

# Outdoor Club of South Jersey

## CONSTITUTION

### **Article I – Name**

The name of the organization shall be the Outdoor Club of South Jersey, Inc.

### **Article II – Purpose**

The purpose of the Club is to provide opportunities for extending the individual's knowledge, appreciation and enjoyment of his/her environment through experiences in outdoor activities under the leadership of volunteers approved by the Activity Chairperson or Coordinator. At all times the individual shall cooperate with the aims and objectives of sound environmental practices.

### **Article III - Membership**

Membership in the Club is open to those individuals who pay annual dues as determined by the Board of Trustees.

### **Article IV – Meetings**

Section 1: The Annual General Membership Meeting and Election of Officers shall be held at the October meeting at which all Club members present may vote.

Section 2: Regular and Special meetings are provided for in the By-laws.

### **Article V- Officers**

The Officers of the Club shall be: President, Vice-President, Recording Secretary, Membership Secretary, Treasurer and others as may be deemed necessary.

### **Article VI – Elections**

The election of Officers shall be held as authorized in the By-laws.

### **Article VII – Committees**

The Executive Committee shall be comprised of the Officers of the Club. Other committees of the Club are provided for in the Bylaws.

### **Article VIII – Amendments**

The constitution may be amended in any aspect at the regular meeting of the Club by an affirmative vote of two-thirds of the Club members present. No proposed amendment shall be acted upon at any Club meeting unless it has been presented in writing to all members of the Club at least 30 days in advance of the meeting and has been listed on the agenda for the next regular meeting.

## **Article IX**

This constitution, and By-laws appended thereto, shall become effective, upon acceptance by a majority vote of members of the Club present at the annual general membership meeting, pursuant to written and adequately published notice thereof.

## **BY-LAWS**

### **Article I – Meetings**

Section 1: Regular meetings of the Board of Trustees shall be held every month on a predetermined date as published. One-third of the Board of Trustees shall constitute a quorum. The meeting is open to all Club members, but only members of the Board of Trustees may vote.

Section 2: Special meetings may be called at the request of the President. The subject of the meeting shall be stated in the call and no other business will be transacted.

Section 3: Executive Committee meetings may be held at such time as it may be determined. A majority of the Committee shall constitute a quorum.

Section 4: All meetings shall be conducted according to **ROBERTS RULES OF ORDER**. The rules contained in **ROBERTS RULES OF ORDER** shall govern in all cases to which they are applicable and in which they are not inconsistent with the By-laws of this Outdoor Club of South Jersey.

### **Article II – Fiscal Year**

The fiscal year of the Club shall commence on the first day of October and shall end on the last day of September of the succeeding calendar year.

### **Article III – Committees**

Section 1: The Executive Committee of the Club is comprised of the Officers. The Executive Committee shall have immediate charge, management and control of the affairs of the Club in the intervals between meetings.

Section 2: There shall be a Board of Trustees. It shall be comprised of the Executive Committee, Board Members at Large and Activity Chairpersons. It shall have no more than twenty-one members and may not fall below eleven. The president shall appoint all non-elected Board Members: Board Members at Large and Activity Chairpersons. Board Members at Large shall be appointed for two-year terms. Its duties shall be but not limited to:

- a. Create and approve changes in the procedure and operation of the Club.
- b. Approve and place before the membership all constitutional amendments.
- c. Review the objectives and guidelines as set by the Officers.
- d. Approve all non-routine expenditures of Club funds over \$100.00.

- e. Review and approve the Club's financial books, audit as necessary and approve investment of the Club's excess funds.
- f. The President may add to the above duties.

#### **Article IV – Elections**

Section 1: The Election of Club Officers shall be held at the Annual General Membership meeting in October. Assumption of duties shall be on January 1<sup>st</sup>. Elections shall be by ballot from a slate chosen either by a Nominating Committee and/or nominations in an open meeting. All Club members may vote and the majority of all Club members present shall elect, provided the nominee has the opportunity to decline.

Section 2: President – Shall hold office two years and will be succeeded by the Vice President. Vice President shall be chosen by nominating committee and elected in accordance with the procedures in Section 1. Treasurer, Recording Secretary, Membership Secretary, shall hold office twelve months or until their successors are elected and duly installed.

Section 3: Vacancy in an office during the period may be filled by appointment of the President with concurrence of the Executive Committee.

Section 4: At a meeting of the Executive Committee or Board of Trustees, the President shall appoint a Nominating Committee to nominate the designated Club officers. This shall take place at least thirty (30) days preceding the Annual Meeting.

#### **Article V – Duties of Officers**

**President** – Coordinate and supervise the total Club program, preside at monthly Board of Trustee and Executive meetings and appoint special committees as needed.

**Vice-President** – Assist the President in carrying out the Club responsibilities and shall serve in his/her absence.

**Recording Secretary** – Take minutes at the Board of Trustee and Executive meetings and issue minutes and general notices.

**Membership Secretary** – Keep and prepare all Club membership records.

**Treasurer** – Keep and prepare all Club financial records and transactions and make necessary reports.

#### **Article VI – Activity Participation**

Section 1: Participation in activities is left to the discretion of the leader , subject to club policies.

Section 2: Minimum age for a child accompanied by an adult is dependent on the difficulty of the activity and is left up to the discretion of the leader.

Section 3: Non-members may participate in club activities as stipulated in club policies.

**Article VII – Amendments**

The By-laws may be amended by a majority vote of all members of the Club present at any meeting of the Club, provided that a notice of the proposed amendment has been given in writing to Club members at least thirty (30) days in advance of the meeting. The amendment change will be placed on the agenda for that meeting.