

Arizona Hiking & Travel Club By-Laws

Article I – Name

The name of this club shall be the Arizona Hiking & Travel Club

Article II - Purpose

The purpose of this club is to provide outdoor and travel related activities reflecting the interests of its members. This club will support community service work.

Article III – Membership

Section 1

Membership in this club shall be open to all adults. With a family membership, dependent children will have club privileges.

Section 2

Dues will be paid annually.

Section 3

Prospective members (guests) are welcome to participate on club activities, provided there are no space limitations, with the payment of a guest fee to be determined periodically by the board, with guest fee applicable toward subsequent payment of full club membership dues for that year.

Section 4

Any member may have his/her membership revoked for excessive misconduct by a majority vote of the Board.

Article IV – Board of Directors

Section 1 – Members

- a) The Board of Directors shall consist of eleven (11) members maximum, made up of: four (4) corporate directors maximum, four (4) officers, two (2) committee chairpersons, and the past president.
- b) No person may hold more than one (1) Board position concurrently

Section 2 – Duties and Responsibilities

- a) Approval of: 1) expenditures and 2) appointments by President and committee chairpersons
- b) Review, evaluate, and make recommendations to the membership on proposed by-law amendments, policies, and procedures.
- c) Attend Board and General Membership meetings.

Section 3 – Minimum Qualifications

- a) Candidates must have held membership for twelve (12) months prior to their term of office.

- b) Board members must be members throughout their term of office

Article V – Corporate Directors

Section 1 – Selection

- a) Corporate Directors will be elected for a two (2) year term at the annual elections.
- b) Each year two (maximum) of the four (maximum) directors will stand for election.

Section 2 – Duties and Responsibilities

- a) Represent AHTC to the Arizona Corporation Commission
- b) Carry out duties as specified under Article 4.2
- c) Corporate directors will all serve as member representatives for their full term where they will be liaison between the membership and the board.

Article VI – Officers

Section 1 – Management Structure

Board of Directors

President

Vice President

Treasurer Secretary Public Relations Committee Activity Committee

Section 2 - Terms of Office

- a) Officers will be elected for terms of one (1) year at the annual election. Terms start January 1st.

Section 3 – Duties and Responsibilities

- a) President: The President shall preside at the annual elections, at general membership meetings, at all board meetings; he/she shall appoint chairpersons for each of the standing committees or special committees; he/she shall be an ex-officio member of each committee and subcommittee. The President shall be one of the four signatories for all checks. The President shall be the primary coordinator of group activities.
- b) Vice President: In the absence of the President, the Vice President will assume the duties of the presidential office. He/she will assist the President in coordinating the business of the Club. The Vice President will be ex-officio member of the standing committees and subcommittees. The Vice President will be one of the four signatories for all checks.
- c) Treasurer: The Treasurer will be responsible for maintaining a current and accurate accounting of the Club's financial transactions; maintain all checkbooks, and be one of the four signatories for all checks, pay all disbursements by check for any amounts which exceed \$50.00, prepare monthly and year-to-date financial reports showing all revenue and disbursements by check for any amounts which exceed ten dollars; prepare monthly and year-to-date financial reports showing all revenue and disbursements and make the reports available to the membership upon request; and shall submit the financial records for audit at the request of the board.

- d) Secretary: The Secretary will keep minutes of the Board of Directors meetings. The Secretary will maintain records of all club correspondence. The Secretary will maintain archives of club newsletters and special announcements. The Secretary will be one of the four (4) signatories for all checks.
- e) All Officers: Carry out duties as specified under Article 4.2.

Article VII – Committees

Section 1 - Structure

There are two standing committees, Activities and Public Relations, which coordinate the activities of all subcommittees.

Section 2 – Selection of Standing Committee Chairpersons

- a) Chairpersons for these committees will be chosen by the President and approved by the Board of Directors.
- b) Candidates must have held AHTC membership for six (6) months
- c) Term of office is one (1) year.

Section 3 – Duties and Responsibilities

- a) Organize and staff subcommittees
- b) Inform all committee members and ex-officio members of meetings
- c) Coordinate all subcommittee activities to meet the goals of the club.
- d) Attend all Board of Directors meetings (and bring informed representatives as needed) to meet the duties specified in Article 4.2
- e) Presents proposals for new types of functions, requests funding or other resources for activities, and generally keeps the board informed of committee operations.

Section 4 – Activities Committee

- a) The Activities Committee will be composed of the On-going, Community Service, Travel, Youth, and Special Events and other subcommittees as needed with board approval.
- b) On-going Subcommittee – Planning of the monthly recreational and social activities for club members and guests, e.g. tennis, hikes, waterskiing, happy hours, picnics, etc, not involving a third party such as a travel agency.
- c) Travel Subcommittee – Planning of activities where out of town “package deals” are offered, especially where reservations and deposits of money are required involving a third party, such as a travel agency, i.e. ski trips, boat trips to Lake Powell, etc.
- d) Community Service Subcommittee – Planning of activities aimed at introducing groups in the community to outdoor recreation, i.e. under-privileged children, elderly or physically and/or mentally handicapped persons on hikes, picnics, ball games, etc. This committee is specifically involved if funds are to come out of the Community Service account.
- e) Youth Subcommittee – Planning of activities for the children of club members and guests.

- f) Special Events – Planning of one time or in-frequent events.

Section 5 – Public Relations Committee

- a) The Public Relations Committee will be composed of the Website, Membership, Publicity, Greeting, and other subcommittees as needed with board approval.
- b) Website Subcommittee – Purpose of the Website Subcommittee is to provide a website for the information of the club members and/or prospective club members
- c) Membership Subcommittee – to provide a means of maintaining club member records and membership flow, also aids the Website Subcommittee in the publishing of the club directory.
- d) Publicity – Advertises the club’s activities
- e) Greeting – Operate a greeting table at all membership meetings.

Article VIII – Past President

Section 1 – Past President

- a) Selection – The outgoing President shall automatically become a member of the Board of Directors in the position of past president.
- b) Duties and Responsibilities – the Past President shall carry out the duties and responsibilities of Article 4.2
- c) Term of Office – the Past President shall serve for a term of one (1) year.

Article IX – Elections and Removals

Section 1 - Elections

- a) Annual Elections – An election will be held in November or December of each year at the General Membership Meeting
- b) Minimum Qualifications – Candidates must have been active club members for at least one (1) year preceding the election for President and at least six (6) months for other officer positions.
- c) Candidacy – Prospective candidates for elected officers should apply to the nominating committee up to one month before the election.
- d) Nominating Committee – A Nominating Committee will be appointed by the President with board approval to determine that candidates meet minimum requirements and insure that there is at least one (1) qualified candidate for each office.

Section 2 – Removals and Replacements

- a) Removal of Board Member from office – Any board member can be removed from office for misconduct or not fulfilling duties and responsibilities of the board (Article 4.2) by a two-thirds (2/3) vote of the board.
- b) Removal of a member from club membership – any member can have their membership revoked for excessive misconduct with a two-thirds (2/3) vote of the board. Membership dues will be forfeited.

- c) Resignations from the Board – All resignations should be submitted to the Board in writing. Board members indicating they are becoming inactive must respond within ten (10) days after receiving a certified letter of inquiry from the board. Otherwise the Board may assume the Board member has resigned and will be replaced.
- d) Replacement of a Board member – Any vacancy in the Board of Directors will be replaced, by appointment of the President with Board approval, to fulfill the remainder of the term.

Section 3 – Appeals

- a) Any member who has been removed from office or membership has the right of appeal to the Board for reconsideration. If necessary, the member can then appeal to the general membership with a two-thirds (2/3) vote of the members present and be reinstated at a general membership meeting.

Article X – Meetings

Section 1 – General Membership Meetings

- a) The purpose of the meeting is to obtain membership approval of board decisions and proposals, and to discuss club business and activities.
- b) Exceptions to membership approval – the following board decisions may be acted on without membership approval:
 - Authorization of normal operating expenditures (e.g. website development, insurance, equipment purchases, and postage)
 - Authorization of emergency expenditures to insure proper club business and functions (as approved by the Board).
 - Funding for ski or travel trips where money is collected up front if club funds are not being used.
- c) Quorum – Business requiring membership approval can be approved by the majority of members present.

Section 2 – Board of Directors Meetings

- a) Purpose – to conduct business as related to Article 4.2
- b) Schedule – the Board Meetings will be held monthly or as otherwise determined necessary by the Board to conduct club business.
- c) Quorum – a Board meeting must have at least five (5) Board members present of which at least two (2) must be officers, to conduct club business.
- d) Attendance – Club members may attend Board meetings under the following conditions:
 - Each member representative may sponsor one club member per meeting who may observe only (no participation)
 - A member can address the Board with an issue which has been submitted to the President with ten (10) signatures of club members at least one (1) week prior to the next regularly scheduled Board meeting.

Section 3 – Special Meetings

- a) Purpose – To deal with club business which cannot wait for a regularly scheduled meeting.
- b) Notification – the President may call a special meeting of the membership or the board at any time provided that at least one (1) week notification is given to appropriate membership.
- c) Quorum – Special meetings must meet quorum requirements listed in Section 1 and 2 above.

Article XI – Finances**Section 1 – Records**

Any club member may examine club financial records at any general membership meeting

Section 2 – Disbursements

No club member may spend club funds or commit the club to any financial obligation except as noted in Section 3.

Section 3 – Authorized Personnel

- a) Board Members may spend up to \$25.00 for bona fide club business only without prior board approval.
- b) All club disbursements greater than \$10.00 shall be by check requiring signatures of two (2) of the four (4) authorized signators, for approved club activities only.

Section 4 – Treasury Accounts

- a) Money will be held in separate checking and savings accounts, with the Treasurer responsible for providing, at each Board of Directors meeting, a detailed statement of Income, Expenses, Balances and Projections (monthly and cumulative year-to-date) for review by the Board.

Article XII – Parliamentary Procedures**Section 1 – General Procedures**

Club meetings will be governed by Roberts Rules of Order, to the extent that these rules facilitate the business of the club.

Article XIII – Amendments of By-Laws

- a) Amendments to the By-Laws must be initiated through the Board of Directors
- b) Proposed amendments must be available to the club membership at least one (1) month prior to the membership vote.
- c) A two-thirds (2/3) majority of the members present at a general membership meeting is needed to adopt a By-laws amendment.

Document Revision History:

The original hardcopy version of these by-laws is dated June 1995.

The electronic version is a direct copy of the original and was created in January 2005.

A revised version was created in December 2009 to reflect changes approved at the December membership meeting.

A revised version was created in April 2013 to reflect changes approved at the January and March membership meetings.

This revised version was created in April 2014 to reflect changes approved at the April membership meeting.

This revised version was created in June 2017 to reflect the change of the club name from **Arizona Outdoor & Travel Club** to **Arizona Hiking & Travel Club**.