

UNIVERSITY OF MASSACHUSETTS OUTING CLUB
Established 1927

CONSTITUTION
(and operant policies)

March 2007

University of Massachusetts at Amherst
RSO Box 58, Student Union Bldg., Amherst, MA 01003

Article I. Name and Objectives

Section 1. The name of this organization shall be the UNIVERSITY OF MASSACHUSETTS OUTING CLUB.

Section 2. This organization shall have as its principal objective the increase of awareness and respect for the outdoors. This goal shall be promoted through outdoor activities including, but not limited to, backpacking, canoeing, kayaking, caving, rock climbing, ice climbing, mountaineering, cross-country skiing, snowshoeing, and endeavors such as trail maintenance and conservation programs.

Article II. Membership

Section 1. Five-College undergraduate students, graduate students, faculty, alumni, staff of the University, and members of the greater Amherst community are eligible for membership each year. The club may not discriminate against race, creed, religion, age, gender or sexual orientation.

Section 2. Membership shall entail the following privileges and responsibilities:

- (1) Payment of membership dues each membership year as defined in Article III, Section 1.
- (2) Undergraduate students who have paid the University of Massachusetts Activity Fee shall have the ability to vote in the election of officers and in the ratification of the constitution and any amendments therein.
- (3) All members have the right to vote on all issues raised to the general membership, excluding those instances specified above in number 2.
- (4) Priority shall be awarded on all club trips.
- (5) Ability to rent outdoor equipment from the club Gear Locker for personal use (i.e. a non-club trip).
- (6) Ability to borrow books from the club's library.

Article III. Dues

Section 1. The officers shall determine membership fees (dues). A membership year shall be constructed as running from September 1 to August 31 and payment of dues anytime within that year shall carry membership only until the following August 31.

Section 2. The collected dues shall be used for the benefit of the club and help to achieve the goals outlined in article I, section 2. These uses shall include, but shall not be limited to, the purchase of outdoor equipment, the payment of the club Gear Locker employee(s), and the facilitation of club events.

Article IV. Officers

- Section 1. The officers of the club shall consist of a president, vice president, secretary, treasurer, and one or more publicity officers and be elected at a general club meeting by the membership at large, by means of a simple majority vote. The president, treasurer and vice president or secretary must be undergraduate members who have paid their University of Massachusetts Activity Fee.
- Section 2. The officers shall provide guidance to activity chairpersons and trip leaders in the performance of their duties. All officers are responsible for recruiting and encouraging participation in the club.
- Section 3. The president shall call and preside at all meetings of the club, provide guidance to all other club officers and activity chairpersons, and ensure that provisions set forth in the constitution or club policies are adhered to. S/he shall act on situation not expressly covered by the business meeting, and s/he shall avail themselves to their recommendations. S/he shall have the privilege to vote on issues raised in business meetings and shall hold signature responsibility.
- Section 4. The vice president shall act to assist the president and shall assume the duties of the president in the event that the president is unable to carry them out. Upon resignation or removal of the president, the vice president shall make arrangements for a new election in a timely matter and shall perform as acting president until such time as the new election can be held. S/he shall have the privilege to vote on issues raised in business meetings.
- Section 5. The treasurer shall assume responsibility for keeping accurate account of the club's monetary status. S/he shall keep an accurate accounting of all transactions and checking balances. A report of the club's financial status and activities shall be made at business meetings and enumerated upon if so requested. The treasurer shall serve a term of three semesters, being apprentice to the outgoing treasurer for the first semester. S/he shall have the privilege to vote on issues raised in business meetings and shall hold signature responsibility.
- Section 6. The secretary shall keep accurate minutes of business meetings so there shall be no question regarding decisions reached. S/he shall carry on the general correspondence of the club and, together with the treasurer, shall be responsible for maintaining records of the club. S/he shall have the privilege to vote on issues raised in business meetings.
- Section 7. The publicity officer(s) shall keep members informed of club meetings and events. They shall solicit and schedule programming for general club

meetings and actively pursue every reasonable opportunity to raise campus awareness of the club. The number of publicity officer positions shall be determined at the business meeting, by means of a 2/3rds majority vote, prior to election. S/he shall have the privilege to vote on issues raised in business meetings.

Article V. Non-Officer Personnel

Section 1. The non-officer personnel of the club shall consist of members who are vital to the successful operation of the club and are reappointed by the officers at the beginning of the academic year. The non-officer personnel shall include, but are not limited to, a gear locker manager, gear locker employee(s), activity chairpersons, and trip leaders.

Section 2. The gear locker manager shall be a hired employee of the club. S/he shall be responsible for maintaining and operating the club gear locker. S/he shall also be responsible for compiling a list of prospective outdoor equipment purchases, as requested by activity chairpersons prior to the completion of the budget. The gear locker manager shall have the privilege to vote on issues raised in business meetings.

Section 3. The gear locker employee(s) shall be a hired employee of the club and shall be responsible to the gear locker manager. S/he shall assist in the maintenance and operation of the club gear locker. S/he shall be hired through a process described in the by-laws of this constitution. The most senior employee shall assume the position of gear locker manager upon the resignation, removal or graduation of the current gear locker manager. S/he shall have the privilege to vote on issues raised in business meetings.

Section 4. The activity chairpersons shall be elected by a simple majority vote by officers and trip leaders of the relevant activity. Only elected trip leaders are eligible for chairpersonship. The chairpersons shall be responsible for coordinating his/her specific activity, including ensuring that each trip leader leads a minimum of three trips per year. The chairpersons shall also be responsible for overseeing the training of new trip leaders and presenting the prospective trip leaders to the business meeting for approval by a 2/3rds majority vote. They shall have the privilege to vote on issues raised in business meetings.

Section 5. The trip leaders of the club shall be elected by a 2/3rds majority vote by business meeting after completion of the training requirements enumerated in the by-laws of this constitution. The trip leaders shall be responsible for operating safe and enjoyable club trips, in compliance with Article I, section 2. They shall be required to lead a minimum of three trips per year. They shall have the privilege to vote on issues raised in business meetings.

Article VI. Business Meetings

- Section 1. The business meeting shall be required for officers, recommended for non-officer personnel, and open to all members of the club. The minutes from all business meetings shall be summarized and published online.
- Section 2. It shall be the responsibility of the business meeting to study and take action on any recommendations or issues brought before it, to determine club policies, to interpret the constitution, to be responsible for the general administration of the club and to preserve the objectives outlined in Article I.
- Section 3. The business meeting shall be held 1 hour before the general meeting unless changed by the president with the concurrence of at least 2 officers at least 1 day prior to that meeting and clearly announced to club members.
- Section 4. A quorum must be present in order to hold a business meeting, and shall consist of a minimum of three officers of the club.
- Section 5. Any three officers have veto power over any decision reached in the business meeting, exercisable only during that meeting. Upon the exercising of said veto power, an issue shall be tabled until the next business meeting, at which time it will be reevaluated and put to a second vote. If a 2/3rds majority cannot be reached in the second vote, the issue shall be brought before the next general meeting where a final decision shall be reached by a simple majority vote.
- Section 6. If any member disagrees with a decision made in a business meeting, s/he shall have the right to collect the signatures of ten members and petition that the issue be raised to the general membership. This petition must first be presented to a business meeting within two weeks of the publication of the decision in question. The officers shall then be responsible for presenting the petition to the general membership within two weeks of receiving it. The issue shall be resolved by a simple majority vote of the general meeting.

Article VII. Expenditures

- Section 1. All expenditures must use a University purchase order. Expenditures over the amount of \$200 must be approved in a business meeting with a simple majority vote.
- Section 2. A report of expenditures shall be made available to any club member upon request.

Article VIII. General Meetings

- Section 1. Club meetings will be held, when possible, at the same time on following weeks – the place and time having been posted in advance along with items of particular and general interest concerning the meeting. Such meetings are open for all to attend, but only club members may vote as outlined in Article II, Section 2. Any changes in the meeting time should be announced 72 hours in advance.
- Section 2. A quorum for club meetings shall consist of at least three officers and ten general club members.
- Section 3. A simple majority is necessary in the election of the officers, whereas a 2/3rds majority is required for a constitutional ratification or amendment.
- Section 4. General club meetings shall be geared toward education and entertainment as well as disposal of current business. The meeting shall serve as the focal point of the club membership as well as an informative session (slide shows, movies, speakers, etc.) to stimulate interest in club activities and areas of endeavor.

Article IX. Elections

- Section 1. Elections for president, vice president, secretary and publicity officers will be held in April of each year according to the procedures defined in the by-laws. The election for treasurer will be held in February of each year. Any one who can not serve a full term in office is ineligible for election.
- Section 2. Any club member unable to vote in person may, according to procedures outlined in the by-laws, cast his/her ballot before the election.
- Section 3. The newly elected officers shall assume positions immediately upon the first day of May, with the exception of the treasurer, who shall begin his/her term immediately after the treasurer's election. The incoming treasurer is, however, not granted signature responsibility until s/he attends the next available signature responsibility workshop as provided by the University.

Article X. Associations with Other Organizations

- Section 1. In keeping with the stated objectives of the club and in maintaining public relations, the club shall affiliate with or maintain membership in clubs and organizations as deemed appropriate by the business meeting.

Article XI. Collective Signature

Section 1. Use of the collective signature of the University of Massachusetts Club for any purpose other than official business is prohibited unless approved by a business meeting.

Article XII. Removal of Officers

Section 1. Upon a unanimous vote of the remaining officers at a business meeting, or upon presentation of a petition signed by ten percent or more of the total club membership for the removal of any officer, the individual in question shall be given the opportunity to resign in confidence. If such officer does not resign, the remaining officers shall temporarily suspend him/her pending the results of the action outlined below:

(1) Grounds for removal shall include:

Willful abuse of the constitution or policies of the club,
inefficiency in the performance of his/her duties, misappropriation
of club funds or conduct unbecoming of a member of the club.

(2) The officers shall appoint an investigating body consisting of five members of the club, none of whom shall be officers. The purpose of this body shall be to investigate the charge brought against the officer in question as set forth in the petition or business meeting action. The investigative body shall submit to the business meeting within two weeks of its conception a report on its findings.

(3) The officers shall call a general meeting of the club within one week of the submission of the investigating body's findings and put these findings to the club.

(4) A 2/3rds majority of this general meeting of the club shall be required to remove the officer in question. If not removed, then s/he resumes his/her position immediately.

Article XIII. Removal of Non-Officer Personnel

Section 1. Non-officer personnel may be removed from office as per the provisions of Article XII with the following modification:

That matter being brought to the attention of the business meeting and the meeting having reviewed the case and found a non-officer deficient in his/her duties, that person shall be called before the business meeting to hear the case against him/her and defend his/her position. The business meeting, then having made recommendations to the individual, shall wait a minimum of two weeks before reviewing the case again to determine if any improvement has been made. If doubt persists as to the individual's qualifications to continue in his/her designated capacity, a vote of the business meeting shall be taken. Seven affirmative votes are necessary if

ten or fewer members are present, or a 2/3rds majority necessary of affirmative votes if more than ten members are present.

Article XIV. Faculty Advisor

- Section 1. The advisor shall be recommended by the business meeting to the club membership at a general meeting for approval by means of a simple majority vote.
- Section 2. At each annual election the advisor's term will be continued or terminated upon a simple majority vote of the club.
- Section 3. The faculty advisor may be removed from office as per the provisions of Article XIII.

Article XV. Amendments

- Section 1. This constitution may be amended provided the proposed amendment has been submitted to the business meeting, which will then report its recommendation to the club within a month of the submission date of the amendment.
- Section 2. A 2/3rds majority of a general meeting is necessary to ratify an amendment.
- Section 3. An amendment becomes effective immediately upon ratification unless a provision within the amendment specifies otherwise.

Article XVI. By-laws

- Section 1. By-laws will be established by the same procedure as outlined in Article XV.

UMOC Constitution: Appendix A
GENERAL BY-LAWS AND POLICIES

OUTING CLUB TRIP GUIDELINES

The sole purpose of this by-law is to prevent discrimination, as outlined in Article II, section 1, of any type on club trips.

Club trips are open to everyone on an equal basis with the following exceptions:

- (1) Trip leaders may restrict participation due to lack of relevant experience in the activity and/or safety concerns, provided that the leader evaluates the individual(s) in a totally fair and impartial manner.
- (2) Certain club trips may be restricted to women or minorities providing there is a justifiable reason for them being so organized. Any other group that feels they qualify for special consideration must be approved in the business meeting.

A person's status on a club trip shall in no way be affected by their membership or affiliation with any organization or institution including the University of Massachusetts Club or University of Massachusetts with the following exceptions:

- (1) In the event a trip sign-up has exceeded its limit, the persons with an Club membership shall be placed preferentially on the trip.
- (2) Only Club members may rent equipment from the equipment locker, for non-Club trips.
- (3) Trip fees may differ for members and non-members, per the approval of the business meeting.

All trip leaders must put a sign-up sheet on the bulletin board for people to sign up. A trip leader must use the order in which people are signed-up to decide who is to go on a trip in case of over-enrollment, unless one of the previously mentioned exceptions applies. A further exception is if there is a justifiable reason for taking someone further down on the list and taking that person does not prevent anyone further up on the list from going. For example, taking a driver further down on the list if a trip needs cars or taking an experienced person further down on the list if this allows the trip to take more beginners.

Except as outlined above, limiting who may go on a club trip for any of the following reasons is prohibited:

- (1) Choosing who is to go on a trip by any form of lottery.
- (2) Choosing who is to go on a trip for the purpose of achieving a particular gender ratio on that trip.
- (3) Choosing who is to go on a trip on the basis of compatibility.

OUTING CLUB TRIP LEADER TRAINING REQUIREMENTS

To ensure the safety and quality of club trips, the following procedures shall be required of all trip leaders:

- (1) The prospective trip leader must co-lead two club trips, acting as the primary trip leader on the second trip.
- (2) Completing any additional training requirements as set by the business meeting.
- (3) Participating in the next available Leadership Training Weekend.

Upon the completion of steps (1) and (2), the prospective trip leader will be presented to the business meeting by the activity chairperson of the particular activity. A 2/3rds majority vote of the officers and activity chairpersons is required to approve the trip leader. Upon completion of the vote, the prospective trip leader shall be given a summary of comments. Failing approval, the prospective trip leader will be expected to fulfill additional requirements as recommended by activity chair prior to reconsideration.

Upon a 2/3rds majority vote of the business meeting, certain certifications and/or experience may be substituted for one required co-leading trip.

Once a trip leader is approved in a business meeting, s/he may begin leading trips in the particular activity. However, s/he may not train prospective trip leaders until the completion of step (3).

If there are no trip leaders for an activity, a current trip leader may be elected for the position upon completion of requirements set out by the business meeting.

OUTING CLUB EMPLOYEE HIRING POLICY

This by-law shall outline the policy with which the club may hire a locker employee.

- (1) Applicant(s) completes and submits an application by posted deadline
- (2) Applicant(s) is interviewed by the officers and gear locker manager
- (3) After all applicants have been interviewed, a locker employee will be hired by a 2/3rds majority vote by the officers and gear locker manager.

The club shall be in compliance with the University of Massachusetts Sexual Harassment Policies and Procedures.

OUTING CLUB ELECTION POLICIES

The club shall elect its officers through fair election practices outlined in this by-law.

- (1) One officer shall be selected to oversee the election
- (2) The elections shall be announced at least two weeks prior to election.
- (3) Nominations shall be accepted during the two consecutive general meetings following the announcement; any club member may be nominated for any officer position.
- (4) On the third week after the election announcement was made, the elections will take place in the general meeting. Nominees may make speeches before the election takes place.
- (5) During the election for each position, the nominees must leave the room. Members may advocate for or against nominees during this period. The nominees will be called back in once the election of the position is completed.

Members who are unable to be present at the time of the election may vote absentee, as outlined below:

- (1) Member(s) voting absentee must submit their vote to the officer in charge of the election prior to the election at a general meeting.
- (2) The absentee vote must be submitted at least 1 hour before the election.
- (3) The elections officer shall be responsible for tallying any absentee votes and adding these votes to the final count.

OUTING CLUB KEY POLICY

- (1) All club related keys are issued to club members only.
- (2) All keys must be issued by an officer with signature responsibility
- (3) All officers and non-officer personnel approved by the business meeting shall have access to all club keys.
- (4) Copies of keys for all club facilities shall be kept in the gear locker.
- (5) Lost/misplaced keys should be reported to an officer with signature responsibility as soon as possible.
- (6) Failure to comply with key policy could result in the loss of key privileges.

UMOC Constitution: Appendix B
EQUIPMENT-RELATED BY-LAWS AND POLICIES

OUTING CLUB LIBRARY ORGANIZATION

The club will maintain a collection of books, magazines and trail guides in the office for the use of club members. Book(s) may be borrowed from the club library provided that an officer is present to properly sign-out said book(s) according to the procedure below:

- (1) The club will maintain a binder to keep borrowing records.
- (2) The book title, author, date taken out, date due, borrower's name, phone number and ID number shall be recorded in the Library Rental Binder.
- (3) A signature of the borrower and the initials of the officer checking the book(s) out are required
- (4) Only club members may borrow books.
- (5) Books may be taken out for one week at a time, with option to renew.
- (6) If a book is not returned by one week after the due date, a late fee will be assessed.

EQUIPMENT RENTAL RATE POLICY

- (1) The club Gear Locker shall not be operated for profit.
- (2) The Equipment Committee sets the rental items, rates and deposits.
- (3) Only club members may rent equipment.
- (4) Equipment rates are posted online, at the gear locker and made available to any club member upon request.

GUIDELINES FOR ESTABLISHING THE EQUIPMENT PRIVILEGE LIST

- (1) The Equipment Privilege is composed of:
 - a. Present officers
 - b. Faculty advisor
 - c. Equipment locker employees
 - d. Lifetime members
 - e. Chairpersons
 - f. Trip leaders
- (2) The list shall be compiled by the president and revised at the beginning of every semester.
- (3) Everyone on the list is entitled to a waived rental fee for use of club equipment, except the equipment not rented to general members as per the locker policy.
- (4) Everyone of the list must leave deposits and adhere to all policies and late/lost/damage fees.
- (5) Abuse of Equipment Privilege will be addressed by the gear locker manager and the president.

EQUIPMENT COMMITTEE GUIDELINES

Committee Meetings:

- 1) The Equipment Committee is called as necessary by the Gear Locker Manager and Treasurer to decide and approve the purchase of new equipment, sale of old equipment, and changes in equipment policies and rental rates.

- 2) The Gear Locker Manager is responsible for seeing that an agenda sheet and meeting time is posted at least three days in advance. The meeting will take place in place of a regular business meeting unless otherwise scheduled.

Minutes:

- 1) The Gear Locker Manager is responsible for seeing that minutes of these meetings are recorded and kept on file for future reference.

Attendance:

- 1) Equipment Committee meetings are open to all, regardless of club membership status. Only Equipment Committee members may vote. A simple majority vote is necessary to pass a committee decision.

Committee Member:

- 1) The Equipment Committee shall consist of:
 - Gear Locker Manager
 - President
 - Vice President
 - Treasurer
 - All Activity Chairpersons

Note: co-chairpersons for the same activity count as one position

Note: If a chairperson is unable to attend the meeting s/he may appoint a trip leader to act in his/her place.

Quorum:

- 1) At least half of the above positions must be present at an Equipment Committee meeting to have a quorum.

Equipment Purchasing:

- 1) The Equipment Committee is responsible for debating and deciding the equipment purchases for club. This responsibility excludes purchases for repair supplies and small-scale replacement (items under \$40.00).

- 2) Equipment purchases approved by the committee should be announced at the next Business Meeting. Grievances with the proposed purchases can be brought to a Business Meeting which can then vote to either uphold or override the Committee's decision.

OUTING CLUB CABIN USAGE POLICY

The University of Massachusetts Club shall maintain a cabin on University property on Lewis Hill in Bethlehem, New Hampshire. This by-law sets forth general policy on cabin use and management.

1. Cabin chair

The cabin chairperson(s) shall be responsible for ensuring adequate supplies of consumables, such as propane or firewood, on the premises and for preserving the integrity of the physical property. They shall schedule and organize work weekends as necessary to meet those responsibilities. Food, trash disposal, and housekeeping shall remain the responsibility of cabin occupants.

2. Locker manager

The locker manager shall maintain a reservation calendar to schedule cabin use during the semester and shall collect cabin rental fees from its occupants, in accordance with a fee schedule approved by the club officers. During summer and winter sessions, the cabin is available to individuals on a “drop-in” basis, with the nightly per-person fee due to the locker manager at the beginning of the next semester. The locker manager shall publish a set of specific rules and instructions governing cabin use, within the constraints of this by-law. These rules shall be posted conspicuously in the cabin and shall be distributed to and acknowledged by those intending to use the cabin.

3. Precedence List

Groups wishing to use the cabin will be given priority based upon the following categories, listed from high to low priority.

- a. Organized work weekends
- b. Club sponsored trips
- c. UMASS student groups
- d. Faculty, alumni, or UMASS employee groups
- e. All others

A group holding a reservation may be pre-empted by another group higher on the priority list until 3 weeks prior to the scheduled trip. Within three weeks of the event, the group with a confirmed reservation, can no longer be “bumped” by another group, and shall not be refunded any portion of the cabin fee if they cancel their reservation within this time.

4. Risk Management

- a. A maximum of 25 people may occupy the cabin at one time.
- b. Smoking is prohibited inside the cabin.
- c. State Law and University policy prohibit consumption of alcohol by anyone under the age of 21.
- d. Saws and axes stored in the cabin may not be used by any individual unless specifically authorized by the locker manager or cabin chairpersons.
- e. Fully charged and operable fire extinguishers shall be located in the sleeping loft, in the kitchen area, and near the wood-burning stove. They shall be inspected annually by

the cabin chairpersons and should be brought to the campus Office of Health and Safety for repairs or recharging as necessary.