



# 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.

### MEMBERSHIP

3. Club membership is limited to persons 19 years of age or older.
4. Persons may apply for membership after completing an Introductory Hike or being endorsed by an OCV hike leader who knows their hiking ability.
5. A former member may apply to rejoin the Club without participating in an introductory hike, subject to the approval of the Membership Chair.
6. All membership applications will be considered by the Membership Chair whose decision may be reversed by the Executive Committee.
7. The annual dues payable by members of the Society shall be determined as part of the budget at the Fall General Meeting.
8. Membership applications received after September 30 will be subject to a reduced membership fee.
9. Members who have not paid their annual dues by January 31 will be deemed to have resigned from the Society.
10. In all activities, each member or visitor is wholly responsible for his or her personal safety.
11. Neither leaders nor the Outdoor Club of Victoria will be held responsible in any way for loss or accidents incurred by members or visitors.
12. A member attending an out-of-country Club outing must provide proof of excess (travel) medical coverage.

### VISITORS

13. Visitors must be 19 years of age or older.
14. No visitor is permitted on hikes without prior contact with the designated leader and signing of the waiver form.

## **COMMITTEES**

15. Unless stated otherwise a Chair is free to choose the size and membership of his/her committee.
16. The Standing Committees are:
  - a. Outings Committee (see additional info below)
17. 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. Programs & Socials Committee – chaired by the Programs & Social Chair (see additional info on the next page)
  - c. Publications Committee (see additional info on the next page)
  - d. Other ad hoc committees - may be designated by the Executive Committee as required.

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

### **Outings Committee**

18. The Chair of this Committee must be an active Club member in good standing and is responsible for providing an Outings program in accordance with the Constitution. Specifically the Chair shall:
  - a. Coordinate the planning of an annual summer outing of approximately 8 days duration. The location should alternate between a day's drive from Victoria one year to a site farther afield the following year; the management and leading may be delegated to a suitable volunteer or volunteers;
  - b. Coordinate 1 or 2 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 preparing the Club hike schedule and posting it on the website;
  - d. Identify and encourage potential new leaders;
  - e. Develop and maintain guidelines for leaders;
  - f. Provide reports of outings and attend Outings Committee and Executive Meetings;
  - g. Maintain a record of hike incidents; and,
  - h. Maintain a list of outings with dates and names of coordinators.

- i. Chair meetings of the Outings Committee which is comprised of the Past President, President, Vice-President, and others involved in preparing the A and B hike schedules.
- j. Prepare the Outings Committee submissions for the Groundsheet, Annual General Meeting and Fall General Meeting.

### **Programs & Social Committee**

19. The Chair of this Committee must be an active Club member in good standing and is responsible for organizing Programs and Social Events. Specifically the Chair shall:
- a. Co-ordinate arrangements for the Club's business meetings (i.e., Annual General Meeting and Regular General Meeting) including booking the meeting facility, arranging refreshments, overseeing the invitation process, and assisting with program arrangements (e.g., inviting a guest speaker), as applicable.
  - b. Organize occasional social and recreational events for Club members such as a Christmas Party, Summer Picnic or other events to promote the social spirit of the Club.

### **Publications Committee**

20. The Publications Chair shall edit and produce editions of the *Groundsheet* as deemed necessary by the Executive Committee.

### **OCV LIFE MEMBER AND SPECIAL SERVICE AWARDS CRITERIA**

21. OCV has two awards categories: Life Member Award and Special Service Award. A Life Member Award will occur rarely and will be given to recognize truly exceptional service provided to the Club over a relatively long period of time. By comparison, a Special Service Award will be given to recognize outstanding service provided to the Club over a shorter period of time or, possibly, in recognition of a one-time event.

The criteria for a Life Member Award are:

- a. A minimum of 10 years OCV membership in good standing
- b. Have served on the Executive Committee
- c. Has demonstrated outstanding leadership in Club activities
- d. Has actively promoted and supported the objectives of the Club
- e. Is seen by others as being worthy of recognition

The criteria for Special Service Awards are:

- a. Should generally have served on the OCV Executive

- b. Additional notable contributions could include: the leading of weekend or summer outings, extensive contributions as a leader of hikes, extensive committee work, or another unique contribution to the club that is worthy of recognition.

Note: Other activities, such as leading trips not officially sponsored by the Club will not be taken into consideration.

Approved by the Executive Committee of the Outdoor Club of Victoria. All prior Standing Rules are rescinded.

***Revised March 14, 2022***