

**NEW HAMPSHIRE CHAPTER  
APPALACHIAN MOUNTAIN CLUB**

**BY-LAWS (Approved Oct 2007)**

**ARTICLE I**

**Name**

This organization shall be called the New Hampshire Chapter of the Appalachian Mountain Club, and is herein referred to as the Chapter. The term Club as used herein refers to the Corporation, the Appalachian Mountain Club.

**ARTICLE II**

**Purpose**

The purposes of the Chapter are to cooperate with and to further the objectives of the Club in general and, in particular, as they relate to New Hampshire.

**ARTICLE III**

**Membership**

Any member of the Club residing in New Hampshire is a member of the Chapter unless he/she notifies the Membership Department of the Club, in writing, to the contrary. Club members residing elsewhere may be enrolled as members of the Chapter by written request to the Membership Department of the Club.

## **ARTICLE IV**

### **Administration**

**SECTION 1** - The administration of the Chapter shall be vested in an Executive Committee whose voting members are the Chapter Chair, Chapter Vice Chair, Chapter Secretary, Chapter Treasurer, Standing Committee Chairs and Immediate Past Chair. Each member of the Executive Committee present at a meeting shall have one vote regardless of the number of positions held. Four members shall constitute a quorum for the transaction of business.

**SECTION 2** - The members of the Executive Committee shall be elected by a majority vote of Chapter members present at each Annual Meeting and shall hold office until the next Annual Meeting or until their successors are chosen. The Chapter Chair and Chapter Vice Chair shall not be eligible to hold the same office for more than two consecutive years and the Chapter Secretary and Chapter Treasurer for more than five consecutive years.

**SECTION 3** - The duties of Officers are as follows:

**A. Chapter Chair** - The Chapter Chair shall be the executive and administrative officer of the Chapter and shall preside at all meetings of the Chapter and of the Executive Committee; and shall represent the Chapter or the Club, as required, at both Club and non-Club functions.

**B. Chapter Vice Chair** - The Chapter Vice Chair shall serve as Chapter Chair in the absence or disability of the Chapter Chair and shall assume such other responsibilities and special projects as may be delegated to him/her by the Chapter Chair or the Executive Committee. The Chapter Vice Chair shall automatically succeed to the office of the Chapter Chair in the event that the office of the Chapter Chair is vacated before the term of office is completed.

**C. Chapter Secretary** - The Chapter Secretary shall give notice of all Executive Committee and Chapter Meetings as directed by the Chapter Chair. The Chapter Secretary shall keep the minutes of all meetings and

records of the Chapter; and shall conduct the correspondence of the Chapter. The Chapter Secretary shall file copies of meeting minutes and pertinent information with the Club headquarters.

D. Chapter Treasurer - The Chapter Treasurer shall receive all funds paid to or belonging to the Chapter, shall disburse same under the direction of the Executive Committee, shall keep proper accounts and make a report of receipts and disbursements at each meeting of the Executive Committee. The Chapter Treasurer shall oversee the Chapter budget and review audit reports of all committees maintaining their own bank accounts. At a time designated by the Club, the Chapter Treasurer shall send the Chapter's financial records to the Club headquarters to be audited.

E. Immediate Past Chair - The Immediate Past Chair shall serve in an advisory position on the Executive Committee with voting privileges. He or she may perform other duties or assignments as requested by the Chapter Chair.

**SECTION 4** - The Executive Committee shall meet not less than 4 times each year.

**SECTION 5** - No expenditure shall be made or financial obligation incurred by any office or committee of the Chapter for which the Club shall be responsible without previous authorization by the Board of Directors.

**SECTION 6** - Should any vacancy occur on the Executive Committee, other than the Chapter Chair, the Executive Committee shall appoint a member of the Chapter to fill such vacancy until the next Annual Meeting.

**SECTION 7** - Any member of the Chapter elected to membership on the Club's Board of Directors shall thereby become a member ex-officio of the Executive Committee during such term of office.

**SECTION 8** - Any member of the Executive Committee may be removed from office by a 2/3 vote of the Committee, provided that the motion to remove shall have been made at the previous Executive Committee meeting and/or that notice of the intent to make such a motion shall have been made known to all members of the Committee at least twenty days prior to the vote.

## **ARTICLE V**

### **Chapter Meetings**

**SECTION 1** - The Annual Meeting of the Chapter shall be held between October 1 and November 15 at such hour and place as shall be designated by the Program Committee. The Nominating Committee shall give its report at this meeting.

**SECTION 2** - Not less than four additional meetings for the general membership shall be held each year, planned by the Program Committee and held at diverse locations in New Hampshire.

**SECTION 3** - Twenty members of the Chapter present shall constitute a quorum for the transaction of business at the Annual Meeting or any other general membership meeting.

## **ARTICLE VI**

### **Standing Committees**

**SECTION 1** - The Conservation Committee shall be responsible for enabling Club members to enhance their knowledge and enjoyment of and to stay informed about current issues facing the natural environment. This may be accomplished through hikes and paddling trips that have a conservation theme and by sponsoring conservation work days. This committee shall encourage members to become informed about relevant legislation and advocacy issues and to participate in Club-sponsored efforts to further conservation aims.

**SECTION 2** - The Education Committee shall be responsible for assessing program needs of members and arranging or conducting workshops based on these needs. This committee shall work with other committees to provide appropriate and relevant educational opportunities. This committee shall provide assistance to outside groups in New Hampshire looking for AMC

focused programs as well as provide consultation and training to other committees on conducting high quality educational programs.

**SECTION 3** - The Excursions Committee shall provide a program of general excursions and other activities not specifically covered by other committees. This committee shall ensure that all activities are conducted in a manner that promotes the safety of all participants and engenders a sense of responsibility for the ecology of traversed areas. This committee shall be responsible for its leader training, skills workshops, and related events. All excursions activities shall be led by trip leaders who have been approved under criteria established by this committee and approved by the Executive Committee. This committee shall be responsible for gathering and submitting excursions trip notices for publication.

**SECTION 4** - The Hospitality Committee shall be responsible for receiving registrations and payments for all Dinner Programs, Member Welcoming Programs and the Annual Meeting, notifying meeting facilities as to the number attending, as required by each facility, checking attendees in as they arrive and providing name badges. All monies received shall be given to the Chapter Treasurer.

**SECTION 5** - The Membership Committee shall be responsible for sending out new member welcome letters, with any other appropriate brochures or information, to all new Chapter members. This committee shall be responsible for obtaining membership information from the Club, maintaining monthly statistical records concerning new members and updating the names and addresses on the Chapter membership list each month. The Membership Committee Chair(s) shall preside over Member Welcoming Dinners, which shall be conducted at times agreed on in consultation with the Program Committee.

**SECTION 6** - The Mountaineering Committee shall be responsible for planning, scheduling and implementing safe mountaineering trips, including rock climbing, ice climbing, indoor climbing, ski mountaineering, backcountry skiing, and glacier travel. This committee shall ensure that all activities are conducted in a manner that promotes the safety of all participants and engenders a sense of responsibility for the ecology of traversed areas. This committee shall be responsible for its leader training, skills workshops, and related events. This committee shall purchase and

maintain climbing equipment and ensure that it meets accepted safety standards. All mountaineering activities shall be led by trip leaders who have been approved under criteria established by this committee and approved by the Executive Committee. This committee shall be responsible for gathering and submitting mountaineering trip notices for publication.

**SECTION 7** - The Newsletter Editor(s) shall be responsible for laying out, proofing and distributing each newsletter to the Chapter membership. They shall be responsible for securing the printer and mailing lists and communicating newsletter deadlines to all Officers and Standing Committees of the Chapter. All articles must come from an Officer or committee of the Chapter or be subject to approval by the Executive Committee.

**SECTION 8** - The Paddling Committee shall be responsible for planning, scheduling and implementing safe paddling and related activities. This committee shall ensure that all activities are conducted in a manner that promotes the safety of all participants and engenders a sense of responsibility for the ecology of traversed areas. This committee shall be responsible for its leader training, skills workshops, and related events. All paddling activities shall be led by trip leaders who have been approved under criteria established by this committee and approved by the Executive Committee. This committee shall be responsible for gathering and submitting paddling trip notices for publication.

**SECTION 9** - The Program Committee shall be responsible for establishing dates for all Chapter Dinner Programs and the Annual Meeting. This committee shall locate restaurants, establish prices, and secure speakers for each dinner program. Complete information about each dinner program, including a registration form, shall be submitted to the Newsletter Editor(s) for publication in the appropriate issue. The Program Committee Chair(s) shall preside at Dinner Programs in the absence of both the Chapter Chair and Chapter Vice Chair.

**SECTION 10** - The Trails Committee shall be responsible for planning and coordinating trail work led by the Chapter. All trail work shall be performed in a way that is safe for participants and improves the trails and their environment. This committee shall be responsible for its leader training, skills workshops, and related events. All Trails activities shall be led by trip leaders who have been approved under criteria established by this committee and approved by the Executive

Committee. This committee shall be responsible for gathering and submitting trail work trip notices for publication.

**SECTION 11** - The Webmaster shall be responsible for maintaining and updating the Chapter website. Ongoing and upcoming events as well as appropriate information from AMC Outdoors, the Chapter Newsletter and the Executive Committee shall be posted.

**SECTION 12** - The Young Members Committee shall be a resource for younger adult members of the Chapter to receive information about and encouragement to become involved in the activities of the Chapter. It shall provide a community for like-minded individuals while fostering a sense of connection to the Chapter and the Club as a whole. It shall maintain connections with other Chapter committees and work to promote and develop future leaders.

**SECTION 13** - In these by-laws, the term Standing Committee Chair(s) or Co-Chair(s) shall include the Newsletter Editor(s) and Webmaster(s). Any power or responsibility assigned to Standing Committees shall also be assigned to the Newsletter Editor(s) and Webmaster(s).

**SECTION 14** - Any Standing Committee may establish and dissolve sub-committees to meet the needs of the Chapter subject to the approval of the Executive Committee.

**SECTION 15** - Any committee that maintains a bank account shall prepare an audit report and send it with backup data to the Club Headquarters as requested annually by the Club. A copy of that audit report must be forwarded to the Chapter Treasurer.

**SECTION 16** - The Executive Committee may establish, at any time, Temporary Committees to administer new activities on a trial basis within the Chapter. Temporary Committees may plan, schedule and implement trips, events or leadership and training programs with the approval of the Executive Committee or their designee. Temporary Committees shall report to, request and receive funds from and attend meetings of the Executive Committee without voting rights.

Temporary Committees shall ensure that all of their activities are conducted in a manner that promotes the safety of all participants and engenders a sense of responsibility for the ecology of traversed areas. All activities sponsored by a Temporary Committee shall be led by trip leaders who have been approved under criteria established by the Executive Committee. A Temporary

Committee may gather and submit trip notices for publication subject to approval by the Executive Committee. A Temporary Committee may be dissolved by the Executive Committee. A Temporary Committee may become a Standing Committee only through an amendment to the by-laws.

## **ARTICLE VII**

### **Election of Offices and Standing Committee Members**

**SECTION 1** - Four months before the Annual Meeting, the Chapter Chair shall appoint a Nominating Committee of at least three members, no member of which can be a member of the current Executive Committee. The Nominating Committee shall prepare a list of candidates for each Office and Standing Committee Chair or Co-chairs. This list shall include the names of proposed Chairs or Co-chairs from Standing Committees that have a defined procedure for selecting Chairs or Co-chairs that has been approved by the Executive Committee. The Nominating Committee shall consult with the proposed Chapter Chair to obtain his/her consent to serve and his/her agreement on the other nominees it has proposed. It shall then obtain the consent of the other nominees and submit the complete slate to the Chapter Secretary not less than four weeks prior to the date of the Annual Meeting. The list of candidates submitted by the Nominating Committee shall be made known to all members of the Chapter at least 20 days before the meeting.

**SECTION 2** - Any five Chapter members desiring to nominate an additional candidate may do so by sending to the Chapter Secretary, not later than ten days before the Annual Meeting, a nomination paper stating the office to be filled, the proposed candidate and a statement from the nominee that he/she is willing to serve if elected. The five members of the Chapter must sign the nomination paper.

**SECTION 3** - No person shall be elected to office unless nominated by one of the above methods.



## **ARTICLE VIII**

### **By-laws**

**SECTION 1** - By-laws may be amended at any Annual Meeting or other regularly scheduled Chapter Meeting by two thirds vote of those present and voting, provided notice of such amendment shall have been sent to all members of the Chapter at least three weeks previously. The by-laws as printed above are complete with all approved amendments voted by the membership on the following dates: 6/8/81, 3/1/89, 10/13/01, 10/9/04 and 10/6/07.