

## **Chippewa Moraine Chapter Operating Guidelines - 2017**

*(Note that these procedures only supplement the current official Bylaws of the Ice Age Trail Alliance, Inc.)*

1. This Chapter of the Ice Age Trail Alliance, Inc. will officially be called "The Ice Age Trail Alliance, Inc., Chippewa Moraine Chapter" ("the Chapter"). The principal offices and mailing address of this Chapter is that of the current Chapter Chair and Coordinator.
2. The purpose of this Chapter is to develop, maintain, protect, and promote the Ice Age National Scenic Trail primarily within its assigned geographic area and to support the mission of the Alliance, consistent with Articles of Incorporation, Bylaws, and policies of the Alliance.
3. *Geographic Area.* The geographic area of the Chapter includes all of Chippewa County and Eau Claire County. This geographic area has been assigned to the Chapter by the Alliance subject to any changes that the Alliance may make in the future.
4. The Chapter will hold a Chapter Annual Membership Meeting between November 15 and December 15 of each year. It will be held at a convenient time and place designated by the officers.
5. At the Chapter Annual Membership Meeting members present will determine the frequency for Regular Chapter meetings. The Chapter Chair will be responsible for scheduling the Regular Chapter meetings.
6. At any Regular, Special, or Annual Membership meeting of the membership, six members including at least one of the current officers will constitute a quorum.
7. Special Meetings of the Chapter may be called at any time by the Chair, and must be called by the Chair on receipt of the written or electronic request of 10% of Chapter members.
8. The Chapter Executive Committee will consist of the elected officers of the Chapter. Meetings of the Executive Committee may be called by the Chair, or by any officer if approved by a majority of the officers. At all meetings of the Executive Committee, a quorum shall be a majority of elected officers.

9. The Executive Committee has all the powers of the Chapter that may be lawfully delegated, except final determination of Chapter policy and budget. Policy may be established on an interim basis, but shall be referred to Chapter members for approval at a meeting or by mail or email vote.

10. The Chapter shall have a minimum of three members serving as officers and a maximum of seven. Officers include the Chapter Chair, one or more Vice Chairs, Secretary, and Treasurer with the positions of Secretary, Treasurer and Chair being required. A member may be elected to hold more than one but not more than two offices concurrently.

10. The Secretary will notify the Alliance of elected officers within ten days after the annual meeting.

11. *Chair.* The Chair will run business meetings and have general charge and supervision of the affairs of the Chapter. The Chair will also perform or delegate other duties that may be assigned from time to time by the Chapter or the Alliance. The Chair will provide or delegate the role of principal liaison with the media and general public for the Chapter. The Chair may represent the Chapter at Alliance business meetings. The Chair shall also serve as Chapter Coordinator as that term is used in the Alliance bylaws and other documents.

12. *Vice Chairs.* If one or more vice chairs is elected, a vice chair shall be designated to exercise the functions of the Chair in its absence and carry out or delegate such other duties that the Chair or Chapter may request. Vice chairs may be designated to coordinate specific Chapter functions.

13. *Secretary.* The Secretary will attend and be responsible for keeping written minutes of both Chapter and Executive Committee meetings, for issuing notices, handling Chapter correspondence, and maintaining non-financial records. In the event that the Secretary is not at a Chapter or Executive Committee meeting the Chair may name an interim Secretary to keep and publish meeting minutes.

14. *Treasurer.* The Treasurer will handle financial matters for the Chapter and report to the Alliance on a monthly basis or as otherwise required by the Alliance. The Treasurer shall be responsible for the development of the annual budget submitted to the members at the Chapter Annual Membership Meeting.

15. *Compensation.* Chapter officers will serve in a volunteer capacity. No compensation is permitted.

16. *Officer Vacancies.* The remaining officers may appoint a person to fill any officer vacancy by a majority vote. That person will serve until the next Chapter

Annual Membership Meeting. The name and address of the interim officer will be sent to the Alliance office within ten days of the appointment.

17. The Executive Committee or any of its officers may not spend more than \$300 on any item or activity unless it is part of an approved budget.

18. An annual budget will be presented at the Annual Chapter Membership Meeting for adoption by a majority of the members present. Approval authorizes the officers to make expenditures consistent with the budget. A majority of the members present at a subsequent regular or special Chapter meeting may amend the budget.

19. Chapter funds shall be deposited in a local financial institution approved by the Executive Committee. The Chair and Treasurer shall be considered financial officers for banking purposes and shall jointly execute banking agreements. Either officer may access funds via check, transfer, or similar instrument on behalf of the chapter consistent with Alliance Bylaws, Chapter Operational Guidelines, and other financial policies. Normally the Treasurer will exercise these responsibilities. Funds received at events will be counted and documented by two persons and deposited promptly.

20. These Operating Procedures may be amended at a Regular or Annual Membership Meeting by a quorum of Chapter members provided that the notice of the amendment is mailed or emailed in advance to the members in accordance with Bylaws. Such amendment shall also be submitted to the Executive Director of the Alliance in advance of the meeting.

*These Chapter Operating Procedures were originally adopted by the Chippewa Moraine Chapter membership at its Chapter Annual Membership Meeting on November 20, 2017.*