

BROOKDALE OUTDOORS CLUB CONSTITUTION

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ARTICLE I – Name

This representative body shall be known as the **BROOKDALE OUTDOORS CLUB**, hereafter designated as the “BOC”. This shall be the only name used in any advertising or other representation of the club.

ARTICLE II – Objectives

- a. The BOC shall exist to promote the interests of students who have interests in outdoor pursuits such as hiking, rock climbing, canoeing, skiing, snowboarding, cycling, white water rafting, kayaking, camping, etc
- b. Social activities and informal group meetings will occur throughout the year where members may meet to discuss their experiences and plan future excursions with other group members
- c. To provide opportunities for BCC students to network with other Outdoors Clubs or participants
- d. To encourage BCC students to enroll in the **BROOKDALE OUTDOORS CLUB**
- e. This group is for all those people that like to be outside and take an interest in our environment. Hiking, Camping, Rafting and Rock Climbing are just some of the activities the Brookdale Outdoor Club undertakes. A staff member from BCC with a background in science will accompany us to bring a learning experience of sorts to these outings. Do not be intimidated, these outings are not a class and are purely for fun. Focus will be placed on geocaching, hiking, rock climbing, water sports(canoeing, kayaking, surfing) and archery.

ARTICLE III – Membership

- a. Membership in the BOC is open to everyone
- b. Only students who get fifty(50) petitions of valid BCC student signatures and IDs, are eligible to be elected as officers and to hold voting privileges
- c. Associate non-voting memberships may be allowed for non-students

ARTICLE IV – Executive

The BOC shall consist of:

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President
Vice-President
Finance Officer
Website/Communications Director
Promotional Director

ARTICLE V – Duties of the Executive

All members of the executive shall organize at least one trip throughout the year.

1. President

- a. Shall determine the agenda and preside over all meetings of the BOC
- b. May delegate duties and functions to the Vice-President if and when necessary
- c. Shall ensure cooperative relationships amongst members; and settle disputes
- d. Shall empty the BOC mailbox once a week
- e. Will have signing authority for the club

2. Vice-President

- a. Will assist the President in her/his duties
- b. Will assume all powers of the President, in event of the President's absence or President's delegation
- c. Shall maintain the BOC membership list
- d. Will have signing authority for the club

3. Finance Officer

- a. Will be responsible for all financial dealing of the club
- b. Shall keep full record of all transactions of the BOC and maintain a set of record books for inspection by any club member who request them
- c. Is responsible for paying all bills
- d. Shall prepare a budget/financial statement for the Student Life Board (SLB)

when required

- e. Will have singing authority for the club

4. Website/Communications Director

- a. Shall create and update the BOC website
- b. Shall create and update the BOC email list
- c. Shall send out weekly/bi-weekly emails to all members of the club of upcoming events

5. Promotional Director

- a. Shall organize social events for the BOC
- b. Shall choose and sell all BOC merchandise (T-shirts, patches, etc) to BOC members
- c. Shall oversee Social Committee

ARTICLE VI – Finances

Trip fees must be paid in full prior to each event, unless otherwise specified

ARTICLE VII – Meetings

- a. There shall be a minimum of three general meetings during each semester.
- b. Members will be informed of each of these meetings at least seven days in advance so that they can attend
- c. There shall be one executive meeting each month
- d. Additional meetings may be called when needed

ARTICLE VIII – Elections

- a. The members of the executive of the WOC shall be self-nominated or nominated by others. An election will occur at the second club meeting
- b. Should any elected member resign during the school year the voting members shall appoint a replacement

ARTICLE IX – Amendments

Amendments shall only be approved by a two thirds vote of the voting members of the BOC, which must be presented with a typed copy of the proposed amendment as well as typed minutes from the meeting when the amendment was passed, in order to prove that this amendment was adopted.

- Minutes for this shall be recorded by the Vice President

ARTICLE X – Impeachment

- a. Any member of the club who commits an act negatively affecting the interests of the BOC and its members may be given notice of impeachment
- b. The impeached individual will have the right to defend her/his actions
- c. A three-fourths majority vote of members present will result in the removal of the impeached individual from the club and the loss of any privileges associated with the BOC

ARTICLE XI – Trips

- a. Trip plans must be given to the SLC at least thirty days prior to the date of the event. The trip plans must include: a generalized itinerary outlining each days activities, transportation, groups and name of members participating on the said trip, non-members, waivers for the said trip and emergency contact information must be filled out and handed in
- b. If said trip is canceled or postponed, the trip planner must let the SLC and participants know
- c. Once said trip has been approved, all members going must:
 - i. Attend pre-trip meeting
 - ii. Attend any mandatory clinics
 - iii. Fill out health forms if not already done so. Photocopies will be taken on the trip under the responsibility of the trip leaders
 - iv. Fill out appropriate waiver if not already done so
- d. If an incident occurs on a trip, BCC, the SLC, and the emergency contact must be informed. An Incident Report must be filled out and kept on file for eighteen months. A copy must also be sent to the SLC

ARTICLE XII – Policies

All BOC policies must be followed throughout the entirety of the said trip. These include:

- a. Student Conduct Code must be followed
- b. Rules and regulations of the park/campground must be followed
- c. Leave No Trace guidelines must be followed
- d. The BOC reserves the right to refuse a member's participation in a trip/event
- e. Attendance at pre-meetings is mandatory for all participants. Attendance will be taken
- f. Clinics may be required for certain trips. These are mandatory unless the person missing the clinic gains the approval of the President seven days before the clinic date
- g. Refunds can only be guaranteed if the person notifies the trip planner at least seven days before the trip is scheduled to depart. If less than seven days notice is given, it is at the discretion of the trip planner and President whether or not to give a full refund
- h. At least ONE person with current Standard First Aid and CPR must be present for every each trip. Proof of valid First Aid Certification may be asked for before departing on the trip

ARTICLE XIII – Agency

The **BROOKDALE OUTDOORS CLUB** views and actions in no way represent the Brookdale Community College.

