

**Constitution of
Outdoor Adventure Club
11/16/06**

**ARTICLE I
Name and Affiliations**

Section I- Name

This Organization shall be known as the Outdoor Adventure Club (OAC).

Section II- Affiliations

The OAC is an independent student organization that is in no way affiliated with Auburn Outdoors, the recreational arm of Auburn University's Campus Recreation Department that was created in 2013.

**ARTICLE II
Purpose**

The primary purpose of the Outdoor Adventure Club is to provide regular outdoor activities, to promote interest in outdoor activities, and to encourage the practice of limited-impact outdoor ethics for Auburn University students. These goals shall be achieved through club meetings and activities, such as those on the proposed activities list.

**ARTICLE III
Membership**

Section I- General Members

Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students.

Section II- Voting Members

All paid members are eligible to vote on all appropriate club matters.

ARTICLE IV **Officers**

Section I- Outline of Officer Positions

The officers shall be president, vice-president, secretary, treasurer, quartermaster manager, quartermaster inspector, and webmaster. Webmaster shall be in charge of maintaining and creating all digital promotional materials for the organization, including the website and social media outlets. Quartermaster manager and inspector shall be in charge of keeping track of all club gear and maintaining all items at exceptional quality for as long as possible. Treasurer shall be in charge of all financial transactions and records. Secretary shall handle all membership database and record-keeping responsibilities. Vice-president shall work closely with the President and the other primary officers to prepare him or herself for leading the organization when the President retires. President shall manage all aspects of the organization and is responsible for overseeing the personal development of his or her officers and leading them to achieve noble goals for the organization and its members. These aforementioned officer descriptions are simply general guidelines for the most basic roles performed by each position. Most importantly, all officers are responsible for treating each other and the organization with respect at all times, assisting one another, whether it be with their assigned roles or with issues not pertaining to the organization, and for working cohesively as a family to create a tightknit group of effective and fun-loving outdoor leaders. But most of all, they are *required* to have fun.

Section II- Qualifications

General requirements for all officer positions dictate that each prospective officer must have been a full member of the organization for the school year prior to assuming office and must be an actively registered Auburn University student, with the exception of persons who have served as an officer for the organization before the current election term. Former officers who have served at least three full terms in one of the positions in the organization, including ad-hoc positions not mentioned in official documents, are not subject to the general requirements for holding office and may serve as an officer of the organization if elected. Required qualifications for candidates seeking office are listed below for each officer position:

President- Candidates for President must have served at least two full terms as an effective and decisive officer in the organization, attended Auburn University as a freshman or sophomore, lived in one of Auburn's on-campus dormitories for at least one year, maintained an unadjusted institutional GPA of 2.5 or higher if majoring in a science or engineering-related degree and a GPA of 3.25 or higher if not, personally planned and lead at least four successful, distinct club trips involving 10 or more members during their time as an officer, and have participated in and effectively co-lead the annual club ski trip at least once. When considering candidates who meet these requirements, greater preference should be given to candidates with proven track-records and positive experiences in the roles of President, Vice-President, Treasurer, and Quartermaster Manager or Inspector and who will not be serving in a major officer position for another organization during their term, if elected.

Vice-President- Candidates for Vice-President must have served at least one full term as an effective and decisive officer in the organization, attended Auburn University as a freshman or sophomore, lived in one of Auburn's on-campus dormitories for at least one year, maintained an unadjusted institutional GPA of 2.5 or higher if majoring in a science or engineering-related degree and a GPA of 3.25 or higher if not, personally planned and lead at least two successful, distinct club trips involving 10 or more members during their time as an officer, and have participated in or plan to participate and help organize the annual club ski trip during their term as Vice-President. When considering candidates who meet these requirements, greater preference should be given to candidates with proven track-records and positive experiences in the roles of Vice-President, Treasurer, and Quartermaster Manager or Inspector and who will not be serving in a major officer position for another organization during their term, if elected.

Secretary- Candidates for Secretary must have served at least one semester as an enthusiastic and honorable member in the organization, maintained an unadjusted institutional GPA of 2.5 or higher if majoring in a science or engineering-related degree and 3.0 or higher if not, and actively participated in at least two distinct club events, with at least one of those events spanning two or more days. Candidates should have a history of conducting themselves to be reliable, fun-loving, positive, and respectable role-models, both during and outside club-related activities. When considering candidates who meet these requirements, greater preference should be given to candidates with proven track-records and positive experiences in the roles of President, Vice-President, Secretary, Treasurer, and Quartermaster Manager or Inspector and who will not be serving in a major officer position for another organization during their term, if elected.

Treasurer- Candidates for Treasurer must have served at least one semester as an enthusiastic and honorable member in the organization, maintained an unadjusted institutional GPA of 2.5 or higher if majoring in a science or engineering-related degree and 3.0 or higher if not, and actively participated in at least two distinct club events, with at least one of those events spanning two or more days. Candidates should have a history of conducting themselves to be reliable, fun-loving, positive, and respectable role-models, both during and outside club-related activities. When considering candidates who meet these requirements, greater preference should be given to candidates with proven track-records and positive experiences in the roles of President, Vice-President, Treasurer, and Quartermaster Manager or Inspector and who will not be serving in a major officer position for another organization during their term, if elected.

Quartermaster Manager & Inspector- Candidates for Quartermaster Manager or Quartermaster Inspector must have served at least one semester as an enthusiastic and honorable member in the organization, maintained an unadjusted institutional GPA of 2.5 or higher if majoring in a science or engineering-related degree and 3.0 or higher if not, and actively participated in at least two distinct club events, with at least one of those events spanning two or more days. Candidates should have a history of conducting themselves to be reliable, fun-loving, positive, and respectable role-models, both during and outside club-related activities. When considering candidates who meet these

requirements, greater preference should be given to candidates with proven track-records and positive experiences in the roles of President, Vice-President, Treasurer, and Quartermaster Manager or Inspector and who will not be serving in a major officer position for another organization during their term, if elected.

Webmaster- Candidates for Webmaster must have served at least one semester as an enthusiastic and honorable member in the organization, maintained an unadjusted institutional GPA of 2.5 or higher if majoring in a science or engineering-related degree and 3.0 or higher if not, and actively participated in at least two distinct club events, with at least one of those events spanning two or more days. Candidates should have a history of conducting themselves to be reliable, fun-loving, positive, and respectable role-models, both during and outside club-related activities. Candidates for Webmaster, specifically, must also be familiar with website coding, FTP, video editing, and social media outlets or must be technologically-savvy enough to sufficiently handle the portions of this role involving them. When considering candidates who meet these requirements, greater preference should be given to candidates with proven track-records involving website publishing, Java, Flash, and HTML coding, positive experiences in the roles of President, Vice-President, Treasurer, and Quartermaster Manager or Inspector, and who will not be serving in a major officer position for another organization during their term, if elected.

Section III- Term Limits

Terms of office for all elected officers shall be for one year. There is no limit to the number of terms for which any single person may be re-elected.

Section IV- Dues Exemption

All officers, regardless of whether elected or appointed, will not be required to pay dues for the school year in which they serve. All officers will still be entitled to the same benefits of membership outlined in Article I, Section II of the OAC By-Laws.

Section V- Replacement Procedures

If an officer decides to step down from an office or is no longer enrolled before their term of office ends, the members shall be notified at the first missed meeting of the board member. At that meeting nominations shall be accepted. A vote identical to the standard procedures (outlined in the By-Laws Article II, Section IV) shall be held. The new board member shall take office at the following meeting.

Section VI- Articles of Impeachment

In the event an executive board or appointed officer does not adequately perform the duties specific to his or her position, a special meeting of the executive board (excluding the officer in question if he or she is normally a part of the executive board) shall be called. It is the duty of the Executive Board to determine the best course of action. For an officer to be impeached, a 2/3 majority vote must first be reached by the executive board. Then the proposed impeachment shall be presented to the general membership no less than seven days before the impeachment vote of the general membership shall take place.

A 2/3 majority vote of the general membership present at this meeting shall be required for full impeachment.

ARTICLE V **Advisors**

Section I- Advisor

The OAC shall have an Auburn University faculty member, administrator, or staff member serving as Advisor at all times. The advisor should be someone whose ideals are aligned with the OAC's purpose.

Section II- Role

The advisor should be willing to serve as a source of information and advice for the organization.

Section III- Removal Procedures

If the advisor decides to step down from office, the members shall be notified at the first meeting proceeding the advisor's resignation. At that meeting, nominations for a new advisor shall be accepted. A vote identical to the standard procedures shall be held. The new advisor shall take office immediately.

Section IV- Articles of Impeachment

In the event an advisor does not perform the duties specific to his or her position, a special meeting of the executive board shall be called. It is the duty of the Executive Board to determine the best course of action. Like any other officer, for an advisor to be impeached, a 2/3 majority vote must first be reached by the executive board. Then the proposed impeachment shall be presented to the general membership no less than seven days before the impeachment vote of the general membership shall take place. A 2/3 majority vote of the general membership present at this meeting shall be required for full impeachment.

ARTICLE VI **Meetings**

Section I- Regular Meetings

The Outdoor Adventure Club will meet on the first Monday evening of each month at six-thirty (6:30) PM or as best determined by the executive board. Business will be transacted at regular and special meetings by a majority vote of executive board members present.

Section II- Special Meetings

Special meetings will be called by the executive board whenever needed. Special meetings are to be called no less than 24 hours in advance of the proposed meeting. Committee meetings will be called by the committee chairperson.

ARTICLE VII **Reports**

The current President shall prepare an annual report at the end of each spring semester, before leaving office. This report shall summarize the activities and financial status of the Outdoor Adventure Club for the previous year as well as intended plans and future goals.

ARTICLE VIII **General Policies**

Section I- Club Gear Policy

In order to check out club gear, a member must have both proof of personal medical insurance and the appropriate hold-harmless agreement on file with the Quartermasters. The Outdoor Adventure Club shall not purchase any gear which plays a life supporting role. This includes but is not limited to: rock climbing safety equipment, helmets, and PFDs.

Section II- Club Trip Policy

In order to hold a club trip, there must be a mandatory meeting in which all members attending the trip must be present or made aware of. The meeting shall address the itinerary of the trip, the gear required for the trip, and any inherent risks involved in the activities during the trip. Proof of personal medical insurance and the appropriate hold-harmless agreement must be on file for every person attending.

ARTICLE IX **Amendments**

This constitution may be amended only in the following manner: any proposed amendment must first be approved by a majority vote of the executive board. Upon approval, the proposed amendment shall be brought up for a discussion and vote at a designated meeting and a copy of the proposed amendment made available at least seven days in advance. A majority vote of the members present at said meeting is required for approval. The secret ballot shall be used. The exception will be for amendments regarding Club Gear Policy and Club Trip Policy (Article VIII, Sections I and II), Article IX, and Article X. Amendments to Article VIII, Sections I and II, may be made by a 2/3 majority vote of the executive board. Amendments to Article IX and Article X may only

be made following a unanimous vote for approval by the executive board and with signed approval from former Presidents, Drew Nelson and Derrick Stone.

ARTICLE X **Dissolution**

In order to invoke dissolution of the organization, the case that another organization is already fulfilling the outdoor adventures offered by the OAC must first be made and adequately defended. Next, a secret vote involving all current officers and the Advisor must be unanimous in their decision to dissolve the organization. Once done, final approval of the dissolution must be obtained from former leaders, Drew Nelson and Derrick Stone, before becoming official. In the event of dissolution of the Outdoor Adventure Club, all assets shall be donated to a program which fulfills the purpose of this organization and is not owned or operated by Auburn University or any of its affiliates. The program must be decided and voted on with a 2/3 majority of the executive board. If a 2/3 majority cannot be reached by the executive board within 2 weeks of dissolution, the decision will be left to Derrick Stone, Drew Nelson, or the current Advisor, in that order.

By-Laws of
Outdoor Adventure Club
11/16/06

ARTICLE I
Membership

Section I- As stated in the OAC Constitution, members of the OAC shall be regularly enrolled Auburn University students, faculty, and staff. Other than that, there are no further qualifications necessary to become a member of the OAC. To become a member of the OAC, all one has to do is pay the executive-board-determined membership dues for the year. New members are accepted and welcomed at any point during the school year (August-May), with membership renewal being required each new school year. No university student, faculty member, or staff member may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status.

Section II- Membership Rights, Duties, and Responsibilities

Membership benefits shall include (but shall not be limited to) discounts and priority on trips over non-members, one free water bottle, one free OAC sticker, one free OAC magnet, free rental of club gear, and discounts at various local outdoors stores. The OAC shall be a “no commitments” club meaning members can participate as much or as little as they desire. There shall be no specific responsibilities of members. It is expected and assumed that members will fully understand and comply with the OAC’s constitution and by-laws.

Section III- Expulsion/Resignation Procedures

The OAC executive board shall reserve the right to expel members if it deems the member to have wronged the club by repeatedly damaging club gear, grossly or routinely misrepresenting Auburn University, or being a consistent nuisance to other members and/or officers. The executive board must vote with a 2/3 majority for removal of any member and membership dues will not be refunded to the expelled person in such situations. Members can resign from the club anytime by simply discontinuing participation at meetings, trips, gatherings, or socials but will not be reimbursed their dues.

Section IV- Dues

Non-refundable dues of thirty-five dollars shall be paid once per school year by each prospective member. The amount of membership dues shall be decided at the beginning of each school year by 2/3 majority vote of the executive board. All paid members of the club are invited to participate in all club activities, meetings, socials, and other events.

ARTICLE II **Election of Officers**

Section I- Schedule

Elections of President, Vice-President, Secretary, and Treasurer and the assignment of the Quartermaster and Webmaster will be held at the second to last meeting of each year. New officers shall assume their duties at the following meeting.

Section II- Nomination Process

Members interested in becoming an officer for the upcoming school year shall nominate themselves or be nominated by another member by informing one of the current officers of his/her wish to be considered as a candidate for one of the aforementioned officer positions.

Section III- Eligibility of Nominees

Members who are running for an executive board office must notify the executive board of their intentions to run by the third to last meeting of the year, and must have been an active member of the club that year. Those who wish to hold an appointed position must turn in their intentions to run to the executive board at this time as well. The executive board shall assign the appointed positions by a simple majority vote.

Section IV- Election Procedure

Officers must be elected by a simple majority of all members present at the election meeting. The members will vote according to a secret ballot.

ARTICLE III **Officer Duties**

President- to preside over all meetings, to appoint special committees, to uphold the constitution, to sign up for the first available timeslots for Organizations Days each semester, to ensure the adequate supply of club paraphernalia such as T-shirts, Nalgene bottles, magnets, stickers, etc. and the timely compensation to the vendors of such items, to personally attend or provide representation at the annual President's meeting, to perform re-registration duties on AUinvolve, to handle all formal club electronic communication via email, to reserve an appropriate on-campus meeting room for every Monday at 6:30pm during the school year, to actively participate in all aspects of the club and maintain high accountability and morale of all serving officers, to work closely with 3rd party vendors and organization leaders to maximize club exposure and presence, to oversee the annual payment for storage services rendered, to coordinate all officers and assign additional officer duties when necessary in order to maintain a professional and successful atmosphere for all club activities, to participate in the ordering of club gear, to participate in any official club meetings and O-Funds requests, to schedule and lead officer meetings to ensure all club duties are satisfied, and to perform all other duties which are normally expected of the President in a positive and honorable manner.

Vice-President- to preside over all meetings in the absence of the president, to assume the office of president should the president need to step down or leave the club, to serve as a liaison between the committees and the executive board, to assume the office of president the following school year without vote (unless otherwise determined to be in the best interest of the club by a majority vote of the executive board), and to perform other duties which are normally expected of the Vice-President.

Secretary- to record and report the minutes of each meeting, to provide a copy of the minutes upon request, to maintain an updated list of club membership at all times, to notify the members of meetings, to serve as the head of the publicity committee, and to keep records of the Outdoor Adventure Club.

Treasurer- to collect, maintain, and expend, with approval of the executive board, all moneys of the Outdoor Adventure Club, to keep accurate records of all financial matters of the organization, to enforce the dues for membership stated within the constitution, and to present the financial records to the executive board and general membership each meeting.

Quartermaster Manager- to work closely with the Quartermaster Inspector to maintain the highest quality and quantity of club gear possible, to have sole access to the club's equipment storage location, to record stock of the club's equipment, to bring all necessary props/signs/gear required to monthly meetings or O-Days events, to control and record the use of the equipment by the renters, to collect gear rental liability forms with deposits and exchange them with the Quartermaster Inspector for the specified unit of gear once it has been returned in a satisfactory state, to check the membership database to verify membership status of renters prior to renting equipment, to handle the *disbursement* of equipment from storage to renters, to organize and secure all returned gear from the Quartermaster Inspector, to impose any fees or permanent bans on renters dictated by the Quartermaster Inspector due to misuse and/or theft of club gear, to conduct annual inventory checks with the Quartermaster Inspector and President at the beginning or at the end of each school year, and to provide the Executive Board with recommendations regarding the purchase of additional gear. Due to his or her sole access to the club storage unit, the Quartermaster Manager accepts complete moral and financial responsibility for any and all *missing* club gear, with the exception of any gear that is mentioned in rental agreements still in possession of the Quartermaster Manager. In this case, the moral and financial responsibility falls to either the Quartermaster Inspector or the renter of the gear, depending on who is at fault as determined by the Executive Board.

Quartermaster Inspector- to work closely with the Quartermaster Manager to maintain the highest quality and quantity of club gear possible, to handle the *reception* of all equipment from renters within a timely manner, to personally inspect all returned gear (preferably in the presence of the renter) to ensure the equipment is as clean and complete as when it was rented, to notify the renter of any fees they will be charged due to gear that has been returned dirty, late, damaged, or incomplete, to contact the Quartermaster Manager to inform him or her about any fees the renter should be charged, to take

appropriate measures to return all gear to satisfactory standards through cleaning, replacement of parts, or flagging gear for display-use only, to return all gear once it has passed inspections to the Quartermaster Manager in exchange for the corresponding rental agreements, to return any deposits or account information to the renter if appropriate, and to present the previous records to the executive board at each meeting. The Quartermaster Inspector accepts complete moral and financial responsibility for any and all *damaged, dirty, or incomplete* club gear that is not mentioned in rental agreements still in possession of the Quartermaster Manager or Quartermaster Inspector. In all other cases, the moral and financial responsibility belongs to the renter.

Webmaster- to maintain and update the club's webpage to satisfy the requests of the executive board, to actively post about past or upcoming club activities on the organization's Facebook, Twitter, and Instagram accounts, to create and/or upload promotional videos to the club's site and Youtube account, and to keep the club's Google Calendar up-to-date with the current plans of the OAC.

ARTICLE IV **Advisor**

The advisor shall be chosen by a simple majority vote of the executive board and with compliance of the faculty or staff member. Nominations may be submitted by the members. Their term shall be four years and they shall be reappointed at the pleasure of the current executive board.

ARTICLE V **Committees**

Section I- Executive Board

The Executive Board shall be made up of the President, Vice-President, Secretary, and Treasurer. It shall be the duty of the executive board to plan all regular meetings, appoint standing committees, and to serve wherever needed for the good of the Outdoor Adventure Club.

Section II- Standing Committees

Program Committee: A committee composed of the executive board and other members as needed.

Duties: To plan programs for upcoming meetings.

Publicity Committee: A committee composed of the Secretary and other appointed members as needed.

Duties: To prepare publicity, disseminate news of the Outdoor Adventure Club, and to encourage attendance at meetings.

Activity Committee: A committee composed of a chairperson and other appointed members as needed.

Duties: To plan club activities and trips.

Club Gear Committee: A committee composed of the Quartermaster and other appointed members as needed.

Duties: To maintain inventory of all club gear, maintain all gear, and maintain a record of signed hold-harmless agreements by any member checking out club gear.

Section III- Selection for Committees

Committees will consist of at least one officer and other general members appointed by the leading officer of each committee.

ARTICLE VI

Finances

All moneys of the Outdoor Adventure Club shall be maintained in an account solely for the organization at a chartered bank. Disbursements in excess of fifty dollars must have prior approval by a majority vote of the executive board. All checks and withdrawals from the OAC checking account must be approved by the President and/or Treasurer and the Advisor.

ARTICLE VII

Parliamentary Authority

The rules contained in *Robert's Rule of Order* shall govern the organization on all cases to which they are applicable, and in which they are not inconsistent with the constitution and by-laws of this organization.

ARTICLE VIII

Amendment of By-Laws

These By-Laws may be amended only in the following manner: any proposed amendment must first be approved by a majority vote of the executive board. Upon approval, the proposed amendment shall be brought up for a discussion and vote at a designated meeting and a copy of the proposed amendment made available at least seven days in advance. A majority vote of the members present at said meeting is required for approval. The secret ballot shall be used.