

**PRESCOTT HIKING CLUB  
STEERING COMMITTEE OPERATING GUIDELINES  
December 5, 2016**

**I. STEERING COMMITTEE**

The Prescott Hiking Club will designate a Steering Committee to perform the following functions:

- Make decisions about how to spend PHC funds.
- Convene to make immediate/urgent decisions that affect the PHC, e.g. conflict resolution.
- Establish any special committees necessary to perform club functions, e.g., social committee.
- Develop club policies
- Develop the operating procedures of the Steering Committee.

The Steering Committee will consist of seven members. Of the original 7 members, the terms of 3 members will expire on December 31, 2016. The remaining 4 members will serve until December 31, 2017.

**II. CLUB OFFICERS**

Club officers will consist of the Steering Committee Chairperson, Steering Committee Secretary, and Club Treasurer. The members of the Steering Committee will select the Chairperson and Secretary by a simple majority vote. This selection will take place whenever a current officer's term expires or the officer steps down from that office.

The offices of SC Chairperson and Secretary will expire at the end of each calendar year. The PHC Treasurer is a volunteer position with an indefinite term of office.

**III. STEERING COMMITTEE SELECTION (Revised June 4, 2021)**

In November of each year, a call for volunteers to serve on the SC will be issued to the general membership. Any member of the club may volunteer or run for election as a member of the Steering Committee. These candidates will provide a short, written platform to be reviewed by the SC and submitted by the Secretary to the general membership. In December, the general membership will vote. The 3 newly elected members will serve 2-year terms beginning on January 1, 2017. This process will be repeated annually, with 3 new members taking office on January 1<sup>st</sup> of odd-numbered years and 4 new members taking office in even-numbered years.

When the number of volunteer candidates does not exceed the number of open Steering Committee vacancies, no election is needed.

#### **IV. STEERING COMMITTEE OPERATING GUIDELINES**

Any decision made by the SC will require a simple majority of those present providing a quorum has been reached. At least 5 members of the committee must be in attendance to constitute a quorum. If 4 members are in attendance, a meeting may be held. Minutes must be taken during this meeting and sent via email to the rest of the committee.

If all 7 members of the committee agree, an email vote may be taken on any of the items presented in the minutes of the 4-person meeting. If any one member disagrees and requires further discussion, a vote may not be taken. No meeting may be held with less than 4 members in attendance.

Any SC member may be relieved of their duties or removed from the committee at any time by a simple majority vote of all the current committee members.

Should any Steering Committee officer decide to step down from that office during their term, he/she may remain on the Steering Committee through the end of their term. His/her replacement will be selected by the Steering Committee from the remaining members of the committee.

If a member of the Steering Committee steps down or is removed from the committee prior to the end of his/her term, a call for volunteers would be issued to the general club membership. This would be done in the form of a formal announcement via email to all members, giving members a minimum of 1 week from the time of the announcement to reply. At the end of the 1-week time period, the remaining members of the SC would select (by simple majority vote) a new member from this group of volunteers. The newly selected member will complete the term of the departed member.

The Steering Committee may be contacted for questions or comments via the email address posted on the PHC website. All Steering Committee members will receive these emails; the Chairperson will be the primary person in determining if any action by the Steering Committee is required and will be the only person to respond to these emails.

#### **V. STEERING COMMITTEE MEETINGS**

Steering Committee meetings will be scheduled as needed. If a PHC member wishes to attend an upcoming Steering Committee meeting, the member must contact the Committee Chairperson prior to the meeting. If the member wishes to speak at the meeting, an agenda item will be added with a time allotment for him/her to do so.

#### **VI. DISSOLUTION**

In the event the Club should cease to function or is disbanded, the assets of the Club, if any, shall be sold, and, after meeting all financial obligations, all remaining funds shall be donated.

**VII. AMENDMENT OF OPERATING PROCEDURES**

The Steering Committee operating guidelines may be amended at any regular or special meeting of the Steering Committee and with a vote of all SC members.

**VIII. ANNUAL PHC REVIEW (Addendum February 16, 2021)**

At the beginning of each calendar year, the Steering Committee will review the following club areas:

- Steering Committee operating guidelines
- PHC website
- Any needed PHC password changes
- PHC Budget
- Hike category definitions
- PHC Publicity
- List of PHC tasks and duties

All identified areas needing attention will be addressed during that calendar year.