

Southeastern Massachusetts Chapter Appalachian Mountain Club

STANDING RULES

1. Each Committee Chair shall appoint as many committee members as necessary to fulfill the purposes of the committee as described in section 3 (parts a-f) of the chapter by-laws (Follow the directions in the beginning of Section 3 regarding geographic distribution of committee appointments).
2. Each Committee Chair shall appoint vice chairperson(s). (Should it be desirable or necessary to have two (2) or more people in charge of a single chapter committee, one person shall be designated committee chair and the other vice-chair).
3. Each Committee Chair shall submit names of vice-chairs for confirmation by the Executive Board as soon as possible. Each Committee Chair should endeavor to select at least one Vice Chair who is interested, willing, and has the abilities to become Chair when you retire.
4. Each Committee Chair shall submit a projected budget for the year before the January Board meeting.
5. The Board shall appoint a person to represent the chapter to the Club Inter-Chapter Excursions Committee. This persons responsibilities shall include forwarding inter-chapter notices to the appropriate person on the Excursions Committee.
6. Each Committee Chair shall provide a list of approved trip leaders to the chapter chair by January 1st for insurance purposes. revised copies shall be provided as leaders are added or deleted. This list shall be posted on the SEM website, to allow verification of leadership status of all trips.
7. Each Committee Chair shall set up a procedure for trip reports for each committee. All SEM trips *require* the use of the AMC waiver form as the sign-in sheet. These forms must be collected by the Committee Chair and filed with AMC, Joy St, at least quarterly.
8. All Board members are expected to attend official executive board meetings (if unable to attend, designate vice-chair as voting representative from the committee.)
9. Each committee has one vote. (i.e., Vice Chairs may not vote if the Chair is present.)
10. Each Committee Chair shall prepare an annual report in a timely fashion for presentation at the Annual Meeting and/or printing in the *Breeze*.
11. 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 approved by the Chair or Vice Chair before publication.