

CONSTITUTION AND BYLAWS OF THE SRJC OUTDOORS CLUB

ARTICLE I Name

Section 1. The name of this club shall be the SRJC Outdoors Club.

ARTICLE II Objects

Section 1. The objects of this club shall be to:

- a) Promote all expressions of outdoor recreation through trips, workshops, and discussions utilizing various activities and skill sets.
- b) Promote a supportive environment for all to express themselves and continue to grow within the skills of outdoor stewardship and adventure.
- c) Assist members in the pursuit of outdoor activities (hiking, camping, climbing) and developing an understanding of nature and conservation.

ARTICLE III Members

Section 1. Classes. There shall be two classes of members as defined in the Constitution of The SRJC Outdoors Club Bylaws: Regular Members and Executive Board Members.

Section 2. Privileges of membership.

- a) All members can participate in designated meetings, may participate in general meetings, apply for an executive position, and participate in club events (i.e., socials, fundraisers, trips, etc.).
- b) Regular members may apply and be elected to current Executive Board positions to retain office.

Section 3. Admission to membership.

- a) All members must meet the minimum requirements set down by Santa Rosa Junior College (SRJC).
- b) Memberships shall be open to all undergraduate students enrolled at Santa Rosa Junior College.
- c) Memberships will not be denied consideration to any individual based on race, color, national origin, religion, sex, pregnancy, gender, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age,

sexual orientation, citizenship, or service in the uniformed services.

- d) All members must meet the minimum requirements set down by Santa Rosa Junior College (SRJC).

Section 4. Termination of club membership.

- a) Upon a unanimous vote of the Executive Board, and for good cause, any Regular Member may be placed on probation; the Executive Board has full discretion to decide the aspects of the probationary period.
 - i) The Regular Member in question must be notified in writing of this probationary period and the limitations by the next General Meeting.
- b) Upon completion of the probationary period, the Executive Board may put to a vote the termination of the Regular Member, upon a majority vote of the Executive Board Members.
- c) Upon the decision of the Executive Board, the Regular Member in question will be notified by the next General Meeting and may appeal at the next scheduled Executive Board Meeting; if failure to do so, the Executive Board decision will hold without further discussion.

Section 5. Leave of absence.

- a) Upon a temporary leave of absence by one of the Executive Board Members, the Executive Board Members, by a majority vote, retain the discretion to an option of the following:
 - i) Assign a Regular Member to the position to serve during the absence.
 - ii) Assign the responsibilities of the office to another Executive Board Member.
 - iii) Assign the responsibilities of the office between multiple members of the Executive Board.
 - iv) Any other remedies available to the Executive Board.

ARTICLE IV

Finances

Section 1. Fiscal year and budget.

- a) A fiscal year should be defined by the current active school year term.
- b) The budget will be at the discretion of the Treasurer, who must receive unanimous approval from the Executive Board.
- c) All funds will be discussed at Executive Board Meetings; Executive Board Members hold the utmost discretion for deciding the appropriate usage of funds.

Section 2. Financial records and reporting.

- a) All funds belonging to this organization will be deposited into and handled by the Student Life & Leadership Office at SRJC into an on-campus agency account and/or an off-campus banking account.

- b) Detailed records will be kept about quarterly expenses and revenue of the organization by the Treasurer and Advising Chair (Secretary).

Section 3. Financial procedures.

- a) All financial assets should be handled by the President and the Treasurer.
- b) The President, Treasurer, and Advising Chair shall have access to all financial reports to ensure the records are accurate and up to date.
- c) The President and the Treasurer shall hold signing power on all checks for this organization.

ARTICLE V

Officers

Section 1. Elected Officers.

- a) Elected Officers on the Executive Board shall include the positions of: President, Vice President, Treasurer, Advising Chair (Secretary), Marketing Officer, ICC Representative, Officer at Large, Running Officer, and Ocean Officer.

Section 2. Eligibility.

- a) Executive Board Members must be Regular Members and in good standing before running for a position.

Section 3. Term of Office.

- a) President and Vice President: The term of office shall end upon the graduation of the officer or until the officer chooses to resign from the position.
 - i) Must give a minimum of three weeks' notice regarding resignation.
- b) All Other Elected Officers (Treasurer, Secretary, Marketing Officer, ICC Representative, Officer at Large, Running Officer, Ocean Officer): The term of office shall be one academic semester. Elections for these roles will occur at the start of each semester.
 - i) Incumbent officers may run for re-election.

Section 4. Removal of Office.

- a) The removal of any Executive Board Member shall be upon a majority vote of the Executive Board.
- b) If necessary, the President shall have the tie-breaking vote.
- c) The Executive Board must show reasonable cause for such removal from the Executive Board.

Section 5. Vacancy in Office.

- a) Refer to Article VI Nominations and Elections.

Section 6. Duties. Specific Board Member Duties:

- a) President:

- i) The President shall administer all necessary decisions of the Executive Board on behalf of the club, oversee all Executive Board activities, and delegate duties to Members as required.
- ii) The President shall be the primary representative of the organization, acting as a spokesperson and as the primary contact to the college.
- iii) The President shall be responsible for reserving and overseeing all events coordinated by the Executive Board.
- iv) The President shall possess final executive power over every decision made by the Executive Board.

b) Vice-President:

- i) The Vice-President assumes all duties of the President in the President's absence.
- ii) The Vice-President shall be responsible for conducting outreach, acting as the main point of communication to members of the organization for internal purposes.
- iii) The Vice-President shall perform all/any duties delegated by the President.

c) Treasurer:

- i) The Treasurer shall be primarily responsible for all accounting procedures and policies of the organization.
- ii) The Treasurer shall be primarily responsible for actively maintaining all financial records by quarterly expenses and revenue reports.
- iii) The Treasurer shall be responsible for depositing money collected and preparing requisitions for payments.

d) Advisory Chair (Secretary):

- i) The Advisory Chair shall be responsible for keeping accurate documentation of Executive Board Meetings and General Meetings.
- ii) The Advisory Chair shall work closely with the President to create an Executive Board Meeting agenda.
- iii) The Advisory Chair shall be responsible for organizing and tracking any documents for the organization.
- iv) The Advisory Chair shall be responsible for reviewing and conducting revisions of the bylaws, if deemed necessary by the Executive Board.

e) Marketing Officer:

- i) The Marketing Officer shall actively search out and recruit new members.
- ii) The Marketing Officer shall be primarily responsible for overseeing events for new members.
- iii) The Marketing Officer shall closely work with the Vice President for outreach support for external purposes.
- iv) The Marketing Officer shall be responsible for overseeing all Club social media accounts.

f) ICC Representative:

- i) The ICC Representative shall represent the club in the student-run Inter-Club Council (ICC), attending meetings to vote on club policies.
- ii) The ICC Representative shall act as a vital link between the club and the Student Life office, learning about campus operations, networking, and securing resources.
- iii) The ICC Representative shall work closely with the Treasurer to help manage club paperwork for activation, funding, and event coordination.

g) Officer at Large:

- i) The Officer at Large shall serve as a leadership pipeline, specifically preparing to take over board positions in the future.
- ii) The Officer at Large shall shadow current Executive Officers to observe and learn from club operations.
- iii) The Officer at Large shall be responsible for managing special projects and ad-hoc tasks as assigned by the Executive Board.
- iv) The Officer at Large shall not hold a fixed portfolio of duties but shall remain flexible to support the Board's needs.

h) Running Officer:

- i) Running Organization Liaison: Acts as the primary point of contact between the club and other running organizations, managing volunteer opportunities, and running events.
- ii) Trail Conditioning: Responsible for organizing and leading trail running events or conditioning hikes to prepare members for strenuous backpacking trips.
- iii) Event Logistics: Coordinates the logistical details (routes, carpools, safety checks) for any running-focused club outings.

i) Ocean Officer:

- i) Coastal Activities: Responsible for planning and leading all water-based events, including surf meets, beach days, and coastal hikes.
- ii) Water Safety: Responsible for checking tide reports, weather conditions, and surf forecasts prior to any ocean event to ensure member safety.
- iii) Coastal Stewardship: Coordinates beach cleanup efforts or coastal preservation projects as part of the club's stewardship mission.

General Board Member Duties:

- A) Each member shall be responsible for completing duties delegated promptly.
- B) Attend the majority of Executive Board Meetings.
- C) Attend all club events, unless pardoned by the President.

ARTICLE VI **Nominations and Elections**

Section 1. Nominating Board.

- a) The Executive Board will determine and announce when Executive Board positions are open and available for application.
- b) Applications can be submitted to the Executive Board by any active member of the club.
- c) A member is a person registered with the club.
- d) An active member is a person who:
 - i) Is a member of the club for at least one quarter.
 - ii) Attends more than half of club events during the duration of their membership.

Section 2. Election Process.

- a) Timing: Elections for the President and Vice President shall occur only upon vacancy. Elections for all other Board positions (Treasurer, Secretary, Marketing Officer, ICC Representative, Running Officer, Ocean Officer) shall occur at the start of each semester.
- b) The Executive Board will decide if applicants will be allotted an interview, based on the applicant's application.
- c) The Officers conducting the interview will report findings to the Executive Board Meeting.
- d) The Executive Board will vote on the candidate(s) to receive the open position(s); this decision may be vetoed by the President of the club.

ARTICLE VII **Meetings**

Section 1. Executive Board Meetings. Unless otherwise ordered by the club, Executive Board Meetings shall be held weekly during active quarters. Executive Board Meetings shall be determined at the end of each prior Executive Board Meeting. Any discrepancies regarding when an Executive Board Meeting shall take place will be resolved by the President.

Section 2. General Meetings. General Meetings of the members shall occur weekly and/or on an as-needed basis.

Section 3. Special Meetings. Special Meetings shall occur on an as-needed basis, to be determined by the President or the Executive Board vote.

ARTICLE VIII

Amendments

The bylaws can be amended through a unanimous vote of the current Executive Officers approved by the President. An amendment to the bylaws must be submitted to vote by the Advising Chair during either an Executive Board Meeting or Special Meeting called for by the President.