

## **CLUB BYLAWS**

### **Name:**

The name of the club is **Desert Trails Hiking Club**

### **Purpose:**

The purpose of Desert Trails Hiking Club (hereinafter referred to as "Club") is to enjoy and promote hiking throughout the Coachella Valley and beyond, in a spirit of friendship and camaraderie.

### **Membership:**

Membership in the Club is granted on a yearly basis to anyone who fills out an application, signs a waiver of liability, and pays dues.

Membership runs on a January-December calendar year basis. Members who join or renew in October to December have a paid membership for the next full year.

Membership status entitles a member to participate in hikes upon agreement of the hike leader and to attend the social activities. Members are responsible for following the guidelines laid out by the hike leader, for refraining from soliciting other members for business, and for maintaining decorum at social gatherings.

### **Master Strategy:**

The Desert Trails Hiking Club will provide for and ensure continued not-for-profit operation in support of approximately four hundred members in the local area. The Club CC will schedule a variety of easy, moderate and strenuous hikes including out-of-town hiking trips. All hikes will be led by trained hike leaders during the hiking season of October through June each year. The CC shall also schedule during the hiking season a variety of monthly socials and/or appreciation events such as the Annual Dinner.

In addition, the Club shall participate in and support organizations in efforts that pertain to trail access, improvement and use.

### **Direction:**

The Club shall be guided by the Coordinating Council (CC), which was established in January, 2004. The CC will establish guidelines and make policy decisions consistent with the master strategy and available resources.

### **Coordinating Council (CC) Organization:**

The CC shall have a minimum of seven members and a maximum of nine members.

The Coordinating Council meets at least 3 times each year. The host of each meeting will prepare the agenda and act as Chair.

The current Council consists of Treasurer & Membership Coordinator, Secretary, Hike Leader Coordinator, Website Coordinator, Workday Coordinator, Hike Schedule Coordinator, Community/Trails & Socials Coordinator, Communications Coordinator and Newsletter Coordinator. Occasionally, some of these duties can be assigned to a Club member who is not a member of the CC. The Council can also have members-at-large with no particular assigned duties.

A quorum is five members. CC members are expected to attend every meeting. If a CC member is consistently absent, his or her position shall be considered vacated. The existing CC members shall select a new member.

Coordinators shall be selected by consensus of the CC members. If a consensus is unattainable, there shall be a vote of the members present with a simple majority prevailing.

The CC will strive to ensure both continuity and freshness in its composition and leadership.

The CC may augment these bylaws by keeping a record of decisions, policies, and guidelines for future reference. The CC may change the bylaws by consensus or, if not attainable, by majority vote.

### **Coordinating Council (CC) Responsibilities:**

The CC is responsible for the following specific actions:

1. Establishing and maintaining a system for assessing, collecting, recording, and depositing membership payments in a recognized banking establishment,
2. Establishing and maintaining a system to receive and pay bills,
3. A bank balance, less any accrued expenses at any given time, shall be maintained equal to the operating expenses of the immediate prior year. Operating expenses include insurance, website, post- office box rental and membership software. Accrued expenses shall include all approved but not disbursed expenses,
4. Adopting an annual budget,
5. Completing an annual audit by a committee consisting of two Council members,

6. Maintaining liability insurance at appropriate limits,
7. Establishing and maintaining a system of communication with members that includes a mailing address, email address, website, newsletter, and open dialogue with members, and may include periodic surveys as the need arises,
8. Creating and communicating the hike schedule,
9. Encouraging participation in Club events,
10. Offering suitable social activities for the membership,
11. Establishing a program to select, train, reward, and recognize hike leaders,
12. Ensuring compliance with trail closures and restrictions,
13. Providing input to issues impacting trail closure, development, and usage,
14. Establishing committees and guidelines as deemed necessary for the orderly management of the Club,
15. Ensuring that records are retained for a time period of 7 years,
16. Establishing and reviewing annual goals which are consistent with the master strategy and budget and which relate to:

Growth of the Club

Variety of hikes

Hike leader recruitment and retention

Hike difficulty

Social functions

Out-of-town trips

Trail use and improvement

Charlene Hope, Secretary

**Revised and approved by CC 18/12/15**