

Bylaws of the Hundred Peaks Section

Section 1. Name, Organization, and Membership

1. **Section Name** The name of the Section is the Hundred Peaks Section of the Angeles Chapter of the Sierra Club.
2. **Constitution** The Section is constituted by action of the Executive Committee of the Angeles Chapter (the "Chapter") of the Sierra Club (the "Club") in accordance with and subject to the provisions of the Club Bylaws. The Section is an integral part of the Chapter and Club and is governed by their Bylaws. It is not a separate legal entity.
3. **Purposes** The purposes of the Section are to encourage its members to explore and enjoy the mountain ranges of Southern California and to become familiar with their scenic resources; and to stimulate interest in climbing these ranges; to preserve their forests, waters, wildlife, and wildernesses; to enlist public interest and cooperation in protecting them; and to foster among its members the purposes of the Club as stated in the Club Bylaws:

"To explore, enjoy, and protect the wild places of the earth; to practice and promote the responsible use of the earth's ecosystems and resources; to educate and enlist humanity to protect and restore the quality of the natural and human environment; and to use all lawful means to carry out these objectives."

4. **Membership**
 1. **Subscribers** Anyone may subscribe to the Section newsletter at the same rates as Section members. Nonmembers who receive the Section newsletter shall be known as subscribers.
 2. **Members** To join the Section an individual must:
 1. Be a member of the Sierra Club.
 2. Climb at least 25 peaks on the HPS Peak List.
 3. Submit a list of qualifying peaks showing dates climbed to the Membership Chair.
 4. Subscribe to the Section newsletter, *The Lookout*.
 3. **Active Members** Only active members may vote or hold office. To remain an active member an individual must:
 1. Continue Sierra Club membership in good standing.
 2. Continue subscribing to *The Lookout*. Where two or more Section members live at one address, only one subscription is needed for active membership.

4. **Inactive Members** Active members who fail to renew their subscription to *The Lookout* or their membership in the Sierra Club shall be known as inactive members.
5. **Honorary Members** Honorary members may be selected by unanimous vote of the Management Committee. Such members shall receive a complimentary subscription to *The Lookout*, but shall not be eligible to vote or to hold office unless the requirements for active membership have otherwise been met. Honorary membership is intended only for individuals who have provided exceptional service to the Section.

Section 2. Elections

Annual elections to fill positions on the Management Committee and to vote on ballot proposals shall be held in the fourth quarter.

1. **Advance Notice** The Management Committee shall inform members of the procedures and deadlines for the annual election no later than September 30 of each year in *The Lookout* and digital communications, including each of the following:
 - Their right to submit names for consideration by the Nominating Committee;
 - Their right to nominate candidates by petition;
 - and Their right to submit petitions for proposals to be placed on the ballot.

Candidates and proposals that will appear on the ballot shall be communicated to the membership at least 14 days prior to the beginning of voting.

2. **Candidates by Nomination** The Nominating Committee shall submit a list of nominees to the Management Committee by the deadline set by the Management Committee and may select candidates from among its own members. Nominees must be active members in good standing who consent.
3. **Candidates by Petition** A petition signed by ten active Section members shall serve to nominate any active member in good standing who consents. Such petitions must be received by the deadline set by the Management Committee.
4. **Ballot Proposals** Ballot proposals may be added to the ballot as follows:
 - Peak additions and deletions shall follow the provisions of Bylaws Section 6;
 - Achievement recognition changes shall follow the provisions of Bylaws Section 7; and
 - Amendments to the Bylaws shall follow the provisions of Bylaws Section 9.

Other ballot proposals within the province of the Section may be included in the ballot by majority vote of the Management Committee, or upon a petition to the

Management Committee signed by at least ten active Section members. All petitions covering ballot proposals shall set forth the proposals in the form of a question that may be answered by a simple "yes" or "no" vote. All ballot proposals must be received by the deadline set by the Management Committee.

5. **Ballot Statements** Candidates for Management Committee, and proponents and opponents of ballot proposals may submit ballot statements, subject to word limits set by the Elections Committee. All ballot statements must be received by the Elections Committee by the deadline set by the Management Committee.
6. **Ballot Language** Candidates for Management Committee shall be listed on the ballot in a sequence determined by lot, and ballots shall allow each Section member to vote for as many candidates as there are positions to be filled. Ballot proposals shall be listed in an order determined by the Elections Committee. Proposals shall be put to the members in proper form for ballot, accompanied by arguments for and against.
7. **Ballot Distribution** The Elections Committee shall conduct the election in accordance with deadlines set by the Management Committee. All active members shall be eligible to vote. The vote will be conducted by means reasonably expected to be available to the membership. The Elections Committee will ensure that no voter's identity can be determined from their ballot
8. **Ballot Counting** Only ballots received by the Elections Committee on or before the deadline set by the Management Committee shall be counted. Candidates who receive the highest number of votes for the number of positions to be filled shall be elected; ties shall be resolved by lot. A majority of members voting is required to pass all proposals. Physical ballots, if used, shall be sealed and retained by the Elections Chair for two months unless a longer period is directed by the Management Committee.
9. **Election Results**
 1. Ballot proposals shall take effect immediately upon passage unless an effective date is included in the measure.
 2. Candidates elected in the annual election shall assume office on January 1.
 3. The Chapter Executive Committee and the Club shall be notified as soon as possible of the following:
 - The passage of any amendment to the Bylaws; and
 - The officer positions to be assumed by the winning candidates.Election results for candidates and proposals shall be published as soon as possible in *The Lookout* and on the website. If this is not possible then other means, such as an email announcement can be used.

Section 3. Management Committee

1. **Composition** Subject to the powers of Section members as provided in these Bylaws, Section business shall be managed by a Management Committee of seven members. Members serve two-year terms. Three members shall be elected in odd numbered years and four members shall be elected in even numbered years. Elected Management Committee members shall take office on January 1 of the year following their election and shall serve for two years and until their successors have been elected and assume office. The Membership Chair and Conservation Chair, if not already members, shall be ex officio Management Committee members without vote.
2. **Powers** Only the Management Committee or those specifically authorized by it shall act in the name of the Section.
3. The Management Committee shall develop processes, procedures, rules and regulations, as necessary, that are consistent with these Bylaws and support the mission of the Section. Section actions must be consistent with Club purposes and with the policies and directives of the Chapter and the Club. In disputes concerning Management Committee actions, the Chapter Executive Committee may determine the procedures to be followed.
4. **Meeting Schedule** The Management Committee shall normally conduct business at bimonthly Management meetings, at the call of the Chair. The date of each such bimonthly meeting shall be posted in the calendar on the website. Special Management meetings may be called by the Chair, or any three Management Committee members. The Management Committee may also schedule Section meetings for attendance by Section members, and may establish the manner of conduct and the times of such meetings.
 - o An annual banquet shall be held in the first quarter of the calendar year, at which the annual awards shall be presented.
5. **Open Meetings** Management Committee meetings shall be open to all Club members in good standing. In unusual circumstances the Management Committee may convene in executive session for discussion of sensitive issues, but shall take no vote except in open session.
6. **Quorum** A quorum for the conduct of business shall be a majority of the voting Management Committee members then in office. Committee members may deliver proxies to the Chair stating their votes on specific issues. A quorum may act without a formal meeting only when quick action is necessary or prior authorization has been granted, and any action so taken shall be reported to all Committee members as soon as possible and must be reaffirmed by the Management Committee at its next meeting.

7. **Conduct of Meetings** The Chair, or the Vice Chair in the absence of the Chair, shall conduct Management meetings. In the absence of the Chair and Vice Chair, Committee members shall select a temporary chair.
8. **Vacancies** Loss of active membership in the Section shall constitute a resignation. Unexcused absence from three consecutive Management Committee meetings shall constitute a resignation if two-thirds of the remaining Management Committee members so vote. Vacancies shall be filled for the remainder of the unexpired term by majority vote of the remaining Management Committee members.

Section 4. Officers and Appointees

1. **Selection of Officers** In January, the Management Committee shall select from their number the following officers: the Chair, Vice Chair, and at its option, Secretary and Treasurer. The Management Committee may appoint from outside its membership any other Committee officers it considers necessary, including the Secretary and Treasurer. Notification of officers shall be given to the Chapter Executive Committee and the Club, as required, as soon as possible.
2. **Duties of Officers**
 1. **Chair** The Chair shall preside at all Section and Management meetings; enforce the Bylaws; call meetings as empowered or directed; appoint, with the consent of the Management Committee, all standing and special committees; exercise general supervision over Section affairs; and have such other powers as ordinarily accompany the office.
 2. **Vice Chair** The Vice Chair shall, in the absence of the Chair, perform the duties of the Chair.
 3. **Secretary** The Secretary shall record the minutes of any meeting at which business is conducted; maintain a record of those meetings for the most recent years; and maintain any written Section policies and administrative procedures.
 4. **Treasurer** The Treasurer shall have custody of Section funds; keep accounting records; write checks under the direction of the Management Committee; submit financial reports as required; and submit an annual report to the Chapter Treasurer.
3. **Appointees** The Chair may, with the consent of the Management Committee, appoint persons to positions that may be necessary or desirable, such as those listed below. Notification of appointees shall be given to the Chapter Executive Committee and the Club, as required, as soon as possible.
 1. **Conservation Chair** The Conservation Chair shall direct the

- conservation activities of the Section.
2. **Outings and Safety Chair** The Outings and Safety Chair shall approve Section outings. The chair shall administer HPS and Chapter outings procedures with due regard for trip safety, leader qualifications, and leadership training.
 3. **Program Chair** The Program Chair shall plan and coordinate the Annual Banquet and special events and arrange for their publicity.
 4. **Newsletter Editor** The Newsletter Editor shall assemble and publish *The Lookout*.
 5. **Webmaster** The Webmaster shall manage the HPS Website in compliance with Chapter and Club policies.
 6. **Membership Chair** The Membership Chair shall assist in recruiting new members and in encouraging participation in Club and Section activities. The Membership Chair shall review applications for Section membership and recognition of achievement, and recommend appropriate action to the Management Committee; and shall maintain an address list of active Section members and a list of holders of achievements.
 7. **Mountain Records Chair** The Mountain Records Chair shall maintain data on routes and peaks of interest to the Section as well as access to those peaks. The chair may publish descriptions in the form of peak guides and maps on the Section website or on other media. Changes to peak guides and maps and changes in the published form of the Peak List require approval of the Management Committee.
4. **Power to Change** Management Committee members may exchange duties. The Management Committee may fill vacancies and replace appointees. Notice of any such change shall be given to the Chapter Executive Committee and the Club, as required, as soon as possible following such change.
 5. **Special Committees** The Chair may appoint special committees, with the consent of the Management Committee, for limited times and for specific purposes that are consistent with the purposes of the Club, the Chapter, and the Section. Among these special committees shall be the ones listed below.
 1. **Nominating Committee** The Management Committee shall appoint a Nominating Committee of at least three members. No Management Committee member may serve on the Nominating Committee. The Nominating Committee shall nominate a list of candidates for the annual election.
 2. **Elections Committee** The Management Committee shall appoint an Elections Committee of at least three members. No candidate running for office may serve on the Elections Committee. The Elections Committee shall direct the annual election.

Section 5. Finances

1. **Receipt of Funds** The Section may receive funds from the Chapter, in a manner specified by the Chapter Executive Committee. Voluntary contributions may be accepted and expended for supplies, equipment, refreshments, prizes, or other expenses in a manner consistent with the policies of the Chapter and Club.
2. **Subscriptions and Sales** Reasonable subscription rates for the Section newsletter shall be set from time to time by the Management Committee. The Section may sell Section merchandise, and such sales shall be accounted for and reported in the manner specified by the Chapter and Club.
3. **Fund Raising** Consistent with the policies or instructions of the Chapter and Club, the Section may conduct fund raising and other activities which require members, as well as others, to pay a fee to participate.
4. **Funding for Outings and Events** Section outings and events shall be conducted on an independent financial basis, unless they are net fund-raising activities or otherwise authorized by the Management Committee and consistent with the policies or instructions of the Chapter and Club.
5. **Bank Accounts** The Management Committee may authorize checking and savings accounts at financial institutions in the name "Hundred Peaks Section, Angeles Chapter of the Sierra Club," and regulate withdrawals. The Treasurer should endeavor to maintain funds at FDIC-insured institutions to the extent possible. The Treasurer shall maintain checking and savings account statements and records. Either the Treasurer, the Chair, or another designated Management Committee member may sign checks and withdrawal requests. Upon a change of officers, new signature cards shall be signed and presented promptly to the appropriate financial institutions before checks can be signed or withdrawals made by the new officers. No signatory shall sign a check made payable to himself or herself without first obtaining written approval of the Chair. The Section shall account for all Section funds to the Chapter.
6. **Deposit of Funds** Unless otherwise specified by the Management Committee or the Chapter Executive Committee, money received by the Section shall be delivered to the Treasurer for deposit in Section accounts.
7. **Delegation of Authority** Subject to these Bylaws and the Club Bylaws, the Management Committee may delegate authority to Section committees and may authorize expenditures by Section committees, but the Management Committee shall retain responsibility and control. Any committee so authorized must provide a proper accounting to the Treasurer and Management Committee.
8. **Prohibitions** Neither the Section nor any entity thereof may borrow money or own real estate.

9. **Fiscal Year** The fiscal year of the Section shall coincide with the fiscal year of the Club.

Section 6. Peak List

1. **Maintenance of List** The Section and its Mountain Records Chair shall maintain an HPS Peak List, which shall be posted on the HPS website and updated as necessary.

2. **Changes in List** Peak additions and deletions may only be made by a vote of the active members in the annual election. Changes in the details of the published Peak List, such as changes in elevations and summit location, require approval by the Management Committee.

3. **Ballot Proposals** Proposals for peak additions and deletions may be placed on the ballot in two ways:

a. The Management Committee may authorize such a proposal; or

b. A petition signed by at least ten active members may direct such a proposal, if received by the Chair by the deadline set by the Management Committee.

Any Section member may sponsor a written proposal to the Management Committee for peak additions or deletions by the deadline set by the Management Committee. If the Committee decides against the proposal, it shall notify the sponsor within one month.

4. **Requirements for Peak Additions** To be considered for addition to the Peak List a peak must meet the requirements listed below.

a. The peak must be named on a USGS topographic map or USFS map, or must have been officially named by the U.S. Board of Geographic Names, or must have a recognized usage name, or may be named, as determined by the Management Committee, in honor of an individual who has made outstanding lifetime leadership or service contributions to the HPS.

b. The peak must lie within Southern California, defined generally as south of the northern boundaries of San Bernardino, Kern, and San Luis Obispo Counties. In further detail:

From the Pacific Coast eastward along the Mexican Border to the 116° meridian (just east of the San Diego County line);
Northward on the 116° meridian to the 34½° parallel (through Apple Valley);
Westward on the 34½° parallel to the 117½° meridian (east of the Los Angeles County line);
Northward on the 117½° meridian to the San Bernardino/Inyo County line;
Westward on the San Bernardino, Kern, and San Luis Obispo County lines to

the coast;
Southward along the coast to the Mexican Border.

- c. Summit elevation must be at least 5000 feet as shown on the latest USGS topographic map.
- d. Public access shall require no more than payment of small fees or obtaining simple permits.
- e. The peak should have features that give it some character. Examples are good view, attractive climb, interesting history, or prominence of the immediate summit area.
- f. The peak must have been led on a scheduled Section outing.

5. Temporary Suspension of Peak By majority vote the Management Committee may suspend a peak from the Peak List, and may remove such suspension at any appropriate time. Suspension will cause a peak to be ignored in applications for list completion achievements. Suspended peaks may be counted toward the 100 or 200 peak achievements, at the option of the applicant.

Section 7. Achievement Recognition

1. Recognition of Achievements Achievement recognition is awarded by the Management Committee to anyone who is an active HPS member and has completed the requirements for a particular achievement. Applicants must submit a list of peaks showing dates when known climbed to the Membership Chair.

2. Achievement List The Section shall maintain an official list of achievements and the requirements for earning them. This list shall be available to all members.

3. Achievement Requirements For leader achievements, being the Leader or Assistant Leader on a scheduled hike for at least half the ascent is sufficient for the lead to be counted. For non-completion achievements, peaks that were on the List at the time when climbed or led may be counted. For completion achievements, all peaks on the List at the time of application are required, except for the multiple completion achievements; in these cases, the requirement applies only to the most recent completion.

4. Changes in Achievement List Achievement List additions and deletions may only be made by a vote of the active members in the annual election.

5. Ballot Proposals Proposals for achievement additions and deletions and requirement

changes may be placed on the ballot in two ways:

1. The Management Committee may authorize such a proposal; or
2. A petition signed by at least ten active members may direct such a proposal, if received by the Chair by the deadline set by the Management Committee.

Any Section member may sponsor a written proposal to the Management Committee for achievement additions or deletions or requirement changes by the deadline set by the Management Committee. If the Committee decides against the proposal, it shall notify the sponsor within one month.

Section 8. Section Awards

1. **Annual Awards** The following awards may be awarded every year at the annual banquet:
 1. The R.S. Fink Service Award recognizes distinguished service to the Section.
 2. The John Backus Leadership Award recognizes outstanding leadership on Section outings.
2. **Special Awards** Special Awards may also be awarded at the annual banquet. They are given only as appropriate to recognize distinguished accomplishment in special areas, among which may be the following:
 1. The Conservation Award recognizes outstanding contributions toward protecting and preserving the environment of the mountain areas of Southern California.
 2. The Bill T Russell New Leader Award recognizes an outstanding new leader.

Section 9. Procedural Matters

1. **Interpretation of Bylaws** The Management Committee shall interpret the Bylaws. Appeals from such decisions may be made to the Chapter Executive Committee. Procedures not covered by the Bylaws of the Section, the Chapter, or the Club shall follow Robert's Rules of Order, Revised.

2. **Amendments** These Bylaws may be amended only by a majority vote of the Management Committee followed by approval of the Chapter Executive Committee and of all ballots cast by active Section members in an annual or special election. Any provision of these Bylaws that conflicts with the Bylaws of the Chapter or Club shall be automatically repealed, and the Management Committee may adopt a temporary rule as necessary in such cases.

3. **Notification of Amendments** If the Bylaws are amended the Section members shall be notified by publication or summary in the next issue of *The Lookout* and on the HPS website following the vote. The Chapter Executive Committee shall be notified as soon as possible following such vote.

Approved by HPS Management Committee Aug. 26, 2025

Approved by Angeles Chapter Executive Committee Sept. 28, 2025

Approved by HPS Membership Dec. 2-16, 2025