

APPALACHIAN MOUNTAIN CLUB CONNECTICUT CHAPTER STANDING RULES

Revised March 13, 2022

Introduction

The Connecticut Chapter hereinafter referred to as the Chapter is organized as an administrative subdivision of the Appalachian Mountain Club (AMC or Club) to support the purposes and goals of the Appalachian Mountain Club. These include providing Chapter members, families, and youth groups with education, conservation, outings, trails, and other programs oriented to the outdoors.

The classification of members, the requirements for membership, the establishment of dues, the rights and privileges of members, the termination or severance of membership, shall be governed by the Bylaws and Standing Rules of the Club.

These Standing Rules define the Chapter organization and provide for its orderly operation. They specify the makeup of the Chapter Executive Committee, the duties of the various Committee Chairs, and guidelines for the operation of Chapter business.

Powers of Governance and Administration (from the Club Bylaws)

The powers of governance and administration for each chapter shall be vested in an executive committee. A chapter executive committee shall have charge of all the affairs of the chapter and shall have the power to create and dissolve committees as deemed necessary and appropriate for operation of the chapter.

Mission Statement

Through our broad range of activities and programs, the Connecticut Chapter of the Appalachian Mountain Club encourages people to enjoy and appreciate the natural world. We believe that successful conservation depends on this experience. The Connecticut Chapter promotes the protection, enjoyment, and responsible use of the Appalachian Trail in Connecticut as well as of the other trails, rivers, and byways within the state in cooperation with other maintenance organizations. We believe that the mountains and rivers have an intrinsic worth and that they provide recreational opportunity, spiritual renewal and ecological and economic health for the state. The members of the Connecticut Chapter of the AMC form a network of users and stewards who protect these areas and educate others as to their use.

Article I - General

Section A. Superseding.

Club By-Laws supersede these Standing Rules. Upon their adoption, these Standing Rules supersede any previous motions of the Chapter Executive Committee that are in conflict with them.

Section B.

It is the responsibility of the Chapter Chair to bring needed changes in these Standing Rules to the attention of the Chapter Executive Committee.

Article II - Chapter Executive Committee and Other Positions

Section A. Executive Committee.

The Chapter Executive Committee shall consist of the holders of the positions in Article II, Section F below as well as the Chair/Co-chairs of each Standing Committee listed in Article II, Section H below.

Section B. Casting Votes.

Each such voting Chapter Executive Committee position and each Standing Committee shall have one vote. Where two Co-chairs of a Standing Committee are in attendance, each shall have ½ vote. If one of two Co-chairs of a Standing Committee is in attendance, the attending Co-chair is authorized to cast one vote on behalf of the Standing Committee.

Section C. Quorum.

A quorum of the Chapter Executive Committee shall consist of one more than half of the voting positions. A quorum must be present for any vote to be taken. A vacant Chapter Executive Committee position or a Standing Committee lacking a Chair shall reduce the number of positions or Committees used to calculate a quorum.

Section D. Recommended Attendance.

Chapter Executive Committee members are expected to attend all Chapter Executive Committee meetings and the Annual Gathering. Standing Committee Chairs/Co-chairs are expected to provide a written Committee report to the Chapter Secretary one week prior to each Chapter Executive Committee meeting and to present a budget for the coming year to the Chapter Treasurer by the date of the October Chapter Executive Committee meeting. Standing and other Committee Chairs are expected to maintain an active committee roster and to make use of that committee in all possible instances to assist in the development of new Chapter leadership. All Chapter Executive Committee members and Standing Committee Chairs/Co-chairs are also encouraged to attend Interchapter gatherings, AT Give A Day to Trails, AT Day and the Spring Dinner. If a Standing Committee Chair/Co-chair is unable to attend any such meeting, that Chair is encouraged to appoint a Committee member or other Committee representative to attend in his/her stead.

Section E. Start of Term.

Chapter Executive Committee members whose nominations are approved at the Annual Gathering shall assume their positions immediately upon approval. Any Chapter Executive Committee members whose nomination is approved at a time other than the Annual Gathering shall assume the position immediately upon approval by the Executive Committee.

Section F. Executive Committee Positions.

The following is a list of voting Chapter Executive Committee positions. Detailed job descriptions shall be maintained for each voting Chapter Executive Committee position. It is the responsibility of the Standing Committee Chairs to assure that job descriptions are kept up to date. Job descriptions shall be approved by the Executive Committee.

1. Chair: Presides at all Chapter Executive Committee meetings and the Annual Gathering. Appoints any non-voting and Ad Hoc Committee Chairs. Represents the Chapter and/or the Club, as required, at both Club and non-Club functions. Resolves any question over the areas of responsibility of Committees or brings these questions before the Chapter Executive Committee for resolution. Responsible for forwarding Club communications to the Executive Committee.

2. Vice-Chair: In the event of the resignation of a Chapter Chair, assumes the title and duties of the Chair until the next Chapter Annual Gathering. In the event of the temporary absence or disability of the Chair, assumes the duties of the Chair during such absence or disability. The Vice-Chair is strongly encouraged to attend Interchapter gatherings, including the Club's Annual Meeting. Represents the Chapter on Club committees to which the Chapter Vice-Chair is a designated member.

3. Secretary: Keeps a record of all the proceedings of the Chapter and of the Chapter Executive Committee, notifies the respective members of the date, time, and place of all Chapter Executive Committee meetings and the Annual Gathering. Conducts the official correspondence of Chapter and keeps proper files and records of same. Is responsible for the collection of and printing of the Annual Report. Responsible for editing the Chapter Standing Rules annually to reflect any changes approved by the Chapter Executive Committee. In the event of a prolonged absence or incapacity of the Chapter Chair and Vice-Chair, the Secretary is responsible for calling a meeting of the Chapter Executive Committee for the purpose of naming a Committee member to perform the duties of the Chair.

4. Treasurer: Collects and has custody of Chapter funds; disburses said funds under the direction of the Chapter Executive Committee; keeps account of all Chapter property. Annually prepares the Chapter's budget. Monthly, presents to each affected Executive Committee member a comparison of expenses to date vs. budget to date.

5. Three Members At Large: Serve on Ad Hoc Committees as needed, to serve as liaison person between Committees as needed, and to handle special assignments as they arise.

6. Newsletter Editor: Responsible for publication of the Chapter newsletter.

7. Chapter Webmaster: Manages the Chapter Website to ensure safe and responsible operation consistent with the goals of the Club and the Chapter. Works with the Standing Committee Chairs to prepare and edit content on the website. Provides the means for committee members designated as page maintainers by the Committee Chairs to access and update the content of their respective sections of the website.

8. Immediate Past Chair: Advisor to the Chapter Executive Committee. Shall serve a term consecutively with the current Chair's term that commences immediately following his/her tenure as Chapter Chair.

9. Standing Committee Chairs: The chair of each standing committee listed in Article II. Section H below.

Section G. Attendance and Voting.

1. Electronic Participation: A Standing Committee Chair or Co-chair may participate in a Chapter Executive Committee meeting by means of web conferencing or such other technology as may be available.

2. Designees: A Standing Committee Chair or Co-chair who cannot attend an Executive Committee meeting is encouraged to appoint a designee to attend such meeting if the Standing Committee would otherwise be unrepresented at such meeting. The designee should be a member of the Committee. Such designee is expressly authorized to vote in place of the officer, Chair or Co-Chair who cannot attend such meeting. If a designee is not available, the Chapter Chair, Vice Chair or Secretary, when presiding over an Executive Committee meeting, may, prior to the meeting, accept a written proxy vote from the officer or Chair or Co-chair who cannot attend such meeting. Such proxy shall be limited to such items on the agenda as are provided to the Executive Committee in advance of the meeting.

3. Special Meetings and Electronic Polling: In the event a vote is required between regularly scheduled meetings of the Executive Committee, the chair may call a special meeting, or he or she may authorize a vote by electronic polling. Such electronic polling shall meet the same quorum requirements as are applicable to an in-person meeting.

Section H. Standing Committees.

The following committees are each standing committees of the Chapter. Committee Chairs are encouraged to recruit members to their respective committees. The committee duties are intended only as a general description.

1. Membership: Responsible for representing the interests of all Chapter members before the Chapter Executive Committee. Plans programs designed to increase member involvement in Chapter activities. Keeps an updated list of Chapter members, answers inquiries from prospective members, sends introductory literature to new members, provides membership data to maintainers of activity committees regarding activity leader lists.

- 2. Excursions:** Provides a program of general excursions for the Chapter and handles all materials for publication in the Chapter section of the Club publications. Maintains the Chapter's hike leader list and Excursions e-mail lists.
- 3. Program:** Plans special programs of the Chapter, including the Annual Gathering, Spring Dinner and assists other Chairs in planning similar activities. Obtains and maintains Chapter-owned supplies used for these purposes.
- 4. AT:** Carries out the Chapter's responsibility for managing the National Park Service property in Connecticut; maintains the Appalachian Trail and its related connector trails in Connecticut; serves as liaison with regional trail organizations, the Appalachian Trail Conservancy, and the National Park Service; offers trained assistance to other trail organizations in Connecticut when requested.
- 5. Whitewater:** Plans and supervises all whitewater trips for the Chapter. Responsible for a program of activities designed to train new leaders and promote safe practices in canoeing and kayaking. Maintains equipment, records, policies, finances, and outside contacts for all whitewater activity.
- 6. Mountaineering:** Represents the Chapter in all rock climbing and mountaineering activities. Responsible for a program of activities designed to train new leaders and promote safe practices in mountaineering. Maintains Chapter mountaineering property and the Chapter's mountaineering leaderlist.
- 7. Conservation:** Organizes, publicizes, and directs conservation projects concerning the Connecticut Chapter and works with allied organizations in these areas. Maintains the conservation e-mail list.
- 8. Education:** Organizes leadership training and educational workshops for members and the general public. Provides appropriate educational material for other Chapter Committee Chairs as requested.
- 9. Fairfield County:** Responsible for representing the interests of Western Connecticut members before the Chapter Executive Committee. Presents programs and slide-show events. Promotes participation in Chapter activities.
- 10. Bicycling:** Responsible for a program of activities designed to train new leaders and promote safe practices in bicycling. Maintains the Chapter's bicycle leader list.
- 11. East of the River:** Responsible for representing the interests of East of the River members before the Chapter Executive Committee. Promotes area participation in Chapter activities.
- 12. Flatwater and Coastal Paddling:** Plans and supervises all flatwater trips for the Chapter. Responsible for a program of activities designed to train new leaders and promote safe practices in canoeing and kayaking. Maintains the Chapter's flatwater and coastal paddling leader list.
- 13. Young Members:** Provides a peer group for Chapter members aged 21 to 39 that promotes conservation and enjoyment of the outdoors. Provides recreational and social events, and encourages members to take on leadership roles.
- 14. Family Activities:** Provides a peer group for Chapter members with families that promotes conservation and enjoyment of the outdoors. Provides recreational and social events.
- 15. Communications/Public Relations:** Responsible for promoting the chapter and chapter events through the Club's activity listing system, emails, social media, press releases and other available media.

Section I. Other Chapter positions that shall be non-voting.

Northwest Camp Committee Chair: The Northwest Camp Committee has been established for the purpose of managing the property, affairs and business of the AMC's facility at the Northwest Camp in Salisbury, Connecticut. The Committee is under the jurisdiction of the Outdoors Operations Department of the Club and is overseen by the Vice President of Outdoors Operations and the Director of Volunteer-led Camps and Cabins (VCC's). The Chair acts as liaison with Mt. Riga Corp.

Nominating Chair: The Nominating Chair shall be a non-voting member of the Executive Committee. At least one member of the Nominating Committee is required to attend the Annual Gathering to present the slate of nominees.

Section J. Nominating Committee, Election and Termination of Executive Committee Members.

The operation and size of the Nominating Committee is as follows:

1. Composition: shall consist of 3 members selected by the Chair by July 1 of each year. The committee shall confirm the interest of those presently serving and solicit/identify candidates for vacant positions. The Nominating Committee shall provide the Secretary, Webmaster and Newsletter Editor with the slate of nominees at least 45 days prior to the Annual Meeting.

2. Notice: The names of proposed officers and Executive Committee members, other than NW Camp, shall be electronically posted/provided to the membership not less than 30 days prior to the Chapter's Annual Meeting. Additional nominations, with the written consent of the nominee, may be made by signature of at least 50 members and provided in writing to the Secretary within 15 days of the Annual Meeting. Positions noticed as vacant may be appointed then noticed to the membership by email up to 24 hours in advance of the Annual Meeting. There are no nominations from the floor.

3. Job Descriptions: The Nominating Committee shall provide prospective nominees with a copy of the updated job description for the position for which they are being proposed and with a copy of these Standing Rules. It shall also confirm each nomination in writing to the person nominated.

4. Election: Election shall be at the Annual Meeting by a majority of those attending and voting. In the event of a contested election, vote will be by ballot. Should a ballot vote end in a tie, it shall be determined by lot. Non-contested elections shall be by voice. Note - NW Camp elections and/or appointments shall be made in accordance with policies and procedures of the Club.

5. Terms: The term of each office shall be one-year. The Chair or Vice Chair may not serve more than two consecutive one year terms.

6. Termination for Cause: The term of office of any elected member of the Executive Committee may be terminated for cause following procedures established for termination in the Bylaws of the Club.

Article III - Chapter Executive Committee Administrative Guidelines

Section A. Meetings.

1. Number: A minimum of nine meetings - to be held on the second Monday or Tuesday of January, February, March, April, May, June, September, October and December - except when such day is a holiday, in which case an alternate date may be designated by the Chapter Chair. The Annual Gathering and December Dinner Retreat may be considered as fulfilling the nine-meeting requirement.

2. Cancellation: Any meeting can be canceled for inclement weather by the Chair and the Vice Chair/Secretary. Meetings canceled due to bad weather may be rescheduled at the discretion of the Chair. In the event of inclement weather, a decision to cancel shall be made and communicated by noon. The Executive Committee may vote to cancel or change meeting dates for purposes other than inclement weather.

Section B. Agendas for Chapter Executive Committee Meetings.

The Chair or Secretary shall provide to Executive Committee members an agenda in advance of each meeting. Executive Committee members wishing to raise issues before the Executive Committee shall submit these to the secretary 10 days in advance of an Executive Committee meeting for inclusion in the agenda whenever possible.

Section C. Order of Business - Executive Committee Meetings.

Parliamentary procedure shall be governed by Robert's Rules of Order, most recent edition where not inconsistent with the Club or these Standing Rules. The order of business for meetings of the Chapters shall be:

- Call to order
- Discussion of the minutes of previous meeting
- Report of the Treasurer
- Chair's Report
- Discussion of committee reports (optional)
- Action items (optional)
- Unfinished business
- New business
- Regional Director's update (optional)

Section D. Annual Report.

The Secretary collects information for and has the Annual Report printed. Executive Committee members are responsible for preparing and providing to the Secretary their reports to the Chapter membership for inclusion in the Chapter Annual Report. The Annual Report will be provided at no charge to members attending the Annual Gathering. Members not attending shall be notified of its availability.

Section E. Public Statements.

No official pronouncement in the name of the Appalachian Mountain Club involving opinion or policy in matters of public interest may be made by a Chapter, a Committee, or any member thereof, without the express written consent of the Club in the form required by the Club. A Chapter may make pronouncement on local matters in the name of the Chapter.

1. An official pronouncement in the name of the Connecticut Chapter involving opinion or policy in matters of public interest will be made only with the consent of the Chapter Executive Committee.
2. The Chapter Executive Committee will normally grant consent for such public pronouncements only after an investigation and recommendation by the Standing Committee most involved.
3. A file of public pronouncements made in the name of the Connecticut Chapter shall be maintained by the Chapter Secretary.
4. Any Committee member may table/exhibit as desired, provided it does not conflict with club policy.

Section F. Financial Handling.

1. Disbursements and Composition/Authority of Financial Oversight Committee (FOC):

Disbursements made by the Treasurer of more than \$100 shall require the approval of the Financial Oversight Committee (FOC) unless previously approved by the Chapter Executive Committee or specifically included in the approved budget of the Chapter Executive Committee. Disbursements for a Committee in excess of that Committee's budget will require approval of the FOC. The FOC is chaired by the Chapter Treasurer, and includes the Chapter Chair, Chapter Vice-Chair, and Chapter Secretary. The purpose of the FOC is to address non-budgeted expenditure requests that cannot be allocated from an existing standing committee's budget.

a. Requests \$500 or less - If the request is for \$500 or less, the FOC can approve it as long as the Treasurer stipulates that the treasury will not be adversely impacted. At its discretion, the FOC can refer requests for \$500 or less to the entire Executive Committee for a formal motion and vote. Such request can be submitted to the FOC at any time, but if the FOC decides to take the request to the full Executive Committee, the FOC should receive the request at least seven days prior to the Executive Committee meeting at which it will be acted upon and such request shall be identified on the agenda.

b. Requests over \$500 - If the request is more than \$500, the FOC considers the request and makes a recommendation to the Executive Committee. The Executive Committee can modify the recommendation of the FOC as it sees fit, and following a motion and a second, votes to reach a decision. Such requests must be submitted to the FOC at least seven days prior to the Executive Committee meeting at which it will be acted upon and such request shall be identified on the agenda.

2. Executive Committee Reimbursements: It is the intention of the Chapter that no Chapter Executive Committee member has to incur legitimate expenses in the operation of Chapter business without reimbursement. Committee budgets should be planned to include reimbursements for such expenses as telephone and postage. Each Chapter Executive Committee member requesting such reimbursement shall provide the Treasurer with a detailed summary of expenses incurred, including date incurred, reason, amount and any pertinent receipts. This provision is not intended to discourage donation to the Chapter of such expenses by any Chair/Co-chair. The wish of the Chapter is that no person be precluded from service to the Chapter due to financial circumstances.

3. Executive Committee Reimbursements for Club Travel: The Connecticut Chapter will reimburse the registration fee and 100% of the lodging expenses, of any Chapter Executive Committee member or their designated representative for attendance at the Club's Fall Gatherings, Annual Meetings, Club-wide Retreats, and other meetings as agreed to by a majority vote of the Chapter Executive Committee. Reimbursement shall also be made for all travel costs including parking, tolls, and mileage relating to such meetings. The rate of reimbursement shall be the same as the Club's current rate of reimbursement.

4. Chapter Chair and Vice Chair Reimbursements: In addition to the reimbursements described above, the Chapter Chair and Vice-Chair may be reimbursed for automobile mileage incurred going to and from all Connecticut Chapter meetings. The rate of reimbursement shall be the same as the Club's current rate of reimbursement.

5. Connecticut In-state Travel Reimbursements: With the exception of the Chair and Vice Chair and those noted in sections 6 and 7 below, no additional volunteers will be reimbursed for mileage for Connecticut in-state travel.

6. AT Committee Volunteer Reimbursements: Commencing December 1, 2016, AT committee volunteers who exceed more than 750 miles traveling to and from AT work will be eligible for an annual reimbursement of all miles traveled in Connecticut at the rate per mile which the IRS accords as a

volunteer mileage deduction. Miles will be reported annually to the Treasurer by the AT Chair in a manner identified by the Treasurer.

7. Volunteer Instructor Reimbursements: Volunteer instructors teaching specialized skill courses for which the Club authorizes volunteer instructor expenses reimbursement, and for which money is collected from participants, may be reimbursed their lodging and mileage expenses, to include expenses incurred in-state. Mileage expenses may be reimbursed at the rate per mile which the IRS accords as a volunteer mileage deduction.

8. Executive Committee and Active Member Reimbursement for Wilderness First Aid (WFA)/CPR Instruction: It is the intention of the Chapter that the cost of WFA training should not discourage members, who have been members for the past five years, from participating. The Chapter will pay half of the cost of an Executive Committee member and active member's participation in any WFA course, to a maximum of half the cost of the Connecticut Chapter sponsored WFA course in that year, inclusive of CPR training, provided that the member (A) commits to complete and does complete the course and obtain certification, and (B) has been a Chapter member for 5 or more years, or is a qualified Chapter leader who either has led 2 or more activities within the previous 12 months, or commits to lead 2 or more activities within the subsequent 12 months.

9. Fiscal Year: The fiscal year of the Chapter shall be the same as the fiscal year of the Club.

Section G. Annual Meeting.

The Annual Meeting of the Chapter shall be on any Friday, Saturday or Sunday in October, November or December.

Section H. Adoption and Amendments.

The Standing Rules can be adopted or changed by a 2/3 vote of the current voting members of the Chapter Executive Committee or by a majority vote of that Committee if two weeks' notice in writing of the proposed change has been provided to all voting members.