

# **Rules of Order of the Coalition of Historical Trekkers**

Adopted August 26, 2003

## **Preamble**

Under Article XI §67 of Robert's Rules of Order, an organization's rules of order are rules relating to the orderly transaction of business in the meetings and to the duties of the officers. The rules contained within the CoHT Rules or Order shall govern the Coalition in all cases to which they are applicable and in which they are not inconsistent with the constitution and/or articles of incorporation of this Coalition.

## **Rules of Order Pertaining to the Executive Board**

The executive board consists of the elected officers of CoHT and performs various duties as authorized by the Constitution of CoHT, Robert's Rules of Order, and CoHT Articles of Incorporation. In addition to the specific duties defined below, each member of the executive board is responsible for the following:

- Attends and participates in executive board meetings either in person or via electronic communications.
- Maintains a practical and working knowledge of Robert's Rules of Order and conducts business in an orderly manner consistent with Robert's Rules of Order.
- Interacts with fellow executive board members, territorial governors, state chapter representatives and members in a polite and respectful manner.
- Appoints and supervises volunteer staff members or assistants to ensure the performance of his/her duties.

## **National Officers; Positions, Line of Assignment and Term Length**

The Executive Board shall consist of the following officers:

*President*; Elected by the General Membership by a majority vote of cast ballots. Term of Office shall be 4 years.

*Vice President*; Elected by the General Membership by a majority vote of cast ballots. Term of Office shall be 4 years.

*Communications Director*; Elected by the General Membership by a majority vote of cast ballots. Term of Office shall be 4 years.

*Treasurer*; Elected by the General Membership by a majority vote of cast ballots. Term of Office shall be 4 years.

*Membership Director*; Elected by the General Membership by a majority vote of cast ballots. Term of Office shall be 4 years.

Elections and terms of office shall be scheduled in such a manner as to ensure that the terms of no more than two Officers shall expire at the same time. Should an executive board office be filled by presidential appointment of a pro-tem officer or by an officer elected in a special election due to the death, resignation or impeachment of an officer, the term of the officer so appointed or elected shall end at the time originally scheduled for that office.

Should any position become vacant or should any executive officer become unable to perform the duties of the Office, the duties shall be assumed by the next listed Officer until either a replacement may be elected by the general membership in either a special election or the next scheduled election or a temporary ("pro-tem") officer is appointed by the President to fill the office until the next election.

A "Pro Tem" officer may be appointed by the President (or Acting President if the President position is vacant) and ratified by a majority of the remaining Officers of the Executive Board, and may serve in the office until either a special election or the next general election, whichever can be conducted earlier.

*Duties of the President:*

The general role of the president is to serve as the presiding officer and executive director of the Coalition. In addition to the duties defined in Article X, §58 of Robert's Rules of Order, the president of CoHT shall also be responsible for the following:

- Prepares and distributes the agenda for general membership meetings and meetings of the executive board.
- Ensures the membership is informed of CoHT business matters via the "President's Message" in the National Quarterly Newsletter, announcements posted on CoHT Internet message boards, Emails, and other methods to be determined as needed.
- In event an elected member of the Executive Board is unable to complete his or her term, the President is responsible for recruiting and appointing a member to serve in that office as "pro-tem".
- Forwards event insurance requests to our insurance carrier and maintains a record of events officially sanctioned by the CoHT.
- Addresses member's complaints or concerns by directing those complaints or concerns to the appropriate channel for resolution.
- Acts in the absence of the Vice-President to mediate and preside over meetings of the

Territorial Governor either electronically or in-person.

*Duties of the Membership Director:*

The general role of the membership director is to ensure that memberships are properly recorded and that members receive the many and various benefits of membership to which they are entitled. The membership director of CoHT shall be responsible for the following:

- Receives applications for membership from the Treasurer and records the name and contact information of the new or renewing member(s) in our national roster.
- Communicates with the Communications Director to ensure new and renewing members receive a membership card and other materials concerning their membership status and policies of the CoHT (Membership Packet) in a timely manner.
- Maintains the official roster of membership and periodically publishes the roster to the Communications Director, Territorial Governors and others as requested.
- Informs territorial governors and state chapter representatives of new or renewed members within their territory and state within a reasonable time so that those members may receive their newsletters and other benefits of membership.
- Serves as an advocate of the members during executive board meetings and proceedings.
- Works in conjunction with the vice president to ensure that members receive the benefits of membership provided by territorial governors and state chapter representatives.

*Duties of the Treasurer:*

The general role of the treasurer is to manage the financial affairs of the Coalition. In addition to the duties defined in Article X, §62 of Robert's Rules of Order, the treasurer of CoHT shall also be responsible for the following duties:

- Receives, deposits, disburses and records all monies of the Coalition.
- Receives membership and renewal applications, deposits member's dues and forwards the member's name and contact information to the membership director and communications director.
- Keeps accounts payable and receivable

- Provides quarterly reports the executive board and an annual report to the members published in the Spring issue of the National Quarterly Newsletter.
  - Provides for the sale of CoHT logo products.
  - Ensures proper preparation and/or maintenance of tax records, tax forms, corporate registrations, insurance policy and all other official paperwork pertaining to CoHT's financial responsibilities and affairs.

*Duties of the Communications Director:*

The general role of the communication's director is to facilitate the exchange of information. In addition to the duties of a secretary or clerk defined in Article X, §59 of Robert's Rules of Order, the communications director of CoHT shall also be responsible for the following duties:

- Ensures publication and distribution of the National Quarterly Newsletter.
- Ensures the establishment and maintenance of the CoHT's Internet Website.
- Coordinates with the Membership Director to maintains an accurate and up-to-date roster of members and their contact information to facilitate communication among our members and officers.
- Mails membership card and packet of information to new or renewing members upon receipt of their contact information from the Treasurer.
- Ensures that stationary, business cards and similar business related supplies are printed and distributed to officers who need them.
- Ensures that newly appointed State Chapter Representatives and Territorial Governors receive packets of useful information and tools with which to conduct their duties (i.e. rep's handbook, etc.)
- Ensures that promotional materials and printed and distributed to State Chapter Representatives and Territorial Governors for distribution at public events.

*Duties of the Vice-president.*

In addition to the duties defined in Article X, §58 of Robert's Rules of Order, the vice president of CoHT shall also be responsible for the following duties:

- Works in conjunction with the president Acts as Chairman of the Board to mediate and preside over meetings of the Territorial Governor either electronically or in-person.

- Manages and supervises of the Territorial Governors, including but not limited to;
  - Appoints members to the Board of Governors
  - Monitors the job performance of governors
  - Assists governors in the performance of their duties
  - Replaces governors who consistently fail to perform their duties competently after reasonable attempts to correct the problem(s) have failed.

### **Rules of Order Pertaining to the Territorial Governors**

Described as the board of directors in the CoHT Constitution, the general role of the Board of Territorial Governors is to serve as a standing committee to advise the executive board and membership on proposed policies and procedures and to manage and supervise the delivery of services to our members either directly or through the state chapter representatives.

Territorial Governors are volunteers who are appointed by and report to the vice-president. Territorial governors serve an initial term of two years, which may be renewed annually after the initial term of office has been served.

#### *Duties of Territorial Governors:*

- Appoints, supervises and manages state chapter representatives within the boundaries of the territory.
- Ensures that each state representatives performs the duties defined in the state chapter representative's job description.
- Offers assistance and/or remediation to state chapter representatives who do not perform their proscribed duties.
- Replaces state chapter representatives who consistently fail to perform their duties competently after reasonable attempts to correct the problem(s) have failed.
- Insure that all funds and monies collected or received in the name of the CoHT within t their area of responsibility are accounted for and sent to the Treasurer in a timely manner.
- Ensures that members of states that are not represented by a state chapter representative receive the services that would normally be provided by a state chapter representative, either by appointing a representative from a neighboring state to represent those members, or by performing those duties himself or herself.

- Actively participates in meetings of the board of governors either in person or via electronic media to represent the views and best-interest of the state chapter representatives and members of his or her territory in regards to proposed policies and procedures being considered by the executive board.
- Provides an accounting of all funds spent on behalf of CoHT to the Treasurer no later than December 20<sup>th</sup> of each calendar year.

### **Rules of Order Pertaining to State Chapter Representatives**

State chapter representatives are volunteers who provide services directly to and/or on behalf of the members of the state chapter. State chapter representatives are appointed by the territorial governors and serve an initial term of office of two years which may be renewed annually each year after.

#### *Duties of State Chapter Representatives:*

- Serves as a liaison to relay information between the state chapter's members and the territorial governors and/or executive board.
- Share member's ideas, concerns, issues, complaints, etc. with the territorial governor and/or executive board members.
- Ensures the publication and distribution of a state chapter newsletter at least quarterly, sending copies to all current members within the state chapter, to the territorial governor and to each member of the executive board.
  - State chapter newsletters may be distributed electronically to members for which Email communication is available, but must be sent via U.S. mail to members who do not have immediate access to electronic media.
  - In a chapter with fewer than three members, the state chapter representative may contact each member by telephone rather than publishing a written newsletter, but MUST maintain a log of such communications including the date, time and topics discussed and provide copies of that log to the territorial governor and each member of the executive board at least quarterly.
- Composes and sends a letter or electronic communication to each new member from the state chapter, welcoming the member to CoHT and describing the various benefits of membership the new member can expect to enjoy.
- Assists members in the planning, organization and/or conduct of CoHT sanctioned treks or gatherings within the state chapter.
  - Submits a request for insurance coverage for treks or gatherings within the chapter to the president at least 30 days prior to the trek or event.
  - Advertises upcoming CoHT sanctioned treks or gatherings in the state

chapter quarterly newsletter as described above.

- Provides practical assistance to help members who wish to organize and conduct CoHT sanctioned activities.
  
- Serves as a point of contact for members, reminding members of upcoming events, helping new members contact other members with similar historical interests and facilitating communication and interactions among the members.
  
- When asked, helps members find historical research materials and sources. This may be as simple as providing members with website URLs for message boards or websites that may contain the information the member is seeking.
  
- If building or maintaining an Internet website for the state chapter, adheres to the published CoHT Rep's Internet Guidelines.
  
- Maintains an active awareness of the needs and desires of the members of the state chapter and actively does whatever may be appropriate to represent and/or reflect the members best interests.
  
- Provides an accounting of all funds spent on behalf of CoHT in the chapter to the Treasurer no later than December 20<sup>th</sup> of each year.

*Optional Tasks and/or Authorizations of state chapter representatives:* Although not required, state chapter representatives are authorized and encouraged to perform the following tasks:

- Organize and conduct CoHT sanctioned treks and gatherings.
  
- Cooperate with other organizations to encourage CoHT participation in living history or public education events.

#### Individual Members:

Individual members may organize and conduct CoHT sanctioned events and participate in the business affairs of CoHT.

- Members who organize and/or conduct a CoHT sanctioned trek must provide a detailed after-action report to the State Chapter Rep to be forwarded to the president and executive board members. The after action report must include at least the number of actual participants in the event, the types of activities done during the event and detailing any injuries or incidents that may have occurred during the event