

CONSTITUTION, BY-LAWS and POLICY GUIDELINES
RIP VAN WINKLE HIKERS

ARTICLE 1 - NAME

SECTION 1 The name of the club shall be known as Rip Van Winkle Hikers, hereinafter referred to as the "Club".

ARTICLE 2 - PURPOSE

SECTION 1 The purpose of the Club is to promote and foster interest in the sport of hiking. The Club will be open to persons 16 years of age and older, and will promote camaraderie, physical fitness, and an appreciation of the wilderness, nature, and local history.

ARTICLE 3 - HEADQUARTERS

SECTION 1 The headquarters of the Club is located in the village of Saugerties, Ulster County, New York.

ARTICLE 4 - CLUB OFFICERS

SECTION 1 The executive officers of the Club shall be a President, Secretary, and Treasurer.

SECTION 2 The term of office of all executive officers will be at the pleasure of the incumbents, with confirmation of appointment by the membership at the annual meeting or by election of new executive officers by the membership at the annual meeting. New officers will assume their responsibility at the March business meeting. Prior to that meeting, all documentation (books, funds, records, etc.) will be transferred to the new officers.

SECTION 3 Other officers (e.g., Membership Chair, Hiking Group Coordinators [novice, intermediate and advanced]), Trail Maintenance Coordinator, Web Master), drawn from members of the Club, who have expressed a willingness to serve, may be appointed from time to time by the

President, with the approval of the Executive Committee. The term of

office of members so appointed will be by mutual agreement between the incumbents and the President, with the approval of the Executive Committee.

SECTION 4 PRESIDENT:

The President shall preside at the meetings of the Club. Should the Secretary be absent from any meeting, the President shall appoint a member to record the minutes.

SECTION 5 SECRETARY:

The Secretary shall have charge of all Club correspondence. Specific duties are as follows:

1. The Secretary shall record the minutes of all Club meetings.
2. The Secretary can, if requested, read aloud the minutes of the previous Club meeting.
3. The Secretary shall preserve the minutes of all meetings so they can be used as a reference at all subsequent meetings. Minutes shall be open for inspection.
4. The Secretary shall record attendance at each meeting.
5. The Secretary shall provide hiking schedules to all members absent from any business meeting.
6. In the absence of the President at a Club meeting, the Secretary shall preside.

SECTION 6 TREASURER:

The Treasurer has custody of all monies and other funds of the Club and, as such, is responsible for all receipts and disbursements to/from the Club Treasury. Specific duties are as follows:

1. The Treasurer shall maintain a written record of all funds that pass to or from the Club treasury.
2. The Treasurer shall submit a proposed budget to the Executive Committee for their approval before the November meeting. This proposed budget will be voted on at the November meeting.
3. The Treasurer shall pay all Club debts and obligations within the limits of the budget and only after approval of the President.

4. The Treasurer shall submit a financial report to the membership at each business meeting.
5. The Treasurer shall submit an annual statement at the annual meeting.
6. Members may request to view the financial records of the Club at any time.

SECTION 7 MEMBERSHIP CHAIR:

The Membership Chair is the recipient of new member applications and is the “holder” of the Club membership data. Duties include:

1. Receiving membership applications and payment
2. Retaining applications in files for at least 2 years
3. Scanning and depositing checks
4. Sending scans of checks and deposit receipts to treasurer
5. Sending new and renewing members’ annual membership cards
6. Maintaining current membership roster
7. Informing secretary of new members in timely manner.
8. Providing updated membership roster to Executive Committee before each regular club meeting
9. Fulfilling requests for regular club patches
10. Receiving, reviewing and approving members' applications for patch and certificate awards for 420 Grid and 4-Seasons hikes
11. Mailing award patches
12. Arranging for Certificates of Achievement for 420 Grid and 4-Seasons hike awards
13. Maintaining lists of 420 grid and 4-Seasons awardees and providing updates to web coordinator

SECTION 8: HIKING GROUP COORDINATORS (NOVICE, INTERMEDIATE, ADVANCED)

The Hiking Group Coordinator's responsibilities include:

1. Representing your Group at all Club and executive committee meetings.
2. Planning hikes per Club schedules at the conclusion of the bi-monthly Club Business Meetings and reporting them on the Hike Planning Form so that the information can be included in the Club bi-monthly hike schedules. Scheduled hike information should include approximate: level (strenuous, moderate, and easy), length, time, and trailhead departure.
3. Providing all Hike Organizers with the Hike Release (sign-in) Form.
4. Providing leadership coverage for each scheduled hike by ensuring that a Hike Organizer will be available. If a Hike Organizer is not available, the hike shall be cancelled.

SECTION 9: TRAIL MAINTENANCE COORDINATOR

The Trail Maintainer Coordinator responsibilities include:

1. Acting as the Club's liaison with the NYNJ Trail Conference
2. Scheduling and organizing trail maintenance outings twice a year for both the Thomas Cole Trail – Maplecrest and the Long Path – Palenville. This includes notifying the DEC Ranger and contacting the representative from Twilight Park for permission to access the Long Path trail via their property.
3. Bringing tools and/or coordinating who will bring their own clippers, hand saws, etc.
4. Meeting the trail crew at a designated place and giving an overview of various jobs, e.g. clipping, sawing, drainage work, pulling raspberries, replacing trail markers
5. Designating jobs to various trail crew members
6. Writing and sending reports about trail work completed to the NYNJ Trail Conference Trail Maintenance Chair. Reports include problems which need to be referred to DEC e.g. large trees to be cut by chain saws, bridge repairs, suggested reroutes and the approximate location of each identified problem.

SECTION 10: WEBMASTER

The Webmaster's responsibilities include:

1. Maintain and update the club website, including: the current bi-monthly schedule, latest news about the club's activities, online information, and criteria pertaining to becoming a member.
2. Manage and update the club presence on social media sites such as Facebook, Twitter, and Instagram.
3. Make periodic reports at the bi-monthly club meetings as to the status of the club website and other social media sites.

ARTICLE 5 - EXECUTIVE COMMITTEE

- SECTION 1** The Executive Committee shall consist of the President, Secretary, Treasurer, Membership Chair, Hiking Group Coordinators, Web Master, and the Trail Maintenance Chair.
- SECTION 2** Duties: The Executive Committee shall have the power to act or speak (oral or written) on behalf of the Club in situations where immediate action is needed, or when action is needed prior to the convocation of the next regularly scheduled business meeting of the Club. The Executive Committee may also meet to discuss issues prior to the presentation of the issue at a general membership meeting. The Executive Committee may also deliberate on problems that arise concerning the Club.
- SECTION 3** Limits of Authority: The Executive Committee may not vote to spend any Club funds, other than normal operating expenses, without the approval of a quorum vote of the general membership at a regular meeting. Furthermore, a majority vote of the full Executive Committee is required for the approval of any action by the Executive Committee.
- SECTION 4** Chairperson: The President of the Club shall serve as chairperson of the Executive Committee.
- SECTION 5** Meetings: The Chairperson will convene meetings of the Executive Committee from time to time as deemed necessary. Any member of the Executive Committee may ask the Chairperson to convene a meeting. Any member of the Club may communicate their concerns to any member of the Executive Committee if they consider the issue of such urgency as to warrant presentation to the Executive Committee.

ARTICLE 6 - MEETINGS OF THE CLUB

SECTION 1 The Club shall conduct regular bimonthly business meetings. The January meeting is designated as the annual meeting.

SECTION 2 The order of business at all business meetings shall be as follows:

1. Meeting called to order
2. Secretary's minutes of prior meeting for approval
3. Treasurer's report
4. Reports of all hiking groups
5. Correspondence and bills
6. Old business
7. New business
8. Adjournment of business meeting
9. Hike planning for all groups

SECTION 3 At any meeting, nine members of the active voting membership as carried on the membership roster shall constitute a quorum for the transaction of business. A majority vote of the members present shall be necessary to carry an act or resolution.

ARTICLE 7 - MEMBERSHIP

SECTION 1 Members shall be assessed annual dues, the amount to be approved by the membership at a scheduled business meeting.

SECTION 2 The following criteria are to be met in order to be considered for membership:

- a. Dues must be paid in full. Annual dues must be paid in full to the Treasurer by January 31st.
- b. New members are to remit annual dues with their membership application. New member dues with membership applications received on or after October 1 will be considered applicable through the following calendar year.
- c. Lifetime Members:
Approved on May 22, 2017, was the establishment of a Lifetime Membership with a benchmark fee of 10 times the Individual Membership beginning in 2017 with a fee of one hundred dollars (\$100.00).

ARTICLE 8 - AMENDMENTS

SECTION 1 The constitution and by-laws of the Club and any rules or regulations may be amended by the Executive Committee at any time to reflect the changing needs of the majority of the membership at large. Such changes shall be referred to the membership at the next scheduled business meeting for consideration and approval.

ARTICLE 9 - LIMIT OF LIABILITY

Rip Van Winkle Hikers does not assume any liability whatsoever for any injury, damage, loss, accident, or delay to person or property during any activity sponsored, arranged, or for which the Club acts as an agent or is in any way connected.

Addendum 1: AWARDS

Addendum 2: POLICY GUIDELINES

Addendum 1:

AWARDS

CATSKILLS HIGH PEAKS 420 GRID PATCH AND CERTIFICATE OF ACHIEVEMENT

A customized patch award to recognize members who had hiked each of the 35 Catskill High Peaks in each of the 12 months of the year was formalized by the Rip Van Winkle Hikers Club (RVW Hikers Club) in March, 2008. A Certificate of Achievement will be awarded to all members who complete the 420 Grid. Climbs do not have to be completed during the same year or during consecutive years. Climbs do not have to be completed on RVW Hikers Club hikes and there is no time limit to complete all 420 climbs. Climbs can be completed prior to joining the RVW Hikers Club.

ELIGIBILITY

Hikers must have completed all 420 Grid hikes and be a current dues paying member of RVW Hiking Club and have paid their dues no later than January 31.

APPLICATION, APPROVAL AND DISTRIBUTION

Candidates for the 420 Grid Award Patch and Certificate of Achievement must submit a completed 420 Grid Tally Sheet to the RVW Hiking Club Membership Chair with \$20 for each patch. Candidates may opt to receive only the free Certificate of Achievement. The Membership Chair reviews the tally sheet and may, if necessary, request Executive Committee and/or the Advanced Group Coordinator for assistance. If approved, the 420 patch award will be mailed to the member and the Certificate of Achievement will be awarded at the next RVW Hiking Club Annual Banquet or mailed after the banquet if the member or member's representative is not present to receive the Certificate.

LISTING AWARDEES

The Membership Chair assigns a consecutive 420 Grid Award number to each approved hiker based on the date the approved application was submitted. The Membership Chair maintains the list and provides annual updates to the website coordinator by December 31. The website coordinator maintains a link to the list on the 420 Grid webpage.

CATSKILLS HIGH PEAKS 4 SEASONS PATCH AND CERTIFICATE OF ACHIEVEMENT

A patch award to recognize members who had hiked each of the 35 Catskill High Peaks in each of the four seasons of the year was formalized by the RVW Hikers Club in July, 2017. A Certificate of Achievement will be awarded to all members who complete the 4-Season climbs. Climbs do not have to be completed during the same year or consecutive years. Climbs do not have to be completed on Rip Van Winkle Hikers Club hikes and there is no time limit to complete all 140 climbs. Climbs can be completed prior to joining the RVW Hikers Club.

ELIGIBILITY

Patch recipients must have climbed all 35 Catskills High Peaks during each of 4 seasons of the year. Hikers must have completed all 140 4-Season hikes and be a current dues paying member of RVW Hiking Club and have paid their dues.

Seasons are defined as:

Winter: December 21 through March 21

Spring: March 22 through June 21

Summer: June 22 through September 21

Fall: September 22 through December 20

PROCESS FOR APPLICATION, APPROVAL AND DISTRIBUTION

Candidates for the 4-Seasons Award Patch and Certificate of Achievement must submit a completed 4-Seasons Tally Sheet to the RVW Hiking Club Membership Chair with \$3 for each patch. Candidates may opt to receive only the free Certificate of Achievement. The Membership Chair reviews the tally sheet and may, if necessary, request Executive Committee and/or the Advanced Group Coordinator for assistance. If approved, the 4-Seasons patch award will be mailed to the member and the Certificate of Achievement will be awarded at the next RVW Hiking Club Annual Banquet or mailed after the banquet if the member or member's representative is not present to receive the Certificate.

Recipients of the 420 Grid Patch desiring a 4-Seasons award patch may re-submit their 420 Grid Tally Sheet and note on the Tally that the sheet is being submitted for the 4-Seasons Award Patch and Certificate of Achievement.

LISTING AWARDEES

The Membership Chair maintains a list of 4-Season awardees in alphabetical order and provides annual updates to the website coordinator by December 31. The website coordinator maintains a link to the current list on the 4-Season hikes webpage.

Addendum 2:

POLICY GUIDELINES

GUIDELINES FOR HIKERS, HIKE ORGANIZERS, & GROUP COORDINATORS

A. HIKER RESPONSIBILITIES ARE:

1. To be at designated meeting place on time.
 2. To personally sign Hike Release Form provided by Hike Organizer.
 3. To provide your own supplies and clothing. It is suggested that you:
 - Carry a compass, map, food, water, rain gear, first aid kit, and flashlight in a backpack; and
 - Dress appropriately, including hiking boots, for the season and the type of outing.
 4. To remain with the group and not separate.
 5. To not hike without a minimum of three (3) hikers.
- **REMEMBER:** Hiking involves hazards; if you participate, you do so at your own risk. You are responsible for your own safety. Being in good health and keeping up with the group are solely your responsibilities.

B. HIKE ORGANIZER (SPECIFIC TO A PARTICULAR HIKE) GUIDELINES

1. PRELIMINARY TO HIKE:

- a. If the Hike Organizer finds that he/she will be unable to be present at the scheduled hike, the Hike Organizer should both arrange to have another Group member cover the hike and notify the Group Coordinator. If the Hike Organizer has a problem in arranging coverage, the Hike Organizer should immediately notify the Group Coordinator.
- b. If the weather conditions are questionable, the Hike Organizer decides the course of action to take.
- c. In the case of inclement weather (rain, snow, sleet, high winds), the hike should be rescheduled..
- d. If a hike does not take place because of inclement weather, the hike should be rescheduled.
- e. If less than three (3) people show up, including the Hike Organizer, the hike is cancelled.

2. AT THE DESIGNATED MEETING PLACE

- a. The Hike Organizer should be at the designated meeting place 10 minutes prior to the time scheduled.
- b. The Hike Organizer is to ensure that all hikers personally sign the Hike Release Form prior to the departure of the hike.
- c. The Hike Organizer should have directions to the trailhead, a map of the hike area, and a compass.
- d. When a change to the hiking plans is made at the last minute (at the designated meeting place), a call should be made to someone who is at home and/or a note left on a car, making known the trailhead from which the hike will begin and the general route of the hike. This is in case of an emergency on the trail so that help can be sent to the proper location.

e. If less than three (3) people show up, including the Hike Organizer, the official RVW hike is cancelled.

3. AT THE TRAILHEAD

- a. It is the responsibility of the Hike Organizer to sign in and sign out at all DEC log registration stations. You should sign in as “Rip Van Winkle Hikers, Saugerties, NY,” with the Hike Organizer’s name and telephone number, and the number in the group.
- b. Hike Organizers are not responsible for any hikers.

4. AT THE CLUB MEETING

- a. Hike Organizer should present the Hike Report (comment section on back of “Hike Release Form”) at the next Club meeting. If attendance is not possible, the Hike Organizer should make arrangements to have it read by someone else.

C. GROUP COORDINATOR (NOVICE, INTERMEDIATE, ADVANCED) RESPONSIBILITIES

1. To represent your Group at all Club and executive committee meetings.
2. To plan hikes per Club schedules at the conclusion of the bi-monthly Club Business Meetings and report them on the Hike Planning Form so that the information can be included in the Club bi-monthly hike schedules. Scheduled hike information should include approximate: level (strenuous, moderate, and easy), length, time, and trailhead departure.
3. To provide all Hike Organizers with the Hike Release (sign-in) Form.
4. To provide leadership coverage for each scheduled hike by ensuring that a Hike Organizer will be available. If a Hike Organizer is not available, the hike shall be cancelled. The Group Coordinator must ensure that someone goes to the designated meeting place to cancel the hike.