

**APPALACHIAN MOUNTAIN CLUB
CONNECTICUT CHAPTER STANDING RULES**

As of June 13, 2011

Introduction

The Connecticut Chapter is organized 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.

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.

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. Chapter By-Laws and 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. 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.**
- Section C. It is the responsibility of the Chapter Chair to bring needed changes in these Standing Rules to the attention of the Chapter Executive Committee.**
- Section D. A rule can be suspended upon recommendation of the Chapter Chair and confirmation by a majority vote at any Chapter Executive Committee meeting where a quorum is present. Such suspension shall be in effect only until the next scheduled Chapter Executive Committee meeting.**

Article II - Chapter Executive Committee and Other Positions

- Section A. The Chapter Executive Committee shall consist of the holders of the positions specified in the Chapter By-Laws and of each other position listed in Article II, Section D below as well as the Chair/Co-chairs of each Standing Committee listed in Article II, Section E below.**
- Section B. 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. 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.**
- Section D. Chapter Executive Committee members except the Northwest Camp Chair/Co-chairs are expected to attend all Chapter Executive Committee meetings and the Annual Gathering; the Northwest Camp Chair/Co-chair is expected to attend 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 of at least the minimum size specified in Article II, Sections E and F of these Standing Rules 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, the Spring Dinner and New Member Dinner. If a**

**APPALACHIAN MOUNTAIN CLUB
CONNECTICUT CHAPTER STANDING RULES**

As of June 13, 2011

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. 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. 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.

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.

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. Responsible for editing the Chapter By-Laws annually to reflect changes, if any, approved by the Chapter membership

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. Two Members At Large

To 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. Northwest Camp Committee Chair (the Northwest Camp Committee reports at the Club level to the Volunteer Managed Facility Committee).

Responsible for the inspection and maintenance of Club land and property in the Northwest Camp area. Responsible for ensuring that the Northwest Camp is fully compliant with the Club's requirements for such a facility. Acts as liaison with Mt. Riga Corp.

7. Newsletter Editor

Responsible for publication of the Chapter newsletter.

**APPALACHIAN MOUNTAIN CLUB
CONNECTICUT CHAPTER STANDING RULES**

As of June 13, 2011

8. 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. Acts as Chapter Approver in the Club-provided Online Trips Listings (OLTL) system. Manages other technology solutions as may be used by the chapter including the chapter telephone number and systems such as the OLTL system. Provides training for committee members as needed in proper use of Club and Chapter technology facilities.

Coordinates and maintains the non-activity content for the Connecticut section of *AMC Outdoors* Magazine Backcountry listings. Ensures that changes from the Committee Chairs are communicated to Club editorial staff.

9. Standing Committee Chairs

The chair of each standing committee listed in Article II, Section E below.

Section G. Standing Committees: The following committees are each standing committees of the Chapter. The minimum committee size and duties are intended only as a general description.

1. Membership

A committee of not less than four. 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

A committee of not less than four. 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

A committee of not less than four. Plans special programs of the Chapter, including the Annual Gathering, Spring Dinner, New Member Day Dinner, and assists other Chairs in planning similar activities. Obtains and maintains Chapter-owned supplies used for these purposes.

4. Trails

A committee of not less than six. 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

A committee of not less than four. 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

A committee of not less than three. 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 leader list.

7. Conservation

A committee of not less than three. Organizes, publicizes, and directs conservation projects concerning the Connecticut Chapter and works with allied organizations in these areas. Maintains the conservation e-mail list.

**APPALACHIAN MOUNTAIN CLUB
CONNECTICUT CHAPTER STANDING RULES**

As of June 13, 2011

8. Education

A committee of not less than three. 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

A committee of not less than four. 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

A committee of not less than four. 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

A committee of not less than four. 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

A committee of not less than four. 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

A committee of not less than four. 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

A committee of not less than four. Provides a peer group for Chapter members with families that promotes conservation and enjoyment of the outdoors. Provides recreational and social events.

Section H. Other Chapter positions that shall be non-voting:

1. Past Chair

Advisor to the Chapter Executive Committee. Shall serve for a one-year term that commences immediately following his/her tenure as Chapter Chair. Is strongly encouraged to attend Executive Committee meetings.

2. Nominating

The operation and size of the Nominating Committee is described in detail in the Chapter By-Laws. 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. At least one member of the Nominating Committee is required to attend the Annual Gathering to present the slate of nominees.

Article III - Chapter Executive Committee Administrative Guidelines

Section A. Meetings

1. 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. Any meeting can be canceled by majority vote of the Executive Committee, but two consecutive meetings may not be canceled. Meetings canceled due to bad weather may be rescheduled at the discretion of the Chair.
3. Held as supper meetings as frequently as possible to ease burden of members who must travel long distances and to promote group cohesiveness.

**APPALACHIAN MOUNTAIN CLUB
CONNECTICUT CHAPTER STANDING RULES**

As of June 13, 2011

4. Held centrally or alternating in the geographic areas of Executive Committee members.
5. Executive Committee meetings shall be publicized periodically to Chapter members with members encouraged to attend and to forward comments and suggestions for Executive Committee consideration.

Section B. Agendas for Chapter Executive Committee Meetings

1. 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

1. Call to order.
2. Discussion of the minutes of previous meeting.
3. Report of the Treasurer.
4. Discussion of committee reports (optional).
5. Unfinished business.
6. New business.
7. Regional Director's update (optional).

Section D. Annual Report

1. 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.
2. The Annual Report will be provided at no charge to members attending the Annual Gathering. It will be mailed to non-attendees who provide postage to the Chapter Secretary while the supply lasts and made available on the Chapter Website. Members not attending shall be notified of its availability.

Section E. Public Statements

1. 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.
2. 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.
3. The Chapter Executive Committee will normally grant consent for such public pronouncements only after an investigation and recommendation by the Standing Committee most involved.
4. A file of public pronouncements made in the name of the Connecticut Chapter shall be maintained by the Chapter Secretary.

Section F. Financial Handling

1. 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 can not be allocated from an existing standing committee's budget.
 - a. 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

**APPALACHIAN MOUNTAIN CLUB
CONNECTICUT CHAPTER STANDING RULES**

As of June 13, 2011

days prior to the Executive Committee meeting at which it will be acted upon and such request shall be identified on the agenda.

- b. 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. 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. The Connecticut Chapter will reimburse up to 50% of the expenses of meals purchased on-site, and 100% of the lodging expenses, of any Chapter Executive Committee member or their designated representative for attendance at the Club's Fall Gatherings, Spring Gatherings, Annual Meetings, Clubwide Retreats, and other meetings as agreed to by a majority vote of the Chapter Executive Committee. Should a delegate choose to eat off-site rather than partake of a scheduled on-site meal, that delegate shall be reimbursed at the lesser of actual meal cost incurred or 50% of that scheduled on-site meal price. 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. In addition to the reimbursements described above, the Chapter Chair and Vice-Chair shall 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.

Section G. Periodic Review - Chapter By-Laws & Standing Rules

Commencing in 1994 and no less frequently than once in every five years thereafter, the Chapter Chair shall appoint an Ad Hoc Committee to review the Chapter By-laws and Standing Rules and to recommend changes, if and as needed, to the Chapter Executive Committee.