

CLEVELAND HIKING CLUB

STANDING RULES

Approved by Board 9/1/2015 amended 1/17/2021

1. Name: ARTICLE I - Constitution

2. Purpose: ARTICLE II - Constitution

3. Membership: ARTICLE III – Constitution; ARTICLE I – Bylaws

3.1 Liability Release (1999): Liability Release Form must be signed by all members at time of entrance into Club and kept on file. Guests are not required to sign a form unless attending an overnight function— then leaders must require guests to sign.

3.2 Membership Packet (06/06/2000): All new members should receive a membership packet which the Membership Committee will coordinate.

4. Officers and Directors: ARTICLE IV – Constitution; ARTICLE III – Bylaws – Officer’s Duties;

4.1 Corresponding Secretary’s Rules

4.1.1 Post Office Box (1995): Post office box is the CHC permanent address.

4.1.2 Hiking Schedule Distribution (03/06/2007): All members receiving paper copies will receive a copy of the Hiking Schedule of Activities with their Newsteps. Household couples receiving paper copies should get two copies of the hiking schedule in their Newsteps.

4.1.3 Schedule of Activities Copies 06/02/2009: Members who opt out of receiving Newsteps via USPS mail shall be assured that they can pick up their Schedules of Activities on hikes.

4.1.4 Historian’s Copy (03/06/2007): Corresponding Secretary shall send to the Historian two copies each of Newsteps, Directories, and Schedules each month for archival purposes.

4.1.5 Numerical Results of Elections (1998): Members can see numerical results of elections by sending stamped, self-addressed envelope to Corresponding Secretary. President should put this notice (about stamped envelopes) in the Newsteps each year after the election.

4.1.6 Affiliated Organization Distribution (1997): Newsteps may be sent to affiliated organizations.

4.2 Pathfinder’s Rules

4.2.1 Split Large Groups (1990) Leaders can split large groups into two and appoint another leader for the second group, if it seems advisable.

4.2.2 Smoking on hikes (1993) Smoking on hikes is discouraged.

4.2.3 List of Good Leader Attributes and Hiking Definitions (1995): Pathfinder Committee will maintain a set of Board approved Good Hike Leader Attributes and Hiking Definitions on the club’s website, distribute it to new hike leaders and publish it annually in Newsteps.

4.2.4 Hike Leader Complaints (1997): Hike Leader complaints should be turned over to Pathfinder Committee and then, if necessary, sent to the Board for adjudication.

4.2.5 Hikes during general meetings (03/06/2007): Local hikes shall not be scheduled to occur during general meetings.

4.2.6 Never Hike In Advance of Leader (09/05/2000): Never hike in advance of Leader or hike in any manner likely to influence the pace of the Leader.

4.2.7 Scheduled Hike Cancellation (01/04/2005): Hikes shall not be cancelled prior to the scheduled starting time for the hike unless a state of emergency has been declared.

4.2.8 Two Hikers for Mileage (07/05/2005): At least two hikers must complete a hike for mileage to be granted.

4.2.9 Official Hike (2015): Single hikes (as well as hikes which are planned as part of a more extended outing) are recognized as official Club hikes, qualifying for mileage credit to Club members, if and only if the following conditions are satisfied: 1. Hikes and outings must have been approved in advance by the Board and listed in advance in the published Schedule of Activities. 2. Hikes shall be open to all Club 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. 3. Any hikes conducted by persons other than Club members must be approved by the Pathfinder's Committee and by the Board.

- 4.2.10 Hike Leader Responsibility (2015): 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 the welfare and conduct of all hikers. The Hike Leader's advice and instructions should be followed.
- 4.2.11 Property Rights (2015): All property rights must be respected.
- 4.2.12 Alternate Hike Leader (2015): In the absence or incapacity of the Leader, when a substitute leader has not been appointed, a Leader shall be chosen by the members attending.
- 4.2.13 Visitors on hikes (2015): Visitors are welcome on all hikes unless the hike is specifically scheduled for "members only" or "members and invited guests only".
- 4.2.14 Firearms (2016): No person may carry a firearm, deadly weapon, or dangerous ordnance on a hike.
- 4.2.15 Minimum Mileage (2020): 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.

4.3 Recording Pathfinder's Rules

- 4.3.1 Mileage Awards (06/02/2009): The Club will award a patch at 100 and 500 miles and every 1,000 miles. Name engraved on recognition plaque at camp for 10,000 miles and 25,000 miles. Globe awarded for 25,000 miles. A special award for 50,000 miles.
- 4.3.2 Awarding Mileage - Guidelines (03/06/2007): Guidelines for awarding mileage are as follows:

Awarding Mileage Basic Requirements

- * Miles shall be awarded only for hikes which are published in the Schedule of Activities (S/A). Hikers who hike from a different location or at a different time than a hike listed in the S/A do not receive mileage credit for that hike (i.e. hikers who misread the schedule)* Miles shall be awarded only to paid up members.
- * There must be a minimum of two hikers on each hike. If no one, or, if only one person appears at the scheduled time and location, the hike is automatically cancelled and no miles are awarded.

NUMBER OF MILES:

- * All miles shall be reported to the nearest full mile (no fractions of a mile).
- * For local hikers, the 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.
- * When a hiker cannot complete the entire hike for any reason, that member shall notify the hike leader when leaving the hike. The hike leader shall direct the member back to the starting point of the hike, and shall notify the member of the actual number of miles to be awarded, which shall only be those miles walked on the hike up to that point.
- * In case of extraordinary member partial miles, or unacceptable member behavior, the leader may deny a member any mileage credit. After the hike is completed, the hike leader shall notify the member of the denial of miles, and the reason for denial.

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, he or she 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 won't count.

CANCELLATION OF HIKES:

- * Mileage is granted for the number of miles scheduled including the rare occasion when a hike that is underway gets cancelled because continuing would expose hikers to a "clear and present danger" such as lightning or, high winds in wooded areas.
- * The Hike Leader alone decides if it is too dangerous to continue the hike and whether it has been underway long enough to grant mileage. * If a hike gets cancelled before it starts, for any reason, no mileage is granted. No hike will be cancelled prior to the scheduled time listed in the S/A.

APPEALS:

- * If a member is dissatisfied with the number of miles he or she is awarded/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 shall be final.

HIKE LEADER:

- * The hike leader shall be the person(s) published in the S/A.
- * If for any reason the person mentioned above cannot lead the hike, he or she shall appoint a substitute leader. The Chief Pathfinder and the Recording Path Finder shall be notified of this change.
- * If the leader is absent, and/or no substitute leader has been appointed, the Standing Rule #4.2.13 "In the absence or incapacity of the Leader, when a substitute leader has not been appointed, a Leader shall be chosen by the members attending."
- * Regarding non-members conducting hikes, the Standing Rule # 4.2.10 "Any hikes conducted by persons other than club members must be approved by the Pathfinder's Committee and by the Board."

4.4 Recording Secretary's Rules

- 4.4.1 Officers' Job Descriptions (05/06/2005): Recording Secretary should maintain job descriptions for all officer positions and make them available to all prospective and incoming officers.
- 4.4.2 Board Member Attendance Listed in Newsteps (10/04/2005): Board Members present at General and Board Meetings shall be listed in that meeting's Minutes and Highlights in Newsteps."
- 4.4.3 Standing Rules Availability (03/06/2007): All officers and directors of the Club shall read the latest version of the CHC Standing Rules as maintained on the Club's website. As rules are created, modified, or rescinded, the Recording Secretary, or designee, shall update the website file and make it readily available. Paper copies of the rules may be requested from the Recording Secretary.

4.5 Treasurer's Rules

- 4.5.1 Check Payments 09/04/2007: All checks for Club activities, except excursions, shall be made out to the Cleveland Hiking Club, not payable to an individual.
- 4.5.2 Advances for future club events and activities (1997): Functions requiring a deposit of \$200 or more, must be approved by the Board. 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.

- 4.5.3 Statement of Existence 06/02/2009: CHC must apply for “Statement of Existence” to the State of Ohio as part of its non-profit status. This must be done every 5 years. Application shall be made every year ending in 7 or 2.
- 4.5.4 IRS 990 form (2015): The IRS requires that 501c7 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.

5. Committees ARTICLE IV – Bylaws – Committees

5.1 Major Excursion Committee Rules

5.1.1 Scheduling 5.1.1 Scheduling Major Excursions (1997) Procedures for scheduling a Major Excursion are as follows:

- 1) Obtain a Major Excursion Application form from the Excursion Chairperson or print it off the CHC website.
 - 2) Complete the application form and send it to the Excursion Chairperson for review and submission to the CHC Board for approval.
 - 3) The excursion application should be submitted to the Excursion Chairperson not less than six months or preferably one year in advance of the excursion.
 - 4) After board approval the excursion should be announced in Newsteps detailing all the specifics i.e., location, dates, hiking requirements, approximate cost, etc. 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.
 - 5) 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 sign 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.
 - 6) Members have first priority for at least 10 days past the sign up date. After that non-members can 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 can 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.
 - 7) 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.
- 5.1.2 Guideline for ME Leaders (06/02/2009): The Board will consider the following in determining the qualifications of an excursion leader: 1) Active CHC member hiking and preferably leading local hikes. 2) CHC member for at least one year. 3) Prior participation in at least one CHC major excursion.
- 5.1.3 Cancellations (1997): If a participant pulls out of an excursion and an expense is incurred, the participant is responsible for paying it, not the Excursion Leader.
- 5.1.4 M.E. Parameters - Definitions (6/2003): A Major Excursion must be: 1. Four or more days in duration, AND 2. More than 300 miles from Cleveland OR 3. Outside the USA, AND 4. For the major purpose of hiking, not entertainment.
- 5.1.5 Safeguards (2/2019): Excursion chair may require special safeguards for pooled money for group travel activities.

5.2 Newsteps' Rules

5.3.1 Personal Advertisements (1997): No personal ads can be placed in Newsteps

5.3 Safety Committee Rules

5.3.2 Safety Rules (06/05/1990) The Safety Committee in conjunction with the Pathfinder Committee should issue periodic suggestions for safe hiking practices.

5.3.3 Dogs' Attendance (04/06/2004): Rules regarding Attendance of Dogs at Cleveland Hiking Club Functions:

1. 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.
2. 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.
3. Dogs are prohibited on hikes where the hike description in the Schedule of Activities includes the following words: Strenuous, Off Trail, or "No Dogs".
4. Hikers are limited to one dog per individual on a hike.

5.4 Sunshine and Sympathy Committee

5.5 Website Committee

5.5.1 Contents on Internet (06/02/2009): Type of information on the CHC Website must be approved by a member of the CHC Website Committee or by the CHC Board. Respective CHC Committee Chairs are responsible for the contents 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. (Article IV, Section 10 of Bylaws)

6. Meetings: ARTICLE V – Constitution; ARTICLE V – Bylaws

6.1 Extra Board Meeting 09/04/2007: The President (or designee) may call an extra meeting of the board, held between regular meetings, and conducted at distance by any communications means deemed appropriate to ensure a quorum and effective communication. (Communication means include any available technology, i.e. phone, email, and Web meetings, or a combination thereof.) Extra Board Meetings are subject to the same rules as regular meetings. (A call for an extra board meeting requires careful planning of its announcement, pertaining agenda, prior documentation, and instructions for how the proceedings will be conducted.) Decisions and votes shall be recorded with meeting identification in the following regular Board Meeting Minutes. (Article V, Section 1b of Bylaws) See also attached Board Policy on Electronic Meeting

6.2 Parliamentarian (1994): The President may appoint a parliamentarian to be present at Board and General Meetings. (Article V of Constitution & Article V of Bylaws)

6.3 Committee Reports

6.4 Approval of Minutes

6.5 Start of Board Meetings

7. Camp Rules: ARTICLE VI – Bylaws – Camp Rules; ARTICLE VII – Bylaws – Camp Replacement and Improvement Fund

7.1 Camp Committee Rules

7.1.1 Private Functions (12/07/2010): 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 web site. There is a \$25/day fee for members.

- 7.1.2 Onwego Surveillance Visits (1998): Because of occupancy requirement on insurance policy, Camp Onwego should be visited at least once a month. Camp report each month should list these visits.
- 7.1.3 Cleanup at Camp Onwego (06/02/2009): CHC 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.
- 7.1.4 Conduct at Camp Onwego (2014 transfer from Constitution): The rules of good conduct shall prevail at all times at CAMP ONWEGO. Violations shall be reported to the Camp Chair or Leader of the outing at the time.

8. Amendments: ARTICLE VI – Constitution; ARTICLE VIII – Bylaws

- 8.1 Revisions to Standing Rules (2014):** The Recording Secretary will update the Standing Rules maintained on the Club's Website for any decisions made by the Board that should be documented as a Standing Rule. Copies of the Standing Rules can be provided to any member upon request.

9. General: ARTICLE IX – Bylaws – Rules of Order; ARTICLE II – Bylaws – Tie Votes & Vacancies

- 9.1 Anti-Commercialization (06/02/2009)** No Club 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.

9.2 Elections (2014 transferred from Constitution)

- 9.2.1 Return of Ballots (2014 transferred from Constitution): Marked ballots shall be placed in the small envelope which is sealed by the voting member and forwarded to the Corresponding Secretary in the large outer envelope by a date set by the Board. The name of the voting member must be on the outside envelope in order to keep an accurate record of whom has voted. Any outside envelope without the voter's name will be destroyed and that vote will not be counted.
- 9.2.2 Teller Committee (2014 transferred from Constitution): The sealed ballot envelopes shall be delivered to the Teller Committee (who are members but not officers or candidates, or related to the foregoing) appointed by the President for tabulation. The results of the tabulation shall be transmitted to the President.
- 9.2.3 Winner of Election (2014 transferred from Constitution): 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.
- 9.2.4 Protests of election (2014 transferred from Constitution): Any protest on the election shall be made in writing before the December Board meeting. If so ordered, the Corresponding Secretary shall produce the ballots for a recount. Unless otherwise instructed, the retiring Corresponding Secretary shall destroy the ballots after January 1.

- 9.3 Memorial Gifts/Donation Policy (1/6/2015):** From time to time memorial gifts and donations are given to the CHC for various reasons. The Board of Directors will maintain establish a standing committee to oversee the use of these funds and make recommendations to the Board for approval

of the funds usage. 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.

9.4 Board Responsibilities (1/6/2015): The Board accepted a list of Responsibilities to be used to guide the topics for their review:

1. Ensure Financial Integrity of the Cleveland Hiking Club (CHC); ensure financial stability, accuracy, completeness & consistency with the CHC mission.
2. Ensure Hiking options meet member needs.
3. Provide direction to committees and review their effectiveness.
4. Provide long-term strategy for the club.
5. Ensure integrity in all transactions.
6. Provide effective leadership for the CHC.
7. Coordinate community involvement.

STANDING RULES HISTORY:

Added Standing Rule 9/6/2016:

4.2.14 Firearms (2016): No person may carry a firearm, deadly weapon, or dangerous ordnance on a hike.

Added Standing Rule 1/7/2020:

4.2.15 Minimum Mileage (2020): 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.

Deleted Standing Rules – 2015:

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.

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 pickup).

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.

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.

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."

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. 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.

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

Mall Walks '93 Mall walks are acceptable.

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

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

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

Deleted/changed Standing Rules – Prior Years:

Revisions

03/06/2007 Following Board Member review of its Standing Rules, the CHC Board on March 6, 2007 decided on the revisions included in this CHC Standard Operating Procedures file. It replaces any and all previously issued collections of Standing Rules, including the three-ring binder collection. Further maintenance is a continuous Board task (whenever rules become erroneous or found not to be needed). 09/04/2007 President's Rules regarding "Extra Board Meetings" and

Treasurer's Rule regarding "Check Payments" added. Treasurer's Rule regarding "Initiation Fees" and Camp Committee's Rule regarding "Outside Groups" removed. 06/02/2009 President's Rules regarding "Contents on Internet" and "Committee Reports" and Treasurer's Rule regarding "Statement of Existence" and Recording Pathfinder's Rules regarding "Mileage Awards" reworded. "Cleanup at Onwego" added to Camp Committee's Rules and "Schedule of Activities Copies" added to Corresponding Secretary's Rules and "Guideline for ME Leaders" added to Major Excursion Committee's Rules. "Log of Standing Rules & Their Distribution" deleted from Recording Secretary's Rules as already covered by "Standing Rules Distribution". "Anti-Commercialization" added as General Rule.

12/07/2010 Camp Committee's Rules "Private Functions" changed so that the Social Chair grants permission and will list the event on the social calendar.