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. The annual dues payable by members of the Society shall be determined as part of the budget at the Fall General Meeting.
5. Membership applications received after October 1 will be subject to a reduced membership fee. Applications received during December will not be subject to any fee.
6. Members who have not paid their annual dues by January 31 will be deemed to have resigned from the Society.
7. In all activities, each member or guest is wholly responsible for his or her personal safety.
8. Neither leaders nor the Outdoor Club of Victoria will be held responsible in any way for loss or accidents incurred.
9. If a member or guest injures himself or herself during a hike, it is their responsibility to inform the hike leader, even after the fact. A member of the OCV Executive needs to be notified if an injury has required professional attention in order to determine if an FMCBC incident report is required.
10. A member attending an out-of-country Club outing must provide proof of travel medical coverage.

GUESTS

11. Guests must be 19 years of age or older.
12. No guest is permitted on hikes without prior permission of the designated leader and signing of the waiver form.

COMMITTEES

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

COMMITTEES, DUTIES OF CHAIRS

Outings Committee

16. The Chair of this Committee must be a Club member in good standing and is responsible for providing an Outings program in accordance with the Constitution and the Outings Policy. Specifically the Chair shall:
    a. Approve proposed outings that are consistent with the purpose of the Club as outlined in the Constitution. A suitable member will make the actual arrangements.
    b. Provide reports of outings and attend Outings Committee and Executive Meetings
    c. Maintain a list of outings with dates and names of coordinators.
    d. Chair meetings of the Outings Committee.
    e. Prepare the Outings Committee submissions for the Groundsheet, Annual General Meeting and Fall General Meeting.

Programs and Social Committee

17. The Chair of this Committee must be a Club member in good standing and is responsible for organizing Programs and Social Events. Specifically the Chair shall:
    a. Coordinate 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 the 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

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

Hike Scheduling Committee

19. This committee consists of one or more Club members in good standing who, on a monthly basis, request hike leaders to send them the hikes they will lead in the following month. One or more of the Hike Scheduling Committee then posts these hikes on the OCV Calendar.

Hike Leader Representative

20. This position supports hike leaders by managing the First Aid and Safety Fund and serving as a liaison between hike leaders and the OCV Executive. As per the Duties outlined in the Policy for Supporting Hike Leaders, this representative will update the membership at the Fall General Meeting, at the AGM and liaise with the Executive as necessary.

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

October 2026