Southeastern Massachusetts Chapter Appalachian Mountain Club

STANDING RULES

From Article 7 of the AMC-SEM By-Laws:
Standing Rules may be made and amended by the Chapter Executive Committee with a majority vote, a quorum being present. They become effective when posted to the Chapter website, and notification of change published in the chapter newsletter and through the SEM membership email.

1. Each Committee Chair shall appoint as many committee members as necessary to fulfill the purposes of the committee as described in the SEM By-Laws.

2. Each Committee Chair shall submit names of Vice Chairs for the Committee, who shall be subject to confirmation by the Executive Committee. Each Committee Chair should endeavor to select at least one Vice Chair who is interested, willing, and has the abilities to become Chair when the Chair steps down.

3. Each Committee Chair shall submit a projected budget for the year based on the deadline stipulated by the Club.

4. The applicable Committee Chairs or their delegate shall represent SEM at any formal interchapter committees. If there is an interchapter committee that does not align directly with an SEM committee, then the SEM Executive Committee or Chair shall seek a representative. The interchapter committees as of June 2021 are:
   a. Interchapter Paddling Committee (IPC)
   b. Interchapter Climbing Committee (ICC) (not applicable to SEM at this time)
   c. Interchapter Trails Committee (ITC)
   d. Clubwide Conservation Committee (CCC)

5. The Executive Committee or the Chair shall appoint a person to represent the chapter to other informal Club committees in which SEM has an interest. If the Club committee aligns with an SEM standing committee or Office, the Committee Chair or Officer will be the SEM representative unless the Executive Committee or the Chair appoints another person.
   b. 20's and 30's - 20's and 30's Chairs meet quarterly to share ideas and find opportunities to collaborate.
   c. Treasurers- All Chapter Treasurers meet quarterly to share ideas and discuss finances.
   d. Family Outings - Quarterly meetings in order to share ideas and promote chapter family outings.

6. The Executive Committee shall approve overall leader requirements that apply to each activity. Each Activity Committee Chair shall establish criteria for qualifying trip leaders for their activity.
7. All Executive Committee members are expected to attend official Executive Committee meetings. (If unable to attend, designate vice-chair as voting representative from the committee.) If the Secretary is unable to attend a board meeting, the Chair shall ask for a volunteer to take the official minutes.

8. Each member of the Executive Committee has one vote. If a standing Committee Chair is not present, the Vice Chair of that committee may vote in place of the Chair.

9. Each Committee Chair shall prepare an annual report in a timely fashion for presentation at the Annual Meeting. The link to the report shall be posted to the SEM website. The Chair report and link to the full report shall be published in the Breeze.

10. All Board members, Committee Chairs and Vice Chairs are approved to run social, educational or stewardship activities that would not already fall under the jurisdiction of the existing committees. All such activities need to be posted in ActDB.

11. The Chapter Chair will provide the SEM Bylaws and Standing Rules to each new committee Chair and Vice Chair and Officer.

12. Committee Chairs and Officers are responsible for safeguarding key chapter documents that they create in a format and location that are accessible to all current and future Executive Committee members as well as AMC Volunteer Relations. This includes but is not limited to the Communications Chair storing the Annual Report, the Secretary storing SEM Executive Committee meeting minutes, and the Treasurer storing monthly and annual financial reports.

13. All Executive Committee members share responsibility for recruitment of new members through their committee roles and participation in activities and events. Recruitment is not a responsibility of a single committee. Note that the Club does recruitment through direct mail which results in the bulk of SEM new memberships.

14. Expense reports shall be approved in writing by Committee Chair and then the Chapter Chair. Committee Chairs manage their committee budgets and do not need pre-approval to spend what is already approved in their committee budget if the line item does not exceed the budgeted amount. If the line item is more than 20% above budget, then it shall require prior approval from the Chapter Chair. An anticipated non-budgeted expense exceeding $250 shall require prior Chair approval.

An unanticipated expense submitted by the Chapter Chair, i.e. not submitted by a Committee Chair and not directly attributed to a committee’s budget, which exceeds $250 shall require prior Executive Committee approval, which can be via email. As part of the annual budget process, the Chair shall specify a line item for discretionary expenses.

15. Each donation (outside of AMC) has a limit of no more than $250 per AMC guidelines. A donation in excess of $250 requires prior permission from AMC.

16. Activities posted to the AMC Activities Database (ActDB) (or some subsequent Club system for posting activities) for which a leader will be compensated and where the leader is an SEM Board Member shall be approved in advance by the SEM Executive Committee. The ActDB listing will notify participants that the leader is compensated.
17. The committee to select Distinguished Services Award (DSA) recipients shall have autonomy in setting their own policies, including making exceptions to their policies, and for selecting recipients. The committee shall be comprised of the former DSA recipients who are interested in serving.

Adopted Feb 3, 2004
Updated March 11, 2023 PB