

Articles of Association

of the

Genesee Valley Chapter,

A Chapter of the Adirondack Mountain Club, Inc.

ARTICLE 1: Name

This organization shall be called, "The Genesee Valley Chapter, a chapter of the Adirondack Mountain Club, Inc.", and hereinafter referred to as the "Chapter."

ARTICLE 2: Organization

- 1. This organization is a Chapter of and shall be regulated by and subject to the Articles of Incorporation and By-laws of the Adirondack Mountain Club, Inc., hereinafter referred to as the "Club."**
- 2. The Chapter is organized exclusively for charitable, religious, educational and/or scientific purposes under Section 501 (c) (3) of the Internal Revenue Code.**
- 3. Upon dissolution of the Chapter, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the Chapter, dispose of all of the assets of the Chapter in compliance with Article VIII of the Club's By-laws.**

4. Notwithstanding any other provision of these Articles, the Chapter shall not carry on any other activities prohibited (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).
5. The Chapter shall not, directly or indirectly, participate or intervene in any way (including the publishing or distribution of statements) in any political campaign for public office on behalf of or in opposition to any candidate for public office or devote more than an insubstantial part of its activities to attempting to influence legislation by propoganda or otherwise.
6. No part of the net earnings of the Chapter shall inure to the benefit of, or be distributed to, its members, trustees, officers or other private persons, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of its purposes.
7. The fiscal and governance year for the Chapter shall be the calendar year.
8. The annual meeting shall be held during the month of December, with the date, time and place to be determined by the Executive Committee. Notice of the Annual Meeting shall be posted on the Chapter's website, in The Geneseean and announced at the regularly scheduled Chapter meeting in the month before the Annual Meeting.

ARTICLE 3: Objectives

1. The objectives of the Chapter coincide with the objectives of the Club as outlined in Article III of the Club's By-laws.
2. The Chapter is also concerned with matters of education, conservation and recreation pertaining to the Genesee Valley region.

ARTICLE 4: Membership

1. Membership in the Club shall be a prerequisite for membership in the Chapter.
2. Membership in the Chapter shall be governed by Article IV of the Club's By-laws.

3. A member of another chapter of the Club who wishes to retain regular membership in that chapter may become an Affiliate of the Chapter by payment of the annual fee of \$5.00 to the chapter.

ARTICLE 5: Officers

1. Officers of the Chapter shall be the Chapter Chair, the Chapter Vice-Chair, the Secretary, the Treasurer and the Chapter Directors. The Chapter Chair, Chapter Vice-Chair, Secretary and Treasurer shall be elected at the Annual Meeting. Officers shall serve for the next calendar year and until their successors are duly elected. The Chapter Chair shall be eligible to serve in the same capacity for no more than two consecutive terms.

2. The Chapter Chair shall preside at all meetings of the Chapter and the Executive Committee, shall be a member *ex-officio* of all committees except the Nominating and Auditing Committees, and shall perform all other duties ordinarily devolving upon the office of Chapter Chair.

3. The Chapter Vice-Chair shall perform the duties of the office of Chapter Chair in the absence of the Chapter Chair, shall give advice and counsel to the other officers, and shall assist in the conduct of Chapter affairs in such ways as may be requested by the Chapter Chair.

4. The Secretary shall be responsible for records and shall maintain contemporaneous minutes of the annual meeting and of all meetings of the Executive Committee, and shall perform all other duties ordinarily devolving upon the office of Secretary.

5. The Treasurer shall receive for deposit all Chapter income including that portion of the Club's dues from membership apportioned to the Chapter, and shall make payment of the Chapter's expenditures authorized by the Executive Committee. The Treasurer shall make periodic reports to the Executive Committee and to the Club in a form prescribed by the Executive Committee and consistent with the financial, reporting requirements of the Club. The Treasurer shall prepare a budget for the next fiscal year for presentation to the Executive Committee at the meeting before its adoption. The budget for each fiscal year shall be adopted no later than the regularly scheduled Executive Committee meeting in December. The Treasurer shall deliver a written, annual, financial report to the Executive Committee at or before the regularly scheduled meeting of the Executive Committee in February following the close of the fiscal year. The Treasurer shall perform all other duties ordinarily devolving upon the office of Treasurer.

6. The Chapter Directors shall be elected at an annual meeting for a term specified by the Club's By-laws and shall take office on the date specified by the Club's By-laws. The Chapter Directors shall represent the Chapter on the Board of Directors of the Club. If any one of them is unable to attend a Board of Directors' meeting, the Chapter Chair shall designate an Alternate Director to serve as Director for that Board of Directors' meeting.

7. The number of Alternate Directors shall be determined by the Club's By-laws. The term of each Alternate Director shall be the same as the term of a Director unless specified differently by the Club's By-laws. Alternate Directors shall be elected at the Chapter's annual meeting.

ARTICLE 6: Executive Committee

1. The Executive Committee shall consist of the elected officers of the Chapter, the immediate Past Chapter Chair, and the chairs or co-chairs of the following committees: Bookstore, Conservation, Education, History, Membership, Program, Publications, Publicity, Trails, Waterways and Younger Members. The Executive Committee shall have responsibility for conducting the business affairs of the Chapter. The Executive Committee shall meet regularly except in the months of July and August. Special meetings of the Executive Committee may be called by the Chapter Chair, or by any five members of the Executive Committee. At least five days' notice and the subject of any special meeting shall be given to each member of the Executive Committee by electronic or regular mail, or personal notice. A quorum of the Executive Committee shall be one third of its members. Except as otherwise provided by these Articles, a majority of those present shall be required to approve any resolution or action of the Executive Committee. In the case of a committee for which there are co-chairs, such committee shall be entitled to only one vote on any matter before the Executive Committee. Any person who fills or holds more than one committee chair shall have only one vote.

2. Membership in the Chapter shall be a prerequisite of serving on the Executive Committee.

3. Meetings of the Executive Committee shall be open to members of the Chapter and invited guests unless the Chapter Chair, for good reason, declares an executive (closed) session.

ARTICLE 7: Committees

1. The Chapter shall have committees to carry out certain functions as described in this article and in the Appendix. Committee chairs or co-chairs shall be appointed by the Chapter Chair. All committee chairs shall serve at the discretion of the Chapter Chair. The same person may, at the discretion of the Chapter Chair, serve a chair of more than one committee. The chair of each committee except the Executive, Nominating and Auditing Committees shall appoint members to that committee from among volunteers from the Chapter's membership and report the names to the Chapter Chair and Secretary. At or before the Annual Meeting, each committee chair shall file with the Secretary a written report containing the current description and guidelines for the committee's operation and a report of committee activities for the prior year. Meetings of each committee may be held at the discretion of the committee chair, or at the direction of the

Executive Committee. All committee activities and public statements shall be in accordance with Club policy.

2. The Bookstore Committee shall maintain a supply of books, maps and other items available through the Club or other sources and which support the Club's goals of education, recreation and conservation. These articles shall be made available for purchase at monthly meetings of the Chapter. All financial transactions will be processed through the Treasurer on a monthly basis, and a filing of sales tax shall be submitted in accordance with New York state law.

3. The Conservation Committee shall keep members aware of current, environmental issues and shall recommend conservation policy to the Executive Committee for action on behalf of the whole chapter. The Conservation Committee shall co-ordinate and oversee any related conservation activities of the Chapter, including maintenance activities for trails and waterways.

4. The Education Committee shall schedule educational activities to promote development of skills and safety. Such activities shall include those recommended by the Conservation, Trails, Waterways and other committees.

5. The History Committee shall have responsibility for safeguarding the permanent records of the Chapter and shall maintain a history of the significant events of the Chapter's existence. The chair of this committee shall be known as the Chapter Historian.

6. The Membership Committee shall seek applicants for membership, shall supervise membership procedures, shall assist in developing programs to attract new members, and shall be responsible for an up-to-date membership list.

7. The Programs Committee shall plan and direct the programs for Chapter meetings, including social and lodging arrangements for guest speakers.

8. The Publications Committee shall prepare and distribute a newsletter for the Chapter. The chair of this committee shall be known as the Newsletter Editor.

9. The Publicity Committee shall inform the members and general public of the activities of the Chapter and shall issue news releases on appropriate occasions.

10. The Trails Committee shall coordinate all land-based, recreational activities of the Chapter such as backpacking, bicycling, hiking, skiing and snowshoeing; shall assist the Conservation Committee in coordinating trail work for the Chapter, including new trails and facilities; shall solicit qualified leaders for land-based outings; shall schedule the outings; shall coordinate trip leader training and wilderness first-aid training; and shall notify the Publications Committee and Webmaster about its activities.

11. The Waterways Committee shall coordinate all water-based activities of the Chapter such as canoeing, kayaking and rafting; shall assist the Conservation Committee in coordinating waterways' work for the Chapter, including new routes and facilities; shall solicit qualified leaders for water-based outings; shall schedule the outings; and shall notify the Publications Committee and Webmaster about its activities.

12. The Younger Members Committee shall promote participation in the Chapter of members between the approximate ages of 20 and 40 by coordinating and scheduling outings and social events that are of interest to this age group; shall solicit and develop qualified leaders; shall maintain the Younger Members' list-serve group; shall maintain a schedule that is available to the group; and shall notify the Publications Committee and Webmaster about its activities.

13. An Auditing Committee of two members not currently serving as elected officers shall be appointed by the Chapter Chair within one month after the Annual Meeting to audit the accounts of the Treasurer and to report in writing to the Executive Committee within 75 days of the conclusion of the fiscal year.

14. A Nominating Committee consisting of at least three members not currently serving as elected officers shall be appointed by the Chapter Chair with the approval of the Executive Committee by the meeting in September of the Chapter. This committee shall be chaired by a member of the Executive Committee appointed by the Chapter Chair. It shall report its selected nominees to the Executive Committee's meeting in October.

15. The Chapter Chair may appoint special committees, as deemed necessary, to serve at the Chapter Chair's discretion.

16. The Immediate Past Chair shall select the Volunteer of the Year for the year immediately preceding the Chapter's meeting in September; shall coordinate the proceedings of the High Summit Honor Society and the induction of the current year's designees; and shall assist in the conduct of Chapter activities in such ways as may be requested by the Chapter Chair.

ARTICLE 8: Elections

1. Only those Chapter members who are shown as active members, including Life Members on the official list maintained by the Membership Chair, shall be eligible to attend meetings of the Executive Committee, participate in the Annual Meeting, or cast a vote for officers or other propositions that may come before the Annual Meeting or a special meeting of the Chapter.

- 2. The Nominating Committee shall designate one or more candidates for Chapter Chair, Chapter Vice-Chair, Secretary and Treasurer. In addition, there shall be one or more candidates for each office of Director whose term is about to expire. Also, there shall be one or more candidates for each Alternate Director whose term is about to expire. The slate of candidates shall be posted on the Chapter's website, published in The Geneseean and announced to all members by the Chapter's meeting in November.**
- 3. Additional nominations may be made by petition signed by at least five members of the Chapter and accompanied by a signed statement of acceptance from all such nominees; such nominations shall be delivered to the Secretary at least two weeks prior to the meeting at which the election is scheduled to occur. The Secretary shall publish such additional nominations on the Club's website as soon as possible prior to the meeting at which the election is scheduled to take place.**
- 4. A final ballot containing the names of all duly nominated candidates shall be published on the Chapter's website at least one week prior to the Annual Meeting. If there is only one candidate for an office, the Secretary or another officer of the Chapter may cast a vote for the only candidate for that office. If there is more than one candidate for any office, or a proposition comes before the members for adoption, ballots shall be returned to the Secretary by electronic or regular mail, and shall be valid if received prior to 7:00 pm on the day of the meeting at which the vote is to be held.**
- 5. The Chapter Chair shall preside during the election of officers or consideration of any propositions. The Secretary, the chair of the Nominating Committee and the immediate Past Chapter Chair shall act as tellers and announce the result at the close of the meeting at which the vote is taken, or as soon thereafter as the written ballots, if any, have been counted.**
- 6. Resignation and replacement of officers during a term.**

 - a) Voluntary: Any officer wishing to resign shall do so in writing to the Executive Committee with delivery to the Secretary. The Executive Committee may, by majority vote, appoint another member to fill that office for the remainder of the term.**
 - b) Involuntary: If a majority of the Executive Committee adopts a resolution alleging that an officer is not carrying out the duties of that office, that officer will be notified in writing of the adoption of the resolution and shall be given the opportunity to reply to the Executive Committee at its next regularly scheduled meeting. After the reply or at its next, regularly scheduled meeting, that officer may be removed from office by a two-thirds vote of the Executive Committee. The Executive Committee may, by majority vote, appoint another member to fill that office for the remainder of the term.**

7. If no candidate exists for an office at the time of the annual meeting, the current officers shall continue until the Nominating Committee recommends a candidate for that office or a candidate is proposed in accordance with Article 8, section 3. The members of the Chapter shall be notified of the recommended candidate or other proposed candidates and may vote in the same manner as set forth in Article 8, section 4. The Executive Committee has the ability to appoint a member by a majority vote to fill the vacancy during the time before the election takes place.

ARTICLE 9: Meetings of the Chapter

1. The Executive Committee shall determine the time and place of all meetings of the Chapter. Special meetings may be called by the Chapter Chair or upon the written request of at least 10 members delivered to the Secretary. A special meeting shall be held within three weeks of receipt by the Secretary of such a request. Notice of such special meeting shall be mailed electronically or by regular mail to members not less than ten days in advance of the special meeting and shall contain the subject matter of the special meeting.

2. A quorum for the Annual Meeting of the Chapter and special meetings shall consist of at least 40 members.

3. A majority vote of those members present in person or by electronic or written ballot shall be required to approve any resolution or other action by the members.

ARTICLE 10: Amendments

1. Any proposed amendment to these Articles shall first be approved at a regular or special meeting of the Executive Committee by a two-thirds vote of those members of the Executive Committee who are present. Any proposed amendment so approved shall be submitted to the members at least one month prior to the meeting at which the proposed amendment is to be considered. Notice of the proposed amendments may be given by posting the proposed Articles on the Chapter's website, or by electronic or regular mail. A summary shall accompany the proposed changes. The Chapter Chair shall call a meeting of the members at which a vote shall be taken. A majority vote of those members present shall be required for adoption.

2. To provide that these Articles shall be kept current, the Chapter Chair shall appoint, at intervals not to exceed five years, a committee to review and recommend changes to the Articles.

Note: The By-laws (now referred to as Articles) of the Genesee Valley Chapter, Adirondack Mountain Club, Inc., were originally adopted on January 12, 1966.

**Revisions
Approved**

Effective Date

June 17, 1970	January 1, 1971
October 18, 1972	October 18, 1972
May 18, 1977	July 1, 1977
October 15, 1980	October 15, 1980
October 21, 1982	October 21, 1982
September 21, 1983	September 21, 1983
September 10, 1986	September 10, 1986
December 14, 1988	December 14, 1988
February 16, 1994	February 16, 1994
February 10, 1999	February 10, 1999
September 8, 1999	September 8, 1999
November 8, 2000	November 8, 2000
April 9, 2003	April 9, 2003
December 10, 2008	December 10, 2008
November 7, 2012	January 9, 2013

APPENDIX: Summary of Job Duties

1. Officers:

Chapter Chair

1. Presides at meetings of the Executive Committee.
2. Presides at general and special meetings of the Chapter.
3. Appoints all non-elected positions, including the Nominating Committee and the Auditing Committee.
4. Coordinates the work of the various committees.
5. Insures that the requirements of the Articles are carried out.
6. Meets requests from the Main Club.
7. Provides a summary of the Chapter's activities as requested by the Main Club for inclusion in *Adirondac* magazine.

Chapter Vice-Chair

1. Assists the Chapter Chair on all matters of interest to the Chapter.
2. Substitutes for the Chapter Chair at meetings when the Chapter Chair is unavailable.
3. Handles special projects as delegated by the Chapter Chair.
4. Gives advice and counsel to other officers and committees when required.
5. Monitors activity on the Chapter Hotline and is a second source of security codes.
6. Chairs the Retailers Interaction Committee (RIC). See responsibilities in the document for RIC's policy.
7. Attends meetings of the Executive Committee and participates as a member of the team.

Immediate Past Chair

1. Provides continuity with past activities of the Chapter.
2. Assists in special projects requested by the Chapter Chair.
3. Attends meetings of the Executive Committee and participates as a member of the team.
4. Chairs the Selection Committee for the High Summit Honor Society.
5. Selects the recipient and presents the Chair's Award to the Chapter's Volunteer of the Year. Thus, the Volunteer of the Year is selected and presented by whoever was chair for the year in question. For example, the Volunteer of the Year 2011-2012 was selected and presented by the 2011-2012 Chair and was awarded early in the 2012-2013 year.

Secretary

1. Records minutes at all meetings of the Executive Committee and at the annual meeting.
2. The minutes should be produced contemporaneously and include attendees, summaries of discussions, resolutions and action items, and information about future meetings.
3. If unable to attend the meeting, recruits another person to take minutes.
4. Distributes copies of minutes to all members of the Executive Committee in a timely manner. (The Treasurer will reimburse expenses for mailings.)
5. Composes articles for The Geneseean as needed to publicize activities of the Executive Committee.
6. Composes letters for the Executive Committee as needed.
7. Retains recent copies of minutes and important handouts from the meetings of the Executive Committee for five years and periodically transfers materials older than five years to the Historian.
8. Immediately following their election, informs the Main Club of the current Chair, Vice-Chair, Treasurer, Secretary and Directors, including telephone numbers, and street and e-mail addresses.
9. Attends meetings of the Executive Committee and participates as a member of the team.

Treasurer

1. Maintains accounts of all monies of the Club, deposits checks, writes checks based on voucher information, posts interest, and reconciles accounts.
2. Monitors accounts for options and the safety of investments.
3. Develops a monthly chart to compare income from membership with operating expenses to give the Executive Committee a perspective on cash flow and a comparison of budget and actual, financial activities.
4. Prepares quarterly and year-end, financial reports in a format requested by the Executive Committee and consistent with Club policy.
5. Prepares an annual report of the Chapter's budget for review at the first meeting of the Executive Committee.
6. Attends meetings of the Executive Committee and participates as a member of the team.

Chapter Director

1. Is informed about the Club's mission, goals, programs, policies and procedures, and all concerns of the Chapter.
2. Attends meetings of the Board of Directors after reviewing both the agenda and supporting materials prior to the meetings.
3. Represents the concerns of the Chapter and works with the Board of Directors to

- determine the path of the Main Club's policies, procedures, budgets, expenditures and use of property.
4. Reports all significant events which take place at the Board of Directors' meetings to the Executive Committee and the Chapter.
 5. Keeps up-to-date on developments in other, similar organizations.
 6. Attends meetings of the Executive Committee and participates as a member of the team.

Alternate Director

1. Attends the Club's Board of Directors' meetings in the absence of a Director of the Genesee Valley Chapter (GVC).
2. Stays informed on activities of the Chapter's Executive Committee and major issues of the Club. This can be done either through attendance at meetings of the Executive Committee or through regular review of the Executive Committee's meeting notes combined with discussions with Directors and/or the Chapter Chair.
3. Reviews the informational packet for the Board of Directors' meeting that is obtained from the Director whom you are replacing. Reviews current issues of the Club likely to be discussed at the meeting with GVC Directors and/or the Chapter Chair.
4. At the Board of Directors' meeting, participates and votes as appropriate.
5. After the meeting, discusses the activities and any action items with the GVC's Director whom you replaced. Coordinates any appropriate, reimbursable expenses with the other, attending Directors.

2. Committees:

Bookstore Committee

1. Maintains a supply of books, maps, calendars and other items available from the Publications Department of the Main Club or other sources.
2. Sets up a display of such materials at each meeting of the Chapter.
3. Maintains records of financial transactions and submits them to the Treasurer on a monthly basis.
4. Maintains a list of all bookstore inventory.
5. Prepares a tax return for sales taxes for New York state each March or more frequently, if required.
6. Attends meetings of the Executive Committee and participates as a member of the team.

Conservation Committee

1. Studies and evaluates environmental and conservation issues. Recommends issues of conservation policy to the Executive Committee for consideration.
2. Educates members by submitting articles relevant to environmental and conservation issues for publication in The Geneseean and the Chapter website.
3. Promotes and encourages environmental consciousness among the members.
4. Coordinates environmental cleanups, maintenance projects for trails and waterways, and encourages participation of members.
5. Encourages and promotes speakers at meetings for public information pertaining to matters of conservation.
6. Attends meetings of the Executive Committee and participates as a member of the team.
7. Collects liability forms from each Chapter-sponsored activity organized by this committee and retains them for a period of three years in case there is a future claim against the Club's insurance policy resulting from an injury during those activities.

Education Committee

1. Coordinates with the Trails, Waterways, Conservation and Programs Committees and seek input from members for topics for the workshop.
2. Solicits volunteers and presenters for educational workshops geared toward helping members gain skills to promote and enhance their enjoyment of the outdoors.
3. Schedules workshops to promote safe and effective activities for both land and water by describing and demonstrating equipment and techniques.
4. Distributes a monthly description of the workshop to the Newsletter Editor for publication in The Geneseean and coordinates with the Webmaster and Publicity Chair for inclusion of the information on the Chapter Hotline, on the website and in other publications.
5. Coordinates with building personnel and the Programs Chair to insure that equipment (tables, microphones, overhead/slide projectors, etc.) is available as needed.
6. Attends meetings of the Executive Committee, reports future topics for workshops and participates as a member of the team.

History Committee

1. Gathers and maintains a library of the following, significant materials pertaining to the Chapter's activities: By-laws, minutes of the Executive Committee's meetings, copies of The Geneseean, relevant news articles, copies of Adirondac magazine, and any other articles pertinent to the Chapter's existence.

Membership Committee

1. Responds in a timely manner to inquiries concerning membership by mailing a membership pamphlet and information about the Chapter, including information on upcoming meetings and/or outings. In addition, contacts persons making inquiries by phone or e-mail if requested or appropriate.
2. Sends a copy of Chapter's Articles and a welcoming letter to all new members. Includes information about the Genesee Valley Chapter's website and Hotline phone number in the letter.
3. Keeps a complete electronic (Excel or comparable) membership list of the Chapter. Updates this membership list monthly as information is received from the Main Club. Records any change of name/address to keep this file updated. Is able to verify the status of a member's current membership if needed by that member or an authorized member of the EC.
4. Publishes updates of new members in The Geneseean.
5. Serves as a source of information and/or direction for members or perspective members needing information about our Genesee Valley Chapter.
6. Coordinates with other members of the Executive Committee to solicit volunteers and provides informational material at special, non-ADK events.
7. Maintains the portion of the Chapter Hotline pertaining to Membership.
8. Attends meetings of the Executive Committee and participates as a member of the team.

Programs Committee

1. Researches and develops ideas for monthly programs according to the following objectives: (a) to attract members of the Chapter to meetings by providing entertaining programs consistent with the goals and objectives of the Main Club; (b) to stimulate interest in conservation, education and recreation; and (c) to inform about current issues.
2. Contacts potential presenters and evaluates their presentations according to the preceding objectives.
3. Coordinates arrangements with presenters within the budget approved by the Executive Committee. Obtains the Executive Committee's approval when exceeding normal expenses for any single event.
4. Submits a voucher to the Treasurer, documenting such items as speaker's fees, honoraria and expenses.
5. Coordinates arrangements with the RMSC (Eisenhart Auditorium's staff). Annually negotiates the contract for rental of the facility.
6. Submits requirements for the budget annually to the Executive Committee.
7. Distributes a description of the monthly program to the Editor of The Geneseean and coordinates with the Publicity Committee for inclusion of this information on the Chapter Hotline, on the website and in other publications.
8. Attends meetings of the Executive Committee, reports on topics for future programs and participates as a member of the team.

Publications Committee

1. Following the guidelines for content as discussed and recorded in the minutes of the Executive Committee, gathers and receives information for publication in The Geneseean.
2. Formats the articles and prepares the layout.
3. Submits the material to the publisher for printing and receives the extra, printed copies.
4. Forwards information provided by the Main Club for mailing labels to the publisher.
5. Provides extra copies of The Geneseean on the greeting table at meetings of the Chapter and on the Bookstore's table for free items.
6. Attends meetings of the Executive Committee and participates as a member of the team.

Publicity Committee

1. Maintains the Chapter Hotline.
2. Updates the Main Greeting as needed.
3. Maintains a mailbox for Publicity on the Chapter Hotline.
4. Responds to requests and inquiries from the mailboxes for Publicity, Main Greeting and Meeting Information on a weekly basis or directs them to the appropriate committee.
5. Maintains the mailbox for Meeting Information, integrating information from the Education and Programs Chairs on a monthly basis.
6. Monitors the status of the mailboxes for the Chapter Hotline on a weekly basis to insure they are operational and not full.
7. Provides an informational packet to new holders of mailboxes.
8. Provides assistance with the operation of the Chapter Hotline.
9. Interacts with the hotline vendor.
10. Publishes information about the club in newspapers and outside publications.
11. Arranges for publicity about the workshops and programs of the monthly meetings of the Chapter in the local newspaper(s).
12. Monitors those publications for inclusion and accuracy of published materials.
13. Corrects problems when published information is not congruent with the Chapter's policy.
14. Attends meetings of the Executive Committee and participates as a member of the team.

Trails Committee

1. Conducts meetings of the Trails Committee.
2. Submits articles to The Geneseean to promote Trails' activities.
3. Recruits and develops qualified leaders for outings.
4. Insures that outings' leaders use the liability form.
5. Reviews the Outings Guidelines annually and proposes changes, if necessary.
6. Develops the Trail Outings Schedule and publishes it in The Geneseean and on the Chapter's website.
7. Maintains the portion of the Club Hotline pertaining to Trails.
8. Prepares the Trails Committee's budget and oversees expenses.
9. Coordinates trail work for the Chapter.
10. Maintains the Trail Table at the monthly meetings of the Chapter.
11. Prepares a list of "Aspiring 46ers" annually.
12. Coordinates with the Education Committee to organize workshops before the Chapter meetings and other special events for the education of the members.
13. Attends meetings of the Executive Committee and participates as a member of the team.
14. Collects liability forms from each Chapter-sponsored activity organized by this committee and retains them for a period of three years in case there is a future claim against the Club's insurance policy resulting from an injury during those activities.
15. Complies with all Club policies regarding outings.

Waterways Committee

1. Conducts meetings of the Waterways Committee.
2. Submits articles to The Geneseean to promote Waterways' activities.
3. Recruits and develops qualified leaders for outings.
4. Insures that outings' leaders use the liability form.
5. Reviews the Outings Guidelines annually and proposes changes, if necessary.
6. Develops the Waterways Outings Schedule and publishes it in The Geneseean and on the Chapter's website.
7. Maintains the portion of the Club Hotline pertaining to Waterways.
8. Prepares the Waterways Committee's budget and oversees expenses.
9. Coordinates waterways' work for the Chapter.
10. Maintains the Waterways Table at the monthly meetings of the Chapter.
11. Coordinates with the Education Committee to organize workshops before the Chapter's meetings and other special events for the education of the members.
12. Attends meetings of the Executive Committee and participates as a member of the team.
13. Collects liability forms from each Chapter-sponsored activity organized by this committee and retains them for a period of three years in case there is a future claim against the Club's insurance policy resulting from an injury during those activities.

14. Complies with all Club policies regarding outings.

Younger Members' Committee

1. Promotes participation in the Chapter for members between the approximate ages of 20 and 40 by coordinating and scheduling outings and social events that are of interest to this age group.
2. Encourages the integration of Younger Members into the Chapter by welcoming all Chapter Members to Younger Members' activities, by encouraging the participation of Younger Members in the Chapter's activities, and by arranging occasional, joint outings with the Trails and Waterways Committees.
3. Conducts meetings of the Younger Members' Committee.
4. Submits articles to The Geneseean to promote Younger Members' activities.
5. Recruits and develops qualified leaders for outings.
6. Insures that outings' leaders use the liability form.
7. Reviews the Outings Guidelines annually and proposes changes, if necessary.
8. Develops the Younger Members' schedule and publishes it in The Geneseean and on the Chapter's website.
9. Maintains the Younger Members' list-serve group.
10. Maintains the portion of the Club Hotline pertaining to Younger Members.
11. Prepares the budget for the Younger Members' Committee and oversees expenses.
12. Maintains the Younger Members' Table at the monthly meetings of the Chapter.
13. Coordinates with the Education Committee to organize workshops before the Chapter's meetings and other special events for the education of the members.
14. Attends meetings of the Executive Committee and participates as a member of the team.
15. Collects liability forms from each Chapter-sponsored activity organized by this committee and retains them for a period of three years in case there is a future claim against the Club's insurance policy resulting from an injury during those activities.
16. Complies with all Club policies regarding outings.

3. Special Committees:

Auditing Committee

1. Examines the records of the Treasurer at the end of each fiscal year.
2. Attests to the accuracy of the financial records of the Chapter.
3. Reports its findings in writing to the Chapter Chair within 75 days of the end of the fiscal year.

Hospitality

1. Within the budget allowed, purchases refreshments and supplies for people to use while signing in at the monthly meeting. Submits receipts with a voucher to the Treasurer for reimbursement.
2. Provides refreshments at the meetings of the Chapter.
3. Coordinates with the Auditorium Staff to unlock the equipment closets to prepare tables in the lobby as needed for refreshments and for greeting people.
4. Sets out coffee, tea, juice, snacks and utensils.
5. Puts out name tags, pens for signing in, slips of paper and the basket for the Bookstore Raffle.
6. Takes the easel out of the closet in the lobby and writes the evening's activities on it. Displays the easel in the lobby.
7. Puts the equipment away when the meeting is over.

Local Hike Coordinators

1. Participate in the Trails Committee.
2. Determine the hike schedule.
3. Recruit and develop leaders for the hikes.
4. Maintain the portion of the Club Hotline pertaining to Saturday and Sunday Hikes, return telephone calls, and provide additional information as needed.
5. Help participants be aware of and prepared for the requirements of the hike (physical requirements according to the difficulty of the hike, plus the need for food, water, clothing and equipment).
6. Protect natural resources and move the hike if local conditions are unfavorable.
7. Accept suggestions and feedback about hiking activities from members.

Nominating Committee

1. Identify members willing to assume leadership roles within the Chapter.
2. Determine possible candidates from among the Chapter's membership.
3. Assess the willingness of the possible candidates to fill the duties described in the Appendix to the By-laws.
4. Report to the Executive Committee by its meeting in October.
5. List the names of the candidates in the issues of The Geneseean for November and December for future voting by the membership.
6. Maintain a list of untapped resources for leadership and forward it to the next Nominating Committee.

Webmaster

1. Maintains the website for the Chapter.
2. On a monthly basis, updates the information about meetings and news in the

Chapter.

3. As the occasion demands, updates information, such as the By-laws, the Chapter's goals, its officers and budgets, and opportunities for volunteers.
4. When pertinent, includes and updates information such as the activity guide, Chapter alliances, hyperlinks to other organizations, and information of possible interest to members of the Chapter.