

# **Bylaws of the State College Area High School**

## **Outing Club**

**Purpose:** The Outing Club exists to provide, support and encourage opportunities for State High students to engage in and experience outdoor activities which may include but are not limited to: hiking, backpacking, camping, rock climbing, orienteering, kayaking/canoeing and spelunking.

**Membership:** The Outing Club is open to all State High students regardless of prior experience with outdoor activities.

**Meetings:** Meetings are held “as needed,” and are primarily held to plan outings/activities, have pre-trip meetings to communicate important information, and to socialize with others interested in the outdoors. Members will be notified via email of upcoming meetings so it is important to email the advisors and officers to be added to the club mailing list. The mailing list will utilize SCASD emails. Meetings generally fall into two types:

**Officer Meetings:** Officers and advisors meet to plan club events and oversee the conduct of the club.

**General Membership Meetings:** All eligible members attend to learn about club opportunities or engage in club activities. Members going on outings/trips are required to attend the pre-trip informational meeting. Advisors may, under certain circumstances, excuse members from attending the pre-trip meeting.

**Officer Positions:** The following officer positions will exist within the organization with a term of one academic school year. Elections will be held in accordance with the criteria below.

**President:** Duties include preparing for, organizing and conducting meetings. The president should serve as a good role model in terms of attendance, punctuality, and behavior. They should encourage and support new members, especially those inexperienced with outdoor activities. The president will communicate to the membership and outside organizations as required, via email. ***All official club communications must be reviewed and approved by the advisors before being sent.***

**Vice President:** The vice president assists the president in planning and conducting meetings, helping new and inexperienced members, and leading meetings when the president is not able to attend. The vice president will also maintain an active email list of all club members.

**Treasurer:** The treasurer will be required to maintain a spreadsheet (shared with the advisors) of all Outing club financial activities. The treasurer will be responsible for keeping accurate financial records for the club and maintaining a file with hard copies of purchase orders, receipts, etc. The treasurer will need to sign all club expenditures such as purchase orders.

**Secretary:** The secretary will keep accurate attendance records of meetings per district policy and minutes of all meetings. Attendance and minutes will be posted according to district policy.

### **Elections:**

1. Elections will be held in the second week of May for the following school year beginning in August.
2. Nominations will be opened on May 1st via a google form sent to the current membership established via the secretary's mailing list. Members may self nominate or nominate a peer.
3. Nominations will close on May 5th. Advisors will confirm nominee interest before placing them on the ballot.
4. Only members in good standing, those who have attended at least two meetings and one outing throughout the year, are eligible as a nominee and/or elector.
5. The election date will be established and communicated in the content of the nominee google form.
6. Nominees will be required to attend the election meeting in person and be allowed up to 5 minutes to communicate why their candidacy would benefit the club. Exceptions may be made with the approval of club advisors and officers, but it's understood that the reason for the absence should be unavoidable.
7. After all nominees have had an opportunity to speak, the election will be held by paper ballot. Only members in good standing that are present may vote.
8. Winners will be decided via a plurality of votes cast for each office.
9. In the case of a tie, a second, run-off election will be held between the nominees who tied.
10. If the nominees again tie, the candidate will be decided via coin toss by an advisor who will assign "heads" and "tails" to each candidate.

**Termination of Membership/Officer Standing:** Outing Club requires officers and members to uphold the highest standards of conduct both in school and on outings. Violation of school policies as delineated in the student handbook can result in removal from office and/or participation in Outing Club. Level III and Level IV violations and persistent Level I and II violations are grounds for taking this action. Decisions regarding removal from office or participation in the club will be made by advisors in conjunction with the high school and/or central office administration.

**Officer Vacancies:** Should an officer position become vacant during the school year for any reason, the position will be filled as follows:

1. In the case of a vacancy in the office of president, the vice-president will assume the office and a replacement vice-president will be chosen from among the membership in good standing based upon officer vote and advisor approval. Existing officers are eligible to assume the role of vice-president via this process.
2. Should a vacancy in any other office occur, a replacement will be determined via selection and vote of the remaining officers and advisor approval.

**Amendment of Bylaws:** Amendment of these Bylaws can only occur via unanimous officer vote and a favorable vote of sixty five percent of members in good standing at a general membership meeting. The following criteria must be met:

1. Any member can suggest changes to the Bylaws.
2. Proposed changes, additions or deletions, must be submitted in writing to the officers and advisors and include a rationale for the suggested changes.
3. The suggested changes will be shared with the general membership in writing at a meeting for review and consideration.
4. Within 30 days of sharing the proposed changes to the Bylaws, another general membership meeting will be held to discuss and subsequently vote on any changes.
5. Member comments will be limited to a maximum three minute period.
6. After all members who desire have had the opportunity to comment, a vote will be held by paper ballot.
7. If all officers unanimously vote for the proposed changes and sixty five percent of the membership in good standing do as well, the changes to the Bylaws will pass and this document be amended.