

# The Outdoor Club of Victoria

## STANDING RULES

### GENERAL

1. The Standing Rules are established by the Executive Committee of the Outdoor Club of Victoria to ensure consistent administration of the business of the Society.
2. Standing Rules remain in effect until explicitly changed by the Executive Committee. If a policy decision is made by the Executive but is not reflected in changes to the Standing Rules then that policy decision remains in effect only until the next Annual General Meeting.

### RESPONSIBILITY

3. In all activities, each member or visitor is wholly responsible for his personal safety.
4. Visitors must sign a Waiver.
5. Members bringing visitors under the age of 19 years are fully responsible for them and must sign a Waiver on their behalf.
6. Neither leaders nor the Outdoor Club of Victoria will be held responsible in any way for loss or accidents to members or visitors.
7. A member attending an out-of-province club outing must provide proof of excess (travel) medical coverage.

### MEMBERSHIP

8. Limited to persons of 19 years of age or over.
9. Persons may apply for membership after completing three (3) official club hikes within a three (3) month period.
10. A former member may apply to rejoin the Club without attending qualifying hikes, subject to the approval of the Membership Chairman.
11. All membership applications will be considered by the Membership Chairman. The final decision may be reversed by the Executive Committee.
12. The annual dues payable by members of the Society shall be determined as part of the budget at the fall General Meeting.
13. Membership applications received after September 30 shall be at half the rate of the appropriate membership fee.
14. Members who have not paid their annual dues by January 31 will be deemed to have resigned from the Society.

### APPOINTEES

15. May be made by the Executive for any purpose whenever required.

## **VISITORS**

16. Welcome on three (3) official hikes and at other Club activities.
17. Further participation on hikes is not permitted unless membership is applied for and approved.
18. No visitor is permitted on hikes without prior contact with the designated leader and signing of the waiver form.

## **COMMITTEES**

19. Unless stated otherwise a Chair is free to choose the size and membership of his/her committee.
20. The Standing Committees are:
  - a. Outings Committee.
21. The ad hoc Committees are:
  - a. Nominating Committee, chaired by the immediate Past President and responsible for developing a slate of candidates for election.
  - b. Awards Committee. This is chaired by the Vice-President and:
    1. comprises four additional members, two of whom shall have been members for at least ten years and two of whom shall have been members for at least 5 years;
    2. defines 'exceptional service'
    3. reviews nominations for Awards and makes recommendations to the Executive Committee for approval.  
Note: the type of award is at the discretion of the Awards Committee, the highest Award being a Life Membership
  - c. Other ad hoc committees may be designated by the Executive Committee as required.

## **STANDING COMMITTEES, DUTIES OF CHAIRS**

### ***Outings***

1. The Chair of this Committee must have been an active member in good standing. He/she is responsible for providing an Outings program in accordance with the Constitution. Specifically he/she shall:
  - a. coordinate the planning of an Annual Summer Campout of approximately 10 days duration. The location should alternate between a day's drive from Victoria one year to a site farther a field the following year; the management and leading may be delegated to a suitable volunteer or volunteers;
  - b. coordinate 2-3 outings of 3 or 4 days duration per year. It is expected that a suitable volunteer would make the actual arrangements;
  - c. be responsible for the preparation of the Club hike schedule;
  - d. identify and encourage potential new leaders;
  - e. provide reports of campouts and attend Outings and Executive Meetings;
  - f. develop and maintain guidelines for leaders;
  - g. provide a list of hike leaders to the Publications Chair prior to each mailing of the Groundsheet;
  - h. maintain a record of hike incidents;
  - i. maintain the list of campouts and outings with dates and names of coordinators.

**Special Events** The duties of this Committee are twofold, Social and Special Events. The Special Events Coordinator has overall responsibility and shall be a member of the Executive committee.

**Special Events**

1. The Special Events Coordinator is responsible for providing occasional social and recreational gatherings for Club members. In particular, this should include a Christmas Party, a Summer Picnic, and an Annual Banquet. Other events may be provided throughout the year to promote the social spirit of the Club.
2. An annual program of events should be presented to the Executive for approval at the March meeting.

**Social**

3. The Social Coordinator is responsible for
  - a. arranging refreshments at monthly meetings;
  - b. keeping accounts of refreshment sales and submitting a financial statement as required;
  - c. sending appropriate cards on behalf of the Club to members as required.

**Programs**

1. The Program Chair shall:
  - a. Arrange the schedule for Regular Meetings and book the hall
  - b. Arrange programs for meetings including the Annual General meeting.
  - c. Provide a person to introduce and thank any speaker.

**Membership**

1. The Membership Chair shall:
  - a. Consider applications for membership, checking with hike leaders regarding suitability of applicant for membership;
  - b. maintain an up-to-date Membership List with addresses, phone numbers and Email addresses;
  - c. maintain a registry of Waivers signed by members, destroying Waivers of ex members;
  - d. prepare mailing labels for distribution of the Groundsheet;
  - e. maintain lists of all members and visitors on hikes and camp-outs including Waivers signed by visitors; destroy these lists after three years unless an incident was reported on the hike;
  - f. provide applications and Waivers on request;
  - g. provide a copy of the Constitution & By-laws and Standing Rules and/or Membership List to new members if requested
  - h. Advise the Publications Chair and Social Coordinator of deceased members or former members.

**Publications**

1. The Publications Chair shall:
  - a. edit, produce and distribute editions of the hike schedule and the Groundsheet as deemed necessary by the Executive Committee;
  - b. forward the latest schedule for posting on the website.

## **FINANCIAL**

1. Funds shall be held in a bank or credit union in the custody of the Treasurer.
2. Signing officers will be the President, the Secretary and the Treasurer, with two signatures required on a cheque.
3. Non-routine expenditures must be approved by at least three (3) members of the Executive Committee.

## **TRANSPORTATION**

4. Return transportation will be provided on a voluntary basis by members' cars from the hike meeting place to the trailhead.

## **REGULAR MEETINGS**

5. A schedule of regular meetings will be determined by the Executive Committee on an annual basis.
6. Meetings will normally commence at 7:00 p.m. and will be held at the location designated by the Executive Committee.
7. Motions passed at the meetings may not be re-opened for discussion for a period of one year.

## **PRIVACY POLICY**

8. The personal information the OCV collects includes member's name, home address, email address (if any) and phone number. This personal information is used to help provide services to members and manage the club's operations. We do not sell, trade or rent our membership list to third parties.
9. The OCV Membership Chair shall be the club's **Privacy Officer**. The Privacy Officer may establish specific procedures for dealing with members' personal information.
10. Complaints about the club's privacy practices must be made in writing to the Privacy Officer. The Privacy Officer must advise the President and respond to the complaint in writing within 30 days. If the complaint is not resolved at that stage, an appeal may be made in writing to the Executive Committee.

## **GROUP EMAIL POLICY**

1. The club's group email list may be used for the sole purpose of sending out information and announcements that relate to the club's activities and that are of general interest and benefit to the whole club. If an issue arises about whether the group email list may be used, the President shall consult at least two other members of the Executive and the decide the issue. The President's decision is final.

Approved by the Executive Committee of the Outdoor Club of Victoria, rescinding all prior Standing Rules  
Revised November, 2009