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**I. Treasurer's Report (eff. 08-25-2014)**

- A. The Board requires the Treasurer to submit a financial report to the Board on or before each board meeting and have it published in the current communication method. A financial report shall consist of a list of receipts and expenditures for all accounts for the previous period and for the year to date.

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**II. Equipment Maintenance Committee (eff. 08-25-2014)**

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- A. The Board established an equipment Maintenance Committee appointed by the President to:
  - 1. keep an inventory of all club equipment
  - 2. make an inventory report quarterly to the Board and published in the current communication method.
  - 3. be responsible for the checking out and return of all club equipment—non rental, non-Rescue team.

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### III. AMC Types Of Documents (eff. 07-09-2001)

- A. Approved by Board as working model on July 9, 2001
- B. Formal Governance Documents for an Organization
- C. Articles of Incorporation
- D. By-Laws
  - 1. Basic document on operations of organization
  - 2. Amended by formal procedure involving vote of membership after sufficient notice
- E. Standing Rules
  - 1. Recognized in by-laws
  - 2. Formal operating principles formally adopted by vote of Board
  - 3. Published to membership
  - 4. Can be rescinded at later time by the Board
  - 5. Should be reserved for fairly serious and substantial matters
  - 6. By-laws recognize that the Board can adopt Standing Rules, including rules for its own proceedings and governance consistent with the By-Laws
  - 7. By-laws recognize that the Standing Committees map propose rules pertaining to their area of interest to the Board, which upon the Board's approval shall become part of the Standing Rules
- F. Policies
  - 1. General operating principles that provide direction for club activities
  - 2. In writing to reduce ambiguity and interpretation
  - 3. Are not meant to be flexible but rather have high accountability
  - 4. Approved by committees and/or approved by Board
  - 5. Can be formalized into Standing Rules in fairly serious and substantial
- G. Guidelines
  - 1. Statements of preferred actions and directions
  - 2. Can be set aside in particular situations and circumstances
  - 3. Can be adopted by committees and/or by board
- H. Procedures Folder
  - 1. The specific steps that an AMC functionary is to follow
  - 2. The preferred way of doing things
  - 3. Statement of day to day operating procedures for club functionaries, e.g., committees and officers
  - 4. Help transition from one chair to the subsequent chair

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### IV. Executive Meetings of the Board (eff. 07-09-2001)

- A. From time to time as deemed necessary to fulfill its fiduciary duties and to function in a manner so as to treat those items that come before it as confidential with the level of sufficient diligence and confidence appropriate to the issues involved, the President may call an Executive Meeting of the Board. At such a meeting only Board members or those specifically invited to attend the Executive Meeting may be present and take part in the proceedings. Neither the specific nature of the topics involved nor the details of the proceedings will be recorded and reported as normal Board minutes unless specified at the Executive Meeting. Instead the Board will place a copy of these proceedings in the official Notebooks of the organization that are held by the President and the Secretary.

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- A. The board recognizes that it has the responsibility to make club position and policy decisions. The president is the designated spokesperson for the club regarding this responsibility. The board may authorize individual club members to be a spokesperson for specified club positions and policies.
- B. Members of the board and chairman of club committees have the authority to communicate with the media and individuals under the aegis of the club in their special areas. This authority is for the communication of general information and does not include being a spokesperson of club positions and policies.

[^Top of Board Policy](#)**VI. Electronic Voting by Board (eff. 08-25-2014)**

- A. If in the judgment of the Board there are certain issues that can be dealt with via electronic communications, the Board may from time to time utilize the following procedure. The intent is that this is a very limited procedure designed to facilitate formal decision making about topics for which there are no real points of difference.
- B. Whereas the By-Laws provide that the President or 3 Board members can call for a Special Meeting of the Board and, whereas, for the Special Meeting to have a quorum, 5 Board members must be present, in the limited circumstances specified above an electronic meeting can be called by the President or by three Board members. The parties calling the meeting shall state the matter up for a vote and designate a time period for voting to close that shall not be less than five days from the date of the call of the Special Meeting. For such a Special Meeting to be valid a quorum of 5 votes must be submitted to the Secretary of the AMC by the time certain. A majority vote would prevail. Minutes of such meetings will be published in the current communication method.
- C. It is the intent of this Standing Rule that if one Board member or Officer objects to this electronic procedure and registers that objection with the Secretary, the matter will be postponed to a subsequent face to face Board meeting.

[^Top of Board Policy](#)**VII. AMC Budget and Spending Guidelines (eff. 12-03-01)**

- A. It is the general intent of the AMC to have Committee Chairs submit anticipated expenses and revenues to the Board each Fall in anticipation of the preparation and approval of the Annual Budget. The Chairs should be fairly specific in identifying what the specific expenditures will be used for.
- B. Once the Budget has been approved, the Committee Chairs should stay within the submitted and approved budget. As long as the Chairs are spending monies in specific expenditures they identified in the budget preparation process, they shall be free to authorize those expenditures without review by the Board. In general, any questions will be resolved in discussions with the Club Treasurer. The Board may address and review any unresolved issues.
- C. If a Committee Chair wishes to spend funds within his or her budget on other items not originally anticipated or if a Committee Chair wishes to go over his or her allotted budget, they should present their case to the Board. If the request is within budget and seems reasonable or if the expenditure will not increase the line item greater than \$300, the Board may then authorize the expenditure and the Committee Chair can commit to the funding.

[^Top of Board Policy](#)**VIII. Official Membership Votes (eff. 05-05-2003)**

- A. For any official vote taken at a General Membership Meeting, the outcome of that vote will be recorded in the minutes of the next AMC Board Meeting.

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**IX. Member Conduct Procedure (eff. 12-04-06)**

- A. Bylaws. The Member Conduct Procedure set forth below is intended to be an addition to the “Standing Rules” of the Arizona Mountaineering Club (“AMC”). The Board of Directors of the AMC (“Board”) is authorized to adopt Standing Rules pursuant to Paragraph 3, Section g, Subsection v and Paragraph 8 of the Bylaws of the AMC dated April 1999.
- B. Grounds for Discipline. This policy is limited to conduct on official AMC activities. A member of the AMC who engages in improper conduct, including, but not limited to, conduct that is in violation of AMC rules or documents; conduct that uses the members’ names and information inappropriately; or conduct that has a reasonable possibility of compromising the welfare, interest, well being, character, safety, decorum or good reputation of AMC or its members, may be subject to the disciplinary measures authorized by this Member Conduct Procedure. If disciplinary measures are to be imposed, they will be imposed in accordance with the procedure outlined below. AMC members also are responsible for the conduct of their family members, guests, and invitees.
- C. Disciplinary Measures. The Board may take the following disciplinary measures to enforce this Member Conduct Procedure:
  1. Suspension of AMC membership
  2. Termination of AMC membership, or
  3. Any other disciplinary measure that the Board deems is commensurate with the nature of the offense.
- D. Terms and conditions of such disciplinary actions, e.g., length, reinstatement, and the like, may be specified by the Board.
- E. Filing of Member Conduct Reports.
  1. Any member who has been subject to or observed inappropriate member conduct may submit a member conduct report (“Report”).
  2. A member may file a Report by requesting assistance from any of the Board Members. If the Board Member feels that the Report is Non-Frivolous, the Board Member can assist the member with the completion of Reports. Completed Reports shall be submitted to the President of the AMC (“President”). If a Report is considered Frivolous or Inappropriate, the Board Member shall notify the President of such an opinion.
  3. Reports shall include the following items in writing: name of the reported member; date and time of the incident; nature of the incident and relevant facts; names of the persons witnessing the incident; name of the reporting member; and name of the Board member who assisted in preparing the Report.
  4. The Reports shall be signed and dated by the reporting member and by the Board member who assisted in the Report’s preparation.
- F. Review of Member Conduct Reports.
  1. Within a reasonable period of time after receiving a Report but not to exceed two consecutive Board meetings, the President shall summarize the Report for the Board and shall make a recommendation of proposed action. The President may, but shall have no obligation to, seek additional information regarding the conduct in question.
  2. The Board shall consider the Report and the President’s recommendation of proposed action. Additionally, the Board may, but shall have no obligation to, seek additional information regarding the conduct in question.
  3. Following consideration of a Report, the Board may take any of the following actions:
    - a) The Board may determine that no action shall be taken with respect to the Report. If the Board determines that no action shall be taken, the Board shall indicate the reason for its decision on the Report.
    - b) The Board may determine that no discipline shall be imposed as a result of the Report but that the member shall be notified that a Report was filed against him or her. If the Board determines that a member shall be notified of a Report, the notice shall provide a general description of the conduct in question and may request that the member contact the President to set up a meeting to discuss the Report. If the member fails to contact the President, it may be deemed a further violation of AMC rules.
    - c) The Board may determine that disciplinary action should be imposed in response to the Report. If the Board determines that disciplinary action should be imposed, the member shall receive a notice (“Disciplinary Notice”) that includes the following information:

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- (1) a statement that a Report has been filed against the member;
  - (2) a description of the alleged offense;
  - (3) a description of the discipline proposed by the Board;
  - (4) an explanation of the member's right to respond to the Report in writing; and
  - (5) a time period within which the member must respond.
4. If the member does not submit a written response within the time period specified in the Disciplinary Notice, the proposed discipline shall be imposed automatically upon the expiration of that time period.
- G. Review of Written Response.
1. If a member elects to submit a written response to a Disciplinary Notice, the Board shall review the response within a reasonable time period. The Board may, but shall have no obligation to, schedule a meeting with the member to discuss the Report and the written response. Following consideration of the response, the Board may impose the originally proposed discipline, reduce the discipline, or impose no discipline.
  2. Once the Board has made a determination regarding the Report and the written response, the member shall receive written verification of the Board's decision ("Decision Notice"). The discipline set forth in the Decision Notice shall become effective on the date specified therein.
- H. Final Determination.
1. The determination by the Board is considered the only and final determination of the matter.
  2. No further action is available to Member upon Final Determination by the Board.

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**X. Privacy policy (eff. 05-09-2005)**

- A. The AMC does not provide personal address information such as phone number, address or email address to anyone outside the AMC.
- B. The AMC provides member addresses upon request from other members for such non-commercial purposes as Christmas card lists, party invitation lists, etc. Each member is given the option of excluding his or her name from this list.
- C. Email addresses will be used only for official AMC emails.
- D. The Membership Committee may provide a current membership list to AMC members who are charged with confirming that a person is current in dues payment before allowing that person to participate in various AMC activities. These AMC members may include, but are not limited to, the Outings Chair, the Elections Chair, AMC Outing Leaders and AMC Yahoo Group moderators.

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**XI. Maintaining AMC Documents (eff. 08-25-2014)**

- A. AMC official documents include the current Articles of Incorporation, Bylaws, AMC policies, newsletters, insurance policies, minutes of the Board meetings, copies of the monthly treasurer's reports, and other Club legal documents, as well as amendments to same.
- B. The President and the Secretary of the Club will maintain electronic copies of all AMC official documents in accordance with Archive Committee procedures.
- C. All current Articles of Incorporation, Bylaws and AMC policies will be posted on the AMC website.
- D. Changes to AMC policies will normally be published in the current communication method following the Board's action and become effective on the day of the next AMC member meeting, but the Board may set a different effective date when appropriate.
- E. Changes to the AMC policies will be placed among the Members Documents on the AMC website as soon as practical.
- F. All AMC policy changes will be emailed to the Board, Committee Chairs and Outing Leaders when posted to the AMC website.

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[^Top of Board Policy](#)**XII. Expense reimbursement (eff. 09-17-2005)**

- A. AMC members incurring expenses related to Club activities should submit receipts to the Treasurer for reimbursement. The Board will determine what expenses incurred by AMC members are reimbursable.
- B. Expense reimbursement may be subject to budget limitations. Any AMC member planning to seek reimbursement should verify with the appropriate Committee Chair before spending the money that their expenditure is within budget.
- C. In cases where a receipt is lost or is otherwise not available, the Treasurer and/or AMC member may write a substitute receipt and submit it to the Board for approval.
- D. The Treasurer may write a check prior to receiving the receipt in cases where the member does not want to pay for the services or merchandise prior to taking delivery. It is the responsibility of the AMC member to provide the receipt to the Treasurer after the purchase is complete. If no receipt is provided, the Board will decide the appropriate course of action.
- E. If an AMC member is coordinating commercially provided training (e.g., a Backcountry Emergency Care class or an Ice Climbing class) for AMC members, the coordinating member should handle the finances outside the AMC.
- F. Outing Leaders may submit receipts for automatic reimbursement for:
  1. Access and parking permits (such as Mt. Lemmon access pass or Superstition Mountain parking).
  2. Camping for the leader if necessary to conduct an outing.
  3. First Aid/CPR classes: the AMC may pay for the cost up to \$50 of First Aid and CPR classes required to stay current as an Outing Leader.
- G. Outing Leaders may submit requests for reimbursement for the following items subject to prior approval by the appropriate Committee Chair:
  1. Training related to Outing Leader skills. The AMC may reimburse Outing Leaders for half the cost of Board-approved classes up to \$250. The Outing Leader should verify before taking the class that there is money available in the budget. Attendees will be expected to share their knowledge and experience with the Club.

[^Top of Board Policy](#)**XIII. Funding of non-AMC Activities (eff. 10-28-2013)**

- A. The Board of the AMC, or its designee, or the committee assigned to address and consider public relations and marketing proposals for the AMC, may from time to time consider proposals from outside individuals and entities for funding on non-AMC climbing-related activities or events. The Board shall consider the following questions when evaluating such proposals, and provide funding on a case by case basis if monies are available within the annual budget allocated for these purposes. If possible, potential funding opportunities should be identified and included in the preparation of the annual budget. Last minute proposals, while worthy, may be rejected by the Board outright if they are considered outside the AMC's normal funding cycle.
  - Is the proposal consistent with the Mission of the AMC?
  - Does the proposal benefit the AMC's standing in the larger climbing, mountaineering and canyoneering communities?
  - Are there any negative repercussions to the AMC if the proposal is funded?
  - Has the Board investigated and know the uses of the proposed funding by the applicant? What are those uses?
  - Is the proposal more or less worthy of funding than other potential proposals? If the proposal merits funding, and there are alternative considerations for the available monies, then a hierarchy in merit worthiness must be considered.
- B. If the Board has monies available with the annual budget and the proposal has been evaluated to further the goals and standing of the AMC compared to other potential proposals it may authorize such expenditures.

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#### XIV. Intellectual Property (eff. 01-27-2014)

- A. The AMC solicits and/or accepts Intellectual Property in the form of a variety of work products from members and non-members during the course of its activities. These work products can be anything from the written word to photography to design of websites, logos and t-shirt artwork. Individuals submitting a work product to the AMC implicitly grant the AMC the right to use and publish the work product currently and in the future unless the creator places restrictions on the current or future use of the work product. In such cases where the creator wishes to place restrictions it is his or her duty to inform the AMC President of such restrictions and the AMC President shall enter the restriction into the AMC records and seek compliance with the request. The AMC will use its best efforts to comply with the restrictions placed.
- B. In cases where the AMC wishes to change the work product for future use, the AMC should ask the creator for such permission.
- C. In cases where the AMC wishes to own the work product it must solicit and obtain appropriate legal assignment from the creator to the AMC.

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#### XV. Conflict of Interest (eff. 7/14/2014)

- A. Whenever an officer or director of the Board of the Arizona Mountaineering Club has a conflict of interest (as defined as a “conflicting interests” within Arizona Revised Statutes Chapter 31 - DIRECTORS AND OFFICERS-NONPROFIT CORPORATIONS, Article 6 - Director's Conflicting Interest Transactions, Paragraph 10-3860 – Definitions) with regard to any transaction or issue that comes before the Board, that officer or director has a duty to declare a conflict of interest orally or in writing to the Board. The Board may choose to hear any presentation concerning the transaction or issue by the individual but then that individual shall remove himself or herself from the room (beyond earshot) for any further discussions or decision making. A fellow Board member shall inform the individual when it is appropriate to return to the meeting.

For these purposes, a conflicting interest is defined as the situation where the officer or director, or a close family member of the officer or director, has some financial relationship to the entities involved with the transaction or topic or they received or may receive financial benefits from the parties to the transaction or topic.

While not described as a conflict of interest under Arizona law, any individual AMC member bringing a topic to the Board for discussion or consideration should also declare if they have a financial relationship or if they received or may receive financial benefits from the parties to the transaction or topic. The Board can determine whether or not that individual member can take part in the Board’s deliberations.

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## Advertising Committee Policy

### I. Advertising Rates (eff. 01-01-2000)

- A. Advertising in the *Arizona Mountaineer* is accepted, subject to approval, at the following rates.
  1. Personal ads are free to members.
  2. Business ads are \$5.00 for a business card, \$10.00 for half page, \$20.00 for full page, and \$25.00 for inserts.

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## Archive Committee Policy

- I. **Maintenance and archiving of club records (eff. 09-09-2013)**
  - A. Club records should be maintained in electronic form if at all possible and practicable.
  - B. Old records to be retained in perpetuity that exist in paper form, if any, should be scanned and filed electronically.
  - C. An independent backup of archived documents is to be maintained.
  - D. It is the responsibility of the Secretary to assure compliance with this policy.

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## Classification Committee Policy

- I. **Selection Process of Outing Leaders (eff. 06-12-2017)**
  - A. The AMC has two categories of outing leaders: Top Rope Outing Leader and Multi-Pitch Outing Leader. Top Rope Outing Leaders are not permitted to offer any outings requiring leading or including multi-pitch climbing. Multi-Pitch Outing Leaders may offer any type of rock outings. All outing leaders approved before July 1, 2004, shall be considered Multi-Pitch Outing Leaders. All applications accepted before July 1, 2004, shall be for Multi-Pitch Outing Leader status unless the candidate wishes to apply for Top Rope Outing Leader status. Note: This policy does not cover mountaineering outings.
  - B. Prospective outing leaders for AMC rock climbing outings will submit the appropriate Outing Leader Application (Top Rope or Multi-Pitch) to the Classification Committee Chair. The application shall be accompanied by evidence of current First Aid certification and current certification in CPR/Life Support. Candidates must have been a member of the AMC for at least one year or have prior approval from the Outings Chair. However, candidates must have been a member of the AMC for at least one year prior to being approved by the Board.
  - C. The outing leader candidate will then serve an apprenticeship period. During the apprenticeship period, the **Top Rope Outing Leader candidate will act as an assistant on at least 3 top rope outings under the supervision** of 3 different existing Top Rope or Multi-Pitch Outing Leaders, while the Multi-Pitch Outing Leader candidate will act as an assistant on at least 3 multi-pitch outings under the supervision of 3 different existing Multi-Pitch Outing Leaders. For the multi-pitch Apprentice Outings, outing leader candidates can use non-official AMC outings as long as they are accompanied and observed by a current AMC Multi-pitch Leader in good standing. Prior to the actual outing, the candidate is to inform and receive concurrence from the designated outing leader that the candidate is assisting on the outing as part of the apprenticeship period. The outing leaders supervising the outings will submit an Apprenticeship Outing Report to the Classification Committee Chair.
  - D. After the 3 supervised outings, the candidate is to notify the Classification Committee Chair of the three outings and the names of the supervising outing leaders and submit brief descriptive reports and a climbing resume. The Classification Committee Chair will then circulate the application to the appropriate current outing leaders (Top Rope and/or Multi-Pitch) and receive back from them a Top Rope or Multi-Pitch Prospective Outing Leader Review form. All outing leaders may vote on Top Rope Outing Leader applications; however, only Multi-Pitch Outing Leaders may vote on Multi-Pitch Outing Leader applications. Upon reviewing the outing reports and the comments of the current outing leaders and upon affirmative vote of support by five current outing leaders in good standing, the Classification Committee Chair will forward the application to the AMC Board.
  - E. The Board will evaluate the outing leader application and determine whether the outing leader candidate is approved or not. The Board will consider only the responses of outing leaders who reply “yes” to question 1 on the review form. Regardless of the number of positive votes, any substantive “No” votes to questions 4. and/or 9. on the review form shall be investigated by the Classification Committee Chair and the results

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of the investigation shall be forwarded to the Board as part of the application. It is the responsibility of the Board to consider such negative votes on a case-by-case basis before making a final recommendation.

- F. In certain select and unique circumstances where the qualifications of the new outing leader are extraordinary, the Board may waive the apprenticeship period and/or the requirement for 12 months AMC membership.
- G.
- H. Related documents:
  - 1. AMC Top-Rope Outing Leader Application (7-1-04)
  - 2. AMC Prospective Top-Rope Outing Leader Review (7-1-04)
  - 3. AMC Rock Multi-Pitch Outing Leader Application (7-1-04)
  - 4. AMC Prospective Multi-Pitch Outing Leader Review (7-1-04)
  - 5. AMC Apprenticeship Outing Report (7-1-04)
  - 6. AMC Leader Guidelines for Multi-Pitch and Back-Country Outings (3-11-02)
  - 7. AMC Multi-Pitch & Back-Country Outing Approval Process (3-11-02)
  - 8. AMC Mountaineering Committee Outing Proposal Guidelines (5-5-99)
  - 9. AMC Policy on Snow, Alpine, and Mountaineering Outings (fall 2000)

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## Elections Committee Policy

There are currently no policies approved for this committee.

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## Email Committee Policy

- I. Official AMC email distribution shall be used only for official AMC business.

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## Equipment Rental Committee Policy (eff. -7-12-2014)

- I. The AMC Equipment Rental Committee shall follow the procedures outlined below:
  - A. All equipment rentals shall be only to current AMC members.
  - B. AMC members renting equipment shall contact the Rental Committee Chair and arrange a time for pick-up and drop-off of rentals.
  - C. Rental rates shall be as published in the current communication method.
  - D. Two checks shall be collected from the renter. The first being for the rental amount. It will be placed into AMC accounts. The second check shall be a deposit held against the return of the item. It will be held and given back to the renter upon return of the equipment. If the return is not timely, is damaged, or is lost, the second check shall be held against the late amounts due or against any replacement or repair required.
  - E. The AMC Member renting the equipment shall be expected to replace any lost or damaged equipment.
  - F. An AMC rental form (found under the Forms section of the website) will be used and will identify the name and contact information of the renter, the items rented, the rent due, as well as the replacement cost, along with statements indicating the renter's responsibilities for returning or replacing the items.

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## Land Advocacy Committee Policy

### I. Access Issues (eff. 03-10-2003)

- A. In general, the Arizona Mountaineering Club seeks to maintain an active and visible official presence in discussions about all climbing access issues across the State of Arizona. Variations of this policy will be determined at the Board level.

### II. Land Advocacy – Policy on AMC Trail Projects (eff. 01-14-2013)

- A. All trail building and maintenance projects with which the AMC's name will be associated will be directed to the Land Advocacy Committee for evaluation and recommendation to the AMC Board. In all cases, the AMC's intent will be to ensure that such projects are closely aligned with the input and decision making of the Land Owner and/or Land Manager.
- B. Scottsdale. The AMC has a long standing partnership with the City of Scottsdale for assisting the City with the rock climbing areas in lands owned by the City. This includes Pinnacle Peak Park and the McDowell Sonoran Preserve. The AMC recognizes that the City has existing Rock Climbing Maps and Climbing Management Plans in place.
- C. The City has looked to the AMC for assistance in the layout, construction, and maintenance of the Climber Access Routes in the McDowell Sonoran Preserve. The AMC recognizes that the City has final say over the Climber Access Routes and will ensure that all projects involving the Climber Access Routes are approved by the City. The City has also looked to the AMC for preparation and installation of "directional signage" to help rock climbers reach the desired rock crags.
- D. The AMC Land Advocacy Committee will work with the City on proposed projects and understands that the intent of the Climber Access Routes is that they are not intended to be "trails" but instead are primitive routes that make the least amount of impact on the environment as possible and keep rock climbers on the single "path" from the main City Trail System to the City's authorized rock climbing crags. Both the Climber Access Routes and Rock Climbing Crags are identified on the City's official Rock Climbing Plan approved by City Council in October of 2011.
- E. The AMC desires that the Climber Access Routes, "directional signage," and Climbing Crags are kept acceptable to the City's intent and recognizes that the future of rock climbing depends in part on its efforts to ensure these goals.

### III. Land Advocacy - Policy – Issue Criteria (eff. 01-14-13)

All contacts to the AMC with regard to climbing access get routed to the Land Advocacy Committee. The Land Advocacy Committee evaluates the issue and then makes a recommendation to the Board of the AMC. Only the Board can adopt an official AMC policy and designate spokespeople on a given issue. Historically only the President and the Chair of the Land Advocacy Committee are designated spokespeople unless circumstances dictate another responsible spokesperson be utilized. This helps ensure AMC consistency of positions and communications. In general the AMC has several operating principles that help guide it as it evaluates the issues brought to it.

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- Is the issue climbing related and of general importance to the club?
- Is the issue within the area of influence of the AMC? (Note: Historically we are more focused on Central Arizona and leave Northern and Southern Arizona to local climber groups.)
- Are there other climbing organizations which are taking a position or taking the lead on dealing with the land managers or land owners?
- What realistic outcome would the AMC like to see and what would it take to be successful?
- Does the AMC have the time, energy and resources to take the issue on?
- Is there a reasonable chance that efforts expended by the AMC would prove effective?
- Given that the AMC's tradition and practice is to work or partner with land owners and land managers to provide realistic solutions, is the potential course of action consistent with the AMC style of Land Advocacy?
- Is the issue so controversial that the AMC could benefit from not being identified with a "side"?

The AMC has several course of potential action for any given issue, all of which can be subject to further review and revision over time:

- No Action – The AMC does not act but can continue to monitor the situation.
- Communicate to AMC members for individual consideration and action – The AMC does not take a formal position but let's its members know of the issue (and potentially the various arguments as well as the possible courses of action).
- Adopt a Formal AMC position – the Land Advocacy Committee makes a recommendation to the AMC Board, which the Board then adopts (in some form) and communicates a position with regard to the issue to the Members. The Board may take action on behalf of the AMC as the largest and oldest climbing club in Arizona.

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## Library Committee Policy

### I. Library Lending Policy (eff. 01-01-2000)

- A. You must be an AMC member, i.e. your name must be on the most current membership list.
- B. The circulation period is one month.
- C. Materials are due at the next general club meeting.
- D. The overdue fine is \$2 per title per month. Please contact the librarian if unable to return your books and tapes.
- E. The circulation limit is three titles per person. One of these may be a videotape, for which a \$50 deposit is required. Each guidebook requires a \$25 deposit.

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## Membership Committee Policy

### I. Dues (eff. 12-07-15)

- A. Dues cover January through December.
- B. A single membership is \$40.00 per year: \$50.00 for a family.
- C. Those joining or renewing after June 30 pay a prorated half year rate of \$20 or \$25.

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D. Those joining or renewing after August 31 who pay for a full year will have dues credited through the end of the following year.

## II. Dues Waiver (eff. 11-08-2007)

A. The President shall have the authority to, under extraordinary circumstances, offer a dues waiver to selected members.

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## Mountaineering Committee Policy

### I. Snow, Alpine, and Mountaineering Outings (eff. 09-01-2000)

A. All proposals for snow, alpine, and mountaineering outings, whether by an official AMC Outing Leader or not, must be routed through the Chair of the Mountaineering Committee for approval prior to being listed by the Outings Chair in the AMC calendar of events.

### II. Mountaineering Committee Outing Proposal Guidelines (eff. 05-05-1999)

A. The Arizona Mountaineering Club (AMC) *Mountaineering Committee* encourages AMC members to submit proposals for mountaineering outings. Using the proposal the *Committee* compares the leader's plan, experience, and skills to the requirements and risks of the proposed outing. In approving a proposal the *Committee* is stating only that the outing appears to be safe from undue risk and has a reasonable chance of success. Approval, if granted, is for that leader/outing combination. All outings, regardless of leader, must go through the proposal process.

B. The *Mountaineering Committee* evaluates each proposal using the guidelines below. The guidelines were developed to cover complex outings. They can be tailored to simpler outings if the leader responds with brief answers or even "not applicable" where appropriate. The leader's responses should match the complexity of the outing. While there is no application form, the leader should address each guideline in the proposal. The leader may submit the proposed outing to the *Chair, Mountaineering Committee*, in a legible format including e-mail or any hardcopy. Applications by voice will not be accepted.

a) Trip Name:

(1) Name and date of proposed outing.

b) Outing Leader:

(1) Name, address, phone and relation to the AMC.

(2) The outing leader must be an AMC member.

(3) What experience does the leader have leading similar outings? The response may take the form of a climbing resume which would include technical classes completed and significant climbs both as a participant and leader. Personal references should be included if the leader is not well known to the *Mountaineering Committee*.

(4) If assistant leaders or rope team leaders will be used, what are their qualifications? What is the ratio of rope team leaders to participants?

c) Outing Description:

(1) An overview of the outing including such things as type of trip (expedition, backpack, etc.), location, number of days, objective, number of participants, and general logistics (accommodations, porters, helicopters, etc.).

d) Technical Aspects:

(1) Address the technical aspects of the proposed outing including rock climbing, glacier travel, roped travel, ice climbing and high altitude. Also cover distances, elevation gain, and other detailed information. If available include a copy of the route description from a guidebook.

e) Cost:

(1) What is the estimated cost per participant?

f) Hazards/Dangers/Medical Considerations:

(1) Are there any dangers that have not already been made apparent? These may be dangers associated with climbing (avalanches or crevasses). Or they may be dangers related to travel

(disease or terrorist threat) or weather. What will be done to avoid the risks associated with hazards?

- g) Participant Qualifications:
  - (1) What skills are required? Are there some minimum requirements such as *AMC Basic School*, *AARS*, or *Snow Skills and Glacier Travel*? Is the outing open to non-AMC members?
  - (2) Since this will be an AMC outing it should either be open only to AMC members or members should be given priority.
- h) Emergency Medical Aid:
  - (1) What are the plans for emergency medical aid personnel and equipment?
  - (2) The leader must have first aid proficiency and equipment or arrange for these to be provided.
- i) Outside Services:
  - (1) Will a contractor or “for profit” organization be used to provide services on this outing? If so, describe the business relationship.
  - (2) It is acceptable for a leader to use commercial organizations to furnish services or expertise but it is expected for the leader to contribute organizational skills or some other “value added”. There must be some component of the outing that makes it unique to the AMC. Although the participation of commercial organizations is permitted, it is not the intent of the AMC to act as a marketing mechanism for these organizations.
- j) Leader Remuneration:
  - (1) Is the outing leader (or assistant leaders) receiving some form of compensation or other financial consideration for this trip?
  - (2) The AMC is a volunteer organization and it is not expected that the primary leader, as a club member, would earn a salary or otherwise profit financially from leading an outing. However, the magnitude of an outing may require the leader to invest significant time and effort putting it together. Or the leader may offer mountaineering skills without which the outing would not be possible. In this case it would not be inappropriate for outing participants to share some or perhaps all of the leader’s expenses as long as this was approved in advance by the *Mountaineering Committee* and made known to the outing participants.

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## Canyoneering Committee Policy

### I. Canyoneering Outings (eff. 07-14-2014)

- A. All proposals for canyoneering outings must be routed through the chairperson of the AMC Canyoneering Committee for approval prior to being reviewed and listed by the Outings Chair in the AMC calendar of events.

### II. Canyoneering Committee Outing Proposal Guidelines (eff. 07-14-2014)

- A. The Arizona Mountaineering Club (AMC) Canyoneering Committee encourages AMC members to submit Trip Proposals for canyoneering outings. Using the Trip Proposal, the Committee compares the leader’s plan, experience and skills to the requirements and risks of the proposed outing. In approving a proposal the Committee is stating only that the outing appears to be safe from undue risk and has a reasonable chance of success. Approval, if granted, is for that leader and outing combination. All outings, regardless of the leader, must go through the proposal process.
- B. The Canyoneering Committee evaluates each proposal using the AMC Canyoneering Committee Outing Proposal. The leader’s responses should match the complexity of the outing. The leader must submit the proposed outing to the chairperson of the Canyoneering Committee in electronic format.

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## Newsletter Committee Policy

There are currently no policies approved for this committee.

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## Outing Committee Policy

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### I. AMC Outings (eff. 09-01-2000)

- A. Participation in AMC outings requires club membership. Outings vary in degree of danger. When you participate in an outing you should be both physically and mentally prepared and equipped with the appropriate gear. You should always be aware of the risks involved in outdoor activities and conduct yourselves accordingly. The Outing Leader is not responsible for your safety; you are. Please contact the Outing Leader before going on an outing, discussing your capabilities with the Outing Leader. You must be over 18 years of age to participate, or must be accompanied by a parent or responsible adult, and obtain prior consent from the Outing Leader. Those accompanying minors are responsible for the minor's safety.

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### II. AMC Group Outings (eff. 10-17-2005)

- A. Group outings are intended to be social climbing experiences with no supervision. They may or may not be organized by an AMC Outing Leader. If they are organized by an AMC Outing Leader, the Leader will only be responsible for organizing the time, date, meeting places, and any necessary camping. The AMC Outing Leader may also set anchors, but will not be responsible for supervising any climbing activity or for monitoring the anchors they set. Participants are responsible for their own climbing activities, their own climbing partners, and for monitoring anchors, whether set by an AMC Outing Leader or not. Participants are also responsible for their own conduct and safety at the campsite and during any approaches to and from the climbing areas. If any AMC equipment is used for the outing, the participants using that equipment are responsible for checking the equipment before use and for using the equipment properly and in the safest manner possible. The campsite, where possible, may be reserved and paid for by the AMC. Parking may be first-come, first-served.

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### III. Billboard Outings (eff. 09-01-2000)

- A. Outings listed in this section are not AMC sanctioned outings. Any AMC member can list an event he or she is planning and which is open to other AMC members. The member does not have to be an approved

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AMC Outing Leader. If you wish to participate you should be physically and mentally prepared with the appropriate gear and should contact the member planning the outing. You are responsible for your own safety, not the person leading the outing. You should always be aware of the risks involved in outdoor activities and conduct yourself accordingly.

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#### IV. Commercially Provided Outings (eff. 09-01-2000)

- A. Revised 09/01/2000
- B. The AMC activity leader must route the proposed activity through the Board of Directors for approval prior to advertising with the Outings Chair and/or soliciting AMC members for participation.
- C. In cases where there is substantial risk to life and limb as defined at the discretion of the Board, all commercial outfitters must have valid liability insurance in place and must provide the AMC with proof of such liability insurance. In addition, they must provide a copy of the certificate of insurance and show the AMC as an additional insured on the commercial provider's liability insurance policy.
- D. This process must be followed each and every time the activity or related activity is proposed for a given year.

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#### V. Snow, Alpine, and Mountaineering Outings (eff. 09-01-2000)

- C. All proposals for snow, alpine, and mountaineering outings, whether by an official AMC Outing Leader or not, must be routed through the Chair of the Mountaineering Committee for approval prior to being listed by the Outings Chair in the AMC calendar of events.

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#### VI. Non-Member Participation on Club Activities (eff. 06-10-2002)

- A. Resolution of the Board of Directors of the Arizona Mountaineering Club, setting procedure and policy pertaining to the participation of non-members in club activities.
- B. Non-members may participate in club outings only as guests of members in good standing. It will be the responsibility of the member who invites a guest to obtain prior approval of the outing leader who is in charge of the outing, to obtain a waiver letter for the guest and have that waiver letter available for the leader of the outing on or before the event takes place. It will also be the member's responsibility to see that the guest is supplied with adequate equipment to facilitate his/her participation with comfort and safety. In the final analysis, however, it will be the leader's decision as to whether or not guests will be allowed on a particular outing. Under no circumstances will a nonmember be allowed to participate unless he/she is a guest of a member and has furnished the leader of the outing with a signed waiver letter.
- C. It is also resolved by the Board of Directors of the Arizona Mountaineering Club that the Club gain membership in the American Alpine Club to allow reciprocity with other climbing clubs that have a similar association. We, in turn, can then expect members of other clubs to participate in some of our outings. In this case, it will be the responsibility of the outing leader to obtain a signed waiver letter.

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#### VII. Leader's Rights to Deny or Limit Participation (eff. 10-14-2002)

- A. The Leader of an AMC activity or function shall have the right to limit or deny participation in the activity to any prospective participant under his or her responsibility. The Leader shall make the determination whether or not a participant's engagement in activity is inconsistent with the overall function of the activity or with the well being and health of the other participants. The Leader can either exercise this discretion in the prior selection of the participants or in observing the behavior of a participant during the activity. AMC members are obliged to follow the direction of the Leader in making such a judgment. The Member can file appeals of the Leader's determination to the AMC Board.

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**VIII. Outing Leader Status (eff. 08-25-2014)**

- A. Once an AMC member is appointed by the Board to be an Outing Leader, he or she shall remain an Outing Leader until either he or she resigns or the Board removes him or her from being an Outing Leader. However, Outing Leaders shall be designated to be either on Active or Inactive Status. The Active or Inactive Status shall be used to determine which AMC Outing Leaders shall be published in the current communication method as an Outing Leader and which AMC Outing Leaders shall be eligible for yearly acknowledgements and appreciations. An Inactive Outing Leader shall be able to become Active merely by fulfilling the requirements for Active Status and providing evidence of same to the AMC President.
- B. The intent of this policy is to encourage outing leaders to stay active in their leadership roles and to provide a means to track this activity.
- C. Beginning with the year 2006 and continuing thereafter, an Active Outing Leader shall have earned 4 activity credits.
- D. Activity credits can include, without limitation, formal outings, leadership roles in Grand Canyon trash pickup, climbing after the Queen Creek trash pickup, leading J-Tree Thanksgiving climbs, teaching an AMC class, leading graduate climbs for AMC Basic School or AARS, and other similar activities. All such activities earning credits shall be those in which an AMC Activity Release Form is required and filled in by the participants.
- E. Activities in which a Commercial entity is participating do not count toward a credit.
- F. Administration of Policy
  - 1. Early in a new year, the Outings Chair shall review the credits earned and give the AMC President a list of those Outing Leaders he or she recommends be placed on Inactive Status. The AMC President shall act in his or her role as presiding officer of the club and ensure that the intent of the policy is carried out.
- G. Acknowledgements and Appreciations
  - 1. Without limitation to new types of acknowledgements and appreciations to be determined by the Board, some of these yearly items can be given to Active Outing Leaders:
    - a) Waiver of membership dues for the year after fulfilling the required number of credits.
    - b) Receipt of an AMC Outing Leader T-shirt
  - 2. Other acknowledgements and appreciations as determined by The Board
  - 3. The Board shall determine on a yearly basis which, if any, acknowledgements and appreciations shall be instituted for the year.

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There are currently no policies approved for this committee.

[^Top of Document](#)**Training & Schools Committee Policy****I. Standards (eff. 03-11-2002)**

- A. All techniques approved by the T&S committee for inclusion in the AMC classes shall generally conform to those commonly used in the climbing community, as evidenced in nationally published sources on climbing technique.

**II. Training and Schools Committee (eff. 02-10-2003)**

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- A. The Training and Schools Committee shall consist of a chairperson, the immediate past chairperson (if there is one and that person is willing and able to serve on the committee), the Mountaineering Committee Chair, and the lead instructors of the Basic, Anchors and Lead Schools. These committee members will be the only voting members of the committee.

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## **T-shirts Committee Policy**

There are currently no policies approved for this committee.

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## **Website Committee Policy**

- I. **Web Link Reciprocity Policy approved as amended (eff. 05-06-2002)**
  - A. “It is the policy of the AMC to only include links to websites of climbing related organizations that agree to provide comparable, reciprocal links on their websites. Inclusion on AMC website does not constitute endorsement of those organizations or their products. The AMC has no responsibility to verify in any way the validity of information contained on reciprocal websites or to police in any way those websites. The only recourse AMC will take it to include or not include web links on the AMC website.”

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