Policies and Practices

TRAILS CLUB OF OREGON

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Table of Contents

Introduction 4
Specific Objectives and Purpose of the Trails Club of Oregon 4
Language & Statement of Non-discrimination 4
Policies and Practices Protocol 4
Section 1: MEMBERSHIP 5
General: 5
Regular Members: 5
Junior Members: 5
Life Members: 6
Honorary Members: 6
Golden Members: 6
Termination of Membership: 6
Reinstatement to Membership: 6
Suspension and Expulsion: 7
Section 2: DUES AND FEES 8
Dues 8
Trip Fees 8
Lodge Fees 8
Provisions for reduced fees 8
Carpool Expense Sharing 9
Trails Club Lodge Rentals 9
Section 3: DUTIES OF OFFICERS 10
Duties of the President: 10
Duties of the Vice President: 12
Duties of the Secretary: 12
Duties of the Treasurer: 13
Section 4: COMMITTEES AND APPOINTMENTS 15
Committee Types: 15
Committee Chair and Members: 15
Nesika Lodge and Tyee Lodge: 16
Membership Committee: 17
Publications Committee: 17
Publications Committee Responsibilities 17
Possible Personnel 18
Policies and Processes 18
Outdoor Education and Outreach Committee: 23

Trips Committee: 23
Conservation Committee: 23
History Committee: 24
Social Committee: 24
Core Responsibilities 24
Annual Timeline 24
Leave No Trace Committee: 25
Section 5: FUNDS, INVESTMENTS, PROPERTY, BUDGETS and AUDITS 25
Fiscal Year: 25
Investments: 25
Memorial Endowment Fund 26
Auditing 26
Section 6: INSURANCE 26
Section 7: RECORDS RETENTION POLICY 26
Record Retention 26
Section 8. CONFLICT OF INTEREST POLICY 28
Purpose 28
Definitions 28
Procedures 28
Duty to Disclose 28
Determining Whether a Conflict of Interest Exists 28
Procedures for Addressing the Conflict of Interest 29
Violations of the Conflicts of Interest Policy 29
Records of Proceedings 29
Compensation 29
Annual Statements 30
Periodic Reviews 30
Use of Outside Experts 30
Section 9. ACCOUNTABLE REINBURSEMENTS POLICY 30
Section 10. GIFT ACCEPTABLE POLICY 32
Gift Types 32
Gift Categories 33
Gift Acceptance Procedure 33
Gift Acceptance Committee 33
Section 11. DONATED PROPERTY POLICY 34
Section 12. AWARDS 34
Distinguished Service Award 34

High Traveler (PCT) 35
High Miler 35
High Bike Mileage Award 35
Section 13. ORDER OF BUSINESS 35
Section 14. RULES OF ORDER 35
Section 15. ACTIVITY GUIDELINES 36
Dog Access Policy 36
Lodge Hosting 36
Lodge Use, Registration, and Fees 37
Tyee Rentals 38
Lodge Keys 38
Lodge Rules 38
Work Trips 39
Miscellaneous 39
Articles of Incorporation Change log: 40
Bylaws Change log: 40
Policies and Practices Change log: 40

Introduction

The purpose of this manual is to set policies & practices that are consistent with the mission of the Trails Club of Oregon. And, to set sound guidelines that promote prudent management, and to outline, in detail, the policies and practices of the Club.

Specific Objectives and Purpose of the Trails Club of Oregon

The specific purpose for which the corporation is organized is to be a community development organization serving our local community by engaging in a broad range of strategies that promote outdoor activities, education and safety, and the exploration of nature, specifically in the Pacific Northwest, by providing activities and training opportunities related to the wilderness environment; collecting, preserving, and disseminating scientific information, memorabilia, data, and knowledge concerning the same; supporting the conservation and preservation of the natural environment; and providing and promoting hiking, backpacking, outings, and other activities. And, to also engage in activities which are necessary, suitable, or convenient for the accomplishment of that purpose, or which are incidental thereto or connected therewith, which are consistent with Section 501(c)(3) of the Internal Revenue Code. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3), Internal Revenue Code.

Language & Statement of Non-discrimination

The Trails Club of Oregon (the “Club”) shall not discriminate based on race, color, religion, gender, age, national origin, marital status or sexual orientation, in its membership or any of its activities or operations. These activities include leading or participating in club events and lodge activities and holding any office on the Board of Trustees or committees. The use of “they/them” in these bylaws refers to persons of any gender.

Policies and Practices Protocol

a. The Board may enact or revise any policy or practice it deems necessary for the orderly discharge of its duties and for the welfare of the Club. An affirmative vote of two-thirds (2/3) of the Board shall be required for the passage or revision of the Club’s Policies and Practices.

b. Policies and Practices shall become effective immediately upon passage, but shall be subject to ratification by the membership of the Club on request in writing of any five (5) members; such ratification or rejection to take place at a meeting called in accordance with Article V. The President shall, upon receipt of request for ratification, schedule this vote by the membership at the next annual meeting, or within the next quarter if it is deemed urgent.

c. In case of conflict between the Bylaws and any policy or practice, the Bylaws shall be deemed the greater authority.

Section 1: MEMBERSHIP

General:

a. Any person of good moral character and in sympathy with the objects and purposes of the Club shall be eligible for membership.

b. All members in good standing shall have the right to attend all Club meetings, to use and enjoy the property of the Club, and to participate in its activities, subject, however, to all rules and regulations governing the same.

c. All dues are payable in advance and shall be due on January 1 of each year. A late fee is charged after January. Membership shall be terminated if dues are not paid by the first day of March of each year. A list of terminated members shall be read at the March Board of Trustees meeting. Written termination notices shall be mailed to these individuals.

Regular Members:

a. A regular member is a person who has met the requirements for, been elected to, and pays the annual dues for regular membership.

b. Regular membership applicant requirements:
   - A person must be at least 18 years of age.
   - Must attend one regularly scheduled Club function at either Tyee or Nesika Lodges as printed in the Trail Blazer or on the club website OR
   - Must attend one qualifying club activity as printed in the Trail Blazer or on the club website.

c. Regular membership application requirements:
   - Application form must be provided to the membership chair.
   - Candidates for regular membership need two sponsors who are regular or life members. The sponsors cannot be related to the candidate or each other. The candidate and both sponsors must sign the application or be identified on the on-line application form.
   - All applications must be accompanied by the entrance fee - See DUES AND FEES. All applications for regular membership shall be voted on by the Board of Trustees at one of its regular meetings.

d. Election to regular membership shall be by vote. Two or more negative votes shall reject the applicant for membership, provided, however, upon request of any member of the Board of Trustees, a second vote shall be taken at any time prior to adjournment of the meeting; but if two or more negative votes be again cast, the application shall not again be voted upon within the next three months.

e. Regular members shall have the right to vote, and, together with life and honorary members, shall constitute the voting members.

Junior Members:

a. A junior member is a person who has met the qualifications for, been elected to, and pays the annual dues for junior membership.

b. To qualify for junior membership, a person must be between the ages of 12 and 17 years inclusive and, except for age, must meet all the qualifications of a regular member.

c. Application for, and election to junior membership shall be similar in all respects to that for regular members except that the entrance fee shall be one-half of the amount for regular members.

d. A junior member shall become a regular member automatically upon attaining age 18 without payment of additional dues in that same year.

e. The number of junior members shall at no time exceed 10% of the total membership of the Club.

Life Members:

a. A life member is a person who has been a regular member in good standing for one year or more, and who has been elected to, and paid the fee for, life membership.

b. An application for life membership shall be balloted upon by the Board of Trustees at the next regular Board meeting following receipt of such application. Two or more negative ballots shall be necessary to reject any such application.

c. Life members shall have the right to vote, and together with the regular members, shall constitute the voting membership.

Honorary Members:

a. An honorary member is a person who has met the qualifications for and who has been elected to honorary membership.

b. Honorary membership shall be given only to those who have rendered meritorious and distinguished service to the Club or are eminent in the sciences or arts, or some field of exploration.

c. Petitions for honorary membership shall be signed by at least 25 voting members and shall be submitted to the Board of Trustees at least 60 days before the annual meeting. The Board of Trustees shall investigate the candidate's qualifications for honorary membership and shall submit the petition together with its report and recommendations to the membership for a vote on the petition at the next annual meeting of the Club. An affirmative vote of 2/3rds of the voting members present at the meeting shall be necessary to elect a nominee for honorary membership.

d. Honorary members shall be exempt from payment of entrance fees and dues.

e. Only one honorary member may be elected in a year, and at no time shall they exceed ten in number.

Golden Members:

a. Any regular member who has been an active member of the Trails Club of Oregon for 50 years shall receive a Golden Membership and is entitled to full membership privileges without payment of annual dues.

Termination of Membership:

a. Membership in the Club may be terminated by notifying the Board of Trustees or the membership chair.

b. Termination of membership for any cause shall operate as a release by such member of all privileges of membership and all rights, title, and interest in the assets of the Club.

Reinstatement to Membership:

a. A member who has voluntarily resigned may be reinstated by a vote of the Board of Trustees upon submitting a written request for reinstatement to the Board of Trustees. Membership reinstatement shall be balloted upon by the Board of Trustees at the next regular Board meeting following receipt of such application. Two or more negative ballots shall be necessary to reject any such application.

b. A member whose membership has been terminated for non-payment of dues may be reinstated by vote of the Board of Trustees after payment of all back dues and any other indebtedness; however, in lieu thereof, they may be reinstated by meeting all requirements for membership including the payment of an entrance fee.

Suspension and Expulsion:

a. Any member, having been charged by another member or by the Board of Trustees with conduct injurious to the Club, or with violation of its Bylaws, or its Policies and Practices, who shall have been found guilty of such charges after investigation and hearing, may be disciplined or expelled from membership in the Club. All such charges, except those initiated by the Board, must be in writing and addressed to the Board of Trustees.

b. The Board of Trustees shall make a full investigation of the charges to satisfy itself that disciplinary action may be required. After making such an investigation, the Board of Trustees shall thereupon notify in writing the accused member of the charges, giving them an opportunity to be heard by the Board of Trustees and answer the charges. After having allowed the member to be heard, the Board, by a three-fourths affirmative vote, may discipline or request the accused member to resign. If they decline to accept its decision, the Board shall expel them.

Section 2: DUES AND FEES

	Full Year Dues	June 1 - Oct 31	Nov 1 - Dec 31	Fees
New Member	$50	$25	$50 for the following year	Entrance: $15
Junior Member	$5	$2.50	$5 for the following year	Entrance: $7.50
Regular Member	$50			Late: $5
Life Member				One Time: $750

Dues

a. Membership renewals are on a calendar-year basis and are due on January 1. There is a late fee if membership renewal is received after January 31.

b. New member dues paid from June 1 through October 31 pay half a year's dues.

c. New member dues paid from November 1 through December 31 are paying for membership for the following year.

d. Life, Honorary, and Golden members pay no dues.

e. Applications and fees may be mailed to the Club's PO Box; or fees may be paid online and applications emailed to the Membership Chair. Applications received at the PO Box will be forwarded to the Membership Chair via post or scanned and emailed.

Trip Fees

a. Leaders of trips shall collect from each non-member the daily fee for one-day trips and urban hikes, and the daily fee for each day for multi-day trips.

b. The above fees are to be collected from all non-members 18 years of age and older.

c. No charges shall be assessed for Stewardship activities or for activities with the primary purpose of introducing non-members to the Trails Club (e.g., "Membership Hikes").

Lodge Fees

a. Hosts shall collect lodge and meal fees or verify that fees have been paid online.

b. No charges shall be assessed for Work Parties.

Provisions for reduced fees

At the discretion of the board, dues may be reduced or eliminated for those who cannot afford full payment. Trip leaders may waive all or part of trip fees.

Carpool Expense Sharing

In consideration of members who volunteer to drive their cars on Trails Club trips, sharing of driving expenses (gas, wear and tear, etc.) among all riders is encouraged. Sharing all driving expenses is voluntary.

Trails Club Lodge Rentals

a. Tyee and Nesika lodges may be rented to nonprofits, organizations, agencies, or for personal use.

b. Each lodge trustee shall be responsible for implementing and maintaining the Rental Policy and calendar scheduling.

c. Any requests for rental terms outside of the Trails Club of Oregon Rental Policy will be referred to the Board for resolution.

Section 3: DUTIES OF OFFICERS

Duties of the President:

Routine Duties

a. Preside at the board meeting each month.

b. Prior to the meeting, request agenda items from the board members, committee chairs, and the administrative assistant.

c. Email the completed agenda and any pertinent documents to the board members before the meeting.

d. Write a “From the President” article for the newsletter occasionally and send it to blazer@trailsclub.org before the 15th of the month.

e. Optionally one of the signers, along with at least 3 and not more than 5 board members, as appointed by the board, on the checking account.

Other Duties

a. Ex-officio member of all committees, except the Nominating Committee*, and holds the right to vote on all committee decisions.

b. Make all committee appointments provided for under the Bylaws, subject to the approval of the Board of Trustees.

c. Add, remove, replace members or fill vacancies on any committee, subject to the approval of the Board of Trustees.

d. Request committee chairs and appointees to attend the Board meeting as needed or submit written reports.

e. Has general supervision of all the affairs of the Club and enforces the rules and regulations thereof.

f. Preside at the Annual and Special meetings of the club’s membership.

g. Present at the Annual Meeting a report, giving a review of the Club’s activities for the previous year, with any recommendations for future activities or changes.

h. Call~~s~~ special board meetings as needed.

i. Perform~~s~~ such other duties usually appropriate to the office, or which the Board of Trustees may designate.

j. Sign, together with the Secretary, on behalf of the Club, all contracts, bonds, and other agreements approved by the Board.

k. Be a signer** and hold a key to the safe deposit box at the Branch of US Bank, 7300 SW Terwilliger Blvd, Portland, OR 97219. The deposit box is number 2401.

Monthly Duties

January

- Submit an article to blazer@trailsclub.org before the 15th of the month requesting nominations for the Henry Waespe award, which is to be presented at the banquet in April or the annual meeting.
- Discuss with a Financial planner or auditor about audits of the treasury, the memorial endowment and the investments for the prior year.

February

- Request from the committee chairs that a complete list of their committee members’ names be sent to the Publications Committee for publishing on the website.

March

- Submit a write-up for the President's hike (if one is planned) on the Saturday before the annual banquet/spring event.

April

- Lead the President's hike (optional)
- Give a welcoming speech at the annual banquet/spring social

June

- Assign board members the task of finding three members at large and two past presidents to serve on the Nominating Committee.

July

- Include "Approve Nominating Committee" on the board agenda.
- Confirm that all appointed committee chairs will serve again in the next calendar year.

September

- Submit the names of those nominated for the open board positions from the Nominating Committee's report and any By-law changes to Blazer@trailsclub.org before the 15th of the month.
- Remind board members and committee chairs when their annual reports and next year's budgets are due.

October

- Assist board trustees in preparing their annual budgets.
- Finalize the Annual Report from the submitted committee reports after the board meeting.
- Review the Annual Meeting Agenda at the Board Meeting.

November

- Preside over the Annual Meeting in the first half of November on a Sunday.
- Invite the new officers to attend the December board meeting.
- Help the board members finalize the annual budget.

December

- Hold an in-person Board meeting with all outgoing, incoming, and current board members.

Annual Committee Chair Appointments:

Throughout the year, review the list of the following committee chairs and make new appointments as needed. Check with the current chair to see if they wish to continue or if they know of someone willing to step into the position.

Standing Committee Chairs:
Conservation *(late in the year) timing does not need to be specified.*
History *(late in the year)*
Leave No Trace
Outdoor Education and Outreach
Social

(*After leaving office, the President serves as needed on the Nominating Committee.)

(** Safe deposit box signers as of July 2025 are the President*, Secretary, Membership Chair, and Publications Chair. *Key Holder)

Duties of the Vice President:

Routine duties

a. Attend monthly board meetings.

b. Advise the Board as to compliance with the Articles of Incorporation and the Bylaws in respect to any matters under consideration.

c. Optionally one of the signers, along with at least 3 and not more than 5 board members, as appointed by the board, on the checking account.

Other duties

a. Assume all powers and duties of the President in their absence or on their inability to act. In the event both the President and the Vice President are absent from or unable to act at the Board or Club meeting, the Board members present shall appoint from among their number a temporary Presiding Officer (See President's Procedures)

b. Inform the Board of Trustees of compliance with the Articles of Incorporation and the Bylaws in respect to any matters under consideration.

c. On a year ending in 0 or 5, obtain an annual inventory of the personal property owned by the Club maintained under the jurisdiction of each officer and committee chair and file the same with the Secretary for safekeeping. (The purpose of this inventory is to track club property being held by our members and to depreciate larger items related to our club's activities and its lodges). Such items held personally should be passed on to the next person holding the position.

d. Perform other duties that are usually appropriate to the office, or which the Board of Trustees may designate.

Monthly Duties

May

- File form 990 by May 15

June

- Assist the President by recruiting one member at large to serve on the Nominating Committee.

Duties of the Secretary:

a. Conduct all official correspondence of the Club via post or email, except such correspondence as directed by the board.

b. Keep a record of the proceedings of the Club and Board of Trustees meetings. Place all records (minutes) of Club and Board of Trustee meetings in Google Drive,

c. Keep a record of any business of the Board conducted by email in between meetings and record in the next month's Board minutes.

d. Compile and keep in Google Drive currently revised at least one set of the Bylaws and Policies and Practices promulgated by the Board of Trustees for the control of the members and management of the Club's property,

e. Have custody of the physical books, papers, bonds, deeds, mortgages, leases, Articles of Incorporation and other documents of the Club, and of the corporate seal if not stored in the Club's safe deposit box. Digital files are kept in the Club's Google Drive cloud storage.

f. Arrange to have someone making regular pick-ups from the Club's Post Office Box.

g. Sign, together with the President, all contracts, bonds, CDs and other instruments approved by the Board of Trustees,
h. Performing such other duties usually appropriate to his office or which the Board of Trustees may designate.
i. Optionally one of the signers, along with at least 3 and not more than 5 board members, as appointed by the board, on the checking account.

Duties of the Treasurer:

a. Keep faithful records of the accounts of the Club without altering the established system of bookkeeping except with the approval of the Board of Trustees,
b. Provide all documents and records needed to the club CPA for the preparation of annual tax returns,
c. Collect and receive all monies due to the Club, except such monies as the Bylaws or the Board of Trustees make it the duty of others to collect,
d. and deposit same in the name of the Club in such bank as the Board of Trustees shall designate,
e. Disburse the Club's funds only on the authorization of the Board of Trustees. Routine bills, so designated by the Board of Trustees, shall be paid without additional Board approval,
f. Sign all withdrawals and checks drawn upon the club's bank accounts with one of the other designated board members who are signers. All checks will be signed with two signatures,
g. Preserve proper vouchers for all disbursements,
h. Make monthly reports to the Board of Trustees of all receipts and disbursements and of the financial condition of the Club for inclusion in the Board minutes.
i. Have charge of all the current books of the Club pertaining to this office,
j. Performing such other duties usually appropriate to their office or which the Board of Trustees may designate
k. Attend the monthly board meetings.
l. Present the financial report at the annual meeting to give an overview of the club's financial activities from the past year.
m. Keep all necessary insurances in force.
n. Provide any club auditors with access to the club records
o. Be a signer, along with the president, on the safe deposit box.

Monthly Duties

February

- Provide any Auditor with access to the Club's financial records.
- Provide all documents and records needed with the club CPA for the preparation of the annual tax returns.

October

- Assist Board members & committee chairs to prepare their annual budget requests

November

- Present the financial report at the Annual Meeting.

- Finalize the proposed annual budget for the next year with the board members & committee chairs

December

- Coordinate signature changes on checking account and safe deposit box with incoming board members.

Section 4: COMMITTEES AND APPOINTMENTS

Committee Types:

a. There shall be two classes of committees as follows

b. Regular committees, whose chairs must be members of the Board of Trustees, include the following six committees:

   Nesika Lodge, Tyee Lodge, Membership, Publications, Outdoor Education and Outreach, and Trips

c. Special Purpose committees are those established by action of the Board of Trustees as they consider necessary to accomplish the objectives and purposes of the Club. In establishing such committees and making necessary appointments, the Board of Trustees shall designate their duties and duration.
   Currently, these committees include the Social, Leave No Trace, and History committees.

d. Members who would like to establish a new committee need to bring their proposal to the board.

Committee Chair and Members:

a. The Chair of a Regular Committee shall be elected by the Members. If a Regular Committee chair resigns, the Board of Trustees shall appoint a member to fulfill the remaining term.

b. The Chair of Special Purpose Committees shall be appointed by the President from the membership at large, subject to approval of the Board of Trustees.

The Chair shall –

a. Ensure the duties of the committee are fulfilled;

b. Submit reports to the Board as activity dictates to be included in the minutes;

c. Submit an annual summary of their committee's activities prior to the November Board meeting;

d. Document the Committee's procedures and best practices to be passed on to future chairs.

e. All committees shall be composed of as many members as the Committee Chair determines.

f. The President, subject to approval by the Board of Trustees, may at any time, in their discretion, add members to, remove from, or replace a member of any committee, or fill vacancies therein.

g. The Chair of each committee may designate such sub-committees to carry out any functions assigned to their committee.

h. Committee chairs attending Board of Trustees meetings may participate in the Board's deliberations but shall not be entitled to vote on any matters before the Board unless they are members of the Board of Trustees.

i. Chairs of committees shall maintain close liaison with each other to prevent conflicts in scheduling events and especially in cases where there may be an overlap of activities or a possible division of responsibility.

Committee Funds:

a. The committee chair may submit an annual budget for approval by the board at the annual budget meeting of the board in the fall.

b. The chair shall be accountable for expenses and their proper use. They shall maintain such records of receipts and disbursements as the Treasurer shall direct.

Nesika Lodge and Tyee Lodge:

See Section 15. Lodge Operations below -

a. The Nesika Lodge and Tyee Lodge Trustees shall administer, supervise, and control the buildings, grounds, and other property of the Club pertaining thereto.

b. The Lodge Trustee shall purchase, replace, and replenish the usual household items and supplies necessary to maintain the lodge and grounds in usable condition from Club funds.

c. Provide keys to individuals who are winter trained, have paid the key deposit and are approved by the board.

d. The lodge trustees are responsible for training all hosts, especially on Winter closing procedures.

e. The Lodge Trustee shall make such alterations and repairs to the buildings, grounds, furniture, fixtures, and equipment as shall be required to maintain them in good order and repair.

f. Attend monthly board meetings and prepare a monthly activity report for the minutes and the Blazer.

g. Coordinate with the Forest Service and Multnomah County on road and gate access.

h. Schedule monthly work parties during mild weather seasons and coordinate cooks for these weekends

i. Service & maintain all lodge vehicles and machinery. Schedule inspections and cleaning as needed.

j. Make an annual inventory and submit this to the Vice President.

k. Arrange the Winter oil delivery for Tyee.

l. Submit a report about the year's activities at the lodges for the annual membership meeting.

m. Be responsible for planning all necessary activities to prepare lodges for the seasonal changes.

n. The Lodge Trustees shall prepare an annual budget for the next year with the assistance of the Treasurer and the Board of Trustees, on or before the regular November Board meeting. Approval of the budget shall automatically constitute authorization to the Treasurer to allocate for the use of the Lodges the funds provided in the budget. Request Board approval for any non-budgeted items, exceeding $1,000 unless it is an urgent emergency repair.

o. The Lodge Trustees shall enforce all rules and regulations as given by the Board of Trustees for the operation and maintenance of the properties and the control of the members and their guests in the use of the buildings, furniture, fixtures, and supplies, and shall report to the Board of Trustees any flagrant violation thereof by any member or guest.

p. Coordinate lodge rental for members and outside groups.

q. Lodge expenses are to be approved by the lodge trustee, and ALL original receipts, or legible digital copy, must be given to the treasurer for reimbursement. (It is advised to keep receipt copies until payment is made.) Expenses are to be recorded on the TCO reimbursement form using the correct line-item numbers. This makes bookkeeping easier for the treasurer.

r. Tyee Lodge chair will provide revenue received to the lodge, number of youth (priority 1 and 2) in February for the previous year to the Forest Service permit officer. Maintain statistics on lodge usage for the Forest Service annual invoice. To coordinate with the Forest Service to comply with regulations for Tyee.

s. Coordinate with the Forest Service to schedule litter clean-ups to offset annual fees – work in lieu. Work-in-lieu hours are to be recorded and given to the FS permit officer at ZigZag Ranger Station. When the bill for the lease is received, it should be reviewed by the board, then sent to the treasurer for payment.

t. Tyee Lodge - Work-in-lieu hours are to be coordinated with the FS permit officer and documented for lease fee reduction. 2025 rates were $34.57/hr. Work-in-lieu projects can be led by any member.

u. Tyee Lodge - TCO only allows one outside group per month, Dec-Mar at Tyee. Requests must be made in advance of the event to the board with the name of the TCO host of the event. The board votes up or down within 48 hours via email. This is primarily coordinated by the lodge chair, but not always. The host or lodge chair records the event immediately on the TCO calendar and informs the outside group of their approval.

v. Lodge trustees will keep track of all lodge keys and maintain their appropriate distribution.

Membership Committee:

a. Promote interest in membership by desirable communications, event invitations, and informational activities.

b. Receive all membership applications, carry on all correspondence relating thereto, investigate the qualifications and eligibility of each applicant for membership and present all applications to the Board of Trustees with its recommendation.

c. Monitor online the membership payments or collect physical payment to be coordinated with the deposit by the treasurer.

d. Notify applicants of their election to membership, welcome them into the Club, encourage them to participate in the Club's activities, and send to them such material as shall be designated by the Board of Trustees.

e. Stimulate attendance by members at all functions of the Club.

f. Keep the official records of the Club pertaining to membership.

g. Send out annual Club dues notification by November for the upcoming year, via post and email.

h. Send out all notices for Club dues in the December issue of the "Trail Blazer." A reminder shall be published in the January issue.

i. The Membership Trustee shall prepare an annual budget for the next year with the assistance of the Treasurer and the Board of Trustees, on or before the regular November Board meeting. Approval of the budget shall automatically constitute authorization to the Treasurer to allocate for the use of the funds provided in the budget.

Publications Committee:

Publications Committee Responsibilities

. Write, publish, and distribute the club newsletter the ***Trail Blazer*** which will include the minutes of the previous month's Board meeting.

a. Maintain and update the club's website ***www.trailsclub.org***.

b. Maintain club email addresses/accounts associated with trailsclub.org.

c. Monitor club social media pages/groups, including Meetup and Facebook.

d. Maintain the club cloud storage on Google Drive.

e. Designate members to assist with these duties as needed.

Possible Personnel

a. **Publications Trustee**: Committee chair, Board Trustee
   Responsible for overall committee communication, budget, and board representation.

b. **Trail Blazer Editor**
   Responsible for collecting and editing newsletter content, composing the newsletter, and distributing the newsletter to the membership.

c. **Backup Editor**
   Fills in for the Editor when the editor is not available.

d. **Reviewers of the newsletter**
   Proofread and provide feedback on each issue of the Trail Blazer.

e. **Webmaster, Assistant Webmaster**
   Maintain the club website. Collect content sent in via Blazer@trailsclub.org or Webmaster@trailsclub.org and post information to the website.
   Maintain club email addresses.

f. **Reviewers of the Web**
   Provide feedback on web content. Most submitters are given information to allow them to verify posted content.

g. **Facebook manager**
   Monitors posting on the TCO Facebook group. Research and approves requests to join the Facebook group.
   Select TCO members as Administrators on the TCO Facebook Group to approve participants and moderate the Facebook Group.

h. **Meetup manager**
   Monitors postings on the TCO Meetup site. Approves new organizers. Help TCO members use Meetup to post events. *Note that events posted to Meetup also need to be posted to the TCO website to be considered official TCO events. TCO events do not need to be posted to the TCO Meetup site. Meetup is used to recruit new members from a wider audience at the discretion of the event host.*
   The Meetup roles should be monitored periodically to remove non-members from organizer roles.
   Organizer: Publication Trustee (Meetup only allows one Organizer.)
   Co-Organizer: Trustees as backup for the Publications Trustee.
   Assistant Organizer: Other club members who can moderate the Meetup site.
   Event Organizer: Any member who has events to post.
   Member: General public who have signed up for TCO Meetup notifications (This does not constitute TCO membership.)

i. **Google Drive Manager**
   Administers the Google Drive account. Sends Shares and Links as needed to members. Helps members who are not familiar with Google Drive.

The Publication Committee rarely meets as a group. Most committee business is conducted electronically.

Policies and Processes

Trail Blazer

The Trail Blazer is our primary print publication for communication with our members. The Trail Blazer is published in electronic form. The Trail Blazer is published monthly, with the goal of being in members'

hands on the first of each month.

Content Submissions:

a. Trail Blazer submissions are sent to blazer@trailsclub.org. The deadline is the 15th of the month. Late submissions are included at the discretion of the editor.

b. In general, all submissions by members will be included in the Trail Blazer, but all submissions are subject to acceptance and editing by the Trail Blazer editor.

c. Submissions for routine events should include the information and follow the format described in each issue of the Trail Blazer and on the calendar page of the website.

d. Descriptions of routine events (hikes, bikes, etc.) should be limited to 100 words. The editor may remove content from excessively long descriptions.

e. Announcements for non-TCO events will be accepted if they are of general interest to the club membership.

f. We may accept advertising, or announcements for commercial events unassociated with that are mutually beneficial to the Club.

Distribution:

a. All members with a registered email address will be sent an email with the Trail Blazer in HTML format. The Trail Blazer (HTML) and a link to the electronic file (PDF) is provided on the club website each month when each new issue is available.

b. Back issues (PDF) are maintained and available through the club website.

Production process:

a. The editor collects content from member submissions to Blazer@trailsclib.org, and from the club website.

b. Each issue is composed using a template, or a previous issue as a template. The current composition tool is RGE Studio, an on-line HTML editor for newsletters.

c. A link to the draft Trail Blazer is sent via email to volunteer proofreaders as each issue becomes complete. Proofing comments are returned via email.

d. The final version is exported into ZOHO Campaigns for distribution.

e. Mailing address information is extracted from the club database and updated on ZOHO Campaigns. This is done after each board meeting to include new members in the lists.

f. ZOHO Campaigns is used to send the Trail Blazer to the membership.

g. Any email address that has a hard bounce is brought to the attention of the membership chair to correct in the club database.

h. The Webmaster posts the Trail Blazer (HTML) on the club website. The PDF of each issue is also posted to the club website and the archive on Google Drive.

TCO Website

The club website www.trailsclub.org is our primary electronic presence. Information about the club, current activities, current calendar of events, and electronic copies of our newsletter are maintained on this site.

Content Submissions:

a. Web submissions are sent via email to blazer@trailsclub.org or webmaster@triailsclub.org. Blazer@ is preferred as it informs several people about scheduled events.

b. An attempt is made to post new content to the web within 24 hours. However, it may be several days before new content is posted in some cases as webmaster positions are volunteers, and they like to play on weekends.

c. Webmasters have editorial power over all submittals. The format of articles will be adjusted for uniform appearance on our web pages. Preferred format of routine events is as described for the Trail Blazer above.

d. Announcements for non-TCO events will be accepted if they are of general interest to the club membership.

Processes

a. The Trails Club website is currently hosted on Blue Host. It is a website based on Word Press.

b. Parts of the TCO website are protected and available only to members. Each member registers on the website for an individual account. The protected content is primarily the membership directory.

c. The webmaster responds to requests for web account holders for promotion to member or author status. Author status allows event creation on the website.

d. The Trail Blazer does not contain contact information for new members, only names are provided. The contact information for all members is listed in the Membership directory.

Club Email addresses

A set of club email addresses, in the trailsclub.org domain, are maintained to provide a consistent way for members to communicate with the club functions. Most of these addresses forward out to one or more club members' personal email accounts. Target addresses are changed as new people take on various club roles. The webmaster maintains these email addresses.

These accounts are maintained in conjunction with our web hosting on Blue Host.

A complete list of email addresses and descriptions is included in **Appendix A**.

Social Media

We currently maintain a Facebook Group and a Meetup site. Each account is monitored by a TCO member.

Policy for social media is included in **Appendix B**.

Maintain the club cloud storage on Google Drive.

The club has a Google Drive account to provide a place to store club electronic documents independent of any members' personal computer. The intent is to share access to Google Drive with board members and committee chairs as needed to store and access club electronic files.

Organization

Root level of Google Drive is reserved for files we want to protect from general access. People with login credentials for the Google Drive account will be able to access it, but no one else. Currently there are 2 folders:

a. **Admin**: contains files related to the administration of Google Drive. A place to record password information and share information.

b. **Board Documents** – The root of all the shareable information.

Google Drive allows you to ***Share*** a folder.

The Board Documents folder contains folders for each functional part of the club (Nesika, Tyee, Membership, Social, History, etc.)

Current Committee Personnel

a. Publications Trustee: Joel Reitz

b. Newsletter Editor: Joel Reitz

c. Backup Editor: Joel Reitz
d. Reviewers of the newsletter: Board
e. Webmaster: Joel Reitz
f. Assistant Webmaster: Eric Zimmerman
g. Reviewers of the Web: Various
h. Facebook manager: Beverly Drottar
i. Meetup manager: Joel Reitz
j. Google Drive Manager: Eric Zimmerman / Joel Reitz

Appendix A – club email addresses

Address	Description
info@trailsclub.org	For general inquiries about the club, routed to membership.
mail@trailsclub.org	General contact for the club. Forwards to the Membership and Trips trustee.
blazer@trailsclub.org	This address is used to submit activities and content to our publications (Trail Blazer and website). This mail is delivered to several people including the Trail Blazer editor, Webmaster, and the Trips chair (who monitors trip leaders).
webmaster@trailsclub.org	This address is used to submit problems with the website. It can be used to submit web-only content, but blazer@ is preferred for all content.
membership@trailsclub.org	This address is used to submit changes to member contact information (Address, Phone, email, Name changes).
dues@trailsclub.org	This address is for questions about dues and membership status and is routed to membership and the treasurer.
nesika@trailsclub.org tyee@trailsclub.org	These addresses are used to request lodge use or report issues with the lodges. They are routed to the lodge trustees and the VP.
board@trailsclub.org	This address is sent to all board members.
agenda@trailsclub.org	This address is sent to all board members and other committees.
President@trailsclub.org VicePres@trailsclub.org Treasurer@trailsclub.org Secretary@trailsclub.org Trustees: NesikaChair@trailsclub.org TyeeChair@trailsclub.org MembershipChair@trailsclub.org PublicationChair@trailsclub.org OEO@trailsclub.org TripsChair@trailsclub.org	These addresses are sent to the person holding the indicated club office.
officers@trailsclub.org	Sent only to the 4 officers: Pres. V.P. Treasurer, and Secretary.
trustees@trailsclub.org	Sent only to the non-officer trustees.
legal@trailsclub.org	Sent to the legal representative. (President)
historian@trailsclub.org	This is sent to the club historian.
conservation@trailsclub.org	This is sent to the club conservation committee.
LeaveNoTrace@trailsclub.org	This is sent to the Leave No Trace Committee.

Outdoor Education and Outreach Committee:

Inclusion Statement:

> "TCO wishes to be an inclusive organization that helps increase access to outdoor activities for everyone; including marginalized people, minorities, and people of all physical abilities and socio-economic status."

TCO established an Outreach Committee for the purpose of taking intentional steps to create diversity within the club, to support access to the outdoors for all individuals, provide education and opportunities for more people to enjoy the outdoor environment, and to be a space where members are acknowledged and feel they belong.

Duties:

a. This will include partnering with community organizations, to explore how TCO members and assets can support access to the outdoors for all individuals. Our primary area of focus is marginalized groups that do not have access to the outdoors as current TCO members are privileged to enjoy.
b. The committee will report monthly to the board in writing and in person by the committee chair.
c. The committee's responsibilities will include serving as the heart of TCO. Possible ways to complete this include acknowledging new members with a greeting upon application and acceptance into the club, following up to see if new members are getting connected and answering questions, mentoring members on organization in roles of hosting, trip leadership, social activity planning, and taking on leadership positions. Also, acknowledging the contributions of current members when time and resources are donated.
d. This committee would work closely with Social, Trips and Membership committees.
e. The committee chair is a board trustee with voting privileges.
f. The chair may submit an annual budget request during the board's budget planning in the Fall.
g. The OE&O Chair will submit a summary report of the year's activities at the annual meeting.

Trips Committee:

a. The Trips Chair shall oversee and support all hikes and outings of the Club, including regular hikes, backpacking, and winter sports activities, except those authorized by the Board of Trustees to be conducted by other committees.
b. It shall provide leaders for all its events.
c. For trips and events to be official, they shall be placed in the Club's website calendar. The Board has the right to evaluate and approve the appropriateness of any activity or hike for safety, liability or other reasons and may remove any not deemed appropriate for the Club.
d. The Treasurer shall obtain promptly from the leader of each scheduled event the revenues derived from the event. Trips reports and/or other information appropriate for reference may be submitted.
e. Trips Chairperson may schedule meetings and educational events as needed for the trip leaders. Trip Chairperson is a voting board trustee.
f. The trips chair will submit a report on the year's events for the annual meeting.

Conservation Committee:

The Conservation Committee shall study conservation problems and issues, inform the Board of

Trustees and the membership on such matters and recommend to the Board of Trustees such action thereon, as it deems appropriate. The chairperson will submit a report for the annual meeting.

History Committee:

The History Committee shall collect and preserve all publications of the Club and record the Club's activities and achievements. The chairperson will submit a report on the year's activities for the annual meeting.

Social Committee:

The Social Trustee chairs the Social Committee, which plans and conducts social functions for the club including Spring Social, Summer Social, Annual Meeting, and optionally an Annual Banquet.

Core Responsibilities

Board & Committee Management

a. Report on committee activities to the Board
b. Schedule and conduct Social Committee meetings as needed
c. Recruit and support committee members and event coordinators
d. Notify the Board of event dates for the club calendar

Event Coordination

a. Plan and execute the Spring Social
b. Plan and execute the Summer Social
c. Arrange refreshments for the Annual Meeting (typically held on a Sunday in November)
d. Coordinate Annual Banquet if held (optional event)
e. Prepare event detail content/copy for club communication channels (Facebook, Meetup, website, Trail Blazer newsletter) for each event

Annual Timeline

January-February

- Schedule Social Committee meeting to recruit event coordinators
- Set event dates for the year and submit them to the Board

March-April

- Finalize Spring Social plans
- If hosting banquet: finalize venue, menu, and program details

May-June

- Finalize Summer Social plans

October

- Prepare budget for upcoming year in coordination with the board on or before the November

board meeting
- Arrange refreshments for Annual Meeting

November

- Present or submit a small yearly summary for the Annual Meeting
- Attending Annual Meeting
- Update procedures for incoming committee chair if needed

Leave No Trace Committee:

Educates club members about the 7 Leave No Trace Principles (Plan ahead and Prepare, Travel and Camp on Durable Surfaces, Dispose of Waste Properly, Leave What you Find, Minimize Campfire Impacts, Respect Wildlife, Be Considerate of other visitors) through presentations and written materials.
The Committee may:

a. Lead By example during club outings and events
b. Stay up to date with the latest techniques and best practices
c. Encourage responsible outdoor ethics within the broader community by:
    1. Offering 3-4 educational Outreach Events per year which may include presentations, workshops or training sessions for club members and the public
    2. Write 3-4 Leave No Trace focused articles or social media posts annually to promote best practices.
    3. Develop a Leave No Trace Resources Page on the Trails Club of Oregon Website and update as best practices change
d. Educate, Advocate, Collaborate and Communicate

Work with trips Leaders: to integrate Leave No Trace into their outings

- Network with other Organizations:

Connect with other Leave No Trace Organizations and outdoor groups to share best practices and promote responsible recreation.

a. Present or submit a small yearly summary for the Annual Meeting
b. The Chairperson will submit a report on the year's activities for the annual meeting.

Section 5: FUNDS, INVESTMENTS, PROPERTY, BUDGETS and AUDITS

Fiscal Year:

The financial records of the Club and such other records as shall be required to be maintained for reporting purposes and shall be kept on a calendar year basis.

Investments:

a. The Investment Advisor shall invest all Club funds available for investment in accordance with objectives approved by the Board of Trustees. Any withdrawal from the investment account shall leave a balance of at least *$400,000 (as of 2013)* in realizable funds exclusive of funds in the

Memorial Endowment, unless approved by a two-third vote at any annual or special meeting of the membership.

b. The minimum balance shall be adjusted for inflation at a rate determined by the Board of Trustees. The adjustment process and rate shall be reviewed periodically, but at least every five years. In the review process, the inflation rate may be altered to reflect changed market conditions upon recommendation of the Investment Committee to the Board of Trustees.

c. The Treasurer shall report all transactions made to the Board of Trustees at its next meeting.

Memorial Endowment Fund

a. The Board of Trustees shall establish a Memorial Endowment Fund to provide financial assistance to promote hiking, climbing, skiing, camping and similar outdoor activities, through direct aid for a particular event or purpose (such as educational activities), or through awards to one or more individuals. The fund shall consist of such funds as are donated to the Club for that particular purpose. Once placed in the Memorial Endowment Fund, no withdrawal of any amount may be made other than the earnings except upon a two-thirds vote of the membership present at any annual meeting of the Club or any special meeting called per Article VII, Section 2 of the Bylaws.

b. The Board of Trustees may expand the purpose of the Memorial Endowment Fund by a two-thirds vote of the membership present at any annual meeting of the Club or any special meeting called per Article VII, Section 2 of the Bylaws.

c. The Board of Trustees will determine distribution of the earnings from the Memorial Endowment. In making its recommendations, the Board shall take into consideration any specific instructions pertaining to use of the income. At its discretion, the Board may recommend an amount less than a full year's earnings. Any amount not distributed in a calendar year shall remain available for future distribution unless the Board of Trustees approves that all or any portion shall be added to the Memorial Endowment

d. Responsibility for investment of the funds in the Memorial Endowment shall be vested in the Club's Investment Advisor in separate investments except that, pending investment, the funds may be mingled with any other Club funds.

Auditing

a. When requested by the Board of Trustees, an audit of the financial records of the Club or of any Committee will be made.

Section 6: INSURANCE

a. Property Insurance on both lodges

b. Liability Insurance

c. Directors and Officers Insurance

Section 7: RECORDS RETENTION POLICY

a. Paper documents indicated under the terms for retention in the following section will be transferred and maintained by designated trustees or committee chairs.

b. Electronic documents indicated under the terms for retention in the following section will be transferred and maintained in the Club’s cloud storage on Google Drive.

Record Retention

The following table* indicates the minimum requirements and is provided as guidance to customize in

determining your organization's document retention policy. Because statutes of limitations and state and government agency requirements vary from state to state, each organization should carefully consider its requirements and consult with legal counsel before adopting a Document Retention and Destruction Policy. In addition, federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analysis/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently

Type of Document	Minimum Requirement
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Section 8. CONFLICT OF INTEREST POLICY

Purpose

The purpose of the Conflict-of-Interest Policy is to protect this tax-exempt organization's interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions

Interested/Disqualified Person
Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
Financial Interest
A person has a financial interest if the person has, directly or indirectly, through business investment, or family:

a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
b. Compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
d. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
e. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures

Duty to Disclose
In connection with any actual or possible conflict of interest, an interested person must disclose the existence of financial interest and be given the opportunity to disclose all material facts to the Trustees and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists
After disclosure of the financial interest and all material facts, and after any discussion with the

interested person, they shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the governing board or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested Trustees whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
b. The names of the people who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,
b. Has read and understands the policy,
c. Has agreed to comply with the policy, and
d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
e. This will be done at the in-person December meeting and will be administered by the club secretary.

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in impermissible private benefit or in an excess benefit transaction.
c. These reviews are part of the board’s annual fall budget planning.

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Section 9. ACCOUNTABLE REINBURSEMENTS POLICY

Whereas Treasury Regulations 1.162-17 and 1.274-5(e) provide that an employee "need not report on his tax return" expenses paid or incurred by them solely for the benefit of their employer for which required to account and does account to the employer and which are charged directly or indirectly to the employer; and

Whereas Treasury Regulation 1.274-5(e) further provides that "an adequate accounting means the submission to the employer of a reimbursement form (statement of expense) or similar record maintained by the employee in which the information as to each element of expenditure (amount, time and place, business purpose, and business relationship) is recorded at or near the time of the expenditure, together with supporting documentary evidence, in a manner which conforms to the 'adequate records' requirements" set forth in the regulation; and

Whereas this organization desires to establish a reimbursement policy pursuant to Treasury Regulations 1.162-17 and 1.274-5(e); therefore, be it Resolved, that This organization hereby adopts a reimbursement policy pursuant to IRC Section. 62(c), IRC Section 274 and Treasury Regulations 1.162-17 and 1.274-5(e), upon the following terms and conditions:

The President, or any person now or hereafter employed by this organization shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the organization, if the following conditions are satisfied:

a. The expenses are reasonable in amount;
b. The person incurring the expense documents the amount, time and place, business purpose, and business relationship of each such expense with the same kinds of documentary evidence as would be required to support a deduction of the expense on the person's federal income tax return; and
c. The person documents such expenses by providing the organization treasurer with an accounting of such expenses no less frequently than monthly. In no event will an expense be reimbursed if substantiated more than sixty (60) days after the expense is paid or incurred by a President, associate of the organization or employee.

The organization shall not include on a President's or other employee's Form W2 the amount of any business or professional expense properly substantiated and reimbursed according to the preceding paragraph, and these persons should not report the amount of and such reimbursement on his or her Form 1040.

Any organization reimbursement that exceeds the amount of business or professional expenses properly accounted for pursuant to this reimbursement policy must be returned to the organization within 120 days after the associated expenses are paid or incurred and shall not be retained by the President, associate or employee.

If, for any reason, the organization's reimbursements are less than the amount of business and professional expenses properly substantiated by a President or other employee, the organization will report no part of the reimbursements on the employee's W2, and the President or employee may deduct the unreimbursed expenses as allowed by law.

Under no circumstances will the organization reimburse a President or other employee for business or professional expenses incurred on behalf of the organization that are not properly substantiated according to this policy. Organization and staff understand that this requirement is necessary to prevent our reimbursement plan from being classified as a "non-accountable" plan. All receipts and other documentary evidence used by a President or other employee to substantiate the business nature and amount of business expenses incurred on behalf of the organization shall be retained by the organization. The President or employee may, at his or her election, make copies of such evidence.

The organization reserves the right to deny a reimbursement request for the following reasons:

a. The individual requesting the reimbursement incurred an unauthorized expenditure;
b. The individual does not submit the request within 60 days of incurring the expenditure; or
c. The organization's budget cannot support the reimbursement.

In the case where the organization denies a reimbursement request, a written explanation shall be given to the individual stating one of the three items described above.

Section 10. GIFT ACCEPTABLE POLICY

The Trails Club of Oregon encourages the acceptance of gifts for purposes that will help the Trails Club of Oregon to further and fulfill its mission.

The mission of the Trails Club of Oregon is stated in the introduction section.

This policy is a guide to accepting gifts to the club. Because we cannot anticipate all possible forms of future gifts, the policy focuses on common gifts and provides a structure for making decisions about unusual, controversial, or unanticipated bequests.

Gift acceptance and management are determined by the ***gift type*** and ***gift category*** as described below. The Board of Trustees makes the final decision on the acceptance of all gifts, possibly with the advice of a committee, committee chair or a Gift Acceptance Committee as described below.

Gift Types

Gifts will be of the following types:

a. **Cash** - These are gifts in cash, check, or other form that is easily converted to cash.
b. **Usable Property** - These are property (e.g., equipment, tools, furniture, decorations) that may be directly used in club operations.
c. **Services -** Professional **s**ervices rendered to the club.
   Services that are designated as gifts are services, we would expect to, and willingly, pay for, but are donated by the provider free of charge.
d. **Other** - All other types of gifts including, but not limited to, Real Estate, Securities, Certificates of Deposit, Beneficiary Designations, and Insurance Policies are designated as "other" gifts.
   Cash gifts present no barriers or special considerations. Cash gifts are generally accepted and managed based on the Gift Category.
   Usable Property gifts are accepted if they are suitable for direct use in club operations. The suitability of these gifts is determined by the board with advice from the committee, or committee chair, that would make use of the property (e.g., Lodges, Alpine Outing, etc.). The board should consider carefully if a property gift has issues with liability, storage, maintenance and operation costs, or transportation.

Service gifts are infrequent, but easy to accept. Usually, they are a service donated by a provider who is not a club member. The Trails club is a volunteer driven club and depends on members donating "services" on an ongoing basis to keep the club operational. Many donated services are part of the culture of our club and are not considered gifts under this policy.
Other gifts are infrequent. All these gifts will be reviewed by the Gift Acceptance Committee (see below).

Gift Categories

Gifts will be categorized as one of the following:

a. Undesignated Gifts
These are gifts that are given with no designation for their use by the donor. If cash, they go into the club's general fund and are used for club operations.

b. Memorial Gifts
These are gifts designated by the donor as memorial gifts. If cash, they will go into the Memorial fund and be managed according to the Memorial Endowment Committee policies.

c. Designated Gifts
These are gifts designated for a specific purpose by the donor (e.g., Nesika lodge, Tyee Lodge). Designated gifts are only accepted if their designated purpose is attainable, in a reasonable time frame, considering current club operations. If cash, these gifts will go into the club's General fund, but will be tracked until they are used for their intended purposes. Donors are notified by the club when gifts have been used for its designated purposes.

Gift Acceptance Procedure

All gifts to the club will be approved by the Board of Trustees. Cash gifts that are undesignated or memorial gifts can be accepted with a board vote and funds passed to the appropriate account for management.
Usable Property and Service gifts may require the board to consult with a committee or committee chair to determine whether the gift is suitable for club operations. Exceptional property gifts may require consideration of a Gift Acceptance Committee (see below).
Other gifts, or any gift that is deemed to be exceptional, will be referred to the Gift Acceptance Committee for consideration (see below). Any gift can be deemed exceptional if accepting the gift has a long-term impact on the club other than the value of the gift.
Once any gift is accepted the board will acknowledge the acceptance of the gift with the donor. If the gift was a Designated gift, the board will also inform the donor when the gift is used for the designated purpose and exactly how the club used the gift.
If a gift is rejected, the board will inform the donor of the decision and the reason we deemed the gift unsuitable for the club.
Once a gift is accepted, it becomes the sole property of the Trails Club of Oregon. The Trails Club of Oregon reserves the right to decide upon the disposition of all gifts.

Gift Acceptance Committee

Exceptional gifts may require the review of a Gift Acceptance Committee. A committee will be formed when the board determines that it has been offered a gift that is considered exceptional (as described above).
A Gift Acceptance Committee shall consist of:

- The President of the Trails Club of Oregon
- The Treasurer of the Trails Club of Oregon
- Two members of the Board of Trustees, appointed by the President
- Such other members as appointed by the President

A Gift Acceptance Committee is charged with the responsibility of reviewing gifts made to the Trails Club of Oregon, properly screening gifts, and making recommendations to the Board of Trustees on gift acceptance.
By nature, exceptional gifts are infrequent and have a broader impact on the club than simple gifts. Because we cannot anticipate what forms these exceptional gifts may take, it is not possible to describe how to deal with all possible cases.
A Gift Acceptance Committee may need to engage the services of experts such as club legal counsel, outside legal counsel, or appraisers.

Section 11. DONATED PROPERTY POLICY

If the organization receives a donation of personal property that does not have a useful organizational function, the Board of Trustees will meet at a regularly called board meeting and decide how to put the property to use or dispose of it. The organization will follow the procedures outlined below:

a. We will first attempt to find an applicable use of the property.
b. The property will be evaluated, and an estimated value will be established that is as close to the fair market value of that item. An attempt to sell the property at that price will be made. The monies raised from the sale of the item shall be used solely for organization purposes.
c. If efforts to sell the property fail, then it shall be auctioned off on the organization property to the highest bidder. At all times the funds from the sale of the item shall be used solely for organization purposes.

The organization may accept gifts of real estate, including houses, condominiums, commercial properties, farmland, rental property and undeveloped land, after a thorough review of the following factors:

a. The usefulness of the property for organization purposes
b. The marketability of the property
c. The existence of restrictions, reservations, easements, and/or other limitations
d. The existence of encumbrances, such as mortgages and mechanics liens
e. Carrying costs, such as property owner’s association dues, taxes, insurance, and other maintenance expenses, and
f. Fair market value in relation to the costs and limits listed above as determined by a qualified appraisal conducted in accordance with IRS standards Prior to the acceptance of any parcel of real property, an assessment of the potential environmental risks may be conducted. This assessment may include the following:
    1. An inquiry of the present owner regarding his, her or its knowledge of the history of the property
    2. A title search to determine who the prior owners might have been
    3. A consultation with federal, state, and local environmental agencies to find out whether the property has any history of hazardous waste contamination: and
    4. A visual inspection of the property for any evidence of environmental hazards

An environmental audit conducted by a professional service also may be required.
The decision to accept gifts of real estate requires approval by the Board of Trustees.
The organization reserves the right to require that the donor or the donor's personal representative pay the cost, including professional fees, of any review or investigation described above as a condition of considering acceptance of the property in question.

Section 12. AWARDS

Distinguished Service Award

Henry Waespe Distinguished Service Award
The highest honor the Trails Club can bestow is the Henry Waespe Distinguished Service Award. This recognition is given to an individual who has served the Club both well and long. It is given not for a single achievement, but for a record of service to the Club in various capacities. It remembers Henry Waespe, who spent almost a lifetime serving the Club he loved.

High Traveler (PCT)

Una Davies High Traveler Award
Una Davies was president of the Club in 1956-57, and she was an avid backpacker. This award was named to honor Una after her death on a backpack above Packwood Glacier in Washington. The award goes to the member who has the most new miles on the Pacific Crest Trail in Washington and Oregon. No duplicate miles may be counted. Thirty miles are minimum to start the award. A card is issued for the first 30 miles and each additional 20 miles. The annual award may be sought through an application form provided by the backpack committee. The High Traveler plaque is displayed at Tyee.
Members are responsible for reporting their miles to the club each year by March 1. Policies and the application form are available on the forms page. This award is currently inactive and has not been awarded recently, since we do not have any members reporting their mileage on the PCT.

High Miler

Mary Lou Greene High Miler Award
Mary Lou was a former president of the Trails Club in 1965. She and Norm were avid backpackers on all trails in the Northwest. A badge is issued for the first 30 miles, and a chevron for 100, 250, 500, 750 and 1000 miles. The high Miler Award is presented annually to the person who hikes the most total miles on Trails Club sponsored day hikes, backpacks, snowshoes, x-c skis, climbs, and a percentage of bike rides. The members must apply in January. The High Miler Award plaque is displayed at Tyee. Members are responsible for reporting their miles to the club each year by March 1st for the prior year's mileage. Policies and the application form are available on the forms page.

High Bike Mileage Award

Allen Burrell High Bike Mileage Award
New in 2020 to honor Allen Burell for his many years leading the TCO Bike group. This award is currently inactive, since we no longer have an active biking group.

Section 13. ORDER OF BUSINESS

The following order of business shall be followed so far as applicable, at meetings of the Board of Trustees and any Club meetings:

a. Reading of minutes of previous meeting
b. Communications and business arising there from
c. Treasurer's report
d. Reports of Committees
e. Unfinished business
f. New business

At the annual meeting the President's report shall be given after the reading of communications and business arising there from.

Section 14. RULES OF ORDER

Robert's Rules of Order shall govern all Club meetings and meetings of the Board of Trustees as to parliamentary usages, so far as practical and not inconsistent with these Bylaws.

Section 15. ACTIVITY GUIDELINES

Dog Access Policy

The Trails Club of Oregon (TCO) welcomes members and guests who wish to bring their dogs to lodge outings while maintaining a safe and respectful environment for all visitors. The following updated guidelines outline dog access and responsibilities at Nesika and Tyee Lodges:

General Guidelines
Nesika Lodge:

- Dogs are not permitted inside the lodge or dorm.

Tyee Lodge:

- Dogs are permitted only in the basement area of the lodge.
- Dogs are not allowed to stay overnight in any part of the lodge.

Leash Policy:

- Leashes are not required on lodge grounds. However, owners are expected to use good judgment and leash dogs when necessary to ensure the safety and comfort of all guests and animals.

Owner Responsibilities:

- Owners must clean up after their dogs. Waste should be buried at least 6 inches deep and 100 feet away from lodges, trails, or water sources.
- Dog food must not be left unattended overnight to prevent attracting wildlife or rodents.
- Owners are fully responsible for the behavior of their dogs and any damage or incidents caused by them.

Troublesome Dogs:

- TCO hosts reserve the right to bar dogs that exhibit problematic behavior from future events. Examples of such behavior include excessive barking, aggression, persistent bad odor, or lack of control.

Service Animals:

- Service animals are permitted in all areas of the lodges, except the kitchen, in accordance with federal and state regulations. Service animals must always remain under the control of their handler.

Safety Disclaimer:

- The Trails Club of Oregon is not responsible for injuries to dogs during work trips, hikes, or lodge visits. Owners assume full responsibility for their pets.

See the roles of the Tyee and Nesika Trustees as listed under board officers.

Lodge Hosting

a. Lodge Hosts are responsible for making sure the lodges are properly opened and closed. They are also responsible for collecting all lodge fees for the nights that they host or making sure that online payments are made. Hosts will also enforce Lodge Rules and make sure everyone is aware of safety rules and procedures.
b. The lodges will open and close at the Host's discretion.
c. Hosted nights will be published in the TCO calendar.
d. The lodge Hosts are not required to pay lodge fees for the night that they host. If meals are served, an additional night's lodging is given to a second Host (to serve as a cook). If 25 or more overnight guests are served, a third Host is also given free lodging.
e. Meal fees are established by the board. Children under 14 may be charged half price. Any meal money left over after food purchases have been reimbursed will be paid to the club and used to buy non-perishable staple foods for the following season.

Lodge Use, Registration, and Fees

a. The lodges are for the use of members, their families, and their guests. People under 18 must be under the direct supervision of a responsible adult. Members may bring guests unless a scheduled activity is published as being restricted to members. There is a limit of five guests per member.
b. Members may use the lodges at any time. A qualified person must, however, open and close the lodge. Keys are available from Lodge Trustees. Overnight space may be reserved, during scheduled events, by pre-registering with the lodge Host or designated contact. At other times overnight space is on a first-come basis.
c. Members are responsible for mailing in, or paying online at TCO's website, the lodge fees for themselves and their guests at times when there is no host present at the lodge to collect fees. Registration cards and pre-addressed envelopes will be placed in each lodge to facilitate this.
d. All people staying overnight in or near the Lodge (except Hosts) are required to pay lodge fees. This includes people who camp outside near the Lodges.
e. Current lodge fees are as follows:

Members	$ 18,00
Jr Members	$ 12.00
Member's Child (12 - 17)	$ 18.00
Member's child (under 12)	$ 6.00
Guest	$ 30.00
Guest's Child (12-17)	$ 18.00
Guest's Child (under 12)	$ 12.00

There is a $4 per person suggested donation for day use of lodge facilities.

f. Current meal charges are as follows:

	Breakfast	**Lunch (if provided)**	**Dinner**
Adult (12 and over)	$7.00	$9.00	$10.00
Child (under 12)	$3.50	$4.50	$5.00

Tyee Rentals

a. In November, ask potential hosts what weekends they wish to host and have them post their weekends on the TCO calendar.
b. Weekends that are left may be offered to any interested outside groups. Overnight prices: $30/night adults, $12/ youth if more than 12 youth are present, $15 if less than 12 youth are present.
c. When the date is chosen, email the board for approval, mentioning the name of the group, the TCO host who will cover and the dates. Approval is not expected within a 48-hour window. Secretary to document.
d. Booking to be placed on the calendar. If a youth group is booked, the lodge is closed to TCO members for liability reasons.
e. No more than one outside group per month may use Tyee Dec-March per TCO policy. Members and adult groups can be combined.
f. Inform the outside group that the booking is approved, but a $100 deposit is required by check or on-line. 100% refund if cancelled 14 days before the event, 50% refund if cancelled within 14 days of the event.
g. Unscheduled lodge openings have a per night minimum of $42.00.
h. There is a minimum charge of $90.00 per night for use of Tyee lodge between Nov. 1 and April 30. The minimum fee does not apply to hosted events or the night prior to a hosted event that is published 14 days in advance of the event.

Lodge Keys

a. There is a $20.00 refundable key deposit for each personal lodge key issued.
b. Members may obtain personal lodge keys subject to the approval of the Board of Trustees. To obtain a personal lodge key, Members must meet the following qualifications:
    1. Must have been a member for at least 1 year.
    2. Must be 19 years of age or older.
    3. Be trained in opening and closing procedures for the requested lodge.
    4. Apply to the Board, in writing, requesting a key.
    5. Pay the $20.00 key deposit.
c. Keys will be issued by Lodge Trustees only.
d. Members will not loan their lodge keys without approval of the Lodge's trustee or other Board member.
e. The Lodge's Trustee may provide temporary keys to individuals for specific purposes at their discretion. The person loaning the key will be responsible for its use.

Lodge Rules

a. The overriding rules at the lodges are always **Common Sense** and **Courtesy to others**.
b. All people using the lodge are asked to sign the register, even if they do not stay overnight.
c. Smoking is not allowed at any time in any lodge building.
d. Alcohol use is moderated by the lodge host.
e. Food is not permitted in any dorm.
f. Except for approved lighting, heating, and cooking appliances, combustible materials and open flame will not be used inside the lodges for ski preparation or any other purpose.
g. Any group of minors using the lodges must have adequate adult chaperones. Parents or sponsors

are responsible for ensuring that children are quiet and well-behaved. Children are not to be left unattended in the lodge.

h. All users of the lodge are expected to help with kitchen and lodge clean-up work. It is everyone's responsibility to leave the lodge clean for the next people. All garbage must be hauled out.
i. At Tyee, snow falling from the roof is a serious hazard during the winter months. Only the basement entrance will be used at Tyee during the winter months.
j. At Tyee, all ski equipment will be left in the basement. Heavy ski boots will not be worn on the main floor or in the dorms. Wet clothing should be left in the drying room in the basement.
k. Any modifications made to the lodge buildings or property, or contributions of equipment or materials must be approved in advance by the lodge trustee.

Work Trips

a. Regular work trips will be scheduled in the months with mild weather by the Lodges trustees each year. The purpose of these trips is to maintain and improve the lodges. Work trips will normally be scheduled at the convenience of the lodge trustee, and so as not to conflict with other scheduled club events as much as possible. Regular work trips will be publicized in the Trail Blazer and posted on the TCO calendar. Food and lodging will be provided for people working on work trip weekends. Members must register for the work trip so that meals can be planned.
b. Special work trips can be scheduled, for specific purposes, with approval of the Board. Food and lodging will be provided for all people working on special work trips.
c. Individual work trips can be scheduled with approval in advance of the Lodge Trustees. The work to be done and number of people must be agreed upon prior to the work trip. Lodging will be provided for all people working on individual work trips.
d. When meals are provided the cook will be reimbursed on an actual cost basis. Cooks may get a food advance by requesting it, from the lodge trustee, prior to the board meeting the month of the work trip.

Miscellaneous

Members may be reimbursed at a rate of $0.70 per mile when personal vehicles are used to travel to the lodges on club business. Travel must be pre-approved by the Lodge Trustees.

Articles of Incorporation Change log:

November 2024 Restated Articles of Incorporation in preparation for 501(c)(3) application.

Bylaws Change log:

November 2006: Meeting location update, gender neutral changes, general clean-up.

November 2008: Dues rose from $35.00 / $17.50 to $45.00 / $25.00.

November 2009: Change past presidents needed for the Nominating Committee from two to one.

November 2011: A VII, Sec 17a; Changed composition of Budget Advisory committee to include Lodges trustee.
A VII, Sec. 15; Changed Property Advisory committee from ongoing committee to one chosen as needed.

November 2013: Added non-discrimination statement to page ii. Add Secretary as authorized check signer, Section 4e. Increased minimum balance from $237,000 to $400,000, Section 13, Investment Committee. Eliminated Lodges and Properties Trustee position and added Nesika Lodge and Tyee Lodge Trustee positions to the Board. Section 1, Section 6, Section 15, and other places as appropriate. Authorized proxy voting by the Board of Trustees. Allows e-mail voting by the Board of Trustees when a decision must be made prior to the next scheduled Board Meeting.

November 2016 General dues rose to $50, junior dues to $5.00, Special dues raised to $30 Article II, Sec 2 f and 3 d.

November 2017 Senior and Additional Family member dues eliminated. Removed 2 sentences in Article II, Sec 2 f. describing Senior and AFM dues.

November 2019 Added provisional membership. Updated communication methods. Streamline board procedures.

November 2020 Deleted Article VI, Section 5: Bonding Treasurer.

November 2021 Updated Article VII, Section 10: Trips Committee.

November 2022 Updated Article III, Section 1: Annual Meetings.

November 2024 Rewrite of Bylaws in preparation for 501(c)(3) application.

Policies and Practices Change log:

November 2024 Created Policies and Practices in tandem with Revised Bylaws.

October 2025 Adopted Policies and Practices after editing and reviewing. Removed provisional membership.

December 2025 Updated safe deposit box location and clarified checking account signers.

May 2026 Changed lodge day use fee to donation suggestion.

July 2026 Updated software tools used by the publications committee.