

Chapter 12 & 13 of Bylaws – Sun City Grand Hiking Club

Approved by the Membership January 3, 2022

Chapter 12.0 – Club Specific Additions to the Board Approved CC P&Ps

1.1 Name: The name of the Chartered Club (CC) shall be Sun City Grand Community Association, Inc. Grand Hikers (hereinafter referred to as the Club).

2.23 Payment for Un-budgeted Expenses: Un-budgeted single expenditures not to exceed \$500.00 must be approved by the Executive Board in its discretion. Un-budgeted single expenditures in excess of \$500.00 must be approved by a majority vote of those present at a general membership meeting

3.1 Officers: The officers of the Club shall include President, Vice President, Secretary, Treasurer, Membership Director, Hiking Director and a Past President. Only those elected officers with a vote on the CCEB shall be included as CCEB Members.

3.3 Duties of CCEB Officers:

A. President: Shall preside over all Club meetings and be accountable for the administration of club business, including issuing notices of all meetings of the Executive Board and General Membership. The President shall carry out the direction and policies established by the Executive Board. The President shall act as principal liaison between the club and the Association. The president will be responsible for submitting the Annual Room Request (Form CCF-3) and any additional Room Reservations (Form CCF-4). The president will also be responsible for submitting all required CAM reports (Financial Report Form CCF-7; a copy of the year end bank statement; the approved budget; participation Report Form CCF -10 and the yearend membership roster). All committees, including standing committees and Chairpersons thereof, shall be appointed by the President with Executive Board Approval. In the event of vacancies on the Executive Board, the President shall appoint, with Executive Board approval, interim replacement Executive Board Members until official elections can be held. The President shall instruct all Club Officers to read and understand the Charter Club Policies and Procedures Chapters 1- 11 and the Club Chapters 12 and 13.

B. Vice President: Shall perform all duties of the President in the event of the President's absence or inability to perform and shall also perform other such duties and responsibilities as may be assigned, with Executive Board approval, from time to time by the President.

C. Secretary: Shall take minutes of club meetings, board meetings and forward those to the president for review and posting to the Club website. Prepare correspondence relating to the Club's business as required.

D. Treasurer: Shall receive and deposit all moneys due to the Club and pay all obligations that may be incurred by the Club in the regular course of its business. In addition, shall keep an up-to-date ledger of all financial transactions and provide monthly financial reports as may be required at all meetings of the Executive Board or General Membership. Develop an annual budget for approval by the executive Board and the general membership. Prepare and submit the approved budget and Year End Reports (Form CCF-7) to the Life Styles Manager.

E. Membership Director: Shall collect all membership applications, dues, and badge orders; transmit dues and badge fees to the club treasurer for deposit; send a "welcome" email to new members giving them passwords and information about the club website; monitor and document waiver status of active club members and update membership information on the club website. Notify members when their badges are available for pick-up. In October provide the Treasurer with projected Club membership for use in preparing the annual budget. Attend Sun City Grand events to promote the Club. Semi-annually provide the Life Styles Manager with a copy of the membership roster.

F. Hiking Director: The purpose of the Hiking Director is to develop and coordinate a hiking program for the hiking club members. The duties include: develop and establish a hiking program schedule using the input from the hike leaders; maintain hike descriptions and ratings; monitor local gasoline prices and if

necessary adjust carpool fees on a monthly basis; administer the websites for the hike schedule and the hike leader list; work with the Membership Director to monitor advance signup lists to confirm whether hikers are active Club members or qualified guests who have signed all required waivers; keep the hike leaders and membership informed of changes, news, etc. related to our hiking program; facilitate the mentoring and assess the conditioning of prospective and new hiking club members and hike leaders; provide prospective members with guidance on club hiking procedures, recommended equipment and assist them with signing up for hikes until they become Club members; make an oral report at the General Membership meetings; monitor and maintain the contents of the safety bags used on the hikes; oversee hike leaders and GPS committee members. Attendance at the hike leader and GPS committee meetings shall be reported on the semiannual Participation Report. Provide CAM with Participation Reports (Form CCF-10) semi-annually. If an incident occurs on a Club hike, ensure the hike leader committee member prepares an Incident Report Form CCF-11) and timely submits a copy to the General Managers Office.

G. Past President: To assist in the transition of Club management to the current President and Vice-President. To assume the duties of the president when neither the President nor the Vice-President is available. Shall also perform such other duties and responsibilities as may be assigned, with Executive Board approval, from time to time by the President.

3.5 Election and term of Office: The term of office shall be April 1 through March 31.

Chapter 13.0 – Club Specific Rules

13.1 Committees:

A. Website Committee (reports to the President): The purpose of the Website committee is to maintain and update the club's Website to help members stay informed of club events and relevant information.

Duties include:

1. Update Chapters 12 and 13 and Forms as needed.
2. Add photo albums and photos to the Photo Gallery.
3. Oversee and train Hiking Director and Membership Director for data entry on their parts.
4. Maintain a procedure on the Club website for allowing hikers to sign up in advance for upcoming hikes.
5. Add Minutes for Board and General Meetings monthly.
6. Add Financial Statements monthly and Budget annually.
7. Change Board member information within 1 & 1 when newly elected Officers assume their elected positions.
8. Work with the club treasurer to develop a Website Committee budget.

B. Social Committee (reports to the Vice-President): The purpose of the Social Committee is to promote social interactions by arranging activities for members and their guests.

Duties include:

1. Organize at least one social event and picnic
2. Charge members and guests a nominal fee for tickets to the events to cover costs. There will be no refunds.
3. Provide light refreshments for the monthly membership meetings.
4. Work with the club treasurer to develop a Social Committee budget

C. Publicity Committee (reports to the Membership Director): The purpose of the Publicity Committee is to provide information about the club.

Duties include:

1. Submit photos and informational articles to Grand Lifestyle.
2. Provide photos of club activities to the Sun City Grand Website.
3. Provide marketing materials to promote the Club.
4. Tack posters to the bulletin board at the Chaparral and Cimarron Centers.
5. Use Facebook or other social media to promote the Club.

D. Safety Committee (reports to the Hiking Director): The Purpose of the Safety Committee is to help provide a safe hiking experience for the Hiking Club members.

Duties include:

1. Check the first aid kits in the safety bags to be sure that the necessary first aid materials and equipment are present and in usable shape and that none of the required medications are expired.
2. Remind hike leaders to provide the club president or hiking director an incident report when a hiker is injured on a hike.
3. Make a follow-up call to a hiker that has been injured on a hike to see how their injury is doing and to judge whether it might be advisable for them to seek their own further medical care.
4. Resupply items that have been used from the first aid kits in the safety bags that have been used to treat injured or ill hikers.
5. Give monthly reports at hike meetings, sometimes including safety tips or teaching.
6. Turn in all bills for medical supplies to the Hiking Club treasurer.
7. When present on hikes act to treat any injuries.
8. Work with the club treasurer to develop a Safety Committee budget.

Note that it is recommended that this position be held by someone with a nursing or medical background.

E. Hike Leaders Committee (reports to the Hiking Director): The purpose of the Hike Leaders Committee is to provide leadership on hikes for Club members.

Duties include:

1. Volunteering to lead club hikes.
2. Pre-hiking any hikes they will lead.
3. Utilize the advance signup list to confirm the number of hikers at circle up matches the number of hikers signed up. If not, notify Hiking Director of corrected names of hikers on their hike.
4. Ensuring guests are at least 16 years of age and have completed a Hike Readiness Questionnaire and an Emergency form.

5. The Hike Leader has the authority to question and refuse participation of any hiker who appears to be unprepared for the hike. This includes requiring each hiker to have hiking boots/shoes and a pack with an adequate supply of water.
6. The Hike Leader will utilize “circle-ups” to ensure there is an accurate count of hikers at both the meeting location and trailhead.
7. The Hike leader will announce the reimbursement fee for drivers. Drivers will ensure all their passengers are accounted for before returning from the hike.
8. The Hike Leader will be the last car to leave the trailhead to be sure all cars are operable.
9. The Hike Leader will be responsible for completing an incident report should an incident occur on their hike.
10. The Hike Leader will notify the Hiking Director and/or Safety Coordinator of any hikers who may have had difficulties on their hike (conditioning, equipment, frequent stops, conduct).
11. Hike leaders may request pre-hike mileage reimbursement when developing a new hike, when checking a trail the leader has not hiked in some time, when checking trail conditions after inclement weather, etc. Reimbursement requests must be approved by the Hiking Director and will be paid for roundtrip mileage at the “carpool rate” for the current month. The dirt road reimbursement amount for pre-hikes is \$5.
12. Hike leaders may request reimbursement for Executive Board approved overnight out of area pre-hikes. Reimbursement for mileage and overnight motel stays will be made according to the current board approved plan. This plan will be funded by a fee paid by each hiker (other than trip specific hike leaders) participating in the actual out of area overnight hikes.