

Carnegie Mellon University Explorers Club Constitution and By-laws

Article 1. Name

Sec. 1

The name of this organization shall be the CMU Explorers Club. The club shall be governed by the rules and regulations set forth within this Constitution.

Article 2. Purpose

Sec. 1

The purpose of this club is to provide equipment and experience for use by all club members so that they may pursue their interests outdoors responsibly. Furthermore, the club shall function as a forum for members to meet other persons with like interests so that they may partake in their respective activities as often as they wish. Personal responsibility and environmental stewardship are core values of the club.

Article 3. Membership

Sec. 1

The membership of this organization is open to all students of Undergraduate and Graduate status, all faculty and staff associated with Carnegie Mellon, and their families. This club shall not discriminate against any persons for any reasons in allowing membership consistent with the Carnegie Mellon University Statement of Assurance.

Sec. 2

Students: individuals enrolled at Carnegie Mellon and taking courses.

Sec. 3

Faculty: individuals who have taught or are teaching courses at Carnegie Mellon.

Sec. 4

Staff: individuals employed by Carnegie Mellon University or its affiliates.

Sec. 5

Family members: individuals related to the aforementioned.

Sec. 6

Exceptions: Any person, sponsored by a current officer, may be eligible for a one year membership at the discretion of the president. This eligibility shall be reviewed annually.

Sec. 7

Club membership requires the signing of a waiver/membership form and a fee of \$20. Club membership shall be valid for one calendar year.

Sec. 8

Membership fees may be waived or modified at the discretion of the president (e.g. individuals who donate equipment to the club or short-term students).

Article 4. Officers and Duties

Sec. 1

The current members of the club shall elect a President, **Vice President, Secretary, Treasurer,** and Quartermaster in the spring semester of each year.

Sec. 2

The President will appoint the activities chairs and other officers as needed, **in conjunction with current officers and activity chairs.**

Sec. 3

The President is responsible for the club finances. The President may delegate these duties to a Treasurer. **The President shall attend annual SLICE training and serve as the primary point of contact for the club.** The President's duties also include maintaining the membership list, dues and communication channels. The president may delegate these duties to a Secretary. The President shall run regular meetings. The President has ultimate responsibility, in consultation with the staff advisor, over all aspects of the club's finances. **The President has the ability to reallocate officer responsibilities as required. The President will work to promote the club within the University and the outdoors community at large, and will work with the Officers and Activity Chairs to ensure the club is run efficiently and to the benefit of its members.**

Sec. 4

The Vice President shall register for and organize attendance at the activities fair each semester, and shall be the main person responsible for advertisement of the club. They shall advertise General Body Meetings, and administer the club's social media accounts. In addition, the Vice President will ensure information on the club website is current.

Sec. 5

In conjunction with the President, the Secretary shall schedule and attend regular General Body and Officer meetings. They shall take notes at all club meetings, and send in email a summary of what was discussed. The Secretary shall be responsible for managing officer access to the storeroom. They shall also submit an updated roster to College Outside 1-2 times per year. The secretary will manage Bridge membership requests, and will maintain a list of active members and their dues

payment status. The secretary will also annually renew the club's Andrew email account.

Sec. 6

The Treasurer shall be an authorized signer for the club, and will attend annual SLICE training. They shall submit an annual declaration of intent to submit the annual budget, and will oversee the creation of the budget in conjunction with the other officers. The Treasurer will perform reimbursements for trip expenses and regularly monitor club spending. They will schedule and attend annual purchasing meetings with SLICE following receipt of the club's annual budget, and will pay the recurring annual fee for maintenance of the club's website.

Sec. 7

The Quartermaster(s) is(are) responsible for ensuring that all club gear is in good working condition and maintaining the organization of the storeroom. Furthermore, the quartermaster(s) shall keep an inventory of the club gear.

Sec. 8

Activities Chairs are responsible for running or organizing regular trips in their area of specialty.

Sec. 9

All officers are responsible for providing access to and properly checking out club equipment to eligible members. These officers shall be provided keys to the storeroom.

Sec. 10

In case of extreme misconduct by an officer or member, Student Activities shall be notified.

Sec. 11

Should the club body feel that impeachment is warranted for an elected officer, the issue shall be brought to the attention of the attendees at a general body meeting. A two-thirds majority vote of the current members in attendance at the next general body meeting shall be sufficient to carry the motion.

Article 5. Official trips

Sec. 1

An official trip is defined as a trip upon which at least half of the participants are current Explorers Club members, **with a minimum of two**. Such a trip should generally be announced to the appropriate mailing list at least one week in advance, **with a minimum of 48 hours. Official trips must be meaningfully open to all members, allowing for skill and space restrictions.**

Sec. 2

Members who provide transportation for official trips are entitled to reimbursement for fuel used during the trip.

Article 6. Equipment Policies

Sec. 1

Any active Explorers Club member is entitled to borrow club equipment for him/herself and at most one non-member.

Sec. 2

An active member shall have satisfied the following two conditions (or have otherwise aided the club as determined by the president):

1. He or she has attended at least two official club trips.
2. He or she has spent at least one hour in officer-approved service to the club or has organized and led an official club trip.

Sec. 3

A non-Explorers Club group or organization may use Explorers Club equipment if and only if their request satisfies the following three conditions:

1. The group or organization is officially affiliated with Carnegie Mellon University.
2. The items being borrowed were purchased under the condition that they be made available to other official university organizations.
3. The president of the organization or his/her designee completes a copy of the Gear Request Form for Non-Explorers Club Organizations.

Sec. 4

Gear access shall be provided by officers in accordance with Article 4, Sec. 5.

Sec. 5

The borrowing club member may be charged for any gear not returned in a timely manner, as indicated during checkout by the initialing officer.

Sec. 6

Members returning damaged gear may be charged the cost of repair or replacement pending review by the elected officers.

Sec. 7

At the discretion of the President or Quartermaster, others (e.g. trip leaders) may be granted special gear access privileges.

Sec. 8

Official club trips have priority gear access.

Article 7. Amendments

Sec. 1

Should amendments to this constitution be deemed necessary, the amendment shall be shown to the members in attendance at a general body meeting. The amendment shall be posted in the official minutes and discussed until the next general meeting. At the next meeting, the amendment shall be put before the club for a vote. Two-thirds majority of the present active members will carry the vote and the amendment shall become part of the constitution.