

NARRAGANSETT CHAPTER AMC

STANDING RULES

PURPOSE

The purpose of the Standing Rules is to define those committees not specified by the Chapter By-Laws, and to provide guidelines for the orderly operation of the Chapter.

ARTICLE I - GENERAL

Chapter By-Laws and Club By-Laws supersede these Standing Rules. Upon their adoption, these Standing Rules supersede any previous approved motions of the Executive Board that are in conflict with them. According to Article VII of the Chapter By-Laws, the Chapter Standing Rules may be formulated and/or amended by a two-thirds vote of the Chapter Executive Board present and voting. No amendment to the Chapter Standing Rules shall take effect until at least one week after adoption, but any rule may be suspended by a three-fourths vote of those members of the Chapter Executive Board present and voting.

ARTICLE II - THE CHAPTER EXECUTIVE BOARD

1.0 The Executive Board

The Executive Board shall consist of the positions specified in Article IV, Section 1 of the Chapter By-Laws. Each position shall have one vote, except as noted in Article IV, Section 11 and 12 of the Chapter By-Laws. These positions are:

1. Chapter Chair
2. Chapter Vice-Chair
3. Chapter Secretary
4. Chapter Treasurer
5. Chapter Membership Chair
6. Immediate Past Chapter Chair
7. Chapter Activities Chair
8. Chapter Communication Chair
9. Chapter Conservation Chair
10. Chapter Trails Chair
11. Chapter Leadership Chair

2.0 Quorum

According to Article IV, Sections 1 and 13 of the By-Laws, a quorum shall consist of five members of the Executive Board each possessing the authority to cast a single vote.

3.0 General Responsibilities of all Executive Board Members

3.1 Meeting Attendance

Executive Board members are responsible for attending all Executive Board Meetings. They are strongly encouraged to attend the Chapter Annual Meeting and Spring Fling. Those members whose positions interact with similar positions in other Club Chapters, and/or Club-Wide committees, are encouraged to also attend appropriate Club-Wide Meetings, the Club Annual Meeting, and/or other interchapter committee meetings, as well as other related non-Club meetings.

3.2 Budget

All Executive Board members are responsible for presenting a proposed budget to the Chapter Treasurer each October, for the next fiscal year, which is coincidental with the calendar year. Newly elected/appointed Executive Board members may modify the budget proposed by their predecessor, prior to the start of the new fiscal year. The proposed budget shall be reviewed by a board consisting of the Chapter Chair, the Chapter Vice-Chair, and the Chapter Treasurer, prior to the first Executive Board meeting of the new fiscal year. The review board's recommendations shall be heard by the Executive Board prior to taking action on the proposed budget. It is desirable that the Executive Board approve a budget at the first meeting of the fiscal year so that all committees may plan appropriately for the remainder of the year.

3.3 Committees

Committee chairs are responsible for maintaining an active committee and for providing the Chapter Secretary with a list of their committee members within 30 days after the Annual Meeting.

3.4 Leadership

Committee chairs are encouraged to assist in the development of new Chapter leadership. A direct way of accomplishing this task is to groom a potential replacement for the committee chair position. More general training can be accomplished by timely workshops in each chair's area of expertise, as well as encouraging participation in the leadership development program and use of leadership guides and materials of the Leadership Development Committee.

3.5 Job Description

Committee chairs are responsible for maintaining an updated, detailed job description subject to the approval of the Chapter Chair.

3.6 Equipment Inventories

The chair of each committee responsible for any Chapter owned equipment shall submit a complete inventory of such equipment to the Chapter Secretary annually at the first Executive Board meeting of the calendar year. The location of each item of equipment, at the time of inventory, shall be stated.

3.7 Participation on the Activities Committee (or Program Committee)

All committee chairs or their representatives are encouraged to be active participants on the Activities Committee (or where mentioned in these Rules, the Program Committee). This will reduce scheduling conflicts, and encourage a broader range of chapter activities and programs.

4.0 Specific Responsibilities of Executive Board Members and Their Committees

The duties noted in the following positions are basic responsibilities. They are not intended to be job descriptions. The responsible agent may choose to delegate authority to someone else, but the responsibility will always lie with the owner of that job. It is the responsibility of each Executive Board member to maintain an individual job description. The Chapter Chair shall oversee the maintenance of the job descriptions. Article II, Sections 4.1-4.6 below describe the duties of those Executive board members who are elected officers in accordance with the bylaws. Article II, Sections 4.7 – 4.11 below describe the duties of those Executive board members who are chairs of standing committees in accordance with the bylaws.

In various Sections below within Article II, the term “ the appropriate AMC media” means “the **Gansett Gazette** and/or **AMC Outdoors** and/or the Chapter website and/or the AMC website”.

4.1 Chapter Chair

Per Article IV, Section 6 of the By-Laws, the Chapter Chair shall:

- a) Preside at all meetings of the members, and of the Executive Board.
- b) Supervise the duties of the other officers and committee chairs.
- c) Present a report to the Annual Meeting of members.
- d) Appoint any non-elected and ad-hoc committee chairs.
- e) Approve the appointment of all committee sub-chairs.
- f) Represent the Chapter and/or the Club, as required, at both Club and non-Club functions.

September 15, 2016 Revision

- g) Chair the Chapter Budget Review Board.
- h. Prepare the Executive Committee Budget
- i) Have veto power over trips/activities.
- j) Have responsibility for approving inter-chapter trips (excursions) to be published in **AMC Outdoors** and for liaison with the AMC Interchapter Trips Coordinator.

The Chapter Chair is an ex-officio member of all Chapter committees.

4.2 Chapter Vice-Chair

Per Article IV, Section 7, of the Chapter By-Laws, the Vice Chair shall serve as Chapter Chair in the absence or disability of the Chapter Chair and shall assume such other responsibilities as may be delegated to him/her by the Chapter Chair or the Executive Board. Such responsibilities presently include, but are not limited to:

- a) Arranging all details of the Annual Meeting and Spring Fling, including meals and speakers as required. Help may be solicited from Chapter committees.
- b) Monitoring the Chapter By-Laws and Standing Rules for potential updating by the Executive Board.
- c) Participating as a member of the Chapter Budget Review Board.
- d) Chairing the Leadership List Committee which is comprised of the chairs of all committees.
- e) Assisting the Chapter Chair in supervising the duties of the Membership Chair, the Communication Chair, and the Leadership Chair.
- f) Chairing the Program Committee which plans all family, young adult, educational, informational or social events including the Annual Meeting and Spring Fling Chapter gatherings. The Chapter Program Committee consists of the Membership Chair or his/her representative plus at least three other members. This Committee will review and submit their event notices to the appropriate AMC media.

The Chapter Vice-Chair shall automatically succeed to the office of the Chapter Chair in the event that the office of the Chapter Chair is vacated before the term of office is completed.

4.3 Chapter Secretary

Per Article IV, Section 8, of the Chapter By-Laws, the Chapter Secretary shall:

- a) Give notice of all Executive Board and Chapter meetings.
- b) Record and keep minutes of all Executive Board and Chapter meetings and distribute said minutes to Executive Board and other appropriate persons.

September 15, 2016 Revision

- c) Keep and maintain the official documents of the Chapter including the Chapter By-Laws and Standing Rules.
- d) Conduct the correspondence of the Chapter.
- e) Be responsible for the keeping of any correspondence, records, and papers significant to the Chapter.
- f) Be responsible for the collection of the committee reports and the printing of the Chapter Annual Report. The Annual Report includes:
 - 1) Minutes of the preceding Annual and special Chapter meetings
 - 2) All motions passed by the Executive Board since the preceding Annual Report
- g) Be responsible for overseeing the activities of the archivist.

The Secretary is also responsible for the duties outlined in Article IV, Section 7.0, of these Standing Rules.

4.4 Chapter Treasurer

Per Article, Section 9, of the Chapter By-Laws, the Chapter Treasurer shall:

- a) Receive all funds paid to or belonging to the Chapter.
- b) Disburse funds under the direction of the Executive Board.
- c) Keep proper accounts.
- d) Make a report of receipts and disbursements at meetings of the Executive Board.
- e) Assist all Executive Board members in planning their budgets by providing such historical records as they may require.
- f) Provide such guidelines as will assure a uniform proposed budget submission amongst the Executive Board.
- g) Make available a report of the Chapter receipts and disbursement for presentation at the Annual meeting of the Chapter members.
- h) Participate as a member of the Chapter Budget Review Board.
- i) Submit the Executive Board approved budget and Annual Financial Report to the Club as requested.

4.5 Chapter Membership Chair

Per article IV, Section 10, of the Chapter By-Laws, the Chapter Membership Chair shall:

- a) Be responsible for organizing a committee to assist in carrying out the duties of the Membership Chair
- b) Be responsible for overseeing and coordinating the planning of the activities of the committee. Such activities shall include:
 - 1) Encouraging new member recruitment.
 - 2) Monitoring and promoting member retention.
 - 3) Providing orientation of Chapter activities to new members.

September 15, 2016 Revision

- 4) Maintaining a list of Chapter members.
- 5) Coordinating new member potluck dinners.
- c) Assist the Vice-Chair as a member of the Program Committee (or delegate this duty to a Membership Committee representative).
- d) Act as liaison between the Chapter Executive Board and the Membership Committee on Chapter related business.
- e) Communicate with the Chapter membership and Club on matters pertaining to Chapter membership.
- f) Represent the interest of all Chapter members before the Executive Board.
- g) Oversee the establishment and maintenance of committee policy with the advice and consent of the Executive Board.
- h) Submit membership activity notices to the appropriate AMC media.
- i) Budget for anticipated Membership expenses and purchase appropriate equipment and supplies.

The Membership Chair is also responsible for the duties outlined in Article II, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

4.6 Immediate Past Chair

The Immediate Past Chair, as defined in Article IV, Section 1, of the Chapter By-Laws, shall hold an advisory position on the Executive Board with full voting rights, except as limited by Article IV, Section 11, of the By-Laws.

4.7 Chapter Activities Chair

The Chapter Activities Chair shall:

- a) Be responsible for organizing a committee to assist in carrying out the duties of the Activities Chair. The committee shall consist of, but not be limited to, the sub-chairs of the following subcommittees:
 - 1) Biking
 - 2) ~~Upcountry Hiking and Backpacking~~ Northern Hiking
 - 3) Local Hikes
 - 4) Skiing
 - 5) Technical Climbing
 - 6) Canoe/ Kayaking
 - 7) Dog Hikes
- b) Be responsible for overseeing and coordinating the planning of all biking, ~~upcountry hiking and backpacking~~ northern hiking, local hiking, dog hiking, skiing, technical climbing, and canoe/kayaking activities of the Chapter.
- c) Be responsible for operation of all said sub-committees, including review of sub-committee budgets and presentation to the Executive Board.
- d) Act as liaison between the Chapter Executive Board and the Activities

September 15, 2016 Revision

- Committee on Chapter related business.
- e) Budget for anticipated Activity Committee expenses and purchase appropriate equipment and supplies.
 - f) Maintain and account for the Activities Committee equipment.
 - g) Submit sub-committee activity notices to the appropriate AMC media. At the discretion of the Chapter Activities Chair, the authority to submit these activity notices may be delegated to the sub-chairs of the sub-committees.
 - h) Oversee the establishment and maintenance of committee policy with the advice and consent of the Executive Board.
 - i) Assist the Chapter Trails Chair and the Chapter Conservation Chair, where appropriate, to better their respective committees and activities.
 - j) Assist the Chapter Chair in the promotion and coordination of Chapter involvement in activities with other AMC chapters and committees and with appropriate non-AMC groups.
 - k) Provide input to the Leadership Development Chair on any appropriate outdoor leadership programs.
 - l) Act as the Chapter advance listing center for activities and events.

The Activities Chair is also responsible for the duties outlined in Article II, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

4.8 Chapter Trails Chair

The Chapter Trails Chair shall:

- a) Be responsible for organizing a committee to assist in carrying out the duties of the Trails Chair.
- b) Be responsible for overseeing and coordinating the planning of all the activities of the Trails Committee. Such activities shall include:
 - 1) Brush and blaze trails
 - 2) Erect or replace trails signs as needed
 - 3) Maintain and/or improve existing trails
 - 4) Develop new trails where appropriate and allowed
- c) Act as liaison between the Chapter Executive Board and the Trails Committee on Chapter related business.
- d) Budget for Trails Committee anticipated expenses and purchase appropriate equipment and supplies.
- e) Maintain and account for the Trails Committee's equipment.
- f) Provide representation for the Narragansett Chapter at the New England Trails Conference, and give a report on the trails under Chapter jurisdiction.
- g) Budget for an annual donation to the New England Trails Conference or other appropriate donation to a similar cause.
- h) Oversee the establishment and maintenance of committee policy with the advice and consent of the Executive Board. The Chapter shall not be

September 15, 2016 Revision

committed to continuous jurisdiction of any trail without specific approval of the Executive Board.

- i) Submit trail activity notices to the appropriate AMC media.
- j) Train trail maintainers.
- k) Provide for Trails Committee representation on the DEM Trails Advisory Committee;

The Trails Chair is also responsible for the duties outlined in Article II, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

4.9 Chapter Conservation Chair

The Chapter Conservation Chair shall:

- a) Be responsible for organizing a committee to assist in carrying out the duties of the Conservation Chair.
- b) Be responsible for overseeing and coordinating the planning of all conservation events for the Chapter.
- c) Keep the membership informed of opportunities/issues concerning conservation and the environment.
- d) Provide representation for the Narragansett Chapter on the Environmental Council of Rhode Island.
- e) Budget for annual dues for Chapter membership in the Environmental Council of Rhode Island and other Conservation Committee anticipated expenses and purchase appropriate Conservation Committee equipment, supplies, and other items.
- f) Provide support to allied organizations in the area of conservation with the advice and consent of the Executive Board.
- g) Act as liaison between the Chapter Executive Board and the Conservation Committee.
- h) Oversee the establishment and maintenance of committee policy with the advice and consent of the Executive Board.
- i) Submit conservation activity notices to the appropriate AMC media.

The Conservation Chair is also responsible for the duties outlined in Article II, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

4.10 Chapter Communications Chair

The Chapter Communications Chair shall:

- a) Be responsible for organizing a committee to assist in carrying out the duties of the Communication Chair.
- b) Be responsible for overseeing and coordinating the activities of any/all

September 15, 2016 Revision

Communication Sub-Committees.

- c) ~~Get~~ **Publish** trip descriptions, special notices, editorials, and articles by and for the Narragansett Chapter ~~publicized~~ in the appropriate AMC media.
- d) **Manage and maintain the Chapter website.**
- e) **Publish the Chapter newsletter.**
- f) **Coordinate publication of Chapter activities in the AMC Trip Listing Database.**
- g) **Provide assistance and training to Website and AMC Trip Listing Database users.**
- h) Act as liaison between the Chapter Executive Board and any/all Communications Sub-Committees on Chapter related business.
- i) Budget for Communication Committee anticipated expenses and purchase appropriate supplies and ~~communication~~ **computer**-related equipment **including:**
 - 1) **Printing and postage for the Chapter newsletter.**
 - 2) **Hardware, software, and supplies for computer related equipment.**
- j) Account for maintenance requirements of ~~communication~~ **computer**-related equipment.
- k) Oversee the establishment and maintenance of committee policy with the advice and consent of the Executive Board.

Responsibility for specific details of these tasks may be delegated to sub-chairs. The Communications Chair is also responsible for duties as outlined in Article II, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

4.11 Leadership Development Chair

The Leadership Development Chair shall:

- a) Be responsible for organizing a committee to assist in carrying out the duties of the Leadership Development Chair.
- b) Be responsible for planning and implementing a continuous leadership development program within the Chapter.
- c) Act as a liaison between the Chapter Executive Board and the Leadership Development Committee.
- d) Budget for Leadership Development Committee anticipated expenses and purchase appropriate committee supplies and other items.
- e) Oversee the establishment and maintenance of committee policy with the advice and consent of the Executive Board.
- f) Submit leadership development activity notices to the appropriate AMC media.

The Leadership Development Chair is also responsible for duties as outlined in Article II, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

ARTICLE III - SUB-COMMITTEES

1.0 Purpose of Sub-Committees

In order to distribute the workload of certain Executive Board members without making the Executive Board unwieldy, the Narragansett Chapter has established several sub-chair positions. While the sub-chairs do not have the authority to vote at Executive Board meetings, their presence is welcome, and at times may be requested in the interest of improved communications. Opinions and suggestions of sub-chairs may be submitted directly to the Executive Board, or through the respective chairs.

2.0 Appointments

All sub-chairs shall be appointed to office by the Chapter Chair with the advice and consent of the appropriate Executive Board member(s).

3.0 General Responsibilities of Sub-Chairs

3.1 Meetings

Sub-chairs are encouraged to attend the Chapter Annual and Executive Board Meetings, and the New Member Meetings to informally present the general activities of their committees. Club-wide committees, the Club Annual Meeting, and/or other interchapter meetings may also be of interest.

3.2 Budget

Each sub-chair should work with his/her representative on the Executive Board to prepare a proposed budget for each fiscal year. The proposed budget is to be presented to the Executive Board each October for the next fiscal year. See Article II, Section 3.2 of these Standing Rules for budgetary procedures.

3.3 Sub-Committees

Sub-chairs are requested to maintain an active sub-committee, and provide his/her representative on the Executive Board with a list of the sub-committee members 30 days after the Annual Meeting or by the first day of the calendar year, whichever occurs first. The Executive Board member shall be an ex-officio member of each his/her sub-committees.

3.4 Leadership

Sub-chairs are encouraged to assist in the development of new Chapter leadership. A direct way of accomplishing this task is to groom a potential replacement for the sub-

September 15, 2016 Revision

chair position. More general training may be accomplished by timely workshops in each sub-chair's area of expertise, as well as encouraging participation in the leadership development program and use of leadership guides and materials of the Leadership Development Committee.

The overall AMC [Leadership Requirements and Guidelines](#) will apply to all our trip leaders. Each committee, or activity, may have specific leadership requirements for trip leaders, in addition to the above general requirements and guidelines. Additionally, for committees that may have multiple types of activities, such as the family outings committee and young adult members committee, each trip leader must at least meet the Narragansett chapter leadership training requirements of the activity he/she is leading, i.e.; a local hike – the leader must have met the requirements of the local hikes committee, if sea kayaking, then the sea kayaking committee requirements, etc.

3.5 Job Descriptions

Sub-chairs are responsible for maintaining an updated, appropriate job description.

3.6 Participation on the Activities Committee (or Program Committee)

All sub-chairs are encouraged to be part of the Activities Committee (or the Program Committee, where defined in these Rules). Participation by all committees involved with activities or programs will reduce scheduling conflicts, and encourage a broader range of Chapter activities and programs.

4.0 Specific Responsibilities of Sub-Chairs

The duties noted in the following descriptions are intentionally general in nature. Detailed job descriptions shall be maintained by each sub-chair. It is the ultimate responsibility of the Chapter Chair to see that job descriptions are written and maintained.

4.1 Biking Sub-Chair

The Biking Sub-Chair assists the Activities Chair by planning, organizing, and/or locating trip leaders for Chapter bike trips. The Biking Sub-Chair shall write or approve all bike trip notices being submitted ~~to the Activities Chair~~ for publication. The Biking Sub-Chair budgets for and purchases appropriate equipment and maintains and accounts for such equipment owned by the Chapter.

In addition, the Biking Sub-Chair is responsible for duties as outlined in Article III, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

4.2 ~~Upeountry Hiking and Backpacking~~ Northern Hiking Sub-Chair

The ~~Upeountry Hiking and Backpacking~~ Northern Hiking Sub-Chair assists the Activities Chair by planning, organizing, and/or locating trip leaders for ~~upeountry northern~~ hiking and backpacking trips. The ~~Upeountry Hiking and Backpacking~~ Northern Hiking Sub-Chair shall write or approve all ~~upeountry northern~~ hiking and backpacking trip notices being submitted ~~to the Activities Chair~~ for publication. The ~~Upeountry Hiking and Backpacking~~ Northern Hiking Sub-Chair budgets for and purchases appropriate equipment and maintains and accounts for such equipment owned by the Chapter.

In addition, the ~~Upeountry Hiking and Backpacking~~ Northern Hiking Sub-Chair is responsible for duties as outlined in Article III, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

4.3 Local Hikes Sub-Chair

The Local Hikes Sub-Chair assists the Activities Chair by planning, organizing, and/or locating trip leaders for Chapter local hikes.. The Local Hikes Sub-Chair shall write or approve all local hike notices being submitted ~~to the Activities Chair~~ for publication. The Local Hikes Sub-Chair budgets for and purchases appropriate equipment and maintains and accounts for such equipment owned by the Chapter.

In addition, the Local Hikes Sub-Chair is responsible for duties as outlined in Article III, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

4.4 Skiing Sub-Chair

The Skiing Sub-Chair assists the Activities Chair by planning, organizing, and/or locating trip leaders for Chapter ski trips. The skiing Sub-Chair shall write or approve all ski trip notices being submitted ~~to the Activities Chair~~ for publication. The Skiing Sub-Chair budgets for and purchases appropriate equipment and maintains and accounts for such equipment owned by the Chapter.

In addition, the Skiing Sub-Chair is responsible for duties as outlined in Article III, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

4.5 Technical Climbing Sub-Chair

The Technical Climbing Sub-Chair assists the Activities Chair by planning, organizing, and/or locating trip leaders for Chapter technical climbing trips. The technical climbing Sub-Chair shall write or approve all technical climbing trip notices being submitted ~~to the Activities Chair~~ for publication. The Technical Climbing Sub-Chair budgets for and purchases appropriate equipment and maintains and accounts for such equipment owned by the Chapter.

In addition, the Technical Climbing Sub-Chair is responsible for duties as outlined in

September 15, 2016 Revision

Article III, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

4.6 Canoe/Kayaking Sub Chairs

The Canoe/ Kayaking Sub-Chairs (consisting of the flatwater paddling sub-chair and the sea kayaking sub-chair) assist the Activities Chair by planning, organizing, and /or locating trip leaders for Chapter canoeing and kayaking trips. The Canoe/Kayaking Sub-Chairs shall write or approve of all canoeing and kayaking trip notices being submitted ~~to the Activities Chair~~ for publication. The Canoe /Kayaking Sub-Chairs budget for and purchase appropriate equipment and maintain and account for such equipment owned by the Chapter.

In addition, the Canoe/ Kayaking Sub-Chairs are responsible for duties as outlined in Article III, Section 3.0 and Article IV, Section 7.0 of these Standing Rules.

4.7 Dog Hike Sub-Chair

The Dog Hike Sub-Chair assists the Activities Chair by planning, organizing, and/or locating trip leaders for Chapter dog hikes. The Dog Hike Sub-Chair shall write or approve all dog hike notices being submitted ~~to the Activities Chair~~ for publication. The Dog Hike Sub-Chair budgets for and purchases appropriate equipment and maintains and accounts for such equipment owned by the Chapter.

In addition, the Dog Hike Sub-Chair is responsible for duties as outlined in Article III, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

4.7 Editor of the Gansett Gazette

~~The editor assists the Chapter Communications Chair, by reviewing, editing, and publishing Chapter trip and event notices and announcements and editorials for the Chapter newsletter and is responsible for the safe keeping and maintenance of any Chapter owned communications related hardware and software. The editor of the Gansett Gazette also assists the Communications Chair in submitting trip and event notices to AMC Outdoors for publications in that magazine. In addition, the Gazette Editor is responsible for the duties outlined in article III, Section 3.0, and Article IV, Section 7.0 of these Standing Rules.~~

4.8 Archivist

~~The Chapter Archivist shall be responsible for maintaining records and documents that relate to the history of the Chapter, and shall make these available when requested to do so.~~

4.9 Webmaster

September 15, 2016 Revision

~~The webmaster assists the Chapter Communications Chair by maintaining the Chapter website and by placing appropriate notices and announcements on the Chapter website.~~

~~4.10 AMC Website Liaison~~

~~The Chapter's AMC Website Liaison assists the Chapter Communication Chair by providing training and assistance to the Chapter's users who place appropriate notices on the AMC website, performing the following tasks:~~

- ~~(a) Acting administratively as the interface between the Chapter and the AMC as the trip "approver" for Chapter trips placed on the AMC website (technical approval of each trip remains with the pertinent activity committee chair or his/her designee).~~
- ~~(b) Providing training and assistance to the Chapter's users who place appropriate notices on the AMC website.~~

~~4.11 Chapter Photographer/Publicist Public Relations Liaison~~

~~The Chapter Photographer/Publicist Public Relations Liaison assists the Chapter Communication Chair by promoting awareness of chapter activities within the chapter and in the community. This includes taking and/or distributing photographs about chapter activities within the chapter (through the web site and newsletter) as well as to other sources as deemed appropriate. He/she also creates press releases to foster awareness of the chapter and its activities in the community and prepares/distributes to the chapter (through the website and the newsletter) appropriate articles on chapter activities/events.~~

~~4.12 Young Adult Members ("Young Members") Sub-Chair~~

~~The Young Members Sub-Chair assists the Program Chair (Chapter Vice-Chair) by planning, organizing, and/or locating trip (event) leaders for Chapter Young Members recreational trips and other Young Members events such as trails and conservation events. The Young Members Sub-Chair shall write or approve all Young Member trip (event) notices being submitted for publication.~~

~~In addition, the Young Members Sub-Chair assists the Program Chair, as needed, in planning and organizing other program committee events.~~

~~In addition, the Young Members Sub-Chair is responsible for duties as outlined in Article III, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.~~

~~4.13 Family Outings Sub-Chair~~

~~The Family Outings Sub-Chair assists the Program Chair (Chapter Vice-Chair) by planning, organizing, and/or locating trip (event) leaders for Chapter family recreational trips and other family events such as trails and conservation events. The Family Outings Sub-Chair shall write or approve all family trip (event) notices being submitted for publication.~~

~~In addition, the Family Outings Sub-Chair assists the Program Chair, as needed, in planning and organizing other program committee events.~~

In addition, the Family Outings Sub-Chair is responsible for duties as outlined in Article III, Section 3.0, and Article IV, Section 7.0, of these Standing Rules.

ARTICLE IV - ADMINISTRATIVE GUIDELINES

1.0 Meetings

Per Article IV, Section 1 of the Chapter By-Laws, the Executive Board shall meet at least twice a year at the call of the Chapter Chair. Any committee chair who cannot attend is encouraged to send a non-voting representative for informational purposes. A synopsis of the minutes of the Executive Board meetings showing at least all motions, should be included in the Secretary's report and made available at the Annual Meeting.

2.0 Agenda

It shall be at the discretion of the Chapter Chair whether or not to provide an agenda in advance of the Executive Board meetings.

3.0 Annual Report

Committee chairs are responsible for preparing their Committee Reports and providing same to the Chapter Secretary for inclusion in the Chapter Annual Report no later than thirty days prior to the Annual Meeting.

4.0 Membership List

The Membership Chair shall make a membership list available to chairs and sub-chairs. Such list shall be updated at least yearly.

5.0 Public Statements

The Chapter, by vote of the Executive Board, may take a position on a local issue, in accordance with Club policy, provided that it is clearly understood that it is a Chapter issue and not a Club issue.

6.0 Financial Handling and Administration

6.1 Operational Expense

It is the intention of the Chapter that no volunteer committee chair, sub-chair of any sub-committee, or elected Chapter officer has to incur legitimate expenses in the operation of Chapter business without reimbursement. Committee budgets shall be planned to include reimbursement for such expenses as telephone and postage. Each chair requesting such

September 15, 2016 Revision

reimbursement shall provide the Treasurer with a detailed summary of expenses incurred, including the date incurred, reason, amount and any pertinent receipts. This provision is not intended to discourage donations to the Chapter of such expenses by any chair or officer. It is the wish of the Chapter that no person be precluded from service to the Chapter due to financial circumstances.

6.2 Disbursements and Disbursement Limits

All Chapter disbursements must have approval from one of the following authorities:

- a) Executive Board approved budget, and Request for Payment signed by the responsible Chapter Officer or Committee Chair. Within limits set by individual committee chairs, and their approved budgets, sub-chairs of sub-committees may authorize disbursements.
- b) Specific Executive Board authorization.

Chapter officers or committee chairs may, with Executive Board approval, reallocate funds within their budgets. Disbursements for a Chapter officer or committee chair in excess of his/her total budget will require approval of the Executive Board. Approval for those two items will require a two thirds vote of the Executive Board members present and voting.

6.3 Travel Disbursement

Chapter funds may be used to reimburse individuals for limited travel expenses in accordance with the following:

Executive Board members who have travel expenses included in their Executive Board approved budgets may be reimbursed for travel to Club functions in accordance with the schedule presented below, provided such expenses do not exceed their budget limits. Executive Board members may authorize delegates of their choice to apply for travel expense reimbursement with the same limitations, with the expenses being charged to the authorizing person's budget.

In the likely event that not all worthy travel expenses have been foreseen and budgeted, any Executive Board member may apply to the Executive Board in advance of the proposed Club related function for approval of limited reimbursement for travel expense in accordance with the schedule presented below. Such application must be specific as to the reason for the trip, the destination, and the anticipated total cost to the Chapter. It will require a two thirds vote of the Executive Board members present and voting to approve unbudgeted travel expense reimbursement.

While application for approval for travel expense reimbursement must come from a member of the Executive Board, any Chapter member is eligible to receive

September 15, 2016 Revision

reimbursement for travel expenses when authorized by the above procedure.

Note that Executive Board approval for travel expense reimbursement does not mean that payment will be automatically forthcoming. For actual reimbursement, a properly authorized Request for Payment must be submitted to the Chapter Treasurer.

Car pooling is encouraged in traveling to all Chapter/Club events.

6.3.1 Reimbursement Schedule

By private automobile: ~~the Internal Revenue Service's mileage allowance for services to charitable organizations [fourteen cents (\$0.14) per mile in 2005], plus three cents (\$0.03) per mile for each authorized passenger. Total amount to be paid to the owner/driver.~~ Thirty cents (\$0.30 per mile), as amended in 2008, due to significant increase in gas costs.

6.4 Advance Reservation Deposit Procedure

The purpose of this procedure is to ensure that trip leaders will not incur personal financial hardship or loss while minimizing similar risk to the Chapter.

When advance reservation deposits are required for a publicized AMC trip, the trip leader may apply for Chapter funds to cover the deposit. Prior to making reservations, the leader will first obtain trip authorization from the appropriate committee chair. If the committee chair finds that the trip/funds advance request appropriate, he/she will present said request to the Executive Board for approval. Upon approval from the Executive Board the trip leader may make the necessary reservations. To obtain Chapter funds for the reservation deposit, the leader must submit a Request for Payment, and have it signed by the appropriate committee chair. The request must be submitted to the Chapter Treasurer who will write an appropriate check to the reserved facility or to the trip leader who presents evidence of having already made the reservation deposit.

Trip notices must request sufficient monies from trip participants to fully reimburse the Chapter for the advance. Repayment for advanced Chapter funds to the Chapter Treasurer shall be made as soon as sufficient money is collected prior to the trip. In the event that subscription reservations should fall short of the amount advanced, the trip leader will give a written account to the appropriate committee chair who will in turn present it to the Executive Board.

If the Executive Board is not scheduled to meet within thirty days of the request, it is the prerogative of the Chapter Chair to obtain verbal consensus of the Executive Board or defer to the next meeting.

6.5 Reimbursement of Leaders' Expenses for Multi-Day Activities

Multi-day trip leading (involving an overnight stay) should be neither financially

September 15, 2016 Revision

profitable nor burdensome. The leaders' share of the group expenses may be part of the trip costs. However, the leaders may not write off any expenses that are not covered for the participants in the quoted price. For example, if restaurant meals and transportation from RI to the locale of the trip activity are not provided to the participants as part of the quoted trip cost, then the leaders cannot charge their restaurant meals and transportation off to the trip. **The portion of trip leaders' costs paid by participants shall not increase the trip price paid by any participant by more than 2533%, and trip leaders shall not realize a profit.** Trip set up costs (phone calls to make reservations, mail costs, printing costs) are not part of the leaders' trip costs; they are costs that should be shared by all. See Appendix 1 for examples.

7.0 Summary of Administrative Responsibilities

| <u>Job To Be Performed</u> | <u>Completion Date</u> | <u>Responsibility Of</u> |
|--|---------------------------------|--------------------------|
| Submit List of Chapter Officers and Committee Chairs to AMC hdqtrs. (Membership Director, Volunteer & Chapter Relations Director and AMC Outdoors Editor) | January 1 | Secretary |
| Submit Annual Financial Report to AMC hdqtrs. (Director of Finance) | February 1 | Treasurer |
| Submit inventory of Equipment and supplies to AMC hdqtrs. (Director of Finance) | February 1 | Secretary |
| Submit Chapter & Committee/SubCommittee Checkbooks and Supporting Documents For Inspection by AMC hdqtrs. (Finance Director) | February 1 | Treasurer |
| Submit Proposed Chapter Budget to AMC hdqtrs. (Finance Committee) | per Finance Committee Schedule. | Treasurer |

September 15, 2016 Revision

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|--|--------------------------------------|---|
| Appoint Nominating Committee Chairperson | March 1 | Chapter Chair (with advice of the Executive Board) |
| Decide date of Annual Meeting (Nov./Dec.) | March 1 | Executive Board |
| Submit Date of Chapter Annual Meeting to AMC hdqtrs. (Membership Director and Volunteer & Chapter Relations Director) | July 1 | Secretary |
| Slate of nominees to Secretary | September 1 | Nominating Chair |
| Notify membership of Annual Meeting date | September 1 | Secretary/Vice Chair |
| Notify membership of slate of nominees | October 1 | Secretary |
| Submit reports for Annual Report to Secretary and Chapter Chair | 30 days prior to Annual Meeting date | Executive Board officers & Standing committee and sub-committee chairs with exception of Vice Chair, Past chair, and with inclusion of Nominating Chair |
| Submit listing of leaders co-leaders qualified for Recognition at Annual Meeting to Activities Chair | 15 days prior to the Annual Meeting | Standing committee chairs and and sub-chairs |

September 15, 2016 Revision

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|---|---|---|
| Submit updated list of qualified leaders and co-leaders to Activities Chair | 15 days prior to the Annual Meeting | Standing committee chairs and sub-chairs |
| Appoint Chairs of Standing Committees | At Annual Meeting | Incoming Chapter Chair with advice of incoming elected officers |
| Submit Chapter Annual Report to AMC hdqtrs. (Club President & Exec. Director) | After Annual Meeting | Secretary |
| Decide date of Spring Fling | December 1 | Vice Chair |
| Submit Committee budget to the Executive Board | December Executive Board meeting and keep updated | Committee chairs, excluding Nominating Committee |
| Submit list of committee members to Secretary | 30 days after Annual Meeting and keep updated | Committee chairs, excluding Nominating Committee |
| Submit detailed job description to Executive Board | 30 days after Annual Meeting and keep updated | Committee chairs, excluding Nominating Committee |
| Submit inventory of equipment and supplies to the Executive Board | 60 days after Annual Meeting or at the first Executive Board meeting of the calendar year, whichever occurs first | Committee chairs, excluding Nominating Committee |

8.0 Policy on Multiple Overnight Weekend Trips

September 15, 2016 Revision

Relative to two or more overnight trips proposed by trip leaders for the same weekend and that have common outdoor activity elements, i.e., subject to approval by the same activity committee, **the following guidelines apply:**

- a) Each trip leader should be made aware (by the committee sub-chair) of the details of other proposed trips.
- b) If any of these trip leaders objects to the opposing trip(s) being executed on the same weekend or if the activity sub-chair or his committee is of the opinion that the trips may be too similar in content and that there may not be sufficient demand (number of participants) to adequately support all trips proposed, then:
 - 1) One or more of the trip leaders should volunteer to change or cancel the date of his/her trip; **or**
 - 2) The least senior trip leader(s) (based on number of years having led this trip on this weekend) should modify the proposed content of his/her trip to sufficiently differentiate, i.e., create demand for a different type of participant. This could include, but not be limited to, trip modification based on one or more of the following factors:
 - a. Skills or endurance level required (beginner vs. experienced)
 - b. Population targeting; family trips, singles trips, men only, women only, senior trips, 20-30's trips, etc.
 - c. Interchapter vs. Narragansett chapter trip
 - d. Change the type of outdoor activity (if the trip leader is qualified or has a qualified leader to lead the alternate activity and subject to approval of the trip by the pertinent outdoor activity committee); **or**
 - 3) There is a lottery to determine, by chance, which proposed trip(s) are eliminated from occurring on that weekend (if all trip leaders of the proposed trips agree to being subject to a lottery); **or**
 - 4) The trips are staggered in alternating years, with the most "senior" trip leader (as defined above) eligible for the first year (if all the trip leaders of the proposed trips are planning to run their trips on this weekend for two or more years and this concept is acceptable to all of these trip leaders).
- c) If paragraph (b) applies and option (2) above is the chosen method, then the activity committee sub-chair or his/her committee (by vote) shall determine whether or not the "senior " leader's trip and the other, modified trip(s) are sufficiently different to justify their execution on the same weekend. If the trips are determined not to be sufficiently different, then the least senior trip leader (s) shall have its trip(s) eliminated from this weekend's schedule.

September 15, 2016 Revision

d) For long holiday weekends, the sub-chair should recognize the potential for higher numbers of overnight trip participants than for regular weekends. Therefore the sub-chair should encourage trip leaders to be tolerant of "competing" trips and assist the leaders in getting out advanced trip notices in the Gazette, AMC Outdoors and through other appropriate communication channels.

APPENDIX 1

EXAMPLES OF CALCULATIONS FOR
MULTI-DAY TRIP LEADER EXPENSE REIMBURSEMENT

Example 1:

Samantha Z. is leading a weekend trip of dayhikes to the White Mountains, with 2 overnight stays at a motel. Her group of 10 includes the leader and co-leader. She will provide all of the food for breakfast Sat. & Sun. morning, and dinner Sat. evening as part of the trip cost.

| | |
|--|---------------|
| Trip Set Up cost(long dist. calls, postage & printing) | 12.50 |
| Motel for weekend for 10 people | 250.00 |
| Food & cooking/eating supplies for 10 people | <u>160.00</u> |
| Total trip cost | 422.50 |
| Cost per person if leaders' costs are not covered (422.50/10) | 42.25 |
| Price per participant if leaders' costs are covered (422.50/8) | 52.81 |
| Percentage by which leaders' costs increase price to participants (52.81-42.25)/42.25 | 25.0% |

This is not more that ~~25~~33%, therefore it is OK to charge all of the leaders' costs off to the participants

| | |
|--|-------|
| Price per leader | 0.00 |
| Price per participant (trip cost/eight participants) | 52.81 |

Example 2:

Samantha Z. is leading a weekend trip of dayhikes to the White Mountains, with 2 overnight stays at a motel. Her group has only 8 this time and includes the leader and co-leader. She will provide all of the food for breakfast Sat. & Sun. morning, and dinner Sat. evening as part of the trip cost. The motel cost the same since they rent one large unit.

| | |
|---|---------------|
| Trip Set Up cost(long dist. calls, postage & printing) | 12.00 |
| Motel for weekend for 8 people | 250.00 |
| Food & cooking/eating supplies for 8 people | <u>128.00</u> |
| Total trip cost | 390.00 |

September 15, 2016 Revision

| | |
|--|-------|
| Cost per person if leaders' costs are not covered (390.00/8) | 48.75 |
| Price per participant if leaders' costs are covered (390.00/6) | 65.00 |
| Percentage by which leaders' costs increase price to participants (65.00-48.75)/48.75 | 33.3% |

This is **very slightly** over ~~25~~**33**%. The leaders must limit the amount of their own costs that they charge off to the participants so as to increase the price to the participants by no more than ~~25~~**33**%

| | |
|--|---------------------------------|
| Allowed (maximum) price per participant (1.25 1.33 x 48.75) | 60.94 64.84 |
| Total to be contributed by participants (6 x 60.94 64.84) | 365.64 389.04 |
| Total to be contributed by leaders (390.00- 365.64 389.04) | 24.36 1 |
| Price per leader (24.36 1 /2) | 12.18 0.50 |

APPENDIX 2

SUMMARY FINANCIAL REPORT

Title of Trip (Activity): _____
Dates of activity: _____
Leader and Phone Number: _____
Co Leaders: _____

Revenues

Advance from Narragansett Chapter for deposits \$ _____
Number of participants paying full trip fees ____x fee \$ _____ \$ _____ (a)
Number of participants paying partial trip fees ____x fee \$ _____ \$ _____
Number of leaders ____ x fee paid per leader \$ _____ \$ _____ (b)
Non-participants (cancellations) paying deposit ____ x deposit \$ _____ \$ _____
Assessments for committee equipment replacement fund \$ _____
Other revenues (explain on back) \$ _____
Less refunds for non-participant cancellations \$ (_____)
Less reimbursement to Narragansett Chapter for advance \$ (_____)
Less refunds for revenue in excess of expenses \$ (_____)

Total Revenues \$ _____

Expenses

Set-up costs (phone, postage, etc.) \$ _____
Lodging and campground fees \$ _____
Food/ meal supplies \$ _____
Park or area permit/user fees \$ _____
Amount deposited in committee equipment replacement fund \$ _____
Other Expenses (explain on back) \$ _____

Total Expenses \$ _____

If Total Expenses do not equal Total Revenue, please provide a detailed explanation.

If leaders' fees are fully or partially paid by the participants, then complete the following:

Line 1 = Full trip fee for a participant \$ _____
Line 2 = (a) + (b) \$ _____
Line 3 = Number of participants paying full trip fees _____
Line 4 = Number of leaders _____
Line 5 = Line 3 + Line 4 _____
Line 6 = Line 2 divided by Line 5 \$ _____
Line 7 = Line 1 - Line 6 \$ _____
Line 8 = Line 7 divided by Line 6 _____
Line 9 = Line 8 multiplied by 100 _____ %

Line 9 is the percentage by which the leaders trip costs raised the cost to the participants. Line 9 may not exceed 25-33%. If it does, the leaders must make a greater contribution to trip cost and reduce the cost to participants.

Please list any trip attendees having leadership potential (possible trip leader or co-leader of this trip or other similar trip).