

(September 30, 2002 Note: Underlined sections of text are those added or amended as a result of the JPL Recreation Club Guidelines dated 9/9/02 received from ES&R.)

THE BY-LAWS OF JPL HIKING +  
A Sub-Club of the JPL Recreation Club  
as administered by Employee Services and Recognition (ES&R)

ARTICLE I: NAME AND HOME OFFICE

- I-1. The organization established by these by-laws shall be known as JPL Hiking +, hereinafter referred to as Hiking +.
- I-2. The home office of Hiking + shall be the Jet Propulsion Laboratory (JPL), 4800 Oak Grove Drive, Pasadena, California 91109.

ARTICLE II: OBJECTIVE

- II-1. The objective of Hiking + is to make available to all Members of Hiking + an opportunity to enjoy a safe and rewarding experience in the outdoors.

ARTICLE III: MEMBERSHIP/PARTICIPATION

- III-1. Members are those directly employed by JPL or California Institute of Technology, JPL or CIT retirees, and Contractors or Contractor retirees. Members have the right to vote, hold office, attend all meetings, receive email flyers and Club announcements, and have priority on trips and events over Associates and Guests. Members must have a signed waiver on file with the Club.
- III-2. Associates are defined as NASA employees and retirees. Associates may receive Club announcements via email or Lab mail, attend on and off-Lab event-related meetings, and participate on Club trips and events providing they have a signed waiver on file with the Club. Associates have priority on trips and events over Guests.
- III-3. Guests are defined as family and community. Guests may attend off-Lab event-related meetings, and participate on Club trips and events providing they have a signed waiver on file with the Club.
- III-4. Upon termination as a JPL, CIT, or Contractor employee, Club Membership converts to "Guest" status.
- III-5. The only requirement for Membership for a JPL or Caltech employee or retiree or a Contractor employee or retiree is the payment of the dues established by the Board.
- III-6. Honorary lifetime Memberships may be bestowed by a 2/3 vote of the Board.

- III-7. A Member of JPL Hiking + may be removed for cause by a unanimous vote of the Officers. Cause may include but is not limited to the following: disruptive, uncooperative, or other behavior that significantly hinders enjoyment of an outing or event and/or poses a safety issue to other Hiking + Members. A Member who has been removed may request reinstatement after a period of one year from the date of removal, and will undergo a probationary period of three months. After the probationary period is successfully completed, the Member may be reinstated as a JPL Hiking + Member in good standing by a unanimous vote of the Officers.

#### ARTICLE IV: GOVERNMENT

- IV-1. Hiking + shall be governed by a Board composed of elected officers. Each elected officer shall be a Member of Hiking +. These officers shall be: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Downhill Ski Trip Coordinator, Secretary/Membership, Treasurer, Webmaster, and Special Events Coordinator. Any Member of Hiking + is eligible to hold office, with the exception of Treasurer, who must be a JPL/CIT employee/retiree.

- IV-2. The President shall:

- (A) Preside at all meetings of Hiking +,
- (B) Appoint all committees, acting as an ex-officio Member therein (except for the election committee),
- (C) Prepare the annual budget for submission to the ES&R on or before the end of the fiscal year,
- (D) Perform all services and duties as customarily pertain to this office, and
- (E) Set the operating policy of Hiking + with advice of the Board.
- (F) Act as Hiking + property custodian, and prepare the annual inventory of Hiking + property for submission to the ERC.

In addition, the President (or another Officer) may:

- a) post Club events on the JPL forum newsgroup,
- b) post flyers in the main cafeteria display case.

- IV-3. The 1<sup>st</sup> Vice President shall:

- (A) Act as the Spring/Summer Program Chairperson:
  - a) prepare a schedule of activities, with leaders, covering approximately the period of April through September,
  - b) assist trip leaders in making any necessary reservations and/or obtaining any necessary permits,
  - c) maintain a checklist(s) describing the Chairperson's job,
  - d) monitor the Spring/Summer schedule,
  - e) provide timely advice to trip leaders as needed.
- (B) Distribute flyers for the Spring/Summer schedule period (via email and paper copy), announcing the various trips, noon programs, evening socials/slide shows, and regular and special meetings.
- (C) Provide information about Hiking + noon time activities for the Spring/Summer schedule period to the JPL Universe, and announcements of trips and events to the Daily Planet and This Week,
- (D) Maintain electronic copies of all flyers,
- (E) Assist the Fall/Winter Program Chairperson as needed,
- (F) Perform such duties as may properly pertain to the office and as may be required by the President.

IV-4. The 2<sup>nd</sup> Vice President shall:

- (A) Act as the Fall/Winter Program Chairperson:
  - a) prepare a schedule of activities, with leaders, covering approximately the period of October through March,
  - b) assist trip leaders in making any necessary reservations and/or obtaining any necessary permits,
  - c) maintain a checklist(s) describing the Chairperson's job,
  - d) monitor the Fall/Winter schedule,
  - e) provide timely advice to trip leaders as needed.
- (B) Distribute flyers for the Fall/Winter schedule period (via email and paper copy), announcing the various trips, noon programs, evening socials/slide shows, and

regular and special meetings.

- (C) Provide information about Hiking + noon time activities for the Fall/Winter schedule period to the JPL Universe, and announcements of trips and events to the Daily Planet and This Week,
- (D) Maintain electronic copies of all flyers,
- (E) Assist the Spring/Summer Chairperson as needed,
- (F) Perform such duties as may properly pertain to the office and as may be required by the President.

IV-5. Downhill Ski Trip Coordinator

- (A) Initiate and Oversee Downhill Ski trips:
  - a) be responsible for preparing a schedule of downhill ski trips covering approximately the period of October through March,
  - b) be responsible for obtaining a leader or leaders for each trip scheduled for that period,
  - c) assist leader(s) in making any reservations required,
  - d) maintain checklists describing the Coordinator's job,
  - e) provide timely advice to trip leaders as needed.

IV-6. The Secretary/Membership shall be responsible for the following:

- (A) update and maintain the Hiking + database, to include Membership data and mailing lists,
- (B) recording of accurate minutes of all meetings including general, special, and Board, and the distribution of same to Hiking + Officers,
- (C) receive and process incoming Membership applications and checks,
- (D) the performance of such duties as may properly pertain to the office and as may be requested by the President.

IV-7. The Treasurer shall be responsible for the following:

- (A) the maintenance of an accurate, quarterly account of all funds received by and disbursed by Hiking +, and the distribution of that report to the Board,
- (B) the preparation of an annual report of the financial status of Hiking + which covers the period of January 1 to December 31, and provide this information to the President by mid-January.
- (C) the assistance of the outing leaders with the preparation of financial and other reports of their trip as required,
- (D) the performance of such duties as may properly pertain to the office of Treasurer and as may be requested by the President.

IV-8. The Webmaster shall be responsible for the following:

- (A) the updating and maintenance of the Hiking + web site and the maintenance of a checklist for doing so,
- (B) the performance of such duties as may properly pertain to the office and as may be requested by the President.

IV-9. The Special Events Coordinator shall be responsible for the following:

- (A) schedule presenters and act as host for noon time slide shows,
- (B) arrange for special presentations, equipment demos, and training,
- (C) book conference rooms for noon time slide shows and special presentations/events,
- (D) transport the Hiking + slide projector to and from slide shows and presentations,
- (E) reward slide show presenters with lunch, Hiking + T-shirt, or other incentive as determined by the Board,
- (F) the performance of such duties as may properly pertain to the office of Special Events Coordinator and as may be requested by the President.

IV-10. The Election Committee (appointed each year in October by the President) shall:

- (A) be composed of three Club Members, none of whom shall currently be serving as Hiking + officers, and shall not be candidates themselves,
- (B) prepare a slate of candidates based on nominations from the Membership and secure their agreement to run for the purpose of the annual election of officers,

(C) be responsible for collecting the e-mail and paper ballots, certifying that the voter is eligible to vote, tabulating, and announcing the vote results of the annual election of officers.

IV-11. The annual election of officers shall take place by means of a ballot mailed to each eligible Member, which is to be returned by mail to the Chairperson of the Election Committee.

IV-12. The distribution of the ballots for the annual election of officers shall occur no later than the 1<sup>st</sup> week of January. The last day the ballots will be accepted by the Election Committee will be the third Friday of the month of January.

IV-13. Elected officers shall assume their office the 1<sup>st</sup> day of April. The term of office for elected officers shall be one year.

IV-14. The President may define appointive officers with the advice of the Board and may appoint persons to fill those offices as the President deems appropriate.

IV-15. Any elected officer may be removed from office by the following procedure:

(A) A special meeting shall be called according to the stipulation of Article V of these by-laws.

(B) At least 50% of the Club Members must be present at the meeting. No proxy votes will be allowed.

(C) Two-thirds of the Club Members present at the special meeting must vote yes for the removal in order for the removal to be successful.

(D) The vote must be by secret, written ballot.

(E) The special meeting shall be convened by the President and that Officer shall preside until the special meeting elects a chairperson and a voting supervisor from among the Club Members present at the meeting. The chairperson shall preside for the remainder of the special meeting and shall assist the voting supervisor in conducting the voting.

- IV-16. If an elected officer of Hiking + is unable to complete the term of office, then any one of the following procedures may be used regarding the unexpired term of office:
- (A) The outgoing officer suggests their own replacement, with the concurrence of the Board.
  - (B) The President appoints a replacement, with the concurrence of the Board.
  - (C) The First Vice-President assumes the duties of the President if the President is disabled, with the concurrence of the Board.
  - (D) Under special circumstances as deemed appropriate by the Board, the office may be left vacant until the next general election.

#### ARTICLE V: MEETINGS

- V-1. The Board shall meet at least quarterly to transact business as required.
- V-2. General business meetings will be called by the Board as required. Notice of the meeting shall be given in writing at least five days prior to the meeting to all Club Members. The Members attending a general business meeting shall constitute a quorum for the purpose of conducting business.
- V-3. Special meetings may be called at any time by the Board provided that:
- (A) Written notice is given to all Club Members at least five days prior to the meeting.
  - (B) The purpose of the special meeting is included in writing with the call for the meeting.
  - (C) A special meeting shall be called by the Board upon a written request bearing the signatures of 10% of the Members.
  - (D) Only those subjects included in the meeting notice may be considered at a special meeting.

#### ARTICLE VI: DUES

- VI-1. The Board shall establish the level of dues.
- VI-2. Failure of a Member to pay dues by the end of March shall eliminate that person from Membership and that person's name shall be flagged as "Inactive" in the Club's database.

## ARTICLE VII: OUTINGS

- VII-1. Outing Leaders shall be informed of their duties by the appropriate Vice-President prior to leading an outing.
- VII-2. An Outing Leader may refuse to accept any person for the trip they are leading for reasons of physical condition, lack of equipment, or group incompatibility.
- VII-3. An Outing Leader has the right to require cooperation from outing participants for the safety and/or good of the group. If a participant refuses a Leader's request, and thus poses a safety risk or undue problems to the group, the Leader has the right to ask that participant to leave the trip.

## ARTICLE VIII: ADOPTION AND AMENDMENT

- VIII-1. These by-laws shall become effective immediately upon adoption by a two-thirds vote of the Club Members.
- VIII-2. The Board may amend these by-laws. Such amendments shall require a two-thirds majority of the Board voting yes. Any amendments by the Board shall be communicated to the Members in writing.
- VIII-3. These by-laws may be amended by the Club Members by the following procedure:
  - (A) the proposed amendment(s), together with the signatures of 10% of the Club Members, shall be submitted in writing to the President.
  - (B) the President shall communicate the proposed amendment in writing to all Club Members.
  - (C) the President shall announce a meeting, either special or general, at which the amendment(s) will be voted on by the Club Members. The meeting shall be at least five days after the amendment(s) have been communicated to the Club Members.
  - (D) a two-thirds majority of the Club Members present at the meeting shall be required for passage.

## ARTICLE IX: CONFORMANCE

- IX-1. These by-laws shall not conflict with nor take precedence over the "JPL Recreation Club Guidelines" of Employee Services and Recognition.