



1924 – 2014

WISCONSIN GO-HIKING CLUB

Milwaukee, Wisconsin

ARTICLES OF ORGANIZATION

BYLAWS

STANDING RULES

(Document updated with membership approval Jan 2014)

“The sole purpose of Parliamentary Law and Procedure is to determine the will of the majority and to protect the rights of the minority”.

Thomas Jefferson

WISCONSIN GO-HIKING CLUB
ARTICLES OF ORGANIZATION

Know all men by these present, that the undersigned, adult residents of the State of Wisconsin, do hereby make, sign and agree to the following

ARTICLES OF ORGANIZATION

Article First - The undersigned have associated, and do hereby associate themselves together for the purpose of forming a corporation under Chapter 180 of the Wisconsin Statutes and the Acts amendatory thereof and supplementary thereto, the purpose of which corporation shall be to promote health and good fellowship by hiking and other means and to do all things which may be incidental to and connected with the foregoing purposes. Said purpose shall be pursued principally in the State of Wisconsin.

Article Second - The name of the said corporation shall be

WISCONSIN GO-HIKING CLUB

and its location shall be in the City of Milwaukee, Milwaukee County, Wisconsin.

Article Third - The corporation shall be non-stock and no dividends or pecuniary profits of any kind shall be declared or distributed to its members.

Article Fourth - The general officers of said corporation shall be a President, a Vice President, a Secretary, a Treasurer, a Trail Blazer, a Publicity Manager, an Entertainment Chairperson, and a Membership Chairperson.

Article Fifth - The Board of Directors shall consist of eight members, to wit, the officers of the corporation.

Article Sixth - The corporation shall hold its first meeting for the election of officers and the adoption of By-Laws on the 16th day of April, 1925, at Lake Park, in the City of Milwaukee, Milwaukee County, Wisconsin.

Article Seventh - The officers shall be elected annually by the members of this corporation.

Article Eighth:

The principal duties of the President shall be to preside at all regular and special meetings of the members, at all meetings of the Board of Directors and to exercise a general supervision over the affairs of the corporation.

The principal duties of the Vice-President shall be to discharge the duties of the President in the event of the absence or disability, for any cause whatever, of the latter.

The principal duties of the Secretary shall be to countersign all deeds, leases and conveyances executed by the corporation, and to keep a record of the proceedings of the Board of Directors and of the proceedings of the members of this corporation of their regular and special meetings, and to safely and systematically keep all books, papers, records, documents and correspondence belonging to the corporation, in any ways pertaining to the business thereof.

The principal duties of the Treasurer shall be to keep and account for all moneys, credits and property, of any and every nature, of the corporation which shall come into his hands, and keep an accurate account of all moneys received and disbursed, and proper vouchers for moneys disbursed, and to render such accounts, statements and inventories of monies received and disbursed and of money and property on

hand and generally of all matters pertaining to this office, as shall be required by the Board of Directors or by resolution of the member.

The principal duties of the Trail Blazer shall be to schedule all hikes.

The principal duties of the Publicity Manager shall be to assume charge of all publicity work of the Corporation.

The principal duties of the Entertainment Chairperson shall be to schedule social events and appoint any member or members to the Entertainment Committee.

The principal duties of the Membership Chairperson shall be to receive applications of candidates for membership, and to promote their acquaintance with Club members. The Membership Chairperson shall also act as Awards Chairperson.

The Board of Directors may provide for the appointment of such additional officers as they may deem for the best interests of the corporation.

All said officers and members of said corporation shall perform such additional or different duties as should be prescribed from time to time by the By-Laws or by action of the members.

The powers of the Board of Directors shall be limited to such powers as are prescribed by statute, the Articles of Organization, By-Laws, and Standing Rules.

Article Ninth - The members of this corporation shall pay an annual membership fee that is commensurate with current club operating costs, as voted on in a club business meeting.

Members may be expelled or discharged at any meeting of members by a nine-tenths vote of all members voting, after having been afforded a full opportunity to be heard.

No vote by proxy shall be valid except a vote on an amendment to the Articles of Organization.

At any business meeting of the members, the number of members, which shall constitute a quorum to transact business, shall be fixed by the By-Laws.

Article Tenth - These articles may be amended by resolution setting forth such amendment or amendments at any meeting of the members by a vote of at least fifty-one percent (51%) of all members of the corporation, provided such notice be mailed to the members at least ten (10) days in advance of the meeting.

In WITNESS WHEREOF, we have hereunto set our hands this 28th day of March 1925 in the presence of J. Elmer Lehr and E. C. Coddvio

Herman L. Kneass, Milwaukee, WI
F. M. Blackburn, Milwaukee, WI
A. J. Buscheck, Milwaukee, WI

State of Wisconsin) ss
Milwaukee County)

Personally came before me on this 28th day of March 1925, the above named Herman L. Kneass, F. M. Blackburn and A. J. Buscheck, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

J. Elmer Lehr
Notary Public, Milwaukee County

WISCONSIN GO-HIKING CLUB
BYLAWS

Article I - Membership

Section 1 The membership of the Club shall consist of one class, to wit, members.

Section 2 To be eligible for membership, a candidate must:

- A. Be at least 18 years of age.
- B. Complete and submit membership fee to the Membership Chairperson.

Section 3 Procedure for admitting new members:

- A. Individuals become members upon receipt of their application and membership fee by the Membership Chairperson.
- B. The name of the new member shall be published in the newsletter.

Section 4 Membership shall lapse when a member fails to pay dues by the date the dues are payable.

Section 5 A past member may reinstate their membership and accumulated mileage in the Club by paying dues in full for the year if they renew within the year their membership lapses. Thereafter they will be considered a new member with the Club and have the same privileges and responsibilities as a new member.

Article II - Finances

Section 1 Dues shall be \$6.00 *per person* per year if receiving electronic newsletters and directory; \$12.00 *per household* per year if receiving electronic newsletters and directory. Dues shall be \$20.00 *per person* per year with 12 mailings, 11 newsletters and 1 directory; \$26.00 *per household* per year including said mailings. Dues shall be payable annually in advance of the Wisconsin Go-Hiking Club's fiscal year.

Section 2 New members who join the Club between January 1 and April 1 shall be considered a fully paid member through March 31 of the following year.

Section 3 The person in charge of any entertainment event with which any expense to the Club is incurred, shall collect from the participants a sum of money sufficient to compensate the Club for the expense to the Club. Said sum shall be placed in the Club Treasury.

Section 4 If money assessed and collected from participants of entertainment events, which entail contractual obligations or preliminary expenditures, does not entirely cover actual costs; the Club treasury shall compensate the event leader for any such deficit. If money collected is in excess of expenses, the excess will go into the Club treasury.

Article III - Elections and Installations

Section 1 At the regular January business meeting, the President shall appoint a nominating committee of three; this committee must consist of individuals who have been club members for a minimum of 2 years. This committee shall publish its nominations in the March Newsletter. Additional nominations shall be permitted at the annual election.

Section 2 The officers shall be elected at the regular meeting in March and shall hold their offices for one year or until their successors are elected and installed.

- A. No person shall be eligible for the same office for more than two consecutive years. The 2-year term limit can be waived with the approval of the Board of Directors.
- B. No member shall be elected as an officer of the Club who has not attained the age of 21 years at the date of the election.

Article IV – Vacancies

Section 1 Any office that is voluntarily vacated may be filled temporarily by presidential appointment. At the next regular business meeting, the office shall be filled for the unexpired period by an election of the members present.

Section 2 Any five members may present written charges to the President or Secretary against any officer and request his/her removal. A copy of the charges shall be mailed/emailed to all members at least ten days before a regular business meeting. The members may declare the office vacant by a three-fourths affirmative vote of all members voting. The vacancy shall be filled by an election of the members present at the next regular business meeting.

Article V - Board of Directors

Section 1 The Board of Directors shall have only such powers as are prescribed in the Articles of Organization and the ByLaws, or as may from time to time be delegated to it by the action of the members.

Section 2 The Board of Directors shall meet at the call of the President. Five members shall constitute a quorum.

Article VI – Committees

Section 1 The President of the Club or a vote of the membership may authorize or dissolve committees as may be deemed necessary. The President, except where otherwise authorized by the Club, shall appoint committees.

Article VII - Business Meetings

Section 1 Regular business meetings shall be held quarterly (Jan, Mar, Jun, and Oct), on the last Wednesday of the month, except that the Club, by a majority vote may omit the meeting for any specified month, or may fix a different time. A Board of Directors Meeting will be held in April for the express purpose of hearing the Treasurer's Report, reviewing policies, and conducting a Hand-Off to new officers.

Section 2 Special or emergency meetings may be held at the call of the President or at the demand of a majority of the members voting at any regular business meeting.

Section 3 Written notices of every business meeting shall be published in the newsletter at least one week in advance of the date of such meeting, except in the case of a special or emergency meeting (in which case, the actions taken at that meeting will be reviewed at the next regular business meeting).

Section 4 At any business meeting of the members, ten (10) members shall constitute a quorum to transact business.

Section 5 Only members may be present at any business meeting, except that a majority of the members present at a meeting may make an exception for that meeting.

Article VIII - Hikes and Outings

Section 1 Hikes, Outings and other functions of the Club shall be planned according to the demands of the membership.

Section 2 The Hike/Outing/Event Leader/Organizer shall make all arrangements and furnish the Trail Blazer or Weekday Hike Coordinator with all pertinent information. The Trail Blazer/Hike Coordinator, in turn, will provide necessary information to the Newsletter Editor in time to post information to the applicable Newsletter. Committees planning events that do not include a hike will coordinate directly with the Newsletter Editor.

Section 3 Leader/Organizers are authorized to require an advance reservation for any outing for which a contractual obligation or a preliminary expenditure is made.

- A. Such reservation date will be as near to the date of the outing as will permit the person in charge to complete necessary arrangements.
- B. Prospective participants may be required to make a deposit fee or advance payment at time of reservation.
- C. The Leader/Organizer may authorize an additional fee, not to exceed 10% for late reservations if they entail undue expense or inconvenience.

Section 4 Any person who had made a deposit and who shall demand a refund from the member in charge not less than 48 hours before the start of the outing, shall receive a 90% refund of his deposit, except that any expense incurred by the Club on his account shall not be refunded.

Section 5 The Club will not assume responsibility for personal injury or property loss or damage sustained by members, guests, or their families on any events sponsored by the Club.

Section 6 The Club places the following restrictions on attendance of non-members on events sponsored by the Club: Attendance on all Club outings and entertainment events is restricted to persons 18 years of age or older except for persons under 18 who are:

- A. Accompanied by a parent or guardian;
- B. Accompanied by a close relative, a grandparent, brother, sister, uncle or aunt over 21 years of age;
- C. Accompanied by an adult over 21 who assumes responsibility for such person on said event.

- D. A person who meets the criteria mentioned in A, B or C will sign the hike sheet on behalf of the minor.

Section 7 Whenever an event involving contractual obligation or monetary commitment has been scheduled or contracted, no competing or conflicting event shall be scheduled without meeting qualifications set forth in parts A, B and C which require:

- A. Consulting with the officer, Trailblazer or Entertainment Chairperson scheduling said event, and
- B. Securing the permission of the Club at a meeting, or in an emergency situation, five members (a majority) of the Board of Directors, and complying with the stipulation that
- C. No event shall ever be scheduled that competes or conflicts with the designated date of the Annual Recognition & Awards Night.

Article IX - Awards

Section 1 The awards shall be as listed in the Standing Rules.

Section 2 The Membership Chairperson shall keep a proper record of all members' mileage for official hikes.

Section 3 Hike Leaders are responsible for submitting a completed Trip Report, with final mileage and other details, to the Membership Chairperson within two weeks of the hike. Such report shall include:

- A. Hike Leader, Description, and date of hike.
- B. Distance in miles to the half-mile of hike.
- C. Names of all persons on hike and their mileage.

Section 4 The Merchandise Coordinator is hereby given authority to purchase awards up to fifty dollars (\$50.00) in excess of the value of awards earned during the current fiscal year.

Article X - Votes

Section 1 The vote on any question shall be taken by ballot at the demand of two members.

Article XI - Rules of Order

Section 1 In all questions involving parliamentary procedure, Roberts Rules of Order shall be the governing authority.

Article XII - Amendments

Section 1 These By-Laws may be amended by a majority vote at any regular business meeting, provided the proposed amendments are communicated in writing and/or electronically to all members of the Club a minimum of one month prior to the vote.

WISCONSIN GO-HIKING CLUB
STANDING RULES

As of January 2014, the following Standing Rules are hereby recognized as a complete list of the rules and duties of the Club. Nothing in these rules and duties shall be considered as nullifying the Articles of Organization or By-Laws of the Club. These Standing Rules may be amended at any regular business meeting by a majority vote and without prior notice. Changes and additions to the Standing Rules shall be published in The Wisconsin Go-Hiking Club newsletter to keep all members informed. Any rule of permanent or semi-permanent effect passed at a business meeting is a Standing Rule and shall be added to this list by the Secretary.

<u>Sect.</u>	<u>Rules & Duties required of</u>	<u>Rule Numbers</u>
A	Board of Directors (Elected Officers)	1 - 3
B	President	4 - 12
C	Vice President	13 -14
D	Secretary	15 -17
E	Treasurer	18 -23
F	Trail Blazer	24 -25
G	Entertainment Chairperson	26 -29
H	Newsletter Editor	30 -33
I	Membership & Awards Chairperson	34 -44
J	Appointed Officers	45 - 53
	45 Circulation Chairperson	
	46 Sunshine Chairperson	
	47 Photographic Chairperson	

	48 Tuesday Hike Coordinator	
	49 Mid-week Hike Coordinator	
	50 Rambler Hikes Coordinator	
	51 Voice Mail Coordinator	
	52 Ice Age Trail Liaisons	
	53 Merchandise Coordinator	
K	Special Administrative and Financial Rules	54 -59
	54 Fiscal Year	
	55 Donations	
	56 Audit Committee	
	57 Nominating Committee	
	58 Record Keeping	
	59 Trip Policy	
L	Hike Leaders Guide	60 - 66
M	Safety Guidelines	67 - 72
N	Hiker Rules	73 - 79

The Principal duties of each elected office are listed in the Articles of Organization. The job descriptions for each elected office (not to exceed two years) and appointed offices (indefinite years) are listed in the Standing Rules and are updated as needed.

A **RULES & DUTIES GOVERNING THE BOARD OF DIRECTORS**
RULES 1 - 3 INCLUSIVE

1. The Board of Directors consists of eight elected officers. Namely; President, Vice President, Secretary, Treasurer, Trail Blazer, Newsletter Editor, Entertainment and Membership Chairpersons.
2. All officers, elected and appointed, should attend quarterly (January, March, June, October) business meetings and an April Board of Directors Meeting.
3. The Board of Directors are authorized to transact any emergency Club business.

B **RULES & DUTIES GOVERNING THE PRESIDENT**
RULES 4 - 12 INCLUSIVE

4. The President takes office at the April meeting.
5. April Board of Directors Meeting:
 - a. All incoming and outgoing officers shall attend this meeting in order to review the year's activity and address any concerns.
 - b. Conduct a smooth transition between incoming and outgoing officers.
 - c. The outgoing Treasurer presents the 'Annual Treasurer's Report'.
 - d. The outgoing Merchandise Coordinator presents the Annual Report.
 - e. The Presidents appoints a committee of three members to audit the Treasurer's accounts. Appointees should have bookkeeping knowledge.

6. June Business Meeting: The Audit Report shall be presented by the Audit Committee.
7. October Business Meeting: No special action required.
8. January Business Meeting: The President shall appoint a Nominating Committee to select candidates for office. The committee, consisting of three members in good standing who have been club members for a minimum of 2 years, shall publish its nominations in the March Newsletter. Additional nominations shall be permitted at the annual election. One committee member should be appointed as chairperson.
9. March Business Meeting: Election of Officers.
10. Appoint, when necessary, a disposition committee to make recommendations for the disposal of Club assets.
11. Appoint a committee, when necessary, to resolve conflicts regarding interpretation of Articles of Organization, ByLaws and/or Standing Rules.
12. Reinstate or create a nominating committee should any positions become vacant during the year.

C **RULES & DUTIES GOVERNING THE VICE PRESIDENT**
RULES 13 - 14 INCLUSIVE

13. In the absence of the President shall preside at Meetings.
14. Responsible for making all arrangements for regular business meetings. Notify Newsletter Editor of meeting information by the deadline date requested by the Newsletter Editor.

D **RULES & DUTIES GOVERNING THE SECRETARY**
RULES 15 - 17 INCLUSIVE

15. Take minutes at all official meetings and send highlights to the Newsletter Editor following all business meetings.
16. Send complete minutes to the Newsletter Editor once they are approved.
17. Maintain a true and accurate copy of the Articles of Organization, ByLaws, and Standing Rules of the Club.

E **RULES & DUTIES GOVERNING THE TREASURER**
RULES 18 - 23 INCLUSIVE

18. Maintain the Club checking account at a federally insured bank. As warranted in the best interests of the Club, a savings account may also be used from time to time. Changes in the banking institution and type of accounts may be at the discretion of the treasurer with approval by signatory officers.

29. Submit receipts to the President and Treasurer after each event.

H **RULES & DUTIES GOVERNING THE NEWSLETTER EDITOR**
RULES 30 -33 INCLUSIVE

30. Garner information for, and assemble, eleven, monthly newsletters (July and August are combined). Set the deadline for submission of newsletter information.

31. Newsletters should include: schedules of all hikes, upcoming meetings and Club events, minutes of past meetings, membership news, sunshine news, and any news of interest to the Club members.

- a. Projected Officer (Elected and Appointed) vacancies should be listed in the January Newsletter.
- b. Nominations for office should be included in the March Newsletter.
- c. Membership Renewal Application Forms should be included in the February and March Newsletters.
- d. The Annual Treasurer's report should be included in the June newsletter.

32. Post an electronic version of each Newsletter to the WGHC Yahoo Website's electronic file and send a link to notify all members via the website's Mass Email option.

33. Upload updated Membership Directory and Mileage Reports (received from the Membership Chairperson) in June.

I **RULES & DUTIES GOVERNING THE MEMBERSHIP CHAIRPERSON**
RULES 34 - 44 INCLUSIVE

34. Send new members a congratulatory letter which includes:

- a. An invitation to attend the next business meeting (all new members)
- b. A membership directory (Non-electronic members only)
- c. A copy of the WGHC Articles of Organization, ByLaws, and Standing Rules (Non-electronic members only)
- d. Information about the message board and it's importance (including a web link which details the steps required to join and access the message board).

35. Keep records of all members, past, present, new, and deceased.

36. Keep record of each member's mileage as a result of scheduled hikes that have been submitted to the Trailblazer or Hike Coordinator by the current publishing deadline. A scheduled hike must not be less than 4 miles, but members will receive credit for actual miles walked, even if it is less than 4 miles.

37. Create/maintain the application form for new membership.

38. Send mailing labels for the month to the Circulation Chairperson at least one week prior to the printing of the newsletter.

39. Send a list of new members each month to Newsletter Editor for inclusion in the newsletter and send received membership fees to the Treasurer.

40. Provide a list of members eligible for an award to the Merchandise Coordinator.

41. Shall present the following awards earned by members during the previous year at the annual awards' dinner:

- a. A Wisconsin Go-Hiking patch for hiking the first 100 miles on scheduled hikes.
- b. A Wisconsin Go-Hiking metal pin or any merchandise item of Wisconsin Go-Hiking Club valued at under \$15.00 for hiking the first 500 miles on scheduled hikes.
- c. A medallion or any merchandise item of Wisconsin Go Hiking Club valued at under \$15.00 for hiking the first 1,000 miles on scheduled hikes.
- d. A wooden boot with a charm engraved with miles and the year for hiking the first 2,000 miles on scheduled hikes.
- e. For the 3,000 and 4,000 mile achievement, member shall receive a charm engraved with the miles and year of achieving those goals.
- f. When the goal of 5,000 and each additional 1,000 miles is achieved, member shall receive a paid dinner or an additional engraved charm.
- g. A Lake Geneva Patch for hiking around Lake Geneva in one day on a scheduled hike.

42. Shall create an annual report consisting of current members, their miles hiked during the current year, their cumulative miles, and the year joined. The report is to be ready for distribution by the May awards dinner.

43. Shall update the online Club Directory and forward it to the Circulation Chairperson for distribution, in June, to all non-electronic members.

44. Shall send an electronic Membership Renewal Application Form to the Newsletter Editor in time for the February bulletin.

J **RULES & DUTIES GOVERNING THE APPOINTED OFFICERS** **RULES 45 - 53 INCLUSIVE**

45. CIRCULATION CHAIRPERSON

- a. Distributes paper copies of each newsletter to non-electronic members.
- b. Prepares all forms necessary for Club business.
- c. Distributes the Club Membership Directory and Mileage Reports (received from the Membership Chairperson) to all non-electronic members in June.
- d. Is authorized to purchase materials and services as necessary for printing and publishing the Wisconsin Go-Hiking Club Newsletter without securing specific authority from the club.
- e. Each person who calls and requests information is mailed the current monthly newsletter plus a membership application, a history sheet about the Club and an informal cover letter urging the caller to select and attend an upcoming hike.

46. SUNSHINE CHAIRPERSON

- a. Is authorized to send cards, which are mailed to ill, hospitalized, and convalescing members; birth of a baby, wedding and sympathy cards for member's families.

- b. Informs Newsletter Editor by newsletter deadline of member's health status, progress, etc.
- c. Keeps records of expenditures for reimbursement from Treasurer.
- d. An amount of \$25 will be sent to the Ice Age Park Alliance in memorial of deceased members.

47. PHOTOGRAPHIC CHAIRPERSON

- a. Is responsible for safeguarding the Club's albums, keeping them up to date, and making them accessible to the members.
- b. The Treasurer will reimburse the chairperson for the purchase of new albums and prints.

48. TUESDAY HIKE COORDINATOR: Oversees the scheduling of all Tuesday hikes and submits the schedule to the Newsletter Editor by the deadline each month.

49. MID - WEEK HIKE COORDINATOR: Oversees the scheduling of all Mid-week hikes and submits the schedule to the Newsletter Editor by the deadline each month.

50. RAMBLER HIKE COORDINATOR

- a. The Go-Rambler hikes, like all Club hikes, are designed to promote good fellowship thru hiking. They are for those Club members who for whatever reason desire to hike at a lesser pace than the traditional hike. Everyone is welcome to hike with the Go-Ramblers as long as the slower, easy pace is maintained.
- b. Hikes will be planned for four miles. This does not preclude anyone hiking fewer miles if they need or choose to.
- c. The hike leader will set the pace mindful of the ability of the slowest hiker.
- d. The Coordinator will oversee the scheduling of all Rambler hikes and submit the schedule to the Newsletter Editor by the deadline each month.

51. VOICE MAIL COORDINATOR

- a. Shall program the Wisconsin Go-Hiking Club Mail Box with the hiking schedule for the coming week. The Mail Box is listed under Wisconsin Go-Hiking Club in the business section of the white pages of the Milwaukee telephone directory. Coordinator shall follow an existing flow chart for set up and programming.
- b. Forwards the name and contact information of anyone interested in the WGHC to the Membership Chairperson for follow-up.

52. ICE AGE TRAIL LIAISON: Reports IAT progress and events that may be of interest to the Club.

53. MERCHANDISE COORDINATOR

- a. Orders and makes available sweat/tee shirts, reflective armbands, and other items the Club may authorize. These items shall be sold at cost rounded up to the nearest dollar.

- b. Creates an annual report, to be presented at the April Meeting, accounting for merchandise bought and sold throughout the year, along with an inventory of merchandise currently on hand.
- c. Purchase all awards for the Award Recognition Banquet, including pins fashioned after the design submitted by Rubye Johns and accepted at the November 29, 1933 business meeting as the official design for 'Go Club' medals. Description of design by Miss Johns: "Taking the winged foot of Mercury, the traveler, seemed especially appropriate. Just as Mercury's travels took him to various parts of the world, so do our feet speed us on our trips to many lands. What else could complete the insignia of the best little hiking Club in the world as well as the old familiar letters 'GO'."

K

SPECIAL ADMINISTRATIVE AND FINANCIAL RULES

RULES 54 - 59 INCLUSIVE

54. The fiscal year of the Club for all purposes, such as financial records, terms of office, and entertainment programs shall be from the date of the April meeting each year. The hiking year and membership dues begin on April 1.

55. Memorial or other funds donated to the Club will be used internally, or as a contribution at the discretion of the Club Membership unless designated for a specific purpose.

56. The Audit Committee will:

- a. Balance the final bank statement for the year with the check register.
- b. Read and verify ALL totals for income and disbursements in the ledger. Have all deposits been properly allocated? Have all disbursements been properly allocated?
- c. Trace the income and expense category totals to the annual financial report.
- d. Read the report balancing beginning cash and ending cash. Verify that the income and expense amounts agree with the totals per the ledger.
- e. Verify that all check numbers have been accounted for. Voided checks should be kept with the canceled checks.
- f. Verify that receipts have been provided for all funds.
- g. Check the interest on all accounts to verify it was properly recorded.

The committee has completed the audit when it is comfortable that the report being audited is accurately reporting the activity for the period, usually the fiscal year.

If upon completion of the audit, the committee does not feel that the report being audited is accurate, the committee should work with the Treasurer to correct the records so as to report the activity correctly.

At completion the committee should state in writing that the report is accurate and the audit is completed. It is to be presented at the June Business Meeting.

57. The Nominating Committee will recruit candidates for all projected Officer (elected and appointed) vacancies. The job descriptions for these positions are in the Standing Rules and will be kept current by the Secretary. Forward Nominations to the Newsletter Editor for inclusion in the March Newsletter. The President may activate or create a nominating committee throughout the year if a position becomes vacant.

58. RECORD KEEPING:

- One copy of every newsletter - Keep Permanently (1997 housed at Lovejoy's)

- Articles of Organization, ByLaws, Standing Rules - Keep permanently.
- Club minutes - 5 years or permanently if printed in Club newsletter.
- Treasurer Reports - Annual reports permanently printed in Club newsletter.
- History Scrapbooks - Photographic chairperson keep updated permanently.
- Audit Reports - Kept in writing with Treasurers accounts permanently.
- Ledger of income and expenditures – Permanently.
- Identification number from IRS - Presidents briefcase permanently
- Letter showing non-Profit status - Presidents briefcase permanently
- Keep six to seven years - Sales records (tee/sweat shirts/reflectors)
- Keep one to three years - Miscellaneous internal reports (annual reports)
- Keep seven years - Bank statements and canceled checks.
- Receipts for reimbursed expenditures - Keep at least one year after audit.

59. CLUB TRIP POLICY

Club trips are not for profit. Financial obligations associated with Club trips are the responsibility of the participants. The trip leader may request funds from participants, as necessary, to cover incidental costs or to secure reservations. Each participant is responsible for his or her share of the cost. The trip leader is responsible for preparing a summary financial report to be submitted to each participant after the end of the trip and for making any refund.

L

HIKE LEADERS GUIDE RULES 60 - 68 INCLUSIVE

60. Be at meeting place at least 10 minutes before scheduled meeting time.
61. Take attendance (Hike Leader is responsible for the Trip Report)
 - a. Be sure non-members sign on bottom, giving name, address, phone number and email address.
 - b. Send the completed Trip Report to the membership chairperson within two weeks of the hike.
62. If driving to the hike area:
 - a. Arrange car pooling as much as possible. Riders pay their drivers using the following formula: A straight rate of \$2 per person for carpooling trips of 50 miles or less (roundtrip) and \$4 per person for trips over 50 miles. Mileage is calculated as round trip distance between the meeting place and destination of the hike.
 - b. Ensure the “Meet” guidance is clear and accurate for someone unfamiliar with the area.
 - c. Announce any transportation fees or vehicle sticker requirements ahead of time.
 - d. Try to leave the meeting place no later than 10 minutes after scheduled meeting time.
63. Assign someone rear guard if you feel a need to - especially on longer, out-of-city hikes or large group in-city hikes.
64. Pace the hike so that all hikers have a short rest stop(s)...NOT TOO LONG AND NOT TOO MANY.
65. Record mileage at conclusion of hike.
66. Make sure all hike participants are accounted for and are safely on their way home.

M

SAFETY GUIDELINES
RULES 67 - 72 INCLUSIVE

- 67. For NIGHT hikes, it is recommended that hikers wear reflective vests, carry flashlights, wear arm bands, place tape on fanny packs, etc. Night Hike Leaders should plan routes on lighted walks or paths.
- 68. Please stay behind the hike leader and communicate with the leader if you need to stop or are leaving the group.
- 69. Hike leader should pause occasionally so all hikers can catch up.
- 70. Be careful at all intersections and obey traffic signals.
- 71. Leaders should plan routes that do not require walking in the road for long periods of time. When walking in roads, please walk on the side of the road facing traffic.
- 72. If there are severe weather conditions the leader has the right to cancel the scheduled hike at any time.

N

HIKER'S RULES
RULES 73 - 79 INCLUSIVE

- 73. Refrain from picking wild flowers or disturbing plant life.
- 74. Refrain from throwing rubbish into streams or any form of littering.
- 75. Refrain from carrying liquor.
- 76. Bringing pets on a Club hike.
- 77. Swearing or using offensive language.
- 78. Defacing or destroying property, trespassing, or gathering fruits or nuts on private property.
- 79. Leaving the group without notifying of the hike leader or walking ahead of the hike leader.