Constitution
of the
Kalamazoo Outing Club

Article I: Mission Statement and Goals

Section 1: The Kalamazoo Outing Club is a formal student organization at Kalamazoo College and shall meet once a week throughout each academic quarter.

Section 2: Mission Statement
a) The mission of the Kalamazoo Outing Club (K.O.C.) is to provide all Kalamazoo College community members the ability to experience the outdoors in a noncompetitive and supportive environment regardless of their physical ability or financial resources.

Section 3: Goals
a) Provide the Kalamazoo College community with opportunities to successfully participate in and lead outdoor activities and wilderness trips.
b) Develop technical skills under an experiential education model.
c) Promote group and individual growth.
d) Encourage students to try new things and meet new people.
e) Stimulate interest in outdoor activities and curiosity nature areas.
f) Have a proactive educational role in environmental stewardship.
g) Show students that there is more than just the “K” bubble and the town of Kalamazoo.

Article II: Officers

Section 1: The Executive Board shall be an elected group of student leaders.
a) One member of the Executive Board will serve as Treasurer.
b) The Executive Board reserves the right to appoint additional positions as needed, in consultation with the Staff Advisor.

Section 2: The Budget Committee shall be a group of student volunteers from the General Assembly, chaired by the Treasurer.

Section 3: The Staff Advisor shall be a non-voting member.

Article III: General Assembly

Section 1: Membership
a) The General Assembly is composed of enrolled Kalamazoo College students who are present at K.O.C. meetings open to the entire campus community.
Section 2: Voting
   a) General Assembly members who have attended a minimum of three meetings during the current quarter are eligible to cast one vote per open Executive Board position during elections of Executive Board members. No more than one vote can be cast for a nominee on one ballot.
   b) All General Assembly members are eligible to cast one vote in selection of an extended break trip proposal.
   c) All General Assembly members are eligible to cast one vote in the Competitive Trip Approval Process (see Article VI).

Article IV: Executive Board

Section 1: Selection and Removal
   a) Nominations can be made by oneself or by others, up until two days before the election.
      i. Nominees can remove themselves from consideration at any time.
      ii. The nomination process will open at the General Assembly meeting one week before the election.
   b) Eligibility: Students are eligible as nominees if they have sponsored at least one K.O.C. trip.
   c) Voting: all eligible General Assembly members can vote in Executive Board elections (see Article III, Section 2).
   d) Election process:
      i. Nominees will prepare personal statements.
      ii. Ballots will be counted by one Executive Board member and one General Assembly member who is not running.
   e) Run-off elections will occur in the event of a tie in an Executive Board election.
      i. Run-off elections will be held immediately after the first election, at the same meeting.
      ii. All eligible voters will recast ballots for all candidates that did not win in the first round of voting.
   f) Executive Board members can be removed under the discretion of the Staff Advisor.
   g) Officer Resignation:
      i. Officers can resign from the Executive Board at any time under extenuating circumstances.
      ii. In order to officially resign, said member must declare resignation to the entire Executive Board.
      iii. If an Executive Board member resigns, their position—either year-long or quarterly—will be open in the following scheduled election.
         a) In the event that the Treasurer resigns (see Section 4 of this Article, and Article V), their position will not be open for election, but will instead be appointed by the Executive Board.

Section 2: Terms of Office

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a) At any given time, there are six Executive Board positions. Three are elected year-long positions, and three are quarterly-elected positions.

b) Spring Quarter Elections:
   i. During sixth week, there will be an election for three year-long Executive Board positions for the following academic year.
   ii. During ninth week, there will be an election for three quarterly-elected Executive Board positions for fall quarter of the following year.
   iii. It is the responsibility of the Spring Quarter Executive Board to train the new Executive Board members elected during Spring elections.

c) Fall Quarter Elections:
   i. During ninth week, there will be an election for the three quarterly Executive Board positions. This election will determine the Winter Quarter Executive Board.
   ii. Previous or current Executive Board members are eligible for re-election.

d) Winter Quarter Elections:
   i. During ninth week, there will be an election for the three quarterly Executive Board positions. This election will determine the Spring Quarter Executive Board.
   ii. Previous or current Executive Board members are eligible for re-election.

e) Officer Resignation can occur at the end of the quarter, or in the middle of the quarter, under extraneous circumstances.

Section 3: The duties of the Executive Board shall be:
   a) Plan General Assembly meetings and communicate any cancellations with all due cause.
   b) Meet at least once a week to discuss club business, in addition to attending General Assembly meetings to the best of their ability.
   c) Represent the club to the greater College community.
   d) Formally revise or add to club management, policies, procedures, and documents.
   e) Maintain the Outing Club website with current and accurate information. This duty can be delegated to any one Executive Board member.
   f) Train new members.
   g) Appoint positions.
   h) Formally review and amend the Constitution.

Section 4: Delegation of Tasks
   a) The Executive Board will do all in its power to secure a Treasurer as an official position to be held year-round with oversight duties of the Budget Committee (see Article V).
   b) In the event that the Executive Board finds a need for a new Executive Board position in order to fulfill specific tasks, the Executive Board retains the power to create said position and delegate it to one volunteer Executive Board member.
   c) Process for appointments:
      i. Once the new position has been defined, Executive Board members are free to volunteer to fill the position.
ii. Volunteers must be confirmed by a unanimous Executive Board vote. Those volunteering for positions shall not have the power to vote.

iii. In the case that no one volunteers for the position in question, nominations will be made by Executive Board members. The nominee can accept the nomination and then be confirmed by a unanimous Executive Board vote. The nominee cannot vote.

iv. In the case that no one accepts the nomination, the position will cease to exist and the tasks in question shall be delegated equally among the Executive Board members.

d) In the event that the Executive Board wants to appoint another formal position, they shall follow the amendment procedures outlined in Article VIII.

Article V: Budget Committee and Treasurer

Section 1: Budget Committee Selection and Removal

a) Members of the Budget Committee shall be volunteers from the General Assembly.
b) The Budget Committee shall be headed by the Treasurer of the Executive Board.
c) There must be a minimum of four Budget Committee members each quarter, not including the Treasurer. In the event that there are not sufficient volunteers, Executive Board members can fill the positions.
d) Except in the case outlined in point c) Executive Board members are not eligible to serve as Budget Committee members, with the exception of the Treasurer.
e) Members of the Budget Committee must commit to serving for the entire quarter for which they volunteer.
f) Budget Committee members can serve an unlimited amount of quarters.
g) At the first General Assembly meeting of each quarter, eligible members of the General Assembly will be given the opportunity to volunteer for positions of the Budget Committee for the corresponding quarter.

Section 2: Officer Resignation:

a) Officers can resign from the Budget Committee at any time under extenuating circumstances.
b) In order to officially resign, said member must declare resignation to the entire Budget Committee and Treasurer.
c) In the case that a Budget Committee member resigns, then the open position will remain inactive for the duration of the quarter.
d) Budget Committee members shall be removed if they do not attend 70% of General Assembly and 70% of Budget Committee meetings.

Section 3: Duties of the Budget Committee

a) All able members of the Budget Committee will meet at a time determined by a consensus of availability. Frequency of meetings will be determined through the discretion of the Treasurer, dependent on when budgets will be proposed.
b) Vote to approve or deny budgets submitted by Trip Sponsors.
i. All members of the Budget Committee receive one vote toward approving or denying budget proposals, including the Treasurer. No member of the General Assembly outside of the Budget Committee shall be allowed to vote. Additionally, Budget Committee members must abstain from voting on budget proposals they themselves submit as budget proposals.

ii. Budgets are passed by a two-thirds majority.

iii. Budget proposals over $500 must be passed unanimously.

c) Review copies of all requisition forms (including post-trip receipts). For records only.

d) At the end of each term, the Budget Committee should compile a report of spending activity to be sent to the Executive Board to accompany the report submitted to the Student Commission.

Section 4: Duties of the Treasurer

a) The Treasurer shall perform the following duties only in addition to fulfilling all Executive Board responsibilities.

b) Attend and facilitate Budget Committee meetings to the best of their ability. In the event that the Treasurer cannot attend a Budget Committee meeting, they shall delegate the responsibility to a fellow Executive Board member.

c) Organize budget documents and receipts at the end of every trip.

d) Communicate with Student Commission representative and the Student Development Coordinators.

e) Maintain current and accurate budget documents throughout the quarter in the Kfiles. In addition, the Treasurer shall compile a budget summary at the end of every quarter for presentation to the Student Commission representative, the Executive Board, and the Staff Advisor.

f) Keep fellow Executive Board members and all Trip Sponsors informed of actions by the Budget Committee, including meeting times.

g) Train the new Treasurer.

Article VI: Trip

Section 1: Trip Planning

a) All official trip planning policies and procedures are delineated in the Kalamazoo Outing Club Trip Planning Manual.

Section 2: Competition for Shared Resources

a) IF there is a competition for resources (this does not include financial limitations) the General Assembly must approve trips BEFORE budgets are submitted to the Budget Committee.
i. Members of the GA are then eligible to vote if they are in attendance at the meeting: straight majority WITHOUT votes by the Executive Board

The following does not constitute a full delineation of trip policies and procedures. It is simply a set of role descriptions. For a complete understanding of trip policies and procedures, refer to the K.O.C. Trip Policy and Procedure Manual.

Section 3: Trip Sponsor
a) All Kalamazoo College community members are eligible to serve as Trip Sponsors.
b) Trip Sponsors are responsible for planning all logistical aspects of the trip they are sponsoring per the policies and procedures of the K.O.C. Trip Planning Manual.
c) Trip Sponsors shall be advised by a designated Trip Advisor.
   i. Trip Sponsors are responsible for communicating with the Trip Advisor throughout the trip planning process.
d) It is the responsibility of the Trip Sponsor to submit budget proposals to the Treasurer before the scheduled Budget Committee meeting. Budget proposals must be submitted at least two weeks prior to when the trip is scheduled to occur.
e) Trip Sponsors must register their trips as events through the Office of Student Involvement prior to the trip.
f) Trip Sponsors must advertise all trips to the entire campus community prior to their occurrence.
g) Trip Sponsors must confirm driver availability at least two weeks prior to the trip.
h) Trip Sponsors are not required to attend the trips that they sponsor.
i) Trip Sponsors are responsible for performing all post-trip duties, as outlined in the Trip Planning Manual.
j) Trip Sponsors must submit their trip itineraries to the Staff Advisor for approval at least one week before the date of the trip.

Section 4: Trip Advisor
a) People who are eligible to be Trip Advisors include:
   i. Current or previous members of the Executive Board.
   ii. Any person who has sponsored three or more trips.
b) Every Trip Advisor must be approved by the Executive Board for every trip.
c) If a Trip Advisor is not a member of the Executive Board, they must act as the communication liaison between both the Staff Advisor and the Executive Board.
d) Trip Advisors must give all relevant, current, and accurate information necessary to safely and completely plan an outing to the Trip Sponsor.
e) Trip Advisors are not required to attend the trips that they advise.
f) All official trip advising policies and procedures are delineated in the Kalamazoo Outing Club Trip Planning Manual.

Section 5: Trip Leader
a) Prospective Trip Leaders must submit an application to the Staff Advisor in order to be considered eligible.
b) Trip Leaders must demonstrate experience in the field in which they seek to lead.

Section 6: Trip Driver
a) Must be certified through the Kalamazoo College driver certification process for the vehicle they are driving.
b) Every driver must be accompanied by a co-pilot who is in charge of navigation and communication.

Section 7: Trip Participant
a) Trip participation is limited to Kalamazoo College students, faculty, and staff.

Article VII: Staff Advisor
a) The position of Staff Advisor shall be filled by a volunteer staff member.
b) The Staff Advisor serves as the lead Trip Leader evaluator.
c) The Staff Advisor shall supervise and coordinate the budget with the Treasurer of the Executive Board.
d) Staff Advisor will review all trip itineraries for approval. Staff advisor may veto or demand revision of trip itineraries that do not meet safety protocols.
e) Staff Advisor is responsible for monitoring risk management.
f) Multiple Staff Advisors can serve at the same time.
g) In the event that the Staff Advisor cannot fulfill his/her duties, he/she shall appoint a substitute Staff Advisor or recommend a replacement.
h) In the event that there is no staff member that is qualified and willing to fulfill these duties, the Executive Board will contact the Office of Student Involvement and create a plan for the future.

Article VIII: Amendments

Section 1: This Constitution will be reviewed annually during the Spring term.

Section 2: The following process must occur for any amendments to this constitution.
a) Amendments may be proposed by either Executive Board members, Budget Committee members or the General Assembly.
b) Individuals whom are either: on the Budget Committee, members of the Executive Board, or individuals who have attended 70% of K.O.C. General Assembly meetings (per quarter) are eligible to vote during that academic term.
c) There must be a minimum of a 50% equivalent number of non-Executive Board, eligible voting members per number of Executive Board members involved in the vote when amending the constitution.
d) All amendments will be submitted to the Office of Student Involvement within two weeks of ratification.

e) The newly amended constitution must be posted on the website within two weeks of ratification.