



NEW HAMPSHIRE CHAPTER
YOUR CONNECTION TO THE OUTDOORS

NEW HAMPSHIRE STANDING RULES and GUIDELINES

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Revision History

When	Who	What
2016 Dec 29	Wayne Goertel	Consolidated updates of working group: Paul Berry, Wayne Goertel, Paul Hopkins, Frank Miller, and Bill Warren.

I Purpose

The New Hampshire Chapter of the Appalachian Mountain Club (AMC) is organized to support the mission and goals of the AMC. These include providing Chapter members, their families, and all age groups with opportunities of education, conservation, outdoor activities, and other programs promoting the outdoors. The purpose of the Standing Rules and Guidelines is to provide governance not specified by the Chapter By-Laws and to provide guidelines for the orderly operation of the New Hampshire Chapter.

The New Hampshire Chapter encourages people to enjoy and appreciate the natural world. We believe successful conservation depends upon this experience. We believe the mountains and rivers have an intrinsic worth and they provide recreational opportunity, spiritual renewal,

ecological, and economic health for the state. The members of the New Hampshire Chapter form a network of users and stewards who protect these areas and educate others to their use.

II Structure

The New Hampshire Chapter (hereinafter called the Chapter) is an administrative subdivision of the Appalachian Mountain Club (hereinafter called the Club). Standing Committees are an administrative subdivision of the Chapter (hereinafter called Committee) as provided by the Bylaws of the New Hampshire Chapter, Article VI Sections 1 through 13 and Section 15.

III General

- A. The Chapter Bylaws set forth the basic elements of Chapter governance. These Standing Rules and Guidelines contain important rules, policies, and procedures of the Chapter not specified in the Chapter Bylaws. Chapter By-Laws, Club By-Laws, and Club policies supersede these Standing Rules and Guidelines.
- B. Upon their adoption, these Standing Rules and Guidelines shall supersede any previous motions of the Executive Committee that are in conflict with them. The Standing Rules and Guidelines shall be adopted or changed by a majority vote of the current voting members of the Executive Committee. It is the responsibility of the Chapter Chair to bring needed changes in these rules to the attention of the Executive Committee.
- C. Any Executive Committee member may move to amend these rules. A rule shall be suspended by a majority vote at any Executive Committee meeting where a quorum is present. Such suspension shall be in effect only until the next scheduled Executive Committee meeting.

IV Executive Committee Meetings

- A. Executive Committee meetings shall be held on the first Thursday of November, February, March, April, May, June, September, and October (at least four of these meetings shall be in-person meetings) - except when such day is a holiday, in which case an alternate date may be designated by the Chapter Chair. The Chair may schedule additional meetings as necessary or appropriate. Per the By-laws, electronic meetings are allowed.
- B. Meetings normally start at 7:00 PM, and end by 8:30 PM. It may be agreed to extend the end of the meeting to complete any unfinished agenda item prior to adjournment.
- C. Each Committee of the Executive Committee will be responsible for providing dinner for the meeting. The order of this responsibility may be alphabetical, beginning with the Bike Committee at the first meeting of the year and ending with Young Members. Two or more Committees may combine efforts to provide the meal. The meal is to be available 30 minutes prior to the meeting. The hosting committee shall submit receipts to the Treasurer for reimbursement

- D. The location of the next meeting should be announced at least two weeks prior to the next meeting, and include a reminder of which committee is providing dinner beforehand.
- E. Executive Committee meetings shall be open to all members of the New Hampshire Chapter and any invited guests. They may participate in the meeting at the discretion of the Chair but they shall not have voting rights. Committee members shall request from the Committee Chair the meeting agenda and information on where the meeting is to be held.
- F. As necessary and by majority vote of the members of the Executive Committee, Executive Committee may go into executive session with only its voting members present.
- G. Regarding voting at Executive Committee meetings, votes shall only be cast by persons present at the meeting or attending live via electronic means. However, if an Executive Committee voting member is unable to attend any meeting of the Executive Committee, he/she may appoint an Alternate to attend the Executive Committee meeting in his/her place. The voting member making this appointment shall notify the Chapter Chair of this appointment prior to the Executive Committee meeting. The Alternate must be an active AMC NH Chapter member, and shall have voting rights during the meeting.
- H. Executive Committee meetings will follow Roberts Rules of Order as modified for expedience and simplicity by the presiding Officer. The essential elements that should cover most all business are:
 - (1) Main motions
 - (2) Amend
 - (3) Table a Motion
 - (4) Move the Question
- I. Procedural disagreements related to the Rules of Order in use shall be resolved by a majority vote of the Executive Committee voting members present.
- J. Members of Executive Committee are encouraged to attend Chapter Executive Committee meetings and the Chapter Annual Meeting.
- K. Any future meeting shall be cancelled by a majority vote of the Executive Committee, but two consecutive meetings may not be cancelled. Meetings cancelled due to bad weather may be rescheduled at the discretion of the Chapter Chair. On line meetings may be used for this purpose.
- L. Prior to the meeting, the Chair will send the meeting agenda to Executive Committee, and solicit other items from the committee members. After introductions each Executive Committee meeting shall start with a review of the proposed agenda and the sequence of proposed agenda items.

V Budgets

- A. All Executive Board members are responsible for presenting a proposed budget to the Chapter Treasurer by December 15th, for the next fiscal year.
- B. The proposed budget shall be reviewed by the Officers prior to the February Executive Committee meeting. The Treasurer may invite other Executive Committee members to the review.
- C. The Treasurer or the Treasurer's designee shall present the budget to Executive Committee for approval at the February meeting.
- D. Any member of the Executive Committee may question any part of the proposed budget prior to the vote.
- E. Any changes to an adopted budget shall be brought before the Executive Committee for approval.

VI Annual Reports

The Chapter Secretary shall collect information from the various Executive Committee members for the Chapter's Annual Report to its members, and see that the Annual Report is printed and distributed. Executive Committee members and standing committee chairs will provide their reports to the Secretary for inclusion in the Chapter's Annual Report by September 7th each year. The Annual Report will be provided at no charge to members attending the Annual Meeting, and will be made available on the Chapter website. The Secretary will mail the report to any non-attendees who provide postage to the Secretary, as long as extra copies are available. Members not attending the Annual Meeting may be notified of its availability.

VII Committee Meetings

Committee Meetings, standing or ad-hoc committees of the chapter shall hold meetings as deemed appropriate by said committee. The chapter website may be kept up to date with information on meetings of these committees. Information on typical meeting schedules and locations, as well as contact information for chairs should be made available to allow chapter members to attend such meetings. The Chapter Chair and Vice-Chair may attend any such meeting but shall not have voting privileges.

VIII Committee Vacancies

- A. In the absence of, or due to the current position holder being unable to fulfill their duties, of any Committee Chair, except for those Committees who elect their own Committee Chairs, the Chapter Chair shall notify the Executive Committee of the vacancy and solicit recommendations.
- B. If the Chapter Chair determines the vacancy is urgent, the Chapter Chair may temporarily appoint someone to fill the position until a vote on the position may be executed by Executive Committee as provided in the Bylaws-Article IV Section 6. The Chapter Chair

shall notify the Executive Committee of the temporary appointment as soon as possible. That person shall execute the duties of the Committee Chair with all the privileges and responsibilities of that position.

IX Administrative Year

The administrative year of the Chapter shall be from November 1st through October 31st.

X Chapter Finances

The fiscal year of the Chapter shall be the same as the Club's fiscal year.

The Chapter and any Committee with a bank account shall conform to the current Club's *Finance and Administration Manual* and the current *New Hampshire Chapter Finance Manual for Activities*.

XI Equipment Inventories

The Executive Committee Officers, Chair, or designee of each committee responsible for any Chapter or Committee owned equipment shall submit a complete inventory of equipment worth more than \$50 to the Chapter Secretary annually at the April Executive Committee meeting of the calendar year. The location of each item of equipment, at the time of inventory, shall be stated. Removal of said inventory shall be reported at this time. Any reduction or removal of inventory by sale exceeding \$250.00 must be reported to the Club prior to the sale. Equipment should be marked as belonging to the New Hampshire Chapter of the AMC. Who may use said equipment and how access is gained should be noted.

XII Committee Chair Duties

- A. . The basic duties of Committee Chairs are specified in the Chapter Bylaws. Each Committee shall maintain an up-to-date written description of the duties of his or her office and instructions to successors on how the duties may be effectively performed.
- B. Committees may establish additional sub-committees and positions to support the goals and responsibilities of the committee. Committees are encouraged to document their structure.
- C. Committees may establish By-Laws and procedures. Committees By-Laws and procedures shall not violate Club or Chapter By-Laws and procedures.

XIII Chapter Ad-hoc Committees

- A. Chapter level Ad-hoc committees and their Chairs shall be appointed from time to time by the Chapter Chair or Executive Committee.

- B. Executive Committee shall **be** notified prior to the first meeting of the new Ad-hoc Committee, including the name & purpose of the Ad-hoc committee. Notification shall be accomplished via an announcement at an Executive Committee meeting or via an email sent to all Executive Committee Members.
- C. These committees will be given particular guidelines as to their purpose, goals, and expected duration. The members of these committees may be appointed or volunteer and should have a broad representation of the Chapter activities and services.
- D. Such Committees shall report back to the Chapter Chair regarding their efforts. Ad-Hoc Committees do not have voting privileges at Executive Committee meetings

XIV Chapter Conflict Resolution

If a disagreement occurs between Executive Committee members that cannot be resolved by the parties, either party shall bring the issue to the Executive Committee for resolution by majority vote.

XV Appendices to the Standing Rules and Guidelines

NH Chapter Finance Manual for Activities

AMC Finance and Administration Manual

Description of Duties of Committee Chairs