

**Bylaws**

**South Carolina Chapter, Sierra Club**

**August 23, 2016**



**SIERRA  
CLUB**  
FOUNDED 1892

<u>Approved</u>	<u>Date</u>	<u>By</u>	<u>Title</u>
Chapter Executive Committee	_____	_____	_____
Sierra Club Bylaws and Standing Rules Committee	_____	_____	_____
Filed by the Office of Volunteer and Activist Services	_____	_____	_____

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## **Bylaw 1. Organization**

- 1.1 **Name.** The name of this Sierra Club unit is the South Carolina Chapter of the Sierra Club (Club).
- 1.2 **Establishment.** This Chapter is established by action of the Board of Directors of the Club (Board), and is governed by these Bylaws, consistent with the provisions of the Bylaws and Standing Rules of the Club, by applicable law, and by the policies and directives of the Board. This Chapter is an integral part of the Sierra Club and is not a separate legal entity.
- 1.3 **Purpose.** The purpose of this Chapter is to foster within its territorial limits the purposes of the Club. The chapter is authorized to undertake activities that are consistent with the purposes of the Club and are not prohibited by the Board by a general rule applicable alike to all chapters. The Chapter shall act on questions of public policy only in pursuance of Board policies or in a manner consistent with them.
- 1.4 **Boundaries.** The territorial boundaries of this Chapter shall be as specified from time to time by the Board, with due consideration of the wishes of Club members residing therein.

## **Bylaw 2. Membership**

- 2.1 **Members.** Chapter members shall be those Club members of record who reside within the Chapter boundaries, except as otherwise provided in the Club Bylaws. Only Chapter members in good standing may vote or hold Chapter office. Only Sierra Club members in good standing may act on behalf of the Chapter.
- 2.2 **[Membership Meetings].** The ExCom may call, or upon petition by twenty-five (25) members shall call, a meeting of the members. At least twenty (20) days written notice shall be provided to the members, stating the time and place to consider subjects specified in the petition or by the ExCom. The notice shall be published in a Chapter newsletter or other publication provided to all members. No binding action may be taken at a membership meeting, but resolutions addressed to any Club entity may be adopted. The quorum for a membership meeting shall be one-hundred (100) Chapter members.

## **Bylaw 3. Executive Committee**

- 3.1 **Number.** Subject to the powers of the members as provided by these Bylaws, the management of the affairs and activities of the Chapter shall be in the hands of an ExCom of seven (7) members elected by the Chapter membership for terms of two (2) years, one representative from each Chapter group selected according to the group's bylaws, and the Council Delegate ex-officio, with vote. Group representatives may vote and hold any office except Council Delegate or Alternate. Groups may designate alternates who may vote in the absence of the representative.

In any election, up to four (4) members may be elected for full terms, as long as the size

of the ExCom does not increase as a result and no fewer than three (3) terms will expire in any future year. When filling vacancies in unexpired terms by election, longer terms shall be awarded to candidates with more votes. The candidates who win the higher numbers of votes shall receive any available full terms and the others shall receive the unexpired remainders of the vacated terms.

Members elected may serve an unlimited number of terms in that capacity, except that, after any three consecutive full two-year terms, that member shall not be again eligible to serve as an at-large ExCom member until one year shall have elapsed after the conclusion of the third such consecutive term. This amendment shall take effect beginning with eligibility for election in the annual election in 2017.

Members elected shall take office at the first meeting following the counting of the ballots. If not otherwise members of the ExCom, the Secretary and Treasurer shall serve as non-voting members.

- 3.2 **Powers.** Only the ExCom or those specifically authorized by it or its designees shall act in the name of the Chapter. The ExCom shall have the authority to make rules and regulations for carrying out the provisions of these Bylaws. If any appeal arises concerning any act or decision of the ExCom, the Board or its designees shall have the power to determine the procedures to be followed. Chapter actions must be consistent with Club purposes and the policies and directives of the Board or its designees.

The ExCom may call and conduct special elections in accordance with these bylaws.

The ExCom may establish and dissolve groups, sections, and committees as provided in these Bylaws.

The ExCom may appoint and remove Chapter officers, representatives, and committee members at any time.

- 3.3 **Responsibilities.** The ExCom shall assure that the activities and services provided for the benefit of the members by the Chapter and its groups, sections, and other entities comply and are consistent with these Bylaws and any Chapter Standing Rules, policies and directives of the Board or its designees, the Bylaws and Standing Rules of the Club, and applicable law. Such activities may include but are not limited to financial management, membership services, production of publications, and conservation, outings and political programs. Authority may be delegated to carry out such activities, but the ExCom shall retain overall responsibility and control.

- 3.4 **Vacancies.** The ExCom shall have the power to fill a vacancy in any elected or appointed office. A vacancy in an elected position shall be filled for the remainder of the unexpired term by vote of the remaining ExCom members.

- 3.5 **Officers.** The ExCom shall elect from its members the following officers, who shall also be Chapter officers: a Chair, a Vice-Chair, and at its option, a Secretary and a Treasurer. The ExCom may appoint from outside its membership any other Chapter officers it considers necessary, including the Secretary and Treasurer. All such officers shall be Chapter members.

At the discretion of the ExCom, offices may be combined, provided there are at least two

distinct officers. Assistants to these officers may be designated from among Chapter members.

Notice of the officers and appointees of the Chapter shall be provided to Club headquarters annually upon selection, or as required by the Board or its designees.

- 3.6 **Representatives.** The ExCom shall elect from among its members elected by the entire Chapter membership a Chapter Delegate and Alternate to the Sierra Club Council. The term of the Delegate shall be two years. The Council Delegate shall be a voting ExCom member for the duration of the appointed term as Council Delegate.

((Middle paragraph deleted by national))

The ExCom may instruct delegates and alternates before each Council or RCC meeting. Delegates or alternates shall report to the ExCom after each Council or RCC meeting.

- 3.7 **ExCom Committees.** The ExCom shall annually appoint the members of a Steering Committee, consisting of the Chair, Vice Chair, and three other ExCom members, and may establish and appoint such other committees of at least two ExCom members as it deems appropriate. The ExCom may appoint one or more ExCom members as alternate members of any such committee, who may replace any absent member at any meeting of the committee. These committees shall have the power and authority to act for the ExCom on such matters as the ExCom may delegate, except as prohibited by law or these Bylaws. By majority vote of its members, the ExCom may at any time revoke any or all of the authority so granted. The committees shall keep regular minutes of their proceedings and report the same from time to time as the ExCom may require. A majority of the members of each committee shall constitute a quorum for the transaction of business by that committee.

- 3.8 **Chapter Committees.** The ExCom may establish and dissolve standing and special committees for such objectives as it may set. Subject to ExCom approval, the Chapter Chair shall appoint committee members from among Chapter members. The Chapter Chair, or another ExCom member designated by the Chair, may be designated as a voting member of each committee, except the Nominating and Election committees. Standing committees shall be appointed annually. Except for the Nominating and Election Committees, the ExCom may add, remove, or replace members of any committee at any time. The ExCom may fill vacancies on the Nominating and Election Committees.

- 3.9 **Open Meetings.** All meetings of the ExCom and its committees shall be open to attendance by any Club member, but the ExCom or its committees may convene in private session for the consideration of any sensitive matter, provided that any vote or final action is taken in open session.

- 3.10 **Quorum.** A quorum for ExCom meetings shall be a simple majority of its voting members. An ExCom member shall be considered present at a meeting if able to participate fully and simultaneously by means approved by the ExCom.

Any group that does not send a designated representative to any three regularly scheduled meetings over a twelve-month period need not be counted towards the quorum. A group's status in the quorum shall be restored by a designated group

representative's attendance at a regularly scheduled ExCom meeting.

- 3.11 **ExCom Meetings.** The ExCom shall hold regularly scheduled meetings at least four times per year at times and places communicated in advance to all Chapter members.
- 3.12 **Special Meetings.** ExCom business may, if necessary, be conducted at a Special Meeting. A Special Meeting may be called by the Chair or any three ExCom members with at least one week's notice, unless all ExCom members waive this notice requirement.
- 3.13 **Absences.** Except for group representatives, any ExCom member who misses three regularly scheduled meetings over any continuous twelve-month period may be removed from the ExCom by a two-thirds vote of the other ExCom members. The ExCom shall decide whether to remove a member at any regularly scheduled meeting following the third missed meeting.

#### **Bylaw 4. Nominations and Elections**

- 4.1 **Annual Election.** An Annual Election shall be held in the fourth quarter of each year to choose ExCom members. This election and any special elections shall be conducted by written ballot or through a secure website made available to all Chapter members of record at least four weeks before the closing date of the election, and shall be conducted in such a manner as to ensure facility of voting and tabulation. The ballot shall allow each voter to vote for as many candidates as there are positions to be filled. A voter may not cumulate votes for any candidate.

The ExCom shall specify the calendar dates and deadlines for appointing the Nominating Committee (NomCom), production of eligible voter lists, receipt of names for consideration by the NomCom, receipt of ballot issue petitions, the NomCom report of names of nominees, receipt of candidate petitions, appointment of the Election Committee, printing and mailing dates for ballots allowing at least four weeks for return of the ballots, receipt of returned ballots, and the date, time and place for counting ballots.

The ExCom shall provide written notice of this schedule and of the opportunity to nominate candidates by petition to all Chapter members.

- 4.2 **Nominating Committee.** A Nominating Committee (NomCom) of at least three Chapter members, at least one not an ExCom member, none of whom may be a candidate, shall be appointed annually by the ExCom not later than four months before the designated closing date of the election. Sufficient opportunity shall be given for Chapter members to submit names for consideration by the NomCom. The NomCom shall attempt to nominate at least two more candidates than the number of ExCom members to be elected, and shall report the nominees' names to the ExCom at least two weeks before the deadline for submission of nomination petitions and five weeks before the scheduled mailing of the ballots. Nominees shall be Chapter members who give their consent. If the NomCom chooses not to nominate a willing candidate, the NomCom shall promptly inform that candidate of the opportunity to seek nomination by petition.
- 4.3 **Petition Candidates.** The name of any Chapter member proposed in writing by at least fifteen Chapter members prior to the deadline for submission of petitions, and who gives consent, shall also be included on the ballot. The nomination petitions shall be retained

until the ballots are destroyed.

4.4 **Election Committee.** An Election Committee of at least three Chapter members, at least one not an ExCom member, shall be appointed annually by the ExCom prior to the scheduled date of mailing of ballots. No candidates may serve on the Election Committee. The Election Committee shall cause the ballots to be prepared and mailed, and shall count the returned ballots. Challenges of the conduct of candidates or their campaigns shall be referred to the Election Committee. Decisions of the Election Committee may be appealed to the ExCom.

4.5 **Availability of Election Ballot Materials.** Election ballot materials shall be made available to all Chapter members of record according to the voter list obtained prior to the election.

4.6 **Voting.** Eligible members may vote by mailed ballot or through a secure website. The decision to allow electronic voting shall be made by a vote of the executive committee prior to appointment of the nominating committee. Ballots shall be returned to the Election Committee as directed in the ballot instructions. Return of a minimum number of valid ballots shall not be required for the validity of an annual or special election.

4.7 **Counting Ballots.** The Election Committee shall count the ballots on the closing date of the election, or as soon as practical after the closing date of the election. The candidates or their authorized representatives shall be permitted to be present. The candidates receiving the highest number of votes shall be elected. Any tie shall be resolved immediately, first by a recount, then if necessary by lot at the ballot counting.

The Election Committee shall immediately notify the candidates, the ExCom members, and other interested parties, and shall report the results to the ExCom at its next meeting. The ballots and nomination petitions shall be retained until their destruction is directed by the ExCom.

#### **Bylaw 5. Functions and Services**

5.1 **Functions.** The Chapter shall provide functions and services required by the Board, its designees, or the Chapter members. The ExCom shall define from time to time the methods and procedures by which these functions and services shall be delivered.

5.2 **Publications.** The ExCom shall arrange for Chapter publications to be distributed regularly by print or electronic means to all Chapter members, giving notice and reporting proceedings of the ExCom, Chapter meetings, elections and other news, including announcements of social events and outings.

5.3 **Conservation Program.** The Chapter Conservation Program shall further the conservation objectives and priorities of the Club within Chapter boundaries, assist in international, national and regional Club actions, and provide for the development and execution of specific conservation strategies and action programs authorized by the ExCom.

The ExCom shall appoint a Conservation Chair who shall provide a point of contact for the public and other Club leaders, and assist the ExCom in conservation planning, budget decisions, resolving conflicts, training, and implementation of the Conservation



Program.

The program shall be coordinated with other Club entities. Chapter leaders shall not make a statement or take a position publicly that is contrary to a policy or position established by the Board of Directors, the duly authorized chapter, group, committee or other Club entity, or the Club membership through referendum, nor shall Club leaders or staff members mention their Sierra Club affiliation if they, in their own names, make a statement or take a position contrary to established policy.

Conservation actions may not include civil disobedience. No chapter, group, nor other Club entity shall encourage, request or direct any person to violate the law.

The Conservation Program shall provide an opportunity for groups, sections, other chapter entities, and individual members to become involved in conservation activities. The program shall also provide for recruiting and training activists to develop the necessary skills and judgment, for publication and discussion of conservation issues, and for networking and alert systems, such as phone trees and electronic mail.

- 5.4 **Membership Program.** The ExCom shall provide for a membership program that keeps a copy of the roster of current members, assists in efforts to recruit and retain members, and is responsible for recruiting and welcoming members and encouraging them to participate in Club and Chapter activities.
- 5.5 **Outings and Activities.** The Chapter ExCom shall manage any outings and activities programs in cooperation with Chapter entities that conduct such outings and activities. Such management shall include but is not limited to the establishment of codes of conduct appropriate to each type of activity, provisions for approval and publication of notices, training and certification of leaders, screening of participants, compliance with insurance restrictions and other Club policies, handling of reservations and fees, restricting group size and environmental impact, and investigation of incidents and complaints. All outings and activities shall be sanctioned in advance.
- 5.6 **Political Action.** The Chapter's political program shall include evaluating political issues and positions, planning and conducting the endorsement and support of candidates for public office, and developing and leading the efforts necessary for those processes. This program may include federal, state, provincial, territorial, and local government races as well as ballot initiatives, and shall be conducted in compliance with applicable law and the Club's electoral compliance guidelines.

#### **Bylaw 6. Groups and Sections**

- 6.1 **Groups.** With ExCom approval, Chapter members residing in a contiguous Chapter area may form a group, subject to Chapter and Club approval of group bylaws. A group shall elect its own executive committee by secret written ballot provided to all group members.
- 6.2 **Sections.** With ExCom approval, Chapter members interested in special activities consistent with Club purposes, or other appropriate subsets of Chapter members, may form sections, subject to approval of section operating procedures. Because section membership is optional, sections may assess dues and also charge for activities, as permitted by the Chapter ExCom.

- 6.3 **Reports.** Each group and section shall submit an annual report of its activities to the Chapter ExCom.
- 6.4 **Suspension and Dissolution.** By 2/3 vote the Chapter ExCom members present at a regular or special meeting may suspend or dissolve a group or section, if, in the judgment of the ExCom, such action is in the best interest of the Club. Such action shall not affect the standing of the individual members as members of the Club or Chapter. Suspension or dissolution shall only take place after written specification of the grounds for the proposed action are furnished to the members of the group or section affected and to the Board or its designees. At the same ExCom meeting, Chapter members shall have an opportunity to comment on the proposed action.

Upon dissolution, all remaining assets of the dissolved group or section shall revert to the Chapter.

As an alternative to dissolution, the Chapter ExCom may require new elections to be held for group or section office.

#### **Bylaw 7. Finances**

- 7.1 **Receiving & Expending Funds.** The Chapter may receive funds from Club entities and may receive contributions directly. The Chapter may not assess or collect dues from its members, or charge additional fees for Chapter publications distributed to all Chapter members. Expenditures shall be consistent with all rules, policies and directives of the Board and its designees.
- 7.2 **Fundraising and Fees for Outings and Activities.** Consistent with rules, policies and directives of the Board or its designees, the Chapter may conduct fundraising and other activities, including outings that require members and others to pay a fee to participate.
- Such fees may include both direct and indirect costs and provide for operating reserves. Announcements of fundraising events shall indicate the intended use of the proceeds.
- 7.3 **Authority Over Deposited Funds.** The ExCom shall have authority over all funds deposited in accounts in the name of the Chapter and its entities. Every bank, savings, or investment account must have on the signature list for that account at least two signatures, including the signature of a Chapter ExCom officer, generally the Treasurer or Chair.
- 7.4 **Requirement to Deposit.** Unless otherwise specified by the ExCom or the Board or its designees, all monies received by Chapter entities shall be deposited promptly in an account bearing the name of the entity, the Chapter, and of the Sierra Club.
- 7.5 **Delegation of Authority.** The ExCom may delegate financial authority to Chapter entities. The Chapter shall retain responsibility and control. Chapter entities must provide satisfactory accounting at least quarterly to the Chapter Treasurer, including all reports required to satisfy Club requirements and applicable laws.
- 7.6 **Prohibitions.** The Chapter and its entities may not borrow money, own real estate, or

contribute from its general funds to political campaigns, candidates, or their parties.

- 7.7 **Fiscal Year.** The fiscal year of the Chapter shall coincide with that of the Club.
- 7.8 **Books and Reports.** The Chapter Treasurer shall keep proper books of account, and shall report balances, revenues, and expenses of the Chapter and its entities to the ExCom at least quarterly, and to the Club Treasurer or designee at the end of the fiscal year. The Chapter Treasurer shall either file, or provide the Club Treasurer with timely information and funds required to file, all reports and returns required to satisfy Club requirements and applicable laws.
- 7.9 **Review.** As soon as practicable after the close of the fiscal year, the ExCom shall cause a review to be made of the books, including those of all Chapter entities. The results of the review shall be submitted to the ExCom for their approval.

### **Bylaw 8. Construction and Amendment**

- 8.1 **Interpretation of Bylaws.** All questions as to the construction or meaning of these Bylaws are first to be referred to the Chapter ExCom for decision. Appeals from such decisions may be taken to the appropriate level, as established by rules of the Board of Directors. The decision of the highest of these entities that chooses to act shall be final. All procedures not prescribed by the Bylaws and Standing Rules of the Club, these Bylaws, or the Standing Rules of the Chapter, shall be governed by the current edition of Robert's Rules of Order, newly revised.
- 8.2 **Amendment.** These Bylaws are fundamental and shall not be added to, amended or repealed except by a two-thirds vote of the Chapter ExCom and a two-thirds vote of all mail ballots cast in an Annual or Special Election. After proposed bylaw changes have been approved by the Chapter ExCom, and before they are submitted to a vote of Chapter members, they shall be submitted to the Board or its designees for review and approval.
- If an amendment expands the size of the ExCom, but the annual election was held for fewer members, the ExCom may appoint members or hold a special election to fill the new positions. If the amendment reduces the size of the ExCom, the elected members receiving the most votes shall serve.
- Approval by vote of the members is not required for amendments needed to keep these Bylaws consistent with changes in the Club Bylaws, directives of the Board or its designees, or to correct inconsequential errors or omissions. Such amendments shall require only a majority vote of the ExCom.
- A current copy of these Bylaws shall be filed at the principal office of the Sierra Club.
- 8.3 **Signatures and Effective Date.** These bylaws and any amended versions shall be signed and dated by officers acting on behalf of the ExCom and by the national entity designated to approve bylaws. These bylaws as amended shall take effect when the signed copy is filed at the principal office of the Sierra Club. A copy of the signature page shall be returned to the Chapter, and shall be attached to all reproduced copies.

# Chapter Standing Rules

## Sierra Club, South Carolina Chapter

(Adopted, October 18, 2003)

(Amended, April 17, 2004)

(Amended, January 29, 2005)

(Amended, October 22, 2005)

### **I. Introduction**

A. From time to time the Executive Committee (ExCom) of the South Carolina Chapter of the Sierra Club shall adopt standing rules to supplement and clarify the bylaws of the chapter. Standing rules are not intended to amend the bylaws; this can only be done as provided for in the bylaws.

B. Standing rules are first initiated by the Bylaws Committee or Personnel (Steering) Committee and adopted by the ExCom at a Regular Meeting of the ExCom. Any standing rules to be voted on by the ExCom must be sent to ExCom members in advance of the Regular Meeting at which they are to be considered. The ExCom reserves the right to amend Standing Rules submitted to it for adoption by the Bylaws Committee or Personnel (Steering) Committee.

### **II. Membership**

A member is considered to be in “good standing” if he or she has paid their current membership dues. Evidence of payment may be required by the ExCom if national membership records do not list a new member as being recorded as a member.

### **III. Executive Committee**

A. If the Council Delegate is not present at an ExCom meeting, then the Alternate Council Delegate may vote in his or her place.

B. Members take office at the first meeting following the counting of the ballots. Since ballots are counted prior to the last meeting of the year, newly elected members take office during the last meeting of the year. The point at which they take office during the meeting is determined by the agenda for that meeting. After taking office, the next order of business will be the election and appointment of officers by the ExCom. The previous ExCom chair will be acting chair until the newly elected chair is installed.

C. The ExCom may vote by email when an important decision must be made prior to the next regularly scheduled ExCom meeting. All members of the ExCom are considered the quorum. The Personnel Committee may place a time limit of not less than 48 hours for voting on the motion to be voted on by email. If the deadline for voting is reached, and a quorum has not voted, the chair will extend voting until a quorum has voted. If some of the ExCom do not have access to email, regular mail, or personal appearance with written and signed vote in the chapter office, may substitute for email.

### **IV. Vacancies of At-Large ExCom Members**

A vacancy on the ExCom shall be filled on a permanent basis for the remainder of the term at the next

Regular Meeting of the ExCom. Nominations will be made in open meeting and the vote will be by secret ballot by all members of the ExCom present. The Elections Committee will count the ballots and report the number of votes for each candidate nominated. Candidates or their representative, may observe, but not interfere, with the vote counting process. In the event of a tie vote, the winning candidate will be selected by lot.

#### **V. Steering Committee**

Although the bylaws provide for a Steering Committee, unless otherwise changed by the ExCom, the Personnel Committee shall serve as the Steering Committee. The Steering Committee (Personnel Committee) may make policy decisions not inconsistent with existing policy on behalf of the ExCom between Regular Meetings of the ExCom. The ExCom chair shall report all decisions made by the Steering Committee to the ExCom and the ExCom may revoke decisions by the Steering Committee by a majority vote.

#### **VI. Personnel Committee**

A. The Personnel Committee shall consist of the chapter chair, vice chair, conservation chair, and two additional ExCom members appointed by the chapter chair. The chapter chair may also appoint non-voting members to the committee in addition to those stated above. The chapter chair shall appoint a committee chair and an "immediate supervisor." The Personnel Committee has the authority to hire, evaluate, and dismiss the chapter director. The evaluation of the chapter director by the Personnel Committee shall be completed each December and presented to the director no later than January of the following year.

B. An "immediate supervisor" is a specific member of the Chapter Personnel Committee who assigns work and work priorities, conducts performance evaluations and recommends personnel actions relating to hiring and compensation.

#### **VII. Standing Committees**

A. Every standing committee shall have at least a chair and vice chair. The ExCom chair shall appoint a chair to each committee. If the ExCom chair does not appoint a vice chair to a standing committee, the committee chair shall appoint a vice chair. The ExCom chair is an ex officio voting member of every standing committee except Nominating and Elections. A committee shall have at least three members.

B. If chapter committees are not formally appointed, then all those who make up the same group committee chairmanships are combined to form the chapter committee. For example, all those who are group conservation chairs are combined to make the Chapter Conservation Committee; all the group political committee chairs are combined to make the Chapter Political Committee; etc. If a group fails to appoint a committee chair, the group chair shall be assumed to fill that position until a committee chair is appointed.

C. A committee may vote by email between regular meetings. For a committee to pass a motion or make a decision a majority of the membership of the committee shall vote in the affirmative by email. If not all members have email; regular mail may substitute for email. A committee may not vote by secret ballot.

D. Committees shall keep minutes of all meetings. These minutes shall be sent to the chapter director upon their approval by the committee.

E. Committees shall write annual reports. These reports shall be sent to the chapter director upon their

approval by the committee and be presented at the last ExCom meeting of each year.

### **VIII. Elections**

There shall be at least four weeks between the time ballots are mailed to all chapter members and the closing date of the election. Publication of ballots in the chapter newsletter may substitute for ballots being sent by U.S. Postal Service.

### **IX. Petition Candidates**

A member who desires to be nominated as an ExCom candidate but is not nominated by the Nominations Committee may have their name placed on the ballot and become a candidate by petition signed by at least 15 members in good standing and submitted to the secretary for verification no later than the first Monday in October. The petition nominating process described herein applies only to at-large candidates for the ExCom.

### **X. Finances**

A. The Chapter Treasurer, Chair, and director shall have their signatures on file for every bank, savings or investment account. Any signature card changes required shall take place in accordance with national policy. The treasurer will keep the chair and director informed on the financial status of the chapter on a reasonably frequent basis. The chapter chair or director may direct the treasurer to issue checks to make payments in accordance with the adopted budget. The chapter director may write checks of less than \$2,500. Any check issued for \$2,500 or more requires two signatures from the three authorized to sign checks.

B. The Audit Committee shall be appointed by the newly elected Chapter Chair at the last meeting of the year. The committee shall not include the Treasurer or Executive Director but the Treasurer and Executive Director shall attend meetings of the Audit Committee unless the committee votes to exclude the Treasurer or Executive Director.

C. The Audit Committee shall complete its work in a timely manner in order for the ExCom to approve the Audit Committee report and have it submitted to the national office no later than January 21. At the first ExCom meeting of each year an annual review or audit of the chapter's finances for the previous year shall be submitted to the ExCom for their approval.

D. All bills for payment and checks for deposits shall be addressed to the chapter office.

### **XI. Conservation Issues**

A. Conservation issues are among the most sensitive of the issues dealt with by the chapter, therefore, care must be taken in developing conservation policy and keeping records on conservation policy.

B. The Conservation Committee shall meet at least once per 2-years to develop conservation priorities. The Conservation Committee shall meet in the year before a new legislative session. Specific conservation policy shall be developed through the passage of resolutions by the ExCom. Prior to the ExCom voting on a proposed conservation policy resolution, the ExCom members must receive the policy in writing at least two days prior to the ExCom meeting or have it reviewed and approved in a meeting of the Conservation Committee. In an emergency, this rule may be suspended at a meeting of the ExCom by a two-thirds vote.

C. The chapter director shall keep a record of all adopted conservation policy resolutions in the chapter office and make them available to all members in the chapter office.

## **XII. Press Relations**

Keeping the news media informed on the Sierra Club and positions taken by the club is an important part of environmental education and press relations. It is also important that those speaking for the club be informed and speak with a unified voice. Those authorized to represent the chapter before the press, are the following: chapter chair, chapter conservation chair, chapter director, chapter lobbyist, and any member of the chapter designated by the chapter chair.

## **XIII. Outings Leaders**

In accordance with chapter ExCom policy adopted on October 12, 2002, the minimum qualifications for an Outings Leader shall be as follows:

- Recommended by a group ExCom
- Be 21 years of age or older
- Be a member of the Sierra Club for one year
- Have participated in four sanctioned Sierra Club outings
- Completed the Sierra Club outings leader training program
- Completed sanctioned first aid training (Training must be approved by Red Cross, Sierra Club, or other suitable training organization recognized by the Sierra Club)
- Re-certified for outings leader training and first aid every three years
- Completed canoe outings leader training program prior to leading water outings (canoe, kayak, etc.)
- Each member completing such training shall be presented with a three-year certificate to lead outings by the Chapter Outings Leader Training Committee Chair and a record of this certification shall be kept in the chapter office.

## **XIV. Outings Leader Training Instructor**

The minimum qualifications for an Outings Leader Training Instructor shall be as follows:

- Recommended by a group ExCom
- Recommended by the chapter ExCom
- Have been an outings leader in the South Carolina Chapter for two years
- Experience in leading ten outings for the Sierra Club
- Participated in two outings leader training programs
- Meets all other requirements of an outings leader not otherwise listed above
- Each member completing such qualifications shall be presented with a certificate to train outings leaders by the Chapter Outings Committee Chair and a record of this certification shall be kept in the chapter office.

## **XV. Political Endorsements**

The chapter is authorized to make political candidate endorsements of state candidates, including candidates for statewide office and legislative offices, initially by a minimum two-thirds affirmative vote of the Chapter Political Committee and finally by a minimum two-thirds affirmative vote of the chapter executive committee.

A group is authorized to make political candidate endorsements of local candidates, including candidates for city and county offices, initially by a minimum two-thirds affirmative vote of the group's executive committee and finally by a minimum two-thirds vote of the Chapter Political Committee. The Group Representative of the endorsing group or Chapter Political Committee Chair must report such

endorsement at the next available regular meeting of the Chapter Executive Committee.

All committees involved in the endorsement process must have at least three unrelated Club members. The vote of the Political Committee may take place by email and may be limited to a three-day period of time in which to vote by the Political Committee Chair. If a quorum of the Political Committee does not vote within the three-day period of time, those voting are considered to be the quorum and their affirmative vote requires two-thirds majority of those voting.

**XVI. Chapter Director**

The Chapter Director, who may be hired, evaluated, and dismissed by the Personnel (Steering) Committee is responsible for the administration of the chapter in accordance with the national job description of chapter directors and supplemented with a chapter job description. The chapter director, subject to supervision by the Personnel (Steering) Committee is authorized to hire, evaluate, and dismiss employees and contractors of the chapter.

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