

Purpose

The purpose of the Dickinson College Outing Club (DCOC) is to provide access and resources to the Dickinson College community which facilitate outdoor recreation and education. The Club offers opportunities to leave campus and participate in activities such as hiking, rock climbing, backpacking, boating, and skiing. The Club’s activities aim to teach members about the outdoors, provide leadership training opportunities, and foster a respect and appreciation for nature.

OFFICERS

The executive board shall consist of three bodies, the officers, the trip leaders, and the faculty advisor. There shall be four officers, a minimum of three trip leaders and one faculty advisor as described below.

Eligibility to hold office is based solely on possessing current status as a registered Dickinson student. Officer elections are held online through the club’s EngageD page, with the ballots closing 24 hours before the SCC deadline for elections. Quorum is required for the vote to be valid. The Dickinson College Outing Club defines quorum as either 20 members or 75 percent of average general meeting attendance for the meetings to date of that academic semester. The option which yields the higher number of members required at the meeting shall be the quorum required. Quorum must always be met, regardless of the situation, even if all officers are running unopposed.

Officers-elect will shadow current officers until the end of the semester to learn duties and responsibilities. The term for all officers will begin at the end of the semester in which they are elected and end at the conclusion of the following semester. There are no term limits. In the event of vacancy of an office, the president may fill the position with another club member until a second round of elections have been created on EngageD. This must be done within a week of the first election closing.

If a member of the Outing Club deems elections unfair with legitimate cause, then said member can request a revote. In this case, the current officers must call a new election and the process must be completely redone under the guidance and supervision of the faculty advisor.

This issue ought to be addressed prior to the start date of the new officers. (any affected position, no advisor)

Officer Duties and Responsibilities:

President (1)

☐ Run officer meetings and general meetings

○ Set the agenda and facilitate meetings

- Attend one officers meeting and one general meeting per week, attend other meetings as needed

Liaison to Rec Sports coordinator and administration

- Attend Sports Council meetings
- Mentor the assistant officers
- Monitor email account (with Outreach Coordinator)
- Monitor social media accounts (with Outreach Coordinator)
- Maintain club calendar (with Trip Manager)
- Maintain constitution
- Assist Wild and Scenic coordinator in organizing the film festival
 - Personally takes over the position if it cannot be filled
- Coordinate leadership workshops and other opportunities for the club
- Delegate responsibilities not allocated to specific officers
- Lead trips
- Ensure that all forms are submitted to SCC on time
 - Communicate with SCC and campus rec if deadlines cannot be met
- Attend one officers meeting and one general meeting per week
- Facilitate meetings in the absence of the President
- Help treasurer write the budget in the Spring semester
- Assist treasurer in managing the budget
- Be the contact person with the student senate bookkeeper and the student senate
- Ensure vans are reserved for trips
- Ensure the following President has a full understanding of the role

Treasurer (1)

- Keep track of accounts and give monthly updates to the club
- Apply for special events funding and other funding as needed
- Pick up credit cards and deal with reimbursements when needed
- Lead fundraising efforts
- Help reserve vans with President
- Mentor the Logistics Coordinators
- Lead trips
- Ensure following treasurer has full understanding of the roll

Outreach Coordinator (1-2)

- Attend one officers meeting and one general meeting per week,
- Facilitate meetings in the absence of the President, Treasurer and Trip Manager
- Send minutes and/or post on the website
- Monitor the email account (with President)
- Update the website
- Help reserve vans with President
- Collect photos of trips from members
- Lead trips
- Maintain social media (with President)
- Ensure following Outreach Coordinator(s) have full understanding of roll

Trip Manager

- Attend one officers meeting and one general meeting per week, run meetings with Trip Coordinators as often as needed
- Facilitate meetings in the absence of the President and Treasurer
- Manage the trip calendar
- Monitor sign-ups on EngageD
- Help reserve spaces on campus for events
- Organize trip leaders and send them their trip list and information they need to run

the trip

- Meet with trip leaders before the trip if they need guidance
- Communicate with DPS to ensure leaders are van certified

- Help reserve vans for trips with President
- Lead trips
- Work with the President to make sure that the final trip report is submitted to

Club Sports after the completion of a trip

- Ensure following Trips Manager has full understanding of the roll

Primary Trip Leaders (minimum 3)

- Attend one general meeting and one exec meeting per week.
- Work with the Trip Manager to plan trips
- Research new hiking trails, climbing locations, and camping locations
- Aid Trip Manager in his or her duties as directed by Trip Manager
- Lead trips
- Design or organize the designing of swag for the club
- Keep an archive of all trips and post on website
- Make a slideshow of the semester for the last meeting of the semester
- Aid Secretary in his or her duties as directed by Secretary
- Lead trips

Volunteer Trip Leaders

New position fall 2019. Any member of Outing Club can act as a Volunteer trip leader. They are not required to attend weekly meetings, but must be familiar with the structure of the club. If they want to lead a trip, they must fill out the Trip Proposal form on EngageD a FULL WEEK prior to the proposed date of the trip. The trip can then be approved by the President. Once approved, the volunteer leader is paired with a primary trip leader and given the appropriate resources to run the trip. The volunteer leader must attend both the exec meeting and the general meeting directly prior to their trip.

MEMBERSHIP

Membership in the Outing Club is open to all members of the Dickinson College community. Requirements for membership are an interest in outdoor activities and willingness to work productively in organizing Club events. The Outing Club does not discriminate on the basis of race, sex, gender, sexual orientation, religion, or any personal beliefs. The Outing Club does not condone or participate in any kind of hazing what so ever as part of membership.

MEETINGS

Club meetings, like membership, are open to all members of the College community. They are to be held weekly except in the case of extenuating circumstances. The meetings will be overseen by Officers and the Club Advisor when possible.

An officers meeting is to be held once a week and all officers and trip leaders are expected to attend. As stated previously, volunteer trip leaders must attend the exec meeting directly prior to their trip. This meeting is also open to all members of the College community. Special meetings will be held at the discretion of the executive board. Attendance must be taken at every general meeting through Corq and written on the Google spreadsheet provided by SCC. Attendance will be submitted to SCC monthly in accordance with SCC guidelines.

FINANCES

The Outing Clubs finances are obtained from the Sports Club Council. Supplementary money may be obtained by fundraising activities, Student Senate grant funding, or other reasonable means. Each Club member is asked to pay \$10 dues at the beginning of each academic year to be considered an active member of the Club. If a student joins at the start of the spring semester, dues will be still be \$10. This fee allows members to attend trips. If a student has a legitimate reason that they cannot pay their dues, they are still permitted to be an active member of the club. Club dues go directly to the 06 account and are used to buy food and club swag, among other things.

ACTIVITIES

The Outing Club should organize at least one activity per week. These activities may include, but are not limited to, rock climbing, canoeing, rafting, hiking, camping, backpacking, biking, skiing, and bouldering.

Trip leaders determine the trip capacity and spots are filled on a first come, first serve basis given that all people who register are students, faculty, or staff at Dickinson, have paid their semester dues, and have the appropriate skills for the trip. Volunteer trip leaders work directly with their leader pair to determine the logistics of their proposed trip.

Trip Leading:

The requirements for trip leading vary depending on the intensity of the trip. EVERY TRIP MUST HAVE ONE CPR/AED/FIRST AID CERTIFIED LEADER.

- Day hiking trips can be led by an active Outing Club member who has attended at least one hike and who has additionally co-led at least one hike with an experienced leader.
- Day bouldering trips can be led by certified rock wall monitors, Outing Club members who have attended at least one outdoor rock-climbing trip, or members of Climbing Team exec.
- Day top roping trips can be led by certified rock wall monitors, experienced Club leaders who have experience setting top ropes, or members of Climbing Team exec. There must be at least two leaders per top roping trip that have prior setting experience.
- Overnight trips can be led by Club members that have previous camping experience.
- Multiday trips can be led by Club members who have previously led overnight trips.

Outreach Events:

The Outing Club ought to host at least one outreach event each semester which brings the goals of the Outing Club to the greater community. Ideally, this event will also raise

funds for an organization in the community or one that aligns with the goals of the Outing Club. Examples of outreach events are the Wild & Scenic Film Festival, volunteering at Project SHARE, or helping on a trail maintenance day at King's Gap.

CONSTITUTIONAL AMENDMENTS

Amendments to this Constitution are to be passed in the following manner: Proposals shall be brought up to the Executive Board which will review and if necessary, revise the proposal. The proposed amendment will be brought to the attention of the general body, and the general body will vote on it. The proposed amendment will be passed if it gains a majority vote. In order to hold a vote, quorum, as described in the Officers section, must be upheld.

RECALL OF EXECUTIVES

The effective functioning of the Outing Club relies on the participation of active and responsible officers. If any member of the Club believes that an executive is not doing his/her duties, he/she shall bring up the issue to the general body at any meeting or to any other executive board member, who will then address the club. The issue will be debated for up to one hour total; distributed over one or more meetings. At the end of the debate, the general body will hold a vote. A majority vote will recall the officer in question. Quorum, as described in the Officers section, must be met to hold a vote. The office will be filled by means described in the Officer section.