

LHHWG Policy

Lincoln Hills Hiking and Walking Group Policies

1. NAME The name of this organization shall be:

LINCOLN HILLS HIKING and WALKING GROUP (LHHWG)

2. PURPOSE

The Lincoln Hills Hiking and Walking Group offers outdoor recreation for hikers of varying fitness levels. Goals of the group are:

- to provide a safe and enjoyable hiking experience
- to explore a wide variety of trails, generally within a two-hour drive of SCLH
- to bring a greater awareness to all hikers of the beauty and peace of the natural world. Hike leaders scout the trails and give information and support to new and experienced hikers. Hikes of varying degrees of difficulty are scheduled each month year-round and published on the Website.

3.

3. MEMBERSHIP

All residents of Sun City Lincoln Hills are welcome to join the LHHWG. Each member in good standing is entitled to one vote.

Each member of the LHHWG shall sign a Group Event Release and Membership Form, specific to the Lincoln Hills Hiking and Walking Group.

Unacceptable behavior by a member or officer, as outlined in the SCLHCA Club Information and Guidelines Handbook, will result in suspension from the group.

Members shall:

- 1) Sign a Group Event Release and Membership Form when they join the group. In addition, before each hike, they must write their name on the sign-in sheet. This states that no member, including board members, shall be held liable for

any incidents that may occur during group outings.

- 2) Read and follow the Membership and Hiking Guidelines that are published on the Website.
- 3) Non-residents and Sun City residents who aren't members may participate in Club activities as guest with the advance approval of the event, hike, or walk leader and when accompanied by a Club member.
 - a) Guests must sign a Group Event Release and sign in for events or activities as required
 - b) Sun City residents who intend to participate in multiple activities should join the club
- 4) Club members who actively participate in organizing or staffing Club events or administration may be provided priority access to signup for Club events

4. DUES

Annual dues are \$10.00 per person. Dues shall be collected at the start of each year for the entire year, and will be in arrears 60 days after the due date. Members in arrears shall be dropped from the club membership. Dues will not be refunded for any reason.

5. NOMINATION AND ELECTION OF OFFICERS

Officers will be elected every two years.

A nominating committee consisting of at least three (3) but no more than five (5) members shall be appointed by the board for the purpose of nominating officers for the following two years. Only those willing to serve will be considered. The slate of candidates will be published on the Website two months before the fall annual meeting.

Officers will be elected by a vote of members at the fall meeting. A quorum is required for this election. (A quorum is 30% of the membership or 30 members whichever is fewer.)

6. ELECTIVE OFFICERS, COMMITTEES, AND THEIR DUTIES

The officers of the LHHWG shall be installed at the fall annual meeting and shall serve terms compliant with Lincoln Hills Community Association

guidelines. The officers will begin their term on the first day of the club's fiscal year which is October 1st to September 30th.

The elected officers shall be president, vice president, secretary and treasurer. The elected officers shall constitute the board, and among other duties will be responsible for maintaining an active, interesting and worthwhile club.

A. DUTIES of CLUB PRESIDENT:

The president shall preside at all regular, hike leader and board meetings of the LHHWG. The president shall have the power to call meetings and shall act as an ex-officio member of all committees. The president shall attend, or appoint a suitable representative to attend, the LHHWG board meetings. The president shall appoint, subject to the approval of the board, such committees as may be deemed necessary to conduct LHHWG business.

The president shall further:

- a. Assist officers and hike leaders in implementing their duties and responsibilities.
- b. Schedule meetings of officers, the board and hike leaders as required.

B. DUTIES OF CLUB VICE PRESIDENT:

The vice president shall act as an assistant to the president, assuming those duties in the event of the president's absence.

1. Coordinate the fall annual meeting.
2. Reserve the meeting space for the fall annual meeting and for three hike leader meetings using the SCLH Facility Reservation Request Form.
3. Coordinate the club table at the Lifestyle Expo.
4. Publicize events and activities as appropriate, utilizing Association promotional avenues such as Lodge display windows, placement of flyers in Orchard Creek Lodge, the Lifestyle Expo, and New Resident Orientation.

C. DUTIES OF CLUB SECRETARY:

1. Attend and maintain minutes of all board meetings, hike leader and the Annual Meetings covering the election and installation of officers.
2. Maintain a file of all LHHWG by-laws, policies, procedures, and guidelines,

plans and correspondence.

3. Complete and submit the SCLHCA Club Contact Update Form to the Room Booking and Club Coordinator within 30 days of the election.

4. Write and submit monthly Compass club article per Compass instructions.

5. Participate in various association functions such as the Annual Club Meeting and It's the Lifestyle Expo.

D. DUTIES of CLUB TREASURER:

1. Maintain the LHHWG bank account with a signature card bearing the signatures of the four (4) officers. Any check over \$249.00 will require a signature from any two (2) of the four (4) officers.

2. Deposit all funds, make payments for all authorized expenditures, and maintain a current accounting of finances.

3. Maintain a membership list.

4. Report the financial and membership status at hike leader meetings and the annual meeting.

E. WEBMASTER: (Appointed by the board) The webmaster shall:

1. Accept hike descriptions from Hike Leaders and reformat for web page.

2. Post new hike descriptions on the web.

3. Maintain hike calendar on web site.

4. Relocate completed hike descriptions to archive page.

5. Post hike photos in gallery.

6. The group roster will be maintained by the webmaster in coordination with the president and treasurer. To obtain a copy one must be a member in good standing. The roster can only be accessed on the website by using the current password. The roster may only be used for group activities.

7. Maintain reference hike documents to be found on the web site.

8. Keep front page of website current, posting event notices and posting date of update.

9. Update page-top photos, to keep site interesting.
7. Keep current with web site host and maintain the web address.

8. VACANCIES

Vacancies occurring on the board shall be filled by a majority vote of the board.

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