**WSU Outing Club Constitution**

**Article I. Purpose**

The primary purpose of the Westfield State University Outing Club is to organize activities for its members. Those activities will focus on, but are not restricted to, outdoor recreation opportunities such as hiking, camping, canoeing, caving, skiing and snowshoeing. The Club will also provide information about such activities to its members and to the campus community.

**Article II. Name**

this organization shall be known as the Westfield State University Outing Club.

**Article III. Membership**

Section 1. Membership shall be open to all full-time and part-time undergraduate students of the University who have paid their student activities fee for the current academic semester.

Section 2. Members are considered to be active if they attend at least one (1) meeting and participate in at least one (1) activity during the academic year.

**Article IV. Officers**

Section 1. The officers of the club shall consist of seven (7) active members of the club, with provision for additional officers at such time as a need may arise.

Section 2. The officers shall be elected at a regularly scheduled club meeting prior to May 1st of each year. Active members who are unable to attend the meeting at which the election is held will be allowed to cast absentee ballots for club officers via email. Refer to the by-laws for voting procedures.

Section 3. Any member of the club shall be eligible to hold an office.

Section 4. The term of office for each officer will begin on May 1st of that year and will end on April 30th of the following year, making each term one (1) year.

**Article 1. Duties of the President**

Section 1. The President shall preside at all club meetings.

Section 2. The President may call special meetings, appoint committees, and appoint chairpersons for those committees as deemed necessary.

Section 3. The President shall have general supervision of club affairs.

Section 4. Vice President shall be designated to assume the duties of the President in case of the President's absence. This officer shall be ever-aware of the President's agenda and shall strive to stay in keeping with it.

Section 5. The secretary shall be designated to keep an accurate record of the proceedings of the meetings and activities of the club on file with the Student Government Association and to keep attendance records for meetings and activities.

Section 6. The treasurer shall be designated to act as a custodian of all monies in possession of the club and to keep accurate records of all funds received or collected, and of all club expenditures (including receipts if appropriate).

Section7. Officers may also be assigned additional duties, such as maintenance of the club web page, maintenance of an email distribution list of those interested in club activities, responsibility for scheduling and advertising club meetings and/or activities, supervision of the Outing Club locker and maintenance of the equipment stored there, or to assist trip leaders in obtaining transportation and/or equipment for their trips. 6Such assignments are to be made at the discretion of the President.

**Article V. Advisors**

Section 1. The faculty advisor(s) shall be appointed by a simple majority vote of the active club members.

Section 2. The faculty advisor(s) shall advise the club, when consulted, in planning the activities of the club.

**Article VI. Meetings**

Section 1. The number and frequency of meetings held each year will be determined by a consensus of the club officers.

Section 2. Special meetings may be called by the President.

Section 3. The officers of the club may hold meetings separate from the regular meetings with or without the presence of an advisor.

Section 3. Any active member may nominate or second the nomination of another active member for club offices. Members may neither nominate nor second the nomination of themselves for club office. Nominations and the seconds of nominations will be made verbally at a regular meeting of the club.

Section 4. At least one (1) week prior to the meeting at which voting is to take place, the President shall arrange to send email to all active members of the club notifying them of the election. Ballots will be tallied by the advisor. The person receiving the largest number of votes for "President" from the ballots cast by active club members shall be the President elect. The Vice-President candidates receiving the largest numbers of votes for "Vice-President" from the ballots cast by active club members shall be elected. The Sectary candidates receiving the largest numbers of votes for "Sectary" from the ballots cast by active club members shall be elected. The “Treasure” candidates receiving the largest numbers of votes for "Treasure" from the ballots cast by active club members shall be elected. The “Board Member” candidates receiving the largest numbers of votes for "Board Members" from the ballots cast by active club members shall be elected. If a vote should end in a tie, then the election process will be started over for that office.

**Article VII. Vacancies**

Section 1. If an office is vacant for any reason, nominations to fill the vacancy will be made at least one (1) meeting prior to the election held to fill the vacant position. Such elections shall follow the procedures set out in the by-laws for all club elections.

**Article VIII. Amending Procedure**

Section 1. This constitution may be amended by two-thirds (2/3) majority vote of the active members of the club, provided that the proposed amendments are also approved by the Rules and Regulations Committee of the Student Government Association.

**Article IX. Removal from Office**

Section 1. If an officer is deemed, by a majority opinion of the other officers, to be derelict and/or remiss in the performance of his/her duties, then the other officers may call for a special vote among the active members of the club for the purpose of removing that officer from his/her position. A two-thirds (2/3) majority of the votes cast shall be required to remove the officer from his/her position. Following a successful vote to remove an officer from his/her position, nominations for the vacant office will be taken at that same meeting, with the election to be held at the following meeting. The election will, follow normal election procedures.

Section 2. If an advisor is deemed, by a majority opinion of the officers, to be derelict and/or remiss in the performance of his/her duties, then the club officers may call for a special vote among the active members of the club for the purpose of removing that advisor from his/her position. A two-thirds (2/3) majority of the votes cast shall be required to remove the officer from his/her position. Following a successful vote to remove an advisor from his/her position, a replacement will be appointed majority approval of the active club members.