

SENECA VALLEY SUGARLOAFERS VOLKSMARCH CLUB, INC.

STANDING RULES

1. Each Club membership (individual or household) entitles it to one vote on Club business decisions.
2. The Executive Board is defined by the Bylaws.
 - a. Fifty percent (50%) of the members of the Executive Board shall constitute a quorum to transact business.
 - b. The Executive Board shall be responsible for the policies and fiscal matters of the Club and shall act for the Club in all matters between meetings.
 - c. The Executive Board shall have the authority to review all proposed amendments to the Bylaws and/or revisions of it. Approval of the reviewed amendments or revisions may be made during a Business Meeting after a minimum 30-day notice to members.
3. Membership dues shall be determined by the Executive Board and shall be payable by July 1. A membership is cancelled if dues are not paid by September 30.
4. The Club shall collect monies at events from those who wish to participate in the event, according to the rules of the AVA and Club policy. It is club policy to allow children 12 and under to participate without payment.
5. Club assets may be contributed to worthy non-profit organizations.
 - a. Monetary donations shall be approved at a Business Meeting.
 - b. SVSVC is a charter member of the Friends of Seneca Creek State Park and the Club shall pay the annual membership fee until the Club votes to discontinue membership.
6. Club Business Meetings shall be scheduled by the Executive Board and announced to the members in advance. Business Meetings may be held face-to-face or electronically.

7. Nomination of Club Officers
 - a. The officer election process begins with the appointment of a Nominating Committee by the President at least three months prior to the Annual Meeting.
 - b. Any person with a membership in good standing may nominate an individual for office.
 - c. A nomination may be made either in writing or verbally to the Nominating Committee at least 30 days prior to the annual meeting.
 - d. Nominations may also be made from the floor at the Annual Meeting; however, the individual making the nomination must have received the consent of the nominated individual prior to the nomination.
8. Annual Meetings shall be scheduled by the Executive Board for the election of officers for the next term.
 - a. The Annual Meeting and the election of officers shall be open to the entire membership and their guests; only memberships in good standing shall be entitled to vote.
 - b. At the Annual Meeting, a quorum shall consist of the memberships in good standing who are present at the meeting.
 - c. To be elected, an individual must receive the affirmative vote of a majority of the memberships present and voting at the Annual Meeting.
9. Recall of officers shall be according to the current edition of *Robert's Rules of Order* under "Steps in a Fair Disciplinary Process."
10. The President shall:
 - a. Call and preside at Meetings of the Club and the Executive Board.
 - b. Promote Volksmarching including giving presentations to interested parties.
 - c. Appoint committees and be an ex-officio member of all committees.
 - d. Maintain a Roles and Responsibilities document and coordinate the work of the officers and committees.
 - e. Attend Maryland Volkssport Association (MVA) meetings as a delegate or appoint an alternate to serve in the absence of the president.
 - f. Sign financial reports and authorize transactions as needed by AVA, MVA, the IRS, the State of Maryland, or the Club treasurer.
 - g. Be a secondary account holder with the Treasurer on club financial accounts.
 - h. Maintain a Master Calendar of club activities.
 - i. Write a President's report for the quarterly club newsletter.
 - j. Submit articles to the AVA newsletter The American Wanderer (TAW).
11. The Vice-President shall perform the duties of the President in his/her absence

- and serve in other capacities as requested by the President.
12. The Secretary shall keep accurate minutes of all Business Meetings and publish them in a timely manner.
 13. The Treasurer shall:
 - a. Establish and manage accounts for Club funds.
 - b. Receive and disburse Club funds.
 - c. Submit monthly financial reports for club meetings
 - d. Submit to AVA the Annual Financial Report.
 - e. Submit to the IRS Form 990-N, Electronic Notice (e-Postcard) or its equivalent.
 - f. Submit the Maryland Personal Property Tax Return.
 - g. Maintain an annual file of financial records for review by the Audit Committee and for storage per IRS regulations.
 - h. Maintain a permanent file of official Club financial records.
 14. These rules may be changed by a majority vote at any Business Meeting after a minimum 30-day notice to all members.