

DESERT TRAILS HIKING CLUB

Operating Guidelines

The Coordinating Council has established the following guidelines for the Desert Trails Hiking Club. Changes and additions will be determined by the Council.

Bank Balance

A bank balance will be maintained equal to the operating expenses of the immediate prior year. Operating expenses include insurance, website, post office box rental and membership software.

Council

The Board of the Club evolved into a Coordinating Council that meets 3 times each year. The host of each meeting will prepare the agenda and act as Chair.

E-mail Notification

The use of members e-mail addresses for mass notifications will only be used for approved club functions or notices, such as invitations to social events through the Evite system or for notifications of a time sensitive nature, i.e., under two weeks. Information will normally be communicated through the website or hike leaders.

Entrance Fees

The club will not reimburse hike leaders for entry fees for hiking without prior approval of the Council.

Expenditures

At least two competitive bids for expenditures over \$250, unless with prior approval of the Council.

Family Membership

Family membership is considered 2 adults living in the same household.

Guest Fees

Non-members will pay \$5 for each hike. This fee reflects our emphasis on stewardship of trails (those who use them should support them).

Hike Leaders

No compensation will be provided. Reimbursement for reasonable expenses may be requested from the treasurer.

Hours to call a hiker leader are between 9am and 5pm.

If a hike leader feels it would be important to report a hiking-related incident to the Club, they should send an email describing the incident and outcome to the Club email address found on the DTHC website (Info@deserttrailshiking.com).

Membership Dues

All members will pay annual dues with the exception of Hike Leaders, Coordinating Council members, and those members awarded Life Time Membership by the Club. Hike leaders who resign will retain free membership for one year after their resignation.

Membership year is January to December. Renewals or new memberships made in October, November, and December carry over to the next year.

Not for Profit

The club will operate under a "not-for-profit" arrangement.

Operating Year

The club's operating year will run from October 1 to September 30.

Record Retention

Financial records, membership lists, membership applications are saved for 3 years by the Treasurer. Hike sign-up sheets will be saved by the Secretary for 2 years.

Each hike leader after each season should provide the Hike Leader Coordinator with all sign-up sheets for the season, which are then saved by the Secretary. Hike sign-up sheets will be saved by the Secretary for 2 years.

Insurance Policy, Council minutes, annual budget, statistics, bylaws, Council member job descriptions, audit reports and hike schedules are retained by the Club Secretary

Socials

Only presentations authorized by the Social Coordinator are allowed at Club Socials.

If a complimentary room at a Getaway hotel is made available to the Club, the room will be awarded to the organizer(s) of the Getaway.

Website

The website will contain no outside advertising and links to other websites will only be related to hiking that are not of a political nature. The Club Web Master is responsible for content and links.

Revised by Charlene Hope 01/29/15 – Coordinating Council reviewed 02/02/15