

# Constitution of the Brown Outing Club

Drafted January 2018 by

Austen Sharpe, *Co-President 2017-2018*

Zoe Gates, *Co-President 2017-2018*

Ethan Pierce, *Gear Room Manager 2017-2018*

Lucas Smolcic Larson, *Vice President 2017-2018*

Lena Milton

Ana Lucia Espinosa Dice

Cindy Zeng

Clayton Sanford

Colby Parsons

Sam Dunietz

Isaac Bierer

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## Mission Statement | F.A.C.E.S.

*We, the Board of the Brown Outing Club, will abide by the following values, and use them as guiding principles for the short and long-term goals of the club:*

### **Fun**

afford the Brown community with safe and enjoyable recreation and social interaction where participants can be themselves, take healthy risks, and find a change of pace from the campus environment;

### **Accessibility**

acknowledge the myriad barriers to outdoor recreation and facilitate access for Brown community members of all identities, backgrounds, experience levels, and financial circumstances; actively reach individuals and groups who might not otherwise get outside;

### **Community**

foster social interaction and interpersonal connection by encouraging collaboration and creating an inclusive, synergistic relationship between leaders and participants;

### **Experience**

craft spaces in which leaders and participants can have meaningful interactions with themselves, their peers, and the surrounding environment;

### **Service**

serve the Brown community by providing opportunities to get off campus and develop skills in a variety of outdoor pursuits; instill respect for natural places, a commitment to *Leave No Trace* ethics, and best practices for environmental stewardship.

# Positions & Definitions

## *Definitions:*

**BOC** -- Brown Outing Club

**Members of the BOC** -- All trip participants and individuals subscribed to the BOC listserv.

**Board Members** -- All trip leaders within the BOC.

**Core Leadership** -- The Presidents, the Vice President, the Treasurers, the Gear Room Manager, the Social Chair, and the Trip heads.

**Steering Committee Members** -- The group of board members who attend any given optional steering meeting. Presidents, Vice President, at least one Treasurer and Gear Room Manager must be a part of the Steering Committee.

## *Positions:*

### ➤ **Co-Presidents**

Elected position held by two individuals referred to as co-presidents. May be of any semester level. Must have been a board member for a minimum of one semester prior to election. Must be qualified, committed individuals capable of steering the club in a positive and constructive direction.

*Responsibilities* include facilitating weekly board meetings, weekly steering committee meetings, and semesterly general body meetings. Must ensure that an established minimum of trips occur each semester, and that club operations run smoothly. In charge of coordinating and sending weekly newsletter and managing the club email. Point person for any internal or external club conflicts. Will hold weekly office hours in the gear room open to the greater student body. See drive for more detail.

### ➤ **Vice President**

Elected position held by a single individual. Must have been a board member for a minimum of one semester prior to election.

*Responsibilities* include aiding the presidents as well as coordinating and ensuring the occurrence of on campus events. In charge of note taking and attendance during meetings. Sends a mid-semester check-in to those who have not completed their two trip credits. Must attend steering-committee, notwithstanding extenuating circumstances. See drive for more detail.

### ➤ **Treasurers**

Elected position held by two individuals. At least one treasurer must have been a board member for a minimum of one semester prior to election. Individuals must be organized and experienced with budget creation and spending allocation.

*Responsibilities* include semesterly budget management, coordination with trip heads and core leadership regarding spending, up to date knowledge on budget status, primary communication with

the UFB and SAO, maintain updated spreadsheet of semesterly spending and earning viewable by all board members. Serve as the financial signatories of the club. Must develop and/or maintain a robust means of processing the proceeds from trips. At least one treasurer must attend steering-committee, notwithstanding extenuating circumstances. See drive for more detail.

### ➤ **Gear Room Manager**

Elected position held by a single individual. Must have been a board member for a minimum of one semester prior to election. Must be a highly organized and committed individual.

*Responsibilities* include coordinating gear room hours, training gear room volunteers, managing the gear room email, ensuring gear return/ordaining adequate consequences when necessary. The gear room manager must volunteer to hold hours in the gear room at least once a week. Their hours will be on Friday unless a legitimate conflict is established. In charge of maintaining up-to-date gear inventory and backing up the google drive to an external hard drive. Must attend steering-committee, notwithstanding extenuating circumstances. See drive for more detail.

### ➤ **Social Chair**

Appointed position held by one or more individuals. No prior board experience necessary.

*Responsibilities* include planning intra-board social events and facilitating intra-board bonding activities. See Google Drive for more detail.

### ➤ **Trip Heads**

Appointed positions that establish a point person for a specific genre of trip. Previous title holders are responsible for finding replacements. Trip heads are experts in planning and running trips in their particular field.

*Responsibilities* include submitting budget requests at the beginning of the semester and ensure that a designated minimum number of trips under their jurisdiction go out each semester. Trip head terms are not specified and may be held for as long or as little as the title-holder desires, however one must follow through with position responsibilities until a suitable replacement is found.

Trip head positions:

**Backpacking Head** – *multi-day backpacking/hiking trips, fall and spring break trips*

**Day Hikes Head** – *single-day hiking trips*

**Paddling Head** – *canoeing, kayaking, whitewater rafting*

**Ski Head** – *alpine skiing, nordic skiing*

**Climbing Head** – *outdoor climbing trips*

**SNC head** – *Sunday night gym climbing trips*

**Alpine Head** – *mountaineering and ice climbing trips*

**Trail Running Head** – *trail running trips*

# Club Structure

## *Leadership:*

### *Core-Leadership* | ELECTED

The board will hold elections for core-leadership in the spring semester. Winning candidates will begin their terms the following fall. Candidates must be nominated for the position prior to elections either by fellow board members or by themselves via an anonymous form managed by the co-presidents. Those nominated will be informed and must accept or decline the nomination. Those who accept must submit a paragraph describing why they are running and what they plan to do in the given leadership role. Board members will vote for their preferred candidates, and those with the majority of votes will win the election. Elections for all core-leadership positions will be held at the same time.

- **Co-Presidents** | term: full academic year | spots: two
- **Vice President** | term: ideally full academic year, or 1+ semester | spots: one
- **Treasurers** | term: two consecutive semesters | spots: two, staggered: one fall-spring, one spring-fall
- **Gear Room Manager** | term: full academic year | spots: one

If position holders feel that they are unfit or unable to continue their duties into the second semester (or the co-presidents deem it so), they may resign and mid-year elections will ensue to select a suitable replacement.

### *Core-Leadership* | APPOINTED

At any point during the semester prior to an appointee's intended resignation or graduation, they will select a successor with the approval of the Presidents and, with their confirmation, begin training them for the job. Appointees may hold their position until elected into another leadership role or they choose to resign. In the case of the latter, it is the responsibility of the appointee to find a suitable replacement. The following positions must be upheld, though additions or conglomeration may be discussed by the steering-committee:

- **Social Chair** | term: full academic year | spots: one
- **Day Hikes Head** | term: minimum of one semester | spots: one
- **Backpacking Head** | term: minimum of one semester | spots: one
- **Climbing Head** | term: minimum of one semester | spots: one / two
- **SNC head** | term: minimum of one semester | spots: one
- **Paddling Head** | term: minimum of one semester | spots: one
- **Ski Head** | term: minimum of one semester | spots: one
- **Alpine Head** | term: minimum of one semester | spots: one

In the instance of last minute or unforeseen resignations/removals of trip heads from the board, the Presidents will select an appropriate successor.

## *Meetings:*

### ***Board Meetings***

Board meetings will occur weekly and must be attended by all board members. The meetings will be facilitated by the co-presidents and consist of trip planning, trip review, leadership development, and skills workshops.

### ***Steering Committee Meetings***

Steering Committee Meetings will occur weekly and will be attended by all core-leadership members, and any interested board members. These meetings serve as the primary decision-making platform for the club. Chosen issues may be raised to the entire board at larger meetings if the group deems it necessary. Presidents will send out an agenda to the board prior to the meeting and the VP will make the minutes available in the google drive. Crucial club decisions will be discussed by the steering committee but brought to the entire board for discussion, voting, and consultation. Steering committee meetings will be recapped at all board meetings.

### ***General Body Meetings***

General Body Meetings will occur once at the beginning of each semester, unless a need for more is specifically identified. These meetings will cater to the entire student body. They will include a description of the club, the lottery system, upcoming trips, and opportunities for feedback.

### ***Retreat***

Every year, the board will attend a retreat planned and facilitated by the co-presidents with aid from the core-leadership. Board members will travel to an off campus location to bond as a group and review goals for the year.

### *New Member Acceptance:*

#### ***Application Process***

At least once a year, the co-presidents will release an application to the student body giving members the opportunity to join the board. Those eligible to join must be currently enrolled as undergraduates at Brown. The co-presidents will coordinate an interview process during which they will pare applicants down to a select number of acceptances or qualified individuals. The co-presidents may call upon members of the steering-committee for assistance in the application and/or applicant selection process.

# Bylaws

## *Responsibilities:*

### ***Board members must:***

- Attend all board meetings
- Complete a minimum of two trip credits per semester
- Behave responsibly and respectfully towards participants and fellow board members
- Uphold the values pursuant to F.A.C.E.S.

## *Accountability:*

### ***Noncompliance with Trip Credit Requirement***

Board members must complete a minimum of **two trip credits per semester** to remain on the board. Trip equivalents include gear room hours, on-campus events, or any other significant endeavor that the presidents deem worthy of a credit. Failure to comply will result in removal from the board at the end of the semester. Ex-board members are open to re-apply at the discretion of the current presidents. Board members who go abroad or on leave automatically regain their position on the board once they return.

It is the responsibility of the leader to contact the Presidents if they are unable to fulfill their trip obligations. If such a notification is made in good faith and in a timely fashion, the leader and the Presidents may find an alternative arrangement (cleaning the gear room, social event organization, etc).

Board members are responsible for following through on commitments to lead a trip. If a leader is unable to fulfill a commitment, they must notify the presidents immediately.

### ***Absence from Meeting***

Board members with a recurring meeting conflict must notify the presidents by the end of shopping period. Individuals who cannot attend any or the majority of board meetings must fulfill an extra trip credit. An absence from meeting is defined as a board member failing to show up to meeting *and* failing to notify the presidents and vice president of their intended absence at least two hours in advance of the meeting. Legitimate causes for missing one or more meetings will be predetermined by the presidents. An individual that accumulates three or more absences over the course of a semester must fulfill an extra trip credit. Attendance resets at the start of each semester.

If a board member thinks that they are going to have a recurring conflict that precludes them from attending meetings on a regular basis they must notify the presidents by the end of shopping period. Individuals who cannot come to meeting must fulfill an extra trip credit.

### ***Dropping Trips from the Calendar***

The following disciplinary steps will be implemented in the event of a leader dropping from a trip they have signed up for within two weeks of the trip *without finding a replacement*.

### *The Cookie Clause*

**First Infraction:** verbal warning

**Second Infraction:** the offending leader will be required to provide cookies (or an equivalent baked good) at the next board meeting. Preferably, the baked good will be homemade and of high quality. The purpose of this clause is two-fold: to provide a commitment of time to the BOC in place of the missed trip, as well as to increase board morale.

**Third Infraction:** removal from the board

### ***Other***

The Presidents reserve the right to administer verbal warnings to any board member who engages in inappropriate or otherwise unacceptable behavior. Repeated instances of such behavior may result in removal from the board.

The Presidents will document each leader's disciplinary position based on their infractions. At the end of each semester, each leader's number of infractions decrements by one, but does not go below zero. For example, a leader who has had two infractions at the end of the semester starts the next semester with one."

### *Impeachment:*

#### ***Removal of one or more President***

Individual co-presidents may be subject to impeachment. Any single board member may suggest impeachment proceedings, which will only proceed with a majority vote by the board. The offending president will be allowed the opportunity to defend their case, and as such the board will be allowed to ask questions and make statements against or in defense of the offender. A 2/3 majority vote by the board after the hearing will result in impeachment. This vote will require a 2/3 quorum of board members to proceed. If no such quorum can be met, a 2/3 vote by the trip heads and remainder of the core board will suffice.

If a president is removed from office, an election for their replacement is immediately triggered.

### *Appeals:*

#### ***Rebutting disciplinary action***

Board members who disagree with the presidents' disciplinary actions can appeal their decisions through a committee of other leaders. This committee includes the core leaders (excluding the presidents) and the trip heads. If the board member appealing occupies one of those positions, they are not part of the committee. The committee hears the opinions of both the appealing member and of the presidents. Then, votes by majority to override the actions of the presidents, with ties broken in favor of the presidents. This includes Cookie Clause steps, other punishments issued by the presidents, or removal from other positions.

*Amendment process:*

Amendments to the constitution can be suggested and discussed at steering committee meetings. The steering committee will draft a version of the amendment, which will then be introduced at a board meeting. The board votes on the amendment as written, which is approved by a  $\frac{2}{3}$  vote.