARTICLE XI, STANDING RULES

SECTION I: RULES ADOPTION

Standing Rules may be developed by the Board to assist in the organization's operation and administration. They are to be presented to and adopted by the Board as needed. Standing Rules will be adopted by a majority vote of the Board and may be suspended by a majority vote. They can be amended or repealed by a two-thirds vote without prior notice or by a majority vote if prior notice has been given.

SECTION II: RULES ORGANIZATION

Standing rules shall be organized into an Operations Manual that includes administrative processes and procedures for the ongoing and effective management of the FOPSP mission (Article II). The Operations Manual shall be an enhancement of and consistent with these Bylaws and is not intended to be a replacement or repeat thereof. Each Director shall participate in the creation and updating of the Operations Manual for their respective areas of responsibility. The current Operations Manual shall be maintained by the Secretary.

ARTICLE XII, DISSOLUTION

SECTION I: NOTICE AND VOTE TO DISSOLVE

The Board may dissolve the FOPSP organization by a two-thirds majority vote. Notice of the intent to dissolve must be given in writing to the Park Manager of Pocahontas State Park 30 days in advance of the vote.

SECTION II: PROCEDURE

A. Dissolution of the FOPSP organization and assets must follow the regulations prescribed for a 501(c)(3) corporation and current guidelines established by the Commonwealth of Virginia and Federal tax law.

B. In the event of dissolution, whether voluntary, involuntary, or operation of law, none of the assets of the FOPSP will be distributed to any member. After payment of all lawful debts of the FOPSP, its property and assets shall be given to Pocahontas State Park.