CHC Standing Rules
Current as of October, 2026

Introduction

The Standing Rules provide additional, more specific definition to how the Club operates and functions beyond the broad principles in the Constitution and Bylaws. The related article number(s) from the Constitution and/or Bylaws is (are) provided with each section of the Standing Rules.

At the beginning of each calendar year, all officers and directors of the club shall read the latest version of the Standing Rules as maintained on the club's website. By majority vote, the board and/or the voting members may create, modify, or rescind a Standing Rule. Such changes shall be updated in the website file by the Recording Secretary.

Section 1 – Membership (Const. Article III; Bylaws Article I)

1.1 Membership

1.1.1 Liability Release: A Liability Release form must be signed by all members at time of entrance or reinstatement to the club and the form shall be kept on file. Visitors are not required to sign a form unless they attend an overnight function. In that event, the leader must require them to sign a release form. (1999)

1.1.2 Membership Packet: All new members should receive a membership packet that the membership committee will coordinate. (2000)

1.1.3 Life Membership Award: A member is awarded Life Membership in the year in which the member reaches 50 years of membership. The Membership Chair shall notify the member and the board when a member achieves Life Membership. Life members pay no dues, and their names are published in the annual directory. (2021)

Section 2 – Committees (Const. Articles IV, VI, Bylaws Articles II, IV, VIII)

2.1 Corresponding Secretary's Rules

2.1.1 Post Office Box: The CHC permanent address is Cleveland Hiking Club, P.O. Box 347097, Cleveland, Ohio 44134-7097. (1995, 2025)

2.1.2 Numerical Results of Elections: Members may request to see numerical results of elections by sending a stamped, self-addressed envelope to the Corresponding Secretary. (1998)

2.2 Pathfinder's Rules

2.2.1 Split Large Groups: Hike leaders may split large groups into two or more smaller groups and appoint another leader or leaders for the additional group(s). (1990, 2021)

2.2.2 Smoking: Smoking on hikes is discouraged. (1993)

2.2.3 Hiking Rules and Guidelines: The Pathfinder Committee will maintain the board-approved Hike Safety Rules and Leader Guidelines on the CHC website and publish them annually in Newsteps. (1995, 2021, 2026)

2.2.4 Complaints about a Hike Leader: Complaints should be directed to the Chief Pathfinder and then, if necessary, sent to the board for resolution. (1997)

2.2.5 Hikes during General Meetings: Local hikes shall not be scheduled to occur during general meetings. (2007)

2.2.6 Never Hike in Advance of Leader: Never hike in advance of the leader or hike in any manner likely to influence the pace of the leader. (2000)

2.2.7 Cancellation of a Scheduled Hike: Hikes shall not be cancelled prior to the scheduled starting time for the hike unless a state of emergency has been declared. (2005, 2020)

2.2.8 Two Hikers for Mileage and Hike Leader Credit: At least two hikers must complete a hike for mileage and for hike leader credit to be granted. (2005, 2021)

2.2.9 Official Hike: Single hikes (including hikes that are planned as part of a more extended outing) are recognized as official CHC hikes, qualifying for mileage credit for CHC Members. Single hikes as defined by this rule receive one hike leader credit for CHC leaders/members. (2015, 2021)

Credit is awarded if and only if the following conditions are satisfied:

a) Hikes and outings must have been approved in advance by the board and listed in advance in the published Schedule of Activities.

b) Hikes shall be open to all CHC members and their guests, subject to any space limitations, reservation requirements, fees, or physical requirements that are stated or suggested in the Schedule of Activities.

2.2.10 Hike Leader Responsibility: The hike leader represents the pathfinder and is in charge of the hike. The hike leader is responsible for the route taken, the pace set, and conducting the hike safely. The hike leader's advice and instructions should be followed. (2015)

2.2.11 Property Rights: All property rights must be respected. (2015)

2.2.12 Alternate Hike Leader: In the absence or incapacity of the hike leader, when a substitute leader has not been appointed, a hike leader shall be chosen by the members attending. (2015)

2.2.13 Visitors on Hikes: Visitors are welcome on all hikes unless the hike is specifically scheduled for "members only" or "members and invited guests only." (2015)

2.2.14 Firearms: No person may carry a firearm, deadly weapon, or dangerous ordnance on a hike, except a police officer. (2016, 2021)

2.2.15 Minimum Requirements to Lead Hikes: A member who wishes to lead hikes may be added to the hike leader list by the Chief Pathfinder if the member has a) hiked at least 100 miles with the CHC and b) been assigned a hike leader mentor by the Mentor Committee. Upon request by the member seeking to be added as a hike leader the Chief Pathfinder may waive either requirement. (2024)

2.3 Recording Pathfinder's Rules

2.3.1 Mileage Awards: The club will award a patch at 100 miles, 500 miles and every 1,000 miles thereafter. (2009)

a) Recognition plaques: A hiker's name will be engraved on recognition plaques at camp for the following milestones: 10,000 miles, 25,000 miles, 30,000 miles, 40,000 miles, 50,000 miles and 60,000 miles. (2021)

b) Special awards:

1) a globe is awarded to a member achieving 25,000 miles; and

2) a plaque is added to the top rail of one of the six (6) benches at camp when a member achieves 50,000 miles. (2009, 2021)

2.3.2 Guidelines for Awarding Mileage: (2007)

a) Basic Requirements: Miles shall be awarded only for hikes that are published in the Schedule of Activities (S/A).

b) Different Location or Start Time: Hikers who start from a different location or time other than a hike listed in the S/A will not receive mileage credit for that hike (i.e., hikers who misread the schedule).

c) At Least Two Hikers: There must be at least two hikers on each hike. If no one, or only one person appears at the scheduled time and location, the hike is automatically cancelled, and no miles are awarded. One of the two hikers may be a visitor who completes an attendance card.

d) Hike Leader: The hike leader shall be the person(s) published in the S/A.

e) Substitute Hike Leader: If the scheduled hike leader is unable to lead the hike, a substitute leader shall be appointed. The Recording Pathfinder shall be notified of the change.

f) Number of Miles Awarded:

1) Full Miles Only: All hikes shall be reported to the nearest full mile (no fractions of a mile).

2) Mileage for Local Hikes: Miles awarded shall be the miles published in the S/A, provided the member has hiked the entire route. If a range of miles is announced by the hike leader, the actual number of miles to be awarded shall be announced by the hike leader immediately after the hike is completed.

3) Incomplete Hikes: If a hiker cannot complete the entire hike for any reason, the hiker shall notify the hike leader when leaving the hike. The hike leader shall direct the hiker back to the starting point of the hike.

4) Denial of Mileage: In the event of unacceptable behavior by a hike leader or member, the Recording Pathfinder may deny mileage credit and/or hike leader credit to that hike leader or member. The Recording Pathfinder shall notify the hike leader or member of the

denial of miles and/or leader credit as soon as practical, along with the reason for denial. (2026)

g) Paid-up Membership Required: Miles and leader credit shall be awarded only to paid-up members.

h) Suspended and Reinstated Members: If a member is suspended, no further miles shall be credited beginning with the date of suspension. If a suspended member is reinstated, the member shall be awarded the number of miles awarded as of the date of suspension, plus miles hiked on and after the date of reinstatement, i.e., miles hiked during suspension will not count.

i) Cancellation of Hikes: No hike will be cancelled before the scheduled time listed in the Schedule of Activities unless a state of emergency has been declared.

1) If a hike is cancelled at the time of the hike, no mileage is granted.

2) Mileage is granted for the number of miles scheduled, including the rare occasion when a hike that is underway is cancelled because continuing would expose hikers to a “clear and present danger” such as lightning or high winds in wooded areas.

3) The hike leader alone decides whether it is too dangerous to continue the hike and if it has been underway long enough to award mileage.

j) Appeals: If a member is dissatisfied with the number of miles awarded, or not awarded on a hike, an appeal may be made to the board. A written appeal must be made no later than the second board meeting following the hike in question. The decision of the board is final.

2.3.3 Hike Leader Award: The club will award a CHC Leader Award when a member has led 100 hikes and issue CHC Leader Certificates when a member has led 500 hikes and for every 1,000 hikes led thereafter. Hiker leader’s names will be engraved on recognition plaque at camp for 1,000 hikes led. (2021)

2.3.4 Guidelines for Awarding Hike Leader Credit (2021):

a) Leader Credit: Leader credit shall be awarded only for hikes and excursions that are published in the Schedule of Activities (S/A). One leader credit will be awarded for each excursion, but not for each distinct hike on excursions.

b) Actual Leader Receives Credit: If a scheduled hike leader does not lead the hike, the member who led the hike receives leader credit.

c) Multiple Leader Credit: If there are multiple leaders for a scheduled hike, the leaders will be awarded a fractional credit equal to one (1) divided by the number of scheduled leaders.

d) Appointed Leader: When the hike leader splits a hiking group into smaller groups only the scheduled hike leader will receive the leader credit.

e) Cancellation of Hikes: Leader credit is granted for the rare occasion when a hike that is underway is cancelled as noted in Rule 2.3.2 i).

2.4 Recording Secretary's Rules

2.4.1 Officers' Job Descriptions: The Recording Secretary shall ensure that job descriptions for all officer positions are posted on the website. (2005, 2021)

2.4.2 Board Member Attendance Listed in Newsteps: The Recording Secretary shall list board members present at general and board meetings in that meeting's minutes and highlights in Newsteps. (2005, 2021)

2.4.3 Standing Rules Availability: As rules are created, modified, or rescinded, the Recording Secretary, or designee, shall update the website file. (2007, 2021)

2.4.4 Revisions to Standing Rules: The Recording Secretary shall promptly update the Standing Rules maintained on the club's website with any decisions made by the board that should be documented as a standing rule. (2014)

2.4.5 Standing Rules History: Once every 10 years (in years ending in zero) the Recording Secretary will remove from the history of changes to these rules any change made more than 10 years earlier and report that action to the board. (2021)

2.5 Treasurer's Rules

2.5.1 Check Payments: All checks for club activities, except excursions, shall be made out to the Cleveland Hiking Club, not payable to an individual. (2007)

2.5.2 Advances for Future Club Events and Activities: Functions requiring a deposit of $200 or more must be approved by the board. A check must be written to an organization requesting the deposit—not to a club member. The deposit/advance amount should be paid back to the Treasurer as soon as funds are received covering amount unless otherwise approved by the board. (1997, 2021)

2.5.3 Statement of Existence: CHC must apply for "Statement of Existence" to the State of Ohio as part of its non-profit status. This must be done every five (5) years. Application shall be made every year ending in seven (7) or two (2). (2009)

2.5.4 IRS Annual Financial Statement: The IRS requires that 501(c)(7) non-profit organizations file an annual financial statement (Form 990) with the IRS. The Treasurer is responsible to complete and file this form with the IRS. (2015)

2.5.5 Statutory Agent: The Treasurer shall serve as the club's statutory agent on file with the office of the Ohio Secretary of State. (2021)

2.5.6 Member Reimbursements: The Treasurer shall review and provide reimbursements to CHC Active, Life and/or Associate Members only for expenditures for CHC funded activities identified in CHC's approved budget or by Board approvals. The following conditions apply to reimbursements for authorized CHC activities:

a. The expenditures must be made and/or directed to be made by the committee chair or member leading the activity.

b. Reimbursements will only be made to CHC members in good standing.

c. For activities identified in CHC's approved budget, if a significant deviation from previous implementation of the activity or materials is contemplated, the proposed changes are to be presented to the CHC Board for approval prior to the event.

d. The Treasurer is to be notified of any expense that is unusual or will cause the activity to be over budget. The Treasurer will seek Board approval before issuing reimbursements for unusual or over budget activities.

e. The item(s) purchased for the activity must be for use and readily accessible to all participants and volunteers for the activity.

f. Committee chairs, members leading an activity and members who were authorized by a committee chair or member leading an activity, seeking reimbursements must submit receipts indicating the date, vendor and descriptions and quantity of the items purchased to the CHC Treasurer.

g. Gasoline or electric power used to operate personal vehicles utilized in club activities will not be reimbursed, except for members volunteering and authorized to be patrolling on the day of the 26 mile and/or 40 mile hikes, and to a single member volunteering and authorized to review the routes of the 26 mile and 40 mile hikes in advance of the hikes. Such reimbursement is intended as a token for the actual costs involved and is to be determined as the actual mileage driven after arriving and before leaving the locations of the 26 and 40 mile hikes reimbursed at 25 percent of the federal mileage reimbursement rate. Such members are to convey the date, purpose and their mileage to the Treasurer for reimbursement.

h. Unopened food products and excess paper supplies are to be stored at Camp Onwego where they can be utilized for other CHC activities. (2024)

i. All receipts for reimbursement need to be submitted within 90 days of when they occur or they may not be reimbursed. (2025)

Section 3. Committees (Bylaws Art. 4)

3.1 Major Excursion Committee Rules

3.1.1 Major Excursion Requirements: (2003) A Major Excursion must satisfy the following three requirements:

a) Should be four or more days in duration.

b) Be more than 300 miles from Cleveland or be outside the USA.

c) Have the major purpose be for hiking, not entertainment.

3.1.2 Scheduling Major Excursions (1997): Procedures for scheduling a Major Excursion are as follows:

a) Obtain a Major Excursion Application form from the Excursion Chairperson or print it off the CHC website.

b) Complete the application form and send it to the Excursion Chairperson for review and submission to the board for approval.

c) The excursion application should be submitted to the Excursion Chairperson not less than six months or preferably one year in advance of the excursion.

d) After board approval the excursion should be announced in Newsteps detailing all the specifics, i.e., location, dates, hiking requirements, approximate cost, etc.

3.1.3 Limited Space: If the excursion has limited space this should be noted, and a wait list established in the order of receipt. A random drawing process may also be utilized by the leaders. This should be noted in the Newsteps. The excursion leader has the discretion to accept or not accept members on the excursion.

3.1.4 Booking Dates: The excursion leader should advise potential participants not to book airfare, hotels, etc., until the leader advises that the excursion has adequate participants to go forward as planned. A cut-off date should be set. If there are not enough participants signed-up by the cut-off date, the excursion should be cancelled and all members that signed up should be advised at that time. The excursion leader should always keep the participants informed of all pertinent excursion information.

3.1.5 Sign-up Priority: Members have first priority for at least 10 days past the sign-up date. After that, non-members may be accepted provided they sign the liability form. It is mandatory that the excursion leader obtain a signed Liability Release Form from all non-members participating in an excursion. This form may be obtained from the Excursion Chairperson. Have the non-member sign the form and return it to the Excursion Chairperson. Non-member spouses are accepted without going on a wait list.

3.1.6 Medical Insurance: On international trips, leaders should make it clear to participants that Medicare does not offer coverage in foreign countries. Consideration should be given to medical trip insurance. The club does not recommend a specific insurance company.

3.1.7 Guidelines for Major Excursion Leaders (2026): The board will consider the following in determining the qualifications of an excursion leader:

a) Active CHC member hiking and preferably leading local hikes.

b) CHC member for at least one year.

c) Prior participation in at least one CHC major excursion.

3.1.8 Cancellations: If a participant pulls out of an excursion and an expense is incurred, the participant is responsible for paying it, not the excursion leader. (1997)

3.1.9 Money Safeguards: The Excursion Chair may require special safeguards for pooled money for group travel activities. (2019)

3.1.10 Disclosing Compensation: If an excursion leader receives compensation (e.g., a fee, commission, discount, or other benefit) from the travel agency, vendor, or

entity with which the trip is planned or booked, the leader is expected to disclose that compensation to each trip participant upon sign-up. (2021)

3.1.11. National Park Excursions: When leading an excursion to one of the U.S. National Parks, the excursion leader is to check the individual park website and/or contact the park for their policy, admission procedures, and Special Park Use Permits requirements regarding groups and discuss how any applicable requirements will be met with the Excursion Chairperson. (2024)

3.1.12 Conflicts with other excursions. Prospective excursion leaders should give due consideration and assess potential conflicts with previously approved excursions with regard to proximity of dates and location. Dates and locations should not be close or overlapping.

3.2 Newsteps Committee Rules (Bylaws Art. IV, Sec. 7)

3.2.1 Advertisements: No advertisements may be placed in Newsteps. (1997)

3.3 Safety Committee Rules

3.3.1 Safe Hiking Practices: The Safety Committee in conjunction with the Pathfinder Committee should issue periodic suggestions for safe hiking practices. (1990)

3.3.2 Dog Attendance Rules (2004): Rules regarding attendance of dogs at CHC functions:

a) Dogs must be leashed at all times and leash shall not exceed 6-feet in length nor be extended beyond 6-feet, if of the extendable type.

b) Dog handlers are expected to keep their dogs under control and be mindful that fellow hikers may not appreciate dogs. Dogs must be kept back out of the “circle” at the beginning of the hike and shall remain at the rear of the hike at all times.

c) Dogs are prohibited on hikes where the hike description in the Schedule of Activities includes the following words: “No Dogs.”

d) Hikers are limited to one dog per individual on a hike.

3.4 Website Committee Rules (Bylaws Art. IV, Sec. 10)

3.4.1 Content on Internet: The type of information on the CHC Website must be approved by a member of the website committee or by the board. Respective CHC committee chairs are responsible for the information included on their assigned committee pages. The website committee is responsible for Facebook and e-blasts oversight to ensure content accuracy and consistency. The board is responsible for overall direction and use of electronic communication. (2009)

3.5 Member Recognition Committee Rules

3.5.1 Chairperson appointment: The president shall appoint a Member Recognition Committee chairperson and may also recommend one or more committee members. (2021)

3.5.2 Committee Duties: The primary duties of the Member Recognition Committee include:

a) Administering, purchasing and/or maintaining member award plaques, significant hike plaques, special mileage awards (25,000 and 50,000 miles) and other member recognition displayed at Camp Onwego (camp).

b) Coordinating the installation and maintenance of the 50,000 miles bench/s, posts for members who complete 40 forty-mile hikes and similar recognition at camp.

c) Encouraging the board, committee chairs and/or event leaders to recognize member volunteer contributions (i.e., camp and/or trail maintenance, long hike support, social and/or outreach events and similar activities) in club publications and at club activities.

d) Administering the Lifetime Achievement Award, Significant Hike achievements, Member Recognition Letters, and the annual 40-mile hike recognition. (2021)

3.5.3 Lifetime Achievement Award Description and Selection Process includes the following:

a) Eligibility for award: Any member, current, deceased, or former, who has provided exceptional service and "inspiration" to CHC is eligible for nomination for the Lifetime Achievement Award. The CHC Board may award this recognition on up to three (3) members a year.

b) Nomination form and nomination process: The Member Recognition Committee will develop and administer a nomination form and process for the Lifetime Achievement Award. Any member may nominate a current member or former member for the award.

c) Presentation of Nominee/s to CHC Board: During an executive session of the November board meeting (or other meeting approved by the board), the Member Recognition Chairperson will present members nominated in the current year and each nominee from the past three years who has not received the award. The chairperson shall prepare a ballot of the nominees.

d) Board selection of award recipients: The board shall discuss the merits of the nominees and vote on which nominees should receive the award. If there are four or more nominees, each board member will receive three votes and the three nominees receiving the most votes will be retained for consideration. In the event of tie(s) for the third position, the board will vote on the tied nominees with each board member receiving a single vote and the nominee receiving (or nominees if a tie remains) the most votes being retained.

e) Board consideration of three or fewer nominees: If there are three or fewer nominees or when three nominees have been retained for consideration, a separate vote tally will be used for each nominee, and each nominee who receives a majority of affirmative votes of the board will receive the award. Votes will be counted by the meeting's presiding officer and observed by one director selected by the presiding officer. (A single nomination may be submitted for two people, and if awarded will be considered as a single award. Up to four recognitions may be awarded in a year if two or more of the awards are for deceased members.) (2021)

3.5.4 Merit Recognition Letters:

Merit Recognition Letters may be issued by CHC to recognize any member or group of members for meritorious service to the club that goes beyond typical

club activities. Any member, but more so committee chairs and members of the board, may nominate a member(s) for this award. The member recognition chairperson or a board member on behalf of the chairperson shall present the merits of such nominations to the board for it to review and approve/reject the recommendation. If approved, the letter would be issued by the president on club stationary. (2021)

3.5.5 Significant Hike Achievements are defined and awarded as follows:

a) Plaque for Significant Hike Achievements: To recognize previous and current significant hiking achievements by members and to help identify resources for members considering the same or similar hikes, a Significant Hike Completions plaque will be installed at camp to recognize members who have completely hiked a significant trail.

b) Definition of Significant Trail: The requirements for a Significant Trail designation are: The trail may be a single trail, or a series of trails connected end-to-end, or a network of trails within a specific boundary. The trail(s) must also exceed 200 miles in length and be recognized by a government agency such as a national park, a volunteer club or equivalent organization. (2022, 2023)

c) Definition of Hike Completion for CHC Recognition: "Completely hiked" means that the entire length of the trail was hiked; hiking reroutes for trail maintenance and avoiding severe weather exposure, hiking a parallel side trail for resupplying, or missing a turn and hiking a similar parallel trail for a short distance would be acceptable. Receiving recognition for hiking part of a trail by another organization (but not the entire trail) would not be acceptable for this award. The trail may be hiked as a "through-hike" or "sectioned-hike" over any period of time (including prior to CHC membership.) The main point is that the entire trail as recognized by the applicable organization is hiked.

d) Application Process: The Member Recognition Committee will administer the application process for this award. The member seeking the award (or if the member is unable to submit the form it may be submitted by a family member or another CHC member on their behalf) would submit the application to the member recognition committee. The committee may seek additional information from the submitter.

e) Board Approval for Recognition: After the submitter provides the required information to the committee, the chair will present the collected information to the board for approval. Upon board approval, the member's name, trail name, and time frame of the hike expressed in years started and completed will be added to the plaque. (2021)

3.5.6 Annual 40-Mile Hike Recognition:

A pin will be awarded to each member who completes their first 40-mile hike. Certificates will be awarded to each member who completes the annual 40-mile hike. The certificate will indicate the number of annual 40-mile hikes the

member has completed. When a member completes 40 annual 40-mile hikes, a plaque will be added to the post(s) on the Jay Beswick trail. (2021)

Section 4. Meetings (Const. Article V; Bylaws Art. V)

4.1 Meetings

4.1.1 Parliamentarian**:** The President may appoint a parliamentarian to be present at board and general meetings. (1994)

Section 5. Camp Rules (Bylaws Art. IV (Sec. 5), VI, VII)

5.1 Camp Committee Rules

5.1.1 Private Functions: Camp Onwego may be used by members for private functions provided no club function is scheduled for that date. Permission must be obtained from the Social Chair who also will check with the Camp Chair and Chief Pathfinder. The Social Chair shall list the event as “private function” along with the name of the reserving member on the Social Calendar. The listing will be included on the event section of the CHC website. There is a $25/day fee for members. (2010)

5.1.2 Surveillance Visits: Because of the occupancy requirement in the insurance policy, Camp Onwego should be visited at least once a month. The camp report each month should list these visits and they should be noted in the log book at camp. (1998)

5.1.3 Cleanup at Camp Onwego: Members who host club or private events at Camp Onwego are responsible for preparation, clean up (before and immediately after the event), water, gas, and electrical turn-on/shut-off, and lock down of the cabin and buildings including the removal of trash and perishable food from the premises. The club host may enlist a team of CHC volunteers, typically those who are part of the event. (2009)

5.1.4 Conduct at Camp Onwego: The rules of good conduct shall prevail at all times at Camp Onwego. Violations shall be reported to the Camp Chair, host, or leader of the outing at the time. (2014)

5.1.5 Liability Release: The Camp Chairperson shall obtain a signed Liability Release form (dated on or after October 5, 2021) from all members or non-members volunteering or otherwise participating in work at Camp Onwego, including building, maintaining, and improving trails or camp facilities. The Liability Release form can be obtained from the Camp Chairperson or on the club website. Completed forms are to be sent to the Membership Chair.

Section 6 – General (Bylaws Articles II, IX, Article IX)

6.1 Elections

6.1.1 Electronic Elections: For its annual election of officers, directors, and trustees, as well as for making amendments and/or changes to its Constitution and By-Laws, CHC will use a commercially available electronic election application that meets the following criteria:

a) A unique, single-use access key is assigned to each eligible voting member.

b) CHC may use the application to generate the access keys and distribute them via email. If a member lacks an email address, the access key will be distributed by U.S. Mail.
c) Eligible members will receive their access key with an Invitation to Vote noting the deadline for a vote to be counted.
d) The Election Administrator will set up the election so that the administrator cannot see how any member votes.
e) Upon voting, members will receive a voter verification code. (2021)

6.1.2 Ballot Preparation: An Election Administrator (who may not be an officer, director, candidate or related to the foregoing) will be appointed by the Corresponding Secretary. For the election of officers, directors and trustees, the chair of the Nominating Committee shall work with the Election Administrator to prepare the ballot. For amendments to the Constitution and Bylaws, language for the voting ballot shall be provided to the Election Administrator by the Recording Secretary. The final slate of candidates will be approved by the board at the August board meeting. The board shall notify the Election Administrator within two days whether the ballot has been approved. (2026)

6.1.3 Vote Tabulation: The Election Administrator shall access tabulated votes after voting is closed. The vote tabulation shall be transmitted to the President and Corresponding Secretary promptly upon completion. (2024)

6.1.4 Winner of Election: The candidate for any office receiving the highest number of votes and the candidates for directors receiving the highest number of votes shall be declared elected. Proposed amendments to the Constitution and/or Bylaws receiving the required number of favorable votes shall be declared approved. (2024)

6.1.5 Notifying Candidates and Members of Election Results: The Corresponding Secretary shall notify candidates of the election results promptly after voting closes. The President shall announce election results and post the results to the CHC website. (2024)

6.1.6 Protests of Election: Any protest of the election shall be made in writing to the Corresponding Secretary before the December board meeting. If ordered by the board to do so, the Corresponding Secretary shall direct the election administrator to perform an audit of the votes. (2021)

6.2 Memorial Gifts and Donations

6.2.1 Memorial Gifts/Donation Policy: From time-to-time memorial gifts and donations are given to the CHC for various reasons. The board will establish and maintain a standing committee to oversee the use of these funds and make recommendations to the board for approval of usage of the funds.
The committee will solicit recommendations from members providing the funds, active members for whom the funds were donated, family members of the deceased CHC member, and /or general membership inputs on how the funds should be used. The Treasurer will maintain records of all funds received based on the purpose or CHC member. (2015)

6.3 Rules for Using the CHC Logo

6.3.1. Logo Use Committee: A committee chaired by the Corresponding Secretary and including the Webmaster and Community Engagement chair shall ensure consistent and appropriate use of the logo. (2024)

6.3.2 Logo Development and Consistent Utilization: A new logo for the Cleveland Hiking Club was introduced in 2020. Its purpose is to present a consistent, contemporary, polished look for the Cleveland Hiking Club for all marketing and branding for every item that the CHC uses or shares with the public – from artwork to type fonts. The new identity shall be used across all communications so that it becomes firmly established and identified with the CHC. (2021)

6.3.3 Logo Color and Font:

a) The color for the CHC logo is PMS 377U or R 120 G162 B 47, or C59 M18 Y100 K2 or as a web color 669933 - these are all formulas for the same color depending on the system being used; they all should match the PMS color. Everything else is Black.

b) The HIKER figure should never be used separately.

c) If the logo cannot be reproduced in the official green and black colors, then it should always be black and white and shades of gray. The logo should never be reproduced in any other color. It can be reversed or knocked out of a color - a white and/or black and gray logo against another color, but it should never appear in any other color.

d) HELVETICA is the master type font for all CHC internal and external communications, publications, products, and the website. If the HELVETICA font is not available for use, ARIAL (Microsoft's version of HELVETICA) is the correct substitute font. Although ARIAL is not nearly as versatile as HELVETICA, its design limitations have already been designed into CHC communications.

e) IMPACT is the master type font for headings and headlines. The "chc" in the logo is set in IMPACT.

f) If IMPACT is not available, HELVETICA BOLD CONDENSED or ARIAL BOLD CONDENSED are acceptable – except where the logo is used. The logo must always be used as designed. (2021)

6.3.4 Request to Use the CHC Logo: A request to use the logo for CHC communications must be made to and then authorized by the CHC Logo Use Committee. If approved, the webmaster will then release the appropriate logo art file for the club project. Different logo art files will work best for different purposes. These logo art files are stored on the website. (2021)

6.3.5 Types of Logo Art Files: The logo was created in a scalable version that may be enlarged and still maintain the correct resolution. The png logo file should work for the website and other options. The eps file should work for merchandise. The JPEG is used to insert into a Word document; to Word, the JPEG is a picture. A JPEG should not be inserted into a PDF as it tends to get misinterpreted and distorted. JPEGS are not the same high quality as the PDFs; they are compressed files and there may be a loss of quality. (2021)

6.4 Miscellaneous Rules

6.4.1 Anti-Commercialization: No member shall use the resources of the Cleveland Hiking Club as a means to offer commercial products or services of any kind to the general membership. Members who are also travel agents, insurance salesman, service providers, or providers of any commercial product or service shall not use club functions, club membership lists, Newsteps, posted signs on club property, general announcements at club gatherings, or any other means to solicit customers from the general membership. This rule does not include commercial transactions carried on in private conversations between members. (2009)

Standing Rules History

This section provides a list of changes made to the Standing Rules including additions, deletions, and revisions. Once every 10 years (on years ending in zero) the Recording Secretary will remove from this list any changes made more than 10 years earlier. Removed items will be kept in the CHC's archives.

12/7/2010 Revision:

7.1.1 Private Functions: Revised so that Social Chair grants permission and will list the event on the social calendar.

2015 Deletions from an overall review and update:

a) Approval of Minutes '98 President to make sure only Board Members vote to accept minute of previous Board Meeting at each General Assembly Meeting. Board must approve Minutes of immediately preceding Meeting, whether it is a General Meeting or Board Meeting.

b) Can Collectors '95 Collectors who pick-up cans and other items during hikes should stay at the back of the group and remain on the same side of the street as the leader. (Don't cross the street to pick up).

c) Committee Reports 06/02/2009: The order of committee reports, or presence of committee chairs may be altered at the discretion of the CHC Board.

d) Distribution of "Attributes of a Hike Leader" 06/06/2000: "Attributes of a Hike Leader", no longer in membership packet, should be given to new hike leaders by the Pathfinder Committee under the direction of the Chief Pathfinder.

e) Hikes at Camp Onwego '99 Hikes held at Camp Onwego involving opening the building and serving food should be limited to "Members and Invited Guests Only." Other hikes involving social events can also be designated for "Members and Invited Guests Only."

f) Limited Participation 07/11/2000: Major Excursions with limited space must be announced and described in Newsteps. Reservations accepted and a wait list established based on order of receipt and discretion of Hike Leaders. Random drawing selection process may be utilized when recommended by the trip leader and described in Newsteps.

g) 10/04/2005: Members have first priority for at least 30 days past the enrollment date, after which the excursion leader can set a deadline for members to make reservations before non-members will be invited. Members on a waiting list always have priority until that deadline is past.

h) Louise McDonough Outreach Fund 07/22/2000: Outreach Committee renamed: "Louise McDonough Outreach Fund".

i) Mall Walks '93 Mall walks are acceptable.

j) Mandatory Topics '99: Guidelines' for leaders, safety rules, and notice of obtaining numerical results of elections should appear in Newsteps on a timely basis.

k) Start of Board Meetings 04/05/2005: Board and General Meetings shall start at 7:00 PM.

l) Sunshine and Sympathy Committee 09/06/2005: Sunshine Committee renamed "Sunshine and Sympathy Committee."

9/6/2016 Added:

4.2.14 Firearms: No person may carry a firearm, deadly weapon, or dangerous ordinance on a hike.

1/7/2020 Added:

4.2.15 Minimum Mileage: Members should hike at least 100 miles with the CHC before signing up to lead hikes. Members may request a waiver from this requirement from the Chief Pathfinder.

2021 Revisions from an overall review and update

a) General revisions: eliminated placeholder sections and subsections with no content, renumbered and reformatted all sections and subsections, added key words at the beginning of each subsection to make it easier to find items of interest, and edited throughout for clarity and readability.

b) 1.1.3 Life Membership Award Rule - added

c) 2.1.4 Historian's Copy Rule – deleted as duplicative of Records Retention Policy

d) 2.3.4 Guidelines for Awarding Hike Leader Credit Rule - added

e) 2.4.5 Standing Rules History Rule - added

f) 3.1.10 Disclosing Compensation Rule - added

g) 3.5 Member Recognition Committee Rules - added

h) 4.1 Meetings, Extra Board Meeting Rules - deleted (covered in Bylaws)

i) 5.1.5 Liability Release (dated on or after 10/05/2021) - added

j) Section 6 General- -revised and reorganized to include: 6.1 Elections, 6.2 Memorial Gifts and Donations, 6.3 Rules for Using the CHC Logo (added), and 6.4 Miscellaneous Rules, 6.4.1 Anti-Commercialization)

k) Board Responsibilities - deleted (and moved to CHC Job Responsibilities)

11-03-2021 Revision to 3.5.3 e): Amending to clarify when a single nomination may be submitted for two people and increasing the number of honorees when two or more honorees are deceased.

11-07-2023 Revision to 3.5.5b: Amended to clarify the definition of a Significant Trail

12-06-2023 Deletion from Corresponding Secretary's Rules:

2.1.2 Hiking Schedule Distribution: Members may elect to receive CHC Newsteps and Schedules of Activities in a print or electronic format. Joint members who receive printed copies will receive one Newsteps and Schedule of Activities (S/A) per household. (2007, 2021)

2.1.3 Schedule of Activities Copies: Members who receive electronic copies of Newsteps may be able to pick up a printed schedule on hikes, subject to availability. (2009, 2021)

3-5-2024 Added:

3.1.11 Rules for scheduling major excursions in a National Park.

3-5-2024 Added:

Treasurer's Rules, 2.5.6 - guidelines for member reimbursements for activities and long hike support.

6-4-2024 Revision of Pathfinder Rules 2.2.15 to include updated minimum requirements for new hike leaders.

9-3-2024 Revision of Election Rules 6.1.3, 6.1.4, 6.1.5 to include updated election rules with digital communication.

9-3-2024 Revision of Rules for Using the CHC Logo 6.3.1, 6.3.4 to redefine the Logo Use Committee and the procedures to request use of the logo.

11-6-2024 Added:

Rule 3.1.12 Conflicts with Other Excursion: This rule clarifies expectations for excursion requests that overlap by date or location.

1-7-2025 Revision of Rule 6.1.2 redefining ballot preparation.

7-1-2025 Added:

Rule 2.5.6i; defines rules for monetary reimbursement with a deadline

11-5-2025 Revision of Rule 2.1.1 correcting an error in the listed post office box from 34797 to the correct post office box 347097.

1-6-2026 Revision of Rule 2.3.2.f (4) redefines denial of mileage credit and/or hike leader credit for unacceptable behavior of a club member on a hike.

3-3-2026 Revision of Rule 6.1.2 amended to change the timeline of board approval of the election ballot.

5-5-2026 Revision of Rule 3.1.7 amended to include the word "all" excursion leaders; and revision of 3.1.7a to remove the word "preferably" so that all excursion leaders are current hike leaders; additionally added the requirement of 5 local hikes in the last 12 months.

6-2-2026 Revision of Rule 3.1.7 to rescind previously approved motion on excursions (see 5-5-26). It was determined that the amendment was overly restrictive and not needed.

10-6-2026 Revision of Rule 2.2.3 amended the wording of Hiking Rules and Guidelines as established by the Pathfinder committee.