

Standing Rules of the Boston Chapter

(Approved December 2, 1991)

(Amended October 2, 1995)

(Amended April 1, 2002)

(Amended May 6, 2002)

(Amended September 13, 2004)

1.0 Introduction

A. The Boston Chapter (hereafter called the "Chapter") is an administrative subdivision of the Appalachian Mountain Club (hereafter called the "Club").

B. The Chapter Bylaws set forth the basic elements of its governance. These Standing Rules contain important rules, policies, and procedures of the Chapter not specified in the Chapter Bylaws. Standing Rules are formulated and amended as provided for in Article VIII of the Bylaws. As specified in the Chapter Bylaws, any provision of these Standing Rules shall be automatically void if it conflicts with the Chapter or Club Bylaws or with any operating rule, procedure, or policy voted by the Board of Directors of the Club.

2.0 Chapter Membership

Under present Club policy, any member of the Club residing in the counties of Essex, Middlesex, Norfolk, and Suffolk in the Commonwealth of Massachusetts is a member of the Boston Chapter unless requesting otherwise to the membership office of the Club. Club members residing elsewhere may enroll as members of Boston Chapter by requesting this affiliation from the membership office of the Club. Only current members of the Club may be members of the Chapter.

3.0 Duties of Chapter Officers

The basic duties of Chapter officers are specified in the Chapter Bylaws. Additional duties for some officers are described in this section. Each officer, under the supervision of the Chair, shall maintain an up-to-date written description of the duties of his or her office and instructions to successors on how the duties can be effectively performed.

3.1 Chapter Chair

Duties of the Chapter Chair are described in the Chapter Bylaws.

3.2 Chapter Vice Chair

In addition to duties specified by the Chapter Bylaws, the Chapter Vice Chair shall:

- A.** Annually study the Bylaws and Standing Rules of the Chapter and recommend changes, additions and deletions thereto.
- B.** Be the parliamentarian of the Chapter.

3.3 Chapter Secretary

In addition to duties specified by the Bylaws, the Chapter Secretary shall:

- A. Keep the minutes of the Executive Committee in a standard format that includes the following items:

(Most prominently displayed:)

- New or reaffirmed policies passed by formal vote

(Less prominently displayed:)

- All other motions that passed
- All decisions made by informal agreement
- Actions to be pursued
- Date of meeting

(Least prominently displayed:)

- Place of meeting
- Persons attending
- Presence of quorum
- Presiding officer
- All reports
- Topics discussed
- Motions that did not carry
- The name of the member who made each motion
- Date, place, and time of the next meeting

- B. Distribute to members of the Executive Committee minutes of its meetings.
- C. Distribute the provisional agenda prepared by the Chair for meetings of the Executive Committee at least one week prior to meetings.
- D. Maintain a list of all Chapter policies voted by the Executive Committee and still in effect.
- E. Assemble and distribute to the Executive Committee and to other Chapter volunteers as requested a loose-leaf book containing the Club's manual for volunteers, the Chapter Bylaws, the Chapter Standing Rules, and a compilation of current Chapter policies and procedures.
- F. Maintain a roster of the current members of, and representatives to, the Chapter Executive Committee and distribute updated versions to the persons listed as needed throughout the year.
- G. Inform the staff of AWC Outdoors of any changes in the names, addresses, and phone numbers of members of the Chapter Executive Committee.

- H. Prepare a roster of the membership of the Executive Committee and the officers of all Standing Committees and distribute said roster to the list of members and to the Club Headquarters for publication in the roster of Club volunteers. This duty shall be performed by December 31st each year.
- I. Provide mailing labels of the current members of, and representatives to, the Executive Committee to persons needing them for Chapter business.
- J. Notify the Chapter Chair, the Chapter Treasurer, and the chairs of the Standing Committees and special committees when to submit their annual reports; compile those reports; publish them; and distribute them to persons attending the Chapter annual meeting, to the Executive Committee, to the President, Secretary, and Executive Director of the Club, and to other Club volunteers and staff as directed by the Chapter Chair.
- K. Maintain a list of Chapter publications, reports, and documents to be distributed outside the Chapter and make sure they are distributed as planned-
- L. Maintain all records that will be needed by subsequent Secretaries.

3.4 Chapter Treasurer

Duties of the Chapter Treasurer are described in the Chapter Bylaws.

3.5 Members at Large

The three At-Large members shall have such duties and responsibilities as are designated from time to time by the Chapter Chair or the Executive Committee.

4.0 Tenure of Chapter Officers

The tenure of the Chapter Vice Chair, the Chapter Secretary, the Chapter Treasurer, the three At Large Members, and the chairs of Standing Committees shall not exceed three consecutive years.

5.0 Standing Committees

5.1 Establishment

In accordance with Article VI and Article IV, Section 2, of the Chapter Bylaws, the Executive Committee herein establishes the Standing Committees listed in Appendix I to these Standing Rules.

5.2 Purposes

The purposes of Standing Committees are in general:

- A. To meet any obligations to the public, the Club, and the Chapter membership that have been assumed by the Chapter.
- B. To serve the Chapter membership and the public in accordance with the purposes of the Club or as specified by the Chapter Bylaws.

- C. To plan and conduct programs and activities within the purposes of the Club for qualified members of the Chapter, Club, and general public.

The specific purposes or missions of each Standing Committee are listed in Appendix 2 of these Standing Rules.

5.3 Duties and Responsibilities

The primary responsibility of each Standing Committee is to carry out its specific mission as specified in Appendix 2. In addition, each Standing Committee shall:

- A. Perform services to the Club and the Chapter at the request of the Chapter Chairman or Executive Committee.
- B. Cooperate with other Standing Committees of the Chapter, with other chapters, with the Club, and with other agencies as appropriate.

5.4 Power and Authority

The Executive Committee hereby delegates to each Standing Committee, under the direction of the Chapter Chair, such power and authority necessary to conduct its affairs in conformity with its responsibilities including, among others: the authority to sponsor activities; to approve leaders for these activities; to receive, appropriate, and dispose of funds; to hold funds with the consent of the Chapter Treasurer; to hold meetings; to maintain and distribute a roster of committee members and other active participants, provided the use of such a roster is in conformity with Club policy; to distribute to committee members and other interested parties such information as the committee deems relevant, but in conformity with Club policy. Either the Chapter Chair or the Executive Committee may revoke part of the authority and power of a Standing Committee, with the Executive Committee deciding in case of disagreement.

5.5 Standing Rules for Standing Committees

Each Standing Committee except the Nominating Committee shall prepare and keep current a set of standing rules. These standing rules shall be submitted to the Executive Committee for its approval. Standing Committee standing rules shall include:

- A. Committee mission as approved by the Executive Committee.
- B. Officers and/or major volunteer positions.
- C. Provisions for selecting and removing officers and/or volunteers, except for the committee chair.
- D. Minimum schedule of committees meetings.
- E. Rules of procedure for meetings.
- F. Responsibility for keeping of financial records, disbursement of funds and keeping of accounts.

- G. Reports to the Boston Chapter.
- H. Provisions for naming and for training leaders in accordance with Chapter and Club guidelines.
- I. Provision for continuity of the committee and its program.

5.6 Yearly Goals

Every year each Standing Committee except the Nominating Committee shall formulate written goals for itself which will set its priorities for improving operations.

5.7 Nominating Committee

5.7.1 Appointment of Members

The Bylaws require the Chapter Chair to appoint the members of the Nominating Committee with the approval of the Executive Committee by April 1 of each year. This implies that the Chair select the chair and other members of the Nominating Committee during February and seek approval for them at the March Executive Committee meeting.

5.7.2 Schedule of Work

- A. The Nominating Committee shall begin work immediately upon its appointment, following the procedures in Article IV, Sections 4 and 5, and Article VI, Section 9, of the Chapter Bylaws.

The Committee shall immediately provide for publication in the MUD:

 - (a) The names of its members and how they can be contacted,
 - (b) A description of the nomination and election process, and
 - (c) A solicitation of suggestions for nominees.
- B. After this, the Committee shall concentrate its efforts on nominating a Chapter Chair for the coming year. It may also gather preliminary information needed to nominate candidates for the other Chapter offices. The Committee shall select a nominee for Chapter Chair by June 1.
- C. Once the nominee for Chair is selected, the Committee shall work closely with this nominee in selecting the nominees for other Chapter offices. Normally the Committee shall complete the slate of officers by June 30, but if this is not feasible, then at the latest by July 31
- D. The Committee shall mail out to the members a list of its nominees by August 25, normally by means of the Chapter newsletter.
- E. The Nominating Committee shall make available one or more members throughout September to receive nomination papers from Chapter members and to determine if such

papers meet the requirements of the Bylaws. The deadline for such papers is September 25.

- F. If any office is contested, the Nominating Committee shall mail out to members by October 25 notice of the contest, the names of the contesting candidates, and statements by the candidates of a maximum length specified by the Nominating Committee. The Nominating Committee shall normally use the Chapter newsletter for such notice, negotiating with the staff of the newsletter regarding the maximum length of candidates' statements.
- G. The Nominating Committee shall designate one of its members, normally the Chair, to conduct the elections at the Chapter's annual meeting in accordance with the procedures of Article IV, Section 4, of the Chapter Bylaws.

5.7.3 Other Duties

The Nominating Committee shall, upon request of the sitting Chapter Chair, or of its nominee for Chapter Chair, provide the names of people qualified for appointed positions, such as the chairmanship of Standing Committees

6.0 Financial Policies

6.1 General Policies

- A. All funds received by the chapter and its committees are funds of the Appalachian Mountain Club and are held in trust for the benefit of the Club and its members. The Chapter and its committees are authorized to expend such funds in any reasonable and prudent manner which helps to further the objectives and programs of the Club. All persons who are entrusted with such funds or other assets shall ensure that they are properly safeguarded against loss or misuse.
- B. Only an authorized officer of the Club may sign and enter into contracts or agreements with long-term consequences such as contracts with government agencies for trail maintenance, agreements to purchase real property, or long-term leases of space on behalf of the Club, a chapter, or committee. No chapter or chapter member may enter into such a contract as an 'authorized officer' without the prior written approval from the Club. This policy does not apply to short-term rentals of space for an activity, to normal trip-related commitments, or to normal committee purchases. No member may enter into any other contract or obligation on behalf of the Chapter, a Chapter committee, or the Club, where the amount exceeds \$500, without the prior approval of a Chapter officer, a Standing Committee chair, or other person designated by a Standing Committee to give such approval. Approval of a trip or activity by a committee trip coordinator implies per-mission for the leader to make financial arrangements according to the customary practices of the sponsoring committee.
- C. The fiscal year of the chapter shall be the calendar year.

6.2 Management of Chapter Funds

- A. The Chapter Executive Committee shall adopt an annual budget prior to the start of each fiscal year. Such budget may be amended at any time during the fiscal year.

- B.** The Chapter Treasurer may disburse funds as follows:
 - 1) Upon presentation of an invoice, the Chapter Treasurer may issue a check directly to a supplier or vendor.
 - 2) Upon presentation of appropriate receipts, the Chapter Treasurer may reimburse persons for expenses already paid.
 - 3) Upon the request of a committee, the Chapter Treasurer may transfer funds to the committee's bank account. The committee treasurer shall record the receipt of such funds as an intra-Club fund transfer. Where Chapter funds are given to a committee for a specific purpose, they shall not be used for any other purpose without prior approval of the Chapter Executive Committee.
- C.** No disbursement shall be made by the Chapter Treasurer on behalf of a committee without the approval of the committee chair, vice-chair, or treasurer.
- D.** At the end of each fiscal year, the Chapter Treasurer shall prepare a financial statement which shall be made available to all Chapter members.
- E.** Funds controlled by the Chapter may be kept or invested only in a checking, savings, or money market account in a Massachusetts bank. Each account shall be used exclusively for AMC funds and shall have at least two signatories, including the Chapter Treasurer and the Chapter Chair.

6.3 Management of Committee Funds

- A.** Each committee shall have a committee treasurer, who shall have custody of the committee's funds and who shall maintain accurate records of all transactions. The committee treasurer may not simultaneously serve as committee chair. The committee chair shall notify the Chapter Treasurer whenever a new committee treasurer is appointed.
- B.** Committee funds may be kept or invested only in a checking, savings, or money market account in a Massachusetts bank. Each account shall be used exclusively for AMC funds and shall have at least two signatories, one of whom shall be the Standing Committee treasurer, if the committee has one. All signatories shall be current members of the Club. In the event that any signatory's membership in the Club expires, the committee shall promptly remove that person as a signatory.
- C.** The committee treasurer shall maintain an itemized account of all funds received and spent. Disbursements shall be supported by appropriate receipts or other documentation. All records shall be retained for a period of seven years, and shall be made available for inspection upon request of the Club Treasurer, the Chapter Treasurer, or auditors engaged by the Club or the Chapter.
- D.** The committee treasurer shall prepare an annual financial report in such form and at such time as the Chapter Treasurer shall specify.

- E. A committee may request the Chapter Treasurer to serve as its committee treasurer. If the Chapter Treasurer agrees, the latter shall receive and disburse funds, maintain records, and prepare financial reports on behalf of the committee.
- F. Each committee officer shall report promptly to the Chapter Chair or Chapter Treasurer any known or suspected losses or misuses of committee funds or property.
- G. Upon the dissolution of a committee, all funds held by the committee shall be turned over to the Chapter Treasurer.

6.4 Equipment

- A. All equipment owned by committees shall, wherever feasible, be clearly marked as "Property of Appalachian Mountain Club."
- B. The treasurer of each committee shall maintain an inventory of all equipment held by the committee. The inventory shall indicate where the equipment is located.
- C. Upon the dissolution of a committee, all equipment owned by the committee shall be turned over to the Chapter Executive Committee.

6.5 Request for Chapter Funds

Committees and individuals wishing to receive an appropriation from Chapter funds shall submit a request for the funds, an explanation of how the funds will be used, and a budget for the appropriate time period to the Chapter Chair at least three weeks before the Executive Committee meeting at which such a request will be considered.

7.0 Annual Reports

The Chapter Chairman, the Chapter Treasurer, and every Standing and Special Committee shall make an annual report. Annual reports shall be in writing and shall be delivered to the Chapter Secretary at a time, and in a form, he or she specifies. All annual reports shall be compiled and distributed by the Secretary in the manner set forth in Section 3.3 of these Standing Rules.

8.0 Procedural Rules

The meetings of the Executive Committee shall be administered according to the provisions of Roberts' Rules of Order where not inconsistent with the Chapter Bylaws and these Standing Rules.

9.0 Amendment and Suspension of Standing Rules

General procedures for amending and suspending the Standing Rules are specified in Article VIII of the Bylaws.

9.1 Duration of Suspension

Suspension of the Standing Rules shall be for two consecutive meetings of the Executive Committee, unless another time is specified. However, Standing Rules shall not be suspended for more than four months in any calendar year.

10.0 Chapter Office & Computer

10.1 Chapter Office

The Boston Chapter office will be used primarily for conducting Boston Chapter business by the Chapter's Executive Committee, ad hoc committees established by the Chair of the Boston Chapter, and by Standing Committees of the Boston Chapter.

- A.** The Boston Chapter office can be reserved by any elected officer of the Boston Chapter, the Chair of an ad hoc committee established by the Chair of the Boston Chapter, any elected officer of a Standing Committee of the Boston Chapter, or the coordinator of a workshop sponsored by a Standing Committee of the Boston Chapter.
- B.** The Chapter Trip Coordinator will maintain a reservation log for the Boston Chapter office.
- C.** The Boston Chapter Office can be rented by a non-Boston Chapter entity at the rate of \$15.00 per hour. To secure a reservation, payment in full must be received by the Chapter Treasurer within five business days of the date of the reservation.

10.2 Chapter Computers

All computers owned by the Boston Chapter will be used solely for conducting Boston Chapter business by the Chapter's Executive Committee, ad hoc committees established by the Chair of the Boston Chapter, and by Standing Committees of the Boston Chapter.

- A.** Computers owned by the Boston Chapter will not be used for personal reasons, nor will they be used for conducting business for non-Boston Chapter entities.
- B.** Personal files and files for non-Boston Chapter entities will not be maintained on any computer owned by the Boston Chapter.
- C.** The Chapter Trip Coordinator will maintain a reservation log for the Boston Chapter computers.
- D.** All files must be archived on diskettes or other storage media. Only documents that are "in process" can be stored on a hard drive.
- E.** The Boston Chapter Chair and the Chapter's System Administrator are authorized to make periodic checks of the computer's owned by the Boston Chapter to ensure compliance with 10.2.A, 10.2.B, and 10.2.C, and 10.2.D.

11.0 Appendices to the Standing Rules

11.1 Appendix I – The Standing Committees of the Boston Chapter

11.2 Appendix II – The Mission Statements of the Standing Committees of the Boston Chapter

11.3 Appendix III – Policy for Reviewing Participant Behavior

Revision History:

September 13, 2004: Amended.

May 6, 2002: Amended

April 1, 2002: Amended

October 2, 1995: Amended.

December 2, 1991: Approved.

Appendix I

Amended May 6, 2002

(Approved December 2, 1991)

The Standing Committees of the Boston Chapter are as follows:

Administrative and Service Standing Committees

Accident Review Board
Conservation
Membership/Meetings
MUD (Newsletter)
Nominating

Activity Standing Committees

Andover
Bicycle
Paddling
Family Outings
Forty Plus
Hiking and Backpacking
INTRO
Local Walks/Hikes
Mountaineering
Music
Photography
Skiing
Trails
Windsurfing
Young Members

Revision History:

May 6, 2002: Amended

December 2, 1991: Approved.

Appendix II

[Mission Statements for Every Standing Committee]

Appendix III

Policy for Reviewing Participant Behavior

Established February 2002

Revised April 2002

I. Overall Policy

A prime responsibility of trip leaders is to emphasize safety and foster a pleasant trip experience for all participants. Occasionally leaders will need to address problem participants whose behavior has a significant negative effect on others' enjoyment of the activity and/or on safety.

- Leaders are expected to address and attempt to resolve these situations at the time of the incident.
- Although sanctions against participants are to be used sparingly, barring a prospective participant from future activities may be justified.
- Such action may be for a particular activity committee, but may on occasion be justified for the whole chapter or beyond.

II. Leaders' Response to Inappropriate Behavior

Leaders have great discretion in responding to participants' behavior. The AMC Outdoor Leadership Development Committee Leadership Requirements and Guidelines point 18, issued in October 1996, states: "Applicants/participants may be excluded due to inadequate qualifications or experience, insufficient skill, capacity limitations, previously demonstrated personal incompatibility, unsafe actions, refusal to share community work, or inappropriate behavior."

Leaders should address a participant who engages in or encourages unsafe behavior. Participants should not be allowed to talk or act disparagingly toward other participants in terms of age, sex, national or ethnic origin, race, color, religion, or sexual orientation.

III. Benefit of Timely Action by a Leader

Sometimes, a leader can resolve a problem by having an immediate private conversation with the offender. Early action allows the offender the opportunity to reflect upon his/her behavior, and perhaps to make immediate constructive changes. It would also reassure any complainant that his/her issues are being addressed. If not addressed, a complaint that might have been resolved face to face between a leader and a participant can become more serious as time passes and/or when a committee gets involved.

If notice of a participant's behavior warrants wider dissemination, fairness dictates that the complaint be turned over to the sponsoring committee. The committee chair and/or representatives should be impartial and should ask for the participant's side of the story. Every disagreement has at least two sides; both deserve a hearing. The committee members should consider if any proposed sanctions are justified by the behavior in question. They should make sure they are being fair and objective. They should reflect on whether other qualified but less involved leaders will agree with any proposed sanctions. The committee chair should communicate with the chapter leadership, either before reaching a decision or afterward.

IV. Extreme Cases – Formal Exclusion Beyond a Single Activity Committee

In extreme cases, a committee voting sanctions may feel that a participant's unsuitability is so extreme that other chapter committees deserve to be informed. In all such cases, the appropriate step for extending the complaint and possible sanctions is to bring the case to the attention of the chapter leadership for further consideration and action. At one extreme, the chapter leadership may decide to ask the committee to reconsider its sanctions. At the other extreme, the leadership may present the case to the chapter executive committee for a discussion of whether or not the original committee's sanctions should be formally communicated to other committees, extended to the whole chapter, or even communicated beyond the chapter.

V. Conclusion

There must be due process; fairness is always desirable for its own sake. Reasonable documentation of any case involving sanctions should be available.

AMC members do not have any automatic right to be allowed to participate in any activity. Being excluded does not represent monetary damages. If a member is excluded from participation for any suitable reason, the club will support its leaders, and even offer to refund membership dues. Lawsuits are not likely and should not be a concern.

The leader or committee should use good judgment and discretion and keep in mind the interests of other leaders and other trip participants. It is important not to ignore significant transgressions, but also not to issue major sanctions for minor offenses. Good judgment is the key to good leadership.

Revision History:

February 4, 2002: Policy originally established by the Executive Committee of the Boston Chapter.

April 1, 2002: Paragraph 1, sentence 1 amended per recommendation by AMC Risk Management Coordinator.