

Approved 06/18/96
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ALL WEATHER WALKERS

Standing Rules

EXPLANATION OF STANDING RULES:

- A. STANDING RULES are rules enacted by the Corporation, hereafter referred to as the club, to make the work of the club flow smoothly and to support and expand the Bylaws.
- B. STANDING RULES may not change or alter the Bylaws in any manner.
- C. STANDING RULES may be passed or changed by a simple majority of the membership voting at a regularly scheduled meeting of the club.

STANDING RULES

1. **CLUB MEETINGS**

REGULAR MEETINGS – The regular meeting date shall be the second Tuesday of the month as designated in the Bylaws.

2. **MEMBERSHIP DUES**

- a. Official membership shall be for the calendar year January 1 through December 31. Membership privileges shall be extended until April 1st of the following year; if dues are not paid by this date a member(s) will be dropped from the official membership list.
- b. Annual dues shall be as follows: \$6 per single; \$12 per family membership.
- c. New members paying dues after March 1st will pay pro-rated dues, which will be reduced \$1.00 for each two-month period that has passed.

(Example: Dues paid May 15th would be \$4.00 single, \$8.00 family, since four full months have passed.)
- d. Two notices of dues payable will be published in the club newsletter followed by a phone call from the Treasurer to those who have not paid by April 1st.

3. **OFFICIAL MEMBERSHIP LIST**

The official membership list is the Corporate listing of all paid members and shall be used to determine voting status and mailing lists. It will also include a roster of club officers and committee chairs.

4. **CORPORATE DUTIES**

a. CLUB SPONSOR

- (1) The sponsoring organization of the club is currently vacant.

- (2) The representative may support the activities of the club in accordance with the wishes of the Board.
- b. BOARD OF DIRECTORS
 - (1) The Board may appoint delegates and alternates to AVA and ESVA meetings and submit written report of the activities of these meetings to the club members.
 - (2) The Board will approve all Volkssport events for the club subject to approval of the membership.
- c. PRESIDENT

The President shall maintain a portable file to be available upon request. The file shall include:

 - (1) Copy of all legal documents including Articles of Incorporation, Bylaws and tax exemption.
 - (2) Official membership list and roster of club officers and committee chairs.
 - (3) Standing Rules.
 - (4) Robert's Rules of Order.
 - (5) Spare keys to the club trailer.
- d. VICE PRESIDENT

The Vice President shall serve as chair of the Membership Committee.
- e. SECRETARY

The Secretary shall:

 - (1) Submit minutes of all meetings to the newsletter editor.
 - (2) Maintain hardcopies of all official meeting minutes.
- f. TREASURER

The Treasurer shall:

 - (1) Submit a monthly detailed financial report to the Board.
 - (2) Assist the Event Chairs in preparing full financial accounting to the Board and Event reports to AVA and ESVA.
 - (3) Present Event financial accounting to the first membership meeting following the Event.
 - (4) Maintain official club membership list.

5. CORPORATE COMMITTEES

- a. A FINANCIAL REVIEW COMMITTEE of two (2) members shall be appointed by the President or Board of Directors to review the financial records of the Corporation after the close of the fiscal year (June 30). The committee shall report its findings to the Board of Directors by the last day of August.
- b. MEMBERSHIP COMMITTEE, which is chaired by the Vice President, shall:
 - (1) Provide information and encouragement to potential members.
 - (2) Mentor new members.
 - (3) Furnish new members with Bylaws, Standing Rules, membership list and roster of club officers and committee chairs and current newsletter.
 - (4) Current membership list distributed by April 30th.

- c. NEWSLETTER COMMITTEE shall produce and distribute the club newsletter. It shall consist of club news, club event information and other information articles. Copies should be available at all club walking events.
- d. TRAILMASTER shall be responsible for checking trail safety prior to the walk and reporting to the Event Chair any possible safety concerns. A designated worker shall also check safety conditions during the day of the event. The designated worker shall immediately report all safety hazards to the Event Chair who shall have the authority to alter or close the trail.
- e. EVENT CHAIRPERSON(S) shall:
 - (1) Plan and manage the event from start to finish.
 - (2) Obtain pre-approval from club membership and/or Board of Directors at a meeting for event award, hatpin, other event specialty items and quantities.
 - (3) Enlist club volunteers to assist and staff the event.
 - (4) Be responsible for issuing the club trailer and supplies. After event, insure club trailer is clean, orderly and restocked for next event.
- f. HISTORIAN shall keep an accurate record of the events of the club in a scrap form or however it is deemed necessary. At least once a year, the book will be made available for members to review.
- g. PUBLICITY CHAIR shall provide news articles for local newspapers and other relevant publications.

6. COMPENSATION

According to Articles of Incorporation, Article V, Section A, club funds may not be used to the benefit of or distributed to members, officers or other private persons. However, a duly approved representative may be reimbursed for mileage to attend ESVA meetings in accord with current Internal Revenue Service allowance.

7. SAFEGUARDS FOR CLUB TREASURY

- a. The club checkbook, deposit book and other financial records shall be made available for informal audit by the Board at any time. This review may be requested by any voting member.
- b. Three (3) members of the Board will be authorized to sign checks; one signature is required.
- c. Check signer cannot sign a check made payable to him/herself.
- d. All deposits shall be made by those who are authorized to sign checks.
- e. Disbursement of routine event expenses shall be approved by the Board.
- f. All other disbursements over fifty dollars (\$50) shall be approved by club members at a meeting.
- g. Club funds that are used to purchase items for resale must be accounted for by the Treasurer.
- h. Proceeds from club events must be counted and signed for at the registration area by two members together at the end of each day of the event. Proceeds must be given to the club Treasurer within two days.
- i. No disbursements shall be made from event cash funds.
- j. The Club may make donations to tax exempt organizations. All such donations shall be approved by the club members.

8. AVA GUIDELINES

- a. To comply with AVA insurance requirements, workers walks will only be open to those who will be working the actual event.
- b. Those who work an event for at least two hours can get credit for the event without walking but must pay the current AVA credit fee. The event must be walked to get distance credit.

9. RIGHTS OF MEMBERS DURING A MEETING

- a. All members are equal and have the same rights:
 - (1) To place motions before the assembly.
 - (2) To enter into the discussion.
 - (3) To oppose and to amend.
 - (4) To have his vote counted equally.
 - (5) To hold the floor until he is finished speaking (assuming the assembly has not limited debate).
 - (6) To demand a hand count if he doubts the chair's decision on a voice vote.
 - (7) To inquire of the chair the issue being voted on.
 - (8) To call the chair's attention to what seems to be an error in procedure.
 - (9) To appeal the decision of the chair if he feels the chair has made a wrong decision.
 - (10) To call for order, if necessary. The chair must never permit the meeting to get out of control. If disorder occurs, a member has the right to remind the chair of the obligation to keep order.
 - (11) To call for orders of the day. If the assembly has strayed from the order on the agenda, a member can insist that the agenda be followed.

10. OBLIGATIONS OF MEMBERS DURING THE MEETING

- a. All members have the same obligations:
 - (1) To receive recognition of the chair before speaking, whenever this is required by the motion. No member has the right to speak whenever the whim strikes him. Because the chair has the obligation to maintain order, the member has the obligation to remain silent until recognized. (There are few exceptions to this rule.)
 - (2) To speak directly on the subject being considered. No member has the right to talk about anything he wishes without reference to the motion on the floor.
 - (3) To address all remarks to the chair. It is very tempting to fall into the habit of speaking directly to other members or especially to members on the opposite side of the issue. **VIOLENT DISAGREEMENT IS THE USUAL RESULT OF SUCH CASES, PLUS INJURED FEELINGS.**
 - (4) To refrain from using any insulting language or indecent behavior.

Standing Rules approved by ALL WEATHER WALKERS (AWW) membership at annual meeting, June 18, 1996.