



1924 - 2008

# WISCONSIN GO-HIKING CLUB

Milwaukee, Wisconsin

## ARTICLES OF ORGANIZATION

## BYLAWS

## STANDING RULES

(Document updated with membership approval, June 2009)

*"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 CONFEDERATION**

---

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.

**WISCONSIN GO-HIKING CLUB ARTICLES OF CONFEDERATION**

---

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 ARTICLES OF CONFEDERATION

---

### **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, plus a \$2.00 entrance 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 bulletin.

**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 \$15.00 per person per year for a single member or \$20.00 per year for a household. 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, starting January 1, 1999.

**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** 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.

## **BYLAWS OF THE WISCONSIN GO-HIKING CLUB**

---

**Section 2** The officers shall be installed upon their election.

**Section 3** 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.

### **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 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 By-Laws, 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 on the last Wednesday of each month, except that the Club, by a majority vote may omit the meeting for any specified month, or may fix a different time.

**Section 2** Special business 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 bulletin at least one week in advance of the date of such 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

## **BYLAWS OF THE WISCONSIN GO-HIKING CLUB**

---

membership. Outings are defined as scheduled hikes, camping trips, (including official Club vacation trips) and the annual Club picnic.

**Section 2** The Trail Blazer shall make the arrangements for the hikes and outings. He/she shall furnish a schedule to the Bulletin Editor, who, at such periods as the membership shall direct, shall furnish the members with the schedule in writing for the current period.

**Section 3** The Trail Blazer or the appointed outing leader is 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 Trail Blazer 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.

## **BYLAWS OF THE WISCONSIN GO-HIKING CLUB**

---

**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 an as completed report of their hike to the Membership Chairperson within one week of the hike. Such report shall include:

- A. 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 Membership Chairperson 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 of the members voting at any regular business meeting, provided that the proposed amendments shall have been submitted in writing at a previous business meeting and be mailed to all members of the Club.

## **STANDING RULES OF THE WISCONSIN GO-HIKING CLUB**

---

As of March 2006, 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 bulletin 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 &amp; Duties required of</u>	<u>Rule Numbers</u>
A	Board of Directors	1 - 6
B	President	7 - 23
C	Vice President	24 - 30
D	Secretary	31 - 40
E	Treasurer	41 - 50
F	Trail Blazer	51 - 60
G	Entertainment Chairperson	61 - 70
H	Bulletin Editor and Circulation Chairperson	71 - 80
I	Membership & Awards Chairperson	81 - 100
J	Appointed Officers and Committees	101 - 111
	101 Sunshine Chairperson	
	102 Photographic Chairperson	
	103 Tuesday Hike Coordinator	
	104 Mid-week Hike Coordinator	
	105 Rambler Hikes Coordinator	
	106 Voice Mail Coordinator	
	107 Ice Age Trail Liaisons	
	108 Parliamentarian	
	109 Merchandise Coordinator	
K	Special Administrative and Financial Rules	112 - 120
	117 Audit Process	
	118 Nominating Committee	
	119 Record Keeping	
	120 Club Trip Policy	
L	Hike Leaders Guide	121 - 131
	127 Safety Committee	

## **STANDING RULES OF THE WISCONSIN GO-HIKING CLUB**

---

*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 - 6 INCLUSIVE**

1. The Board of Directors consists of eight members, which are the officers of the corporation. Namely; President, Vice President, Secretary, Treasurer, Trail Blazer, Bulletin Editor, Entertainment, and Membership Chairpersons.
2. They should attend monthly meetings.
3. They are authorized to transact any emergency Club business.

### **B        RULES & DUTIES GOVERNING THE PRESIDENT               RULES 7 - 20 INCLUSIVE**

7. The President takes office at the April business meeting.
8. Shall appoint a committee of three members at or before the April meeting to audit the Treasurer's accounts. Appointees should have bookkeeping knowledge. The Audit Process is listed under section K of Standing Rules. This audit is to be completed prior to the June business meeting.
9. April - Will call on all constitutional and appointed officers for annual reports before the induction of the new officers. The President will summarize the past year's activity. Hear the report of the Audit Committee.
10. June - Announce that there will be no meeting in July or August.
11. September - no special action required other than regular business procedure.
12. October- no special action required other than regular business procedure.
13. January- Appoint three past officers to serve on the Nominating Committee to select candidates for offices for the next fiscal year. One should be appointed as chairperson. All must be members in good standing.
14. March - Election of Officers. Announce that Annual Reports are due in April for presentation at the April Meeting. Set a meeting date for the Board of Directors and all officers-elect to affect an orderly transfer of the duties for each office and to identify and discuss problems of the Club.
15. Appoint, when necessary, a disposition committee to make recommendations for the disposal of Club assets.
16. Appoint a committee, when necessary, to resolve conflicts regarding interpretation of Articles, By-Laws and Rules.
17. Reinstate or create a nominating committee should any positions become vacant during the year.

### **C        RULES & DUTIES GOVERNING THE VICE PRESIDENT               RULES 24 - 30 INCLUSIVE**

24. In the absence of the President shall preside at Board Meetings and the General Business Meeting.

## **STANDING RULES OF THE WISCONSIN GO-HIKING CLUB**

---

25. Shall be responsible for making all arrangements for regular business meetings, arrange for guest or member speakers, or other topics that may be of interest to Club members. The Vice President shall serve as the PROGRAM CHAIR. Notify Bulletin Editor of meeting information by the deadline date requested by the Bulletin Editor.
26. Prepare annual report on activity of office.

### **D        RULES & DUTIES GOVERNING THE SECRETARY               RULES 31 - 40 INCLUSIVE**

31. Take minutes at all official meetings.
32. Send minutes to Bulletin Editor immediately following business meetings.
33. Maintain a true and accurate copy of the Articles of Organization, By-Laws, and Standing Rules of the Club.
34. Prepare annual report on activity and inventory for the year.

### **E        RULES & DUTIES GOVERNING THE TREASURER               RULES 41 - 50 INCLUSIVE**

41. Maintain the Club checking & savings account at a bank or banks authorized by the Club membership. Transfer funds between savings accounts and checking accounts as best serves the interests of the Club.
  - a. Obtain signatures of authorized officers on bank signature cards and send cards to appropriate institutions.
  - b. Receive and deposit all monies and pay all bills promptly.
  - c. Maintain current and accurate records.
  - d. Keep monthly reports for two (2) years plus current year.
42. Maintain duties until May business meeting.
43. Send annual report to Bulletin Editor for publishing in Newsletter in June.
44. Pay dues to:
  - a. American Hiking Society
  - b. Ice Age Park & Trail Foundation
  - c. Secretary Of State Non-Stock Filing Fee.

It is important to have solid support and documentation for every transaction. This support creates an audit trail so that anything generated can be traced; and anything paid or received can be matched. If a mistake had been made, it can be found and corrected. The audit committee follows the paper trail left by the Treasurer.

### **F        RULES & DUTIES GOVERNING THE TRAILBLAZER               RULES 51 - 60 INCLUSIVE**

## **STANDING RULES OF THE WISCONSIN GO-HIKING CLUB**

---

51. The Trailblazer will oversee the scheduling of all weekly hikes. Currently he / she is directly involved with the weekend hikes. This entails recording hikes that members choose to lead, encouraging members to lead hikes and developing hike situations.
52. In the absence of a Hike Coordinator it falls to the Trailblazer to temporarily arrange the hike schedule until the Nominating Committee finds a new coordinator.
53. All hike schedules shall be forwarded to the Bulletin Editor by the bulletin deadline.
54. Use the following formula in calculating car pool rates expenses for the drivers transporting hikers to a hike from the meeting place: 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.
55. File an annual report of scheduled hikes for the period April through March. Trip reports or computer-generated data may be obtained from the Membership Chairperson every three months or whatever is convenient to figure mileage and other pertinent information needed for the annual report.
56. Maintain a file of trail maps and trail information and provide to hike leaders as necessary.

### **G        RULES & DUTIES GOVERNING THE ENTERTAINMENT CHAIRPERSON               RULES 61 - 70 INCLUSIVE**

61. Shall schedule an annual Awards Recognition Banquet within a reasonable time (during May) following the closing of the Wisconsin Go-Hiking Club annual year.
62. Shall also plan a Club picnic and Holiday party.
63. A financial report shall be submitted to the President and Treasurer after each event.
64. An annual report shall be presented in April.
65. An invitational flyer, showing date, place, time, and amount due for the event, shall be submitted to the Bulletin Editor, to be published in the monthly bulletin, at least two (2) months prior to each event.

### **H        RULES & DUTIES GOVERNING THE BULLETIN EDITOR AND CIRCULATION               CHAIRPERSON               RULES 71 - 80 INCLUSIVE**

71. Bulletin Editor types eleven, monthly bulletins (July and August are combined). Bulletins should include: schedules of all hikes, meetings and Club events, minutes, business meetings, membership news, sunshine news, and any news of interest to the Club members. Sets deadline date for bulletin information.
72. Is authorized to purchase supplies for the Wisconsin Go-Hiking Club bulletin without securing specific authority from the Club.
73. Is authorized to open a want-ad column in the Wisconsin Go-Hiking Club bulletin and is empowered to set the rules.
74. Will submit an annual report at the April business meeting to include inventory and activity within this office for the past fiscal year.

## **STANDING RULES OF THE WISCONSIN GO-HIKING CLUB**

---

75. Circulation Chairperson prints, assembles and mails bulletins by the fifth day of the month. Prints all forms necessary for Club business. Annual Treasurer's report should be included in the June bulletin. Membership directory and mileage reports should be printed and mailed in a special mailing in June.
76. Purchases materials and services as necessary for printing.
77. Each person who calls and requests information is mailed the current monthly bulletin 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.
78. Prepare annual report showing activity and inventory for April meeting.

### **I        RULES & DUTIES GOVERNING THE MEMBERSHIP CHAIRPERSON           RULES 81 - 100 INCLUSIVE**

81. Shall keep records of all members, past, present, new, and deceased.
82. Shall 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.
83. Shall recognize new members at their first Club business meeting.
84. Shall create / maintain the form for new membership.
85. Shall send mailing labels for the month to Circulation at least one week prior to the printing of the bulletin.
86. Shall send a list of new members each month to Bulletin Editor for inclusion in the bulletin and send received membership fees to the Treasurer.
87. Shall submit an annual report of inventory and action of office by April business meeting.
88. Shall inventory awards and order new stock by the month of February. Shall purchase awards 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'."
89. 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.

## **STANDING RULES OF THE WISCONSIN GO-HIKING CLUB**

---

- 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.
90. 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 by the May awards dinner and mailed with the membership directory.
91. Shall create the Club directory for mailing in June.
92. Send a congratulatory letter to all new members, and includes an invitation to attend the next business meeting, a membership directory and a copy of the Club By-Laws and Standing Rules.
93. Send membership renewal application form to Circulation in time for February and March bulletins.

### **J        RULES & DUTIES GOVERNING THE APPOINTED OFFICERS AND COMMITTEES               RULES 101 - 110 INCLUSIVE**

#### **101.    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 members' families.
- b. Informs Bulletin Editor by bulletin deadline of members' health status, progress, etc.
- c. Keep records of expenditures for reimbursement from Treasurer.
- d. Prepares a report for the annual meeting.
- e. An amount of \$25 will be sent to the Ice Age Park and Trail Foundation in memorial of deceased members.

#### **102.    PHOTOGRAPHIC CHAIRPERSON**

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

#### **103.    TUESDAY HIKE COORDINATOR**

- a. Ask for hike leaders to send hike information to coordinator for Tuesday's hike. Hike schedule is sent to Bulletin Editor by bulletin deadline each month. Hike information is necessary for two months for the July / August bulletin.

#### **104.    MID - WEEK HIKE COORDINATOR**

- a. Ask for hike leaders to send information to coordinator for mid-week hikes. Hike schedule is sent to Bulletin Editor by bulletin deadline each month. Hike information is necessary for two months for the July / August bulletin.

## **STANDING RULES OF THE WISCONSIN GO-HIKING CLUB**

---

### 105. RAMBLER HIKES & 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 in keeping with the Club rule that to get credit for a hike the hiker must go four miles. This does not preclude anyone hiking fewer miles if they need or choose to. At the October 28, 2004 meeting it was proposed and approved that Ramblers will get credit for whatever miles they walked.
- c. The hike leader will set the pace mindful of the ability of the slowest hiker.
- d. All Club rules apply.

### 106. 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.

### 107. ICE AGE TRAIL LIAISONS

- a. The Ice Age Trail liaison reports at the monthly hiking Club meeting about any progress and events concerning the trail that may be of interest to the Club.

### 108. PARLIAMENTARIAN

- a. Shall advise and assist the Chair of a meeting being conducted under rules of parliamentary procedure. The parliamentarian also will sometimes be called to rule in cases of procedural disagreement.

### 109. MERCHANDISE COORDINATOR

- a. Shall order and make 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. An annual report shall be made by the April meeting of an accounting of merchandise bought and sold throughout the year and shall keep a running inventory of merchandise.

## **K SPECIAL ADMINISTRATIVE AND FINANCIAL RULES RULES 112 - 120 INCLUSIVE**

112. 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.

## **STANDING RULES OF THE WISCONSIN GO-HIKING CLUB**

---

113. The last Wednesday of each month will be the regular Club business meeting night unless a change is authorized by the membership.
114. There will be no business meetings during February, May, July, August, September, November and December.
115. The annual reports of all retiring officers shall be presented at the regular business meeting in April and before induction of the new officers. The Treasurer's report shall be mailed to all members with the June Wisconsin Go-Hiking Club bulletin.
116. 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.
117. **AUDIT PROCESS**
  - 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.

### 118. **NOMINATING COMMITTEE**

The Nominating Committee will recruit candidates for the offices of President, Vice President, Secretary, Treasurer, Trail Blazer, Entertainment, Bulletin Editor, and Membership. The committee, at the request of the President, may be asked to recruit persons to fill Appointed Offices such as Circulation, Tuesday hike coordinator, Mid-week hike coordinator, Ice Age Trail Liaisons, Parliamentarian, Sunshine, Photography, Voice Mail, Merchandise Coordinator. The job descriptions for these positions are in the Standing Rules and will be kept current by the Secretary. The President may activate or create a nominating committee throughout the year if a position becomes vacant.

### 119. **RECORD KEEPING - WHAT AND HOW LONG**

- One copy of every bulletin - 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 bulletin.
- Treasurer Reports - Annual reports permanently printed in Club bulletin.
- History Scrapbooks - Photographic chairperson keep updated permanently.
- Audit Reports - Kept in writing with Treasurers accounts permanently.
- Ledger of income and expenditures – Permanently.

## **STANDING RULES OF THE WISCONSIN GO-HIKING CLUB**

---

- 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.

### 120. 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.

### **RULES 121 - 130 INCLUSIVE**

#### L HIKE LEADERS GUIDE

121. Be at meeting place at least 10 minutes before scheduled meeting time.
122. Take attendance (Trailblazer has sign-in sheets)
  - a. Be sure non-members sign on right, giving name, address and phone.
  - b. Send hike sign-in sheet to membership chairperson promptly for posting towards awards.
123. If driving to the hike area:
  - a. Arrange car pooling (as much as possible) ask who can drive.
  - b. Give drivers written directions to hike starting point.
  - c. Announce transportation fee. Riders pay their drivers.
  - d. Try to leave the meeting place no later than 10 minutes after scheduled meeting time.
124. Assign someone rear guard if you feel a need to - especially on longer, out-of-city hikes or large group in-city hikes.
125. Pace the hike so that all hikers have a short rest stop(s)...NOT TOO LONG AND NOT TOO MANY.
126. Check mileage at conclusion of hike, pedometers, miles per hour pace, map tracer, car odometer, etc. Make sure all hike participants are accounted for and are safely on their way home.
127. SAFETY COMMITTEE suggestions and recommendations
  - a. It is recommended that hikers wear reflective vests, arm bands, tape on fanny packs, etc. on NIGHT hikes.
  - b. Please stay behind the hike leader and communicate with the leader if you need to stop or are leaving the group.
  - c. Hike leader should pause occasionally so all hikers can catch up.

## **STANDING RULES OF THE WISCONSIN GO-HIKING CLUB**

---

- d. Hikers should arrive early so the hike can start on time.
  - e. The hike leader for exceptionally large groups should designate a rear guard.
  - f. One hike coordinator should hike up front with new hike leaders.
  - g. Be careful at all intersections and obey traffic signals.
  - h. During night hikes, leaders should hike on lighted walks or paths. Hikers are recommended to bring flashlights for night hikes.
  - i. 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.
  - j. If there are severe weather conditions the leader has the right to cancel the scheduled hike even though one or more persons are at the meeting place.
128. Hikers are expected to refrain from:
- a. Picking wild flowers or disturbing plant life.
  - b. Throwing rubbish into streams or any form of littering.
  - c. Carrying liquor.
  - d. Bringing pets on a Club hike.
  - e. Defacing or destroying property.
  - f. Swearing or using offensive language.
  - g. Trespassing, or gathering fruits or nuts on private property.
  - h. Leaving the group without notifying of the hike leader.
  - i. Walking ahead of the hike leader.

R:\FIRM\000000\5295\A2524643.1