**Club Constitution of the Outdoor Club**

**ARTICLE I** **NAME OF CLUB**

The name of this club shall be the Outdoor Club of De Anza College.

**ARTICLE II** **PURPOSE OF CLUB**

To promote an awareness and appreciation of the outdoor environment, and to provide opportunities for participation in outdoor activities for the De Anza community.

**ARTICLE III** **MEMBERSHIP**

Section 1. Eligibility

Membership is open to all students, faculty, and staff of De Anza college.

Section 2. Qualifications

All members of the Outdoor Club shall abide by the laws and regulations of the Foothill De Anza College District, De Anza College, DASB, the ICC, the Outdoor Club, and any local authority where we are traveling. Removal from membership and dues are covered in our bylaws.

**ARTICLE IV** **QUALIFICATION AND ELECTION OF OFFICERS**

Section 1. Eligibility

All officers must be members of DASB. The president must have held an elected office with the club for a minimum of one full term prior to taking as President. If there is no one so qualified to hold the job of president, the executive board can vote to make an exception.

Section 2. Criteria

Officers are President, Vice-President, Secretary, Treasurer, Publicity Coordinator, Equipment Supervisor, and ICC Representative. The trip leader of any trip that lasts at least overnight shall be considered to be an officer during the trip. Club elections will be held no later than 6th week of Spring Quarter.

Section 3. Executive Board Membership

The Executive Board shall consist of the elected club officers and the advisor(s). Quorum is half of the current board members plus one. If there is more than one advisor, the advisors other than the one with seniority can attend meetings and vote, but a maximum of two will be counted in the formation of a quorum. The executive board formulates policy and programs of the Outdoor Club.

Section 4. Elections and Appointments

Elections of President, Vice-President, Treasurer, Secretary, Equipment Supervisor, Publicity Coordinator and ICC Representative are to be held at least two weeks before the end of winter and summer quarters, for the following two quarters. Officers shall be elected by majority of the members present at a business meeting. Notice of the election shall be given a minimum of two weeks in advance by vote at an executive board meeting, flier, and by message on the phone machine. Deadline for announcing candidacy shall be one week from that date—at a business meeting or to the senior advisor. Election is to be held by secret ballot, and will be administered by a club member not up for election. Participation of a non-club member will render the election null and void, and it must be held again at a later date, or later during that meeting if the mistake is noticed immediately. The club executive board must approve any temporary officer replacements prior to election. If running unopposed, potential officers can assume the title and duties of that office, but can’t vote until elected. Current officers can cover the duties of a vacant office, upon the vote of the executive board, but do not get an extra vote.

Section 5. Resignation

An officer resigning must if possible give the club at least two weeks notice. An election must then be held as soon as possible to replace that officer, as outlined in Article IV section 5. Failure to give notice may result in suspension of membership in the club.

Section 6. Impeachment Procedure, Probation and Removal from Office

An officer who does not carry out his / her appointed tasks shall be approached by at least one advisor and also the president of the club (or the vice-president, in the case of the president) to be notified of his/her probationary status and impeachment. If the situation does not improve within 2 weeks, a vote of confidence may take place at an Executive Board Meeting. A 2/3 vote of the Executive Board members present at the meeting may remove an impeached officer from office.

**ARTICLE V** **DUTIES OF THE OFFICERS**

Section 1. President

1. Preside over all Executive Board meetings.
2. Call special meetings.
3. Carry out the provisions of the constitution.
4. Appoint committees and chairpersons, subject to Executive Board approval.
5. Supervise the work of other officers, trip leaders and committees
6. Return phone calls to the club answering machine.

Section 2. Vice President

1. Assume the duties of the president in the absence of the president.
2. Perform any duties delegated by the president to the vice-president.
3. Be responsible for maintenance of membership records on a computer.
4. Coordinate Club Day table including recruiting two volunteers per time slot.

Section 3. Treasurer

1. Handle funds and finances for club.
2. Oversee financial records kept on Student Accounts computer.
3. Make most deposits to Student Accounts.
4. Pay bills and release funds as voted by the Executive Board.
5. Make financial reports when called upon to do so.
6. Assume the duties of the president in the absence of the president and vice-president.

Section 4. Secretary

1. Keep accurate minutes of all meetings.
2. Act as a correspondence clerk.
3. Print and distribute agenda for meetings when deemed necessary.

Section 5. Publicity Coordinator

1. Manage all trip and event publicity, subject to Executive Board approval.
2. Act as manager and editor of the club newsletter.

Section 6. Equipment Supervisor

1. Supervise all Rental Center transactions.
2. Maintain and inventory all items in the Rental Center
3. Report as necessary to club about amount, condition of repair, and use of Rental Center items.

Section 7. ICC Representative

A. Attend all ICC meetings.

B. Report the results of ICC meetings to the club, as necessary.

C. Represent the club in all Interclub committees, functions, and other events.

D. Act as ambassador for the club in everything described in Article V Section 7 parts A, B, C, and as directed by the President and the Executive Board.

Section 8. Senior Advisor

1. Serve as official representative of the college.
2. Be present at all official club/ organizational meetings and activities (business and social).
3. Handle other responsibilities as listed in the ICC codes or advisor’s handbook.
4. Maintain outgoing message and use of the club telephone answering machine.
5. Be responsible for postings to the club on-campus display.

Section 9. All members of the Executive Board

A. Be familiar with the ICC Code, ICC financial code, ICC concessions code, and club financial process

B. Act as role models in all club activities, including using environmentally sound practices, and “leave no trace” camping ethics

C. Work to make all club events beginner friendly

**ARTICLE VI BYLAWS**

Section 1 Purpose

The Bylaws of the Outdoor Club shall be for the purpose of administering all aspects of the Outdoor Club that are not significant enough to warrant placement in the Constitution.

Section 2 Alterations

Any proposed addition or alteration to the Bylaws of the Outdoor Club requires a 2/3 majority vote of the executive board.

**ARTICLE VII EXECUTIVE BOARD**

Section 1. Meetings

The Executive Council shall meet as often as the President or advisor decides. Meetings can also be called by a 2/3 majority of Executive Board members.

Section 2. Duties of the Executive Council

1. To formulate planning, spending and policy of the club
2. In the event of officer vacancies, to choose acting officers

**ARTICLE VIII. TRIP LEADERSHIP**

Section 1. Qualifications

Trip leader is a volunteer position, subject to confirmation of the Executive Board. The leader of any trip that lasts at least overnight must have assisted in the planning and leadership of at least two (2) other similar trips organized by the Outdoor Club. This person must also meet any and all conditions necessary for the status of an Outdoor Club Officer.

Section 2. Miscellaneous

All other duties, regulations, and conditions shall be specified in the Outdoor Club Bylaws.

**ARTICLE IX. RATIFICATION AND AMENDMENTS**

Section 1. Procedure

To ratify or amend The Constitution of the Outdoor Club, notice of the meeting for approval shall be given a minimum of two (2) weeks in advance by public announcement at a club executive board meeting, by flier, and by message on the phone machine. A 2/3 majority of the club executive board must approve changes. The Constitution will then be submitted to the ICC for ratification, and will take effect immediately upon ratification.

Section 2. Archiving

All versions of the Constitution of the Outdoor Club shall be kept in perpetuity by the Outdoor Club. Responsibility for the job falls to the Senior Advisor, Secretary and President of the club.

Section 3. Dating

The approval date of this Constitution of the Outdoor Club revision of winter quarter, 1999, shall be listed as the date of ratification, acknowledging that this is the fourth version of the constitution. The date of ratification shall always remain in place in this document, and any subsequent changes will be appended on as listing the date of approval of the amendments by the ICC.

Section 4. Ratification

This constitution replaces all previous constitutions, but does not replace current bylaws, and takes effect immediately upon ratification of the ICC.

(This version of the constitution was read and discussed at executive board meetings on Feb 22, March 1, and March 8, 1999 and voted unanimously).