

Constitution of the Purdue Outing Club

Article I - Name

The name of this organization shall be Purdue Outing Club, also referred to in this document as “POC.”

Article II - Purpose

The purpose of the Purdue Outing Club is to foster a community for students interested in outdoor activities where they can discuss, promote, and plan such activities with other like-minded individuals. The POC works to promote outdoor education and training to build a stronger and more inclusive outdoor community. Additionally, POC shall provide a gear closet that is available for members to rent gear in accordance with established policies.

Article III - Membership

- Section 1 The POC Executive positions shall consist of elected officers. These officers shall be the President, the Vice President, and shall be elected on a joint ticket by the general body. These positions shall sit on the Administrative Board as non-voting members, except in the case of a tie where the Vice President casts the deciding vote.
- Section 2 The remaining Administrative Board shall consist of elected and appointed officers. These officers shall be: Secretary of Outreach, Secretary of Sports, Secretary of Treasury, Treasurer, Fundraising & Sponsorship Coordinator, Alumni Coordinator, Health & Safety Consultant, Diversity & Community Outreach Consultant, POCAR Race Coordinator, POCToberfest Coordinator (s), Climbing Team Captain, Head Sports Officers, and Gear Lord. These positions shall consist of elected officers with the exception of the Event Coordinators and Secretary of Sports which shall be appointed by the Administrative Board. The POCToberfest coordinators shall be elected on a joint ticket. Each candidate may only be on one ticket.
- Section 3 ~~The remaining Event Coordinator positions shall consist of officers appointed by the Administrative Board. These officers shall be the POCAR Volunteer Coordinator and POCAR Registration Coordinator.~~ The Event Coordinators shall consist of POCToberfest Coordinators and POCAR Coordinators. POCAR Coordinators must have participated in POCAR as a racer or volunteer. POCAR Volunteer Coordinator and POCAR Registration Coordinator shall be appointed by the Administrative Board.
- Section 4 The following positions shall consist of elected Officers: Social Media Coordinators, Social Events Coordinators, Webmaster, and Data Analyst.
- Section 5 Head Sports Officers shall consist of elected officers and come from the pool of current Trip Leaders and Officers. The Gear Lord and Climbing Team Captain shall consist of an elected officers, who do not need to be current Trip Leaders. Head Officers, & the Gear Lord shall be a part of the Administrative Board and serve as the point of contact between the Board and the rest of the Sports Officers and Trip Leaders.
- Section 6 Sports Officer positions shall consist of current Trip Leaders and Officers appointed to their positions by the Administrative Board. These Sports Officers shall serve as trip leaders, educators, and resources for club members of their respective sports.

- Section 7 Gear Gremlin positions shall consist of members appointed to their positions by the Administrative Board.
- Section 8 Climbing Team Captain will sit on the Administrative Board will be elected through an election held by climbing team members an overseen by the Secretary of Sports, winning the position with a simple plurality of the vote. They will serve as a point of contact between the board and the rest of the team. Once the Climbing Team Captain is elected, they will appoint an Assistant Captain who will help to lead the team. The Assistant Captain is an Officer who does not sit on the Administrative Board.
- Section 9 This section lays out roles in the Purdue Outing Club. Members with roles are not considered Officers. Trip Leaders shall consist of members who apply and are endorsed to their role by their respective Head Sports Officer and approved by the Secretary of Sports. ~~Club Content Creators shall consist of members nominated to their role by the Social Media Coordinator and approved by the Secretary of Outreach. Data Miners shall consist of members nominated to their role by the Data Analyst and approved by the Secretary of the Treasury.~~ Climbing Team members shall consist of members who receive a USA Climbing Membership and are approved by the Climbing Team Captain. Club Goober is a member.
- Section 10 Administrative Board officers shall be barred from holding any additional position within the POC with the exception of Event Coordinators. One person may hold up to two positions in the club if neither position is on the Administrative Board or one is an Event Coordinator.
- Section 11 A staff or faculty member of Purdue University shall serve as the Primary Advisor for the POC. Advisors may not vote or hold office in the organization. There shall be as many Secondary Advisors as necessary or wanted. The role of the Secondary Advisor(s) shall be to step in to any and all official roles the Primary Advisor holds when the Primary Advisor is unable to be present. The secondary role shall be working with general members and leadership as necessary.
- Section 12 Only students, faculty, and staff at the West Lafayette campus of Purdue University are eligible to be members of the POC. Visiting graduate students or researchers are also eligible to become members of the POC.
- Section 13 New prospective club members shall be granted full membership status immediately upon payment of club dues and signature of applicable waivers. If annual dues are paid, membership shall expire at the beginning of the next academic year after payment of dues. If semester dues were paid, membership status will expire at the beginning of the following semester. Club dues may be set and changed at the discretion of the Administrative Board.
- Section 14 The Administrative Board reserves the right to refuse, suspend, or revoke club membership to any individual excluding other officers, coordinators, or consultants. Refusal, suspension, or revocation of club membership for each individual of interest shall be put to a vote of absolute majority among the Administrative Board. In the event an absolute majority cannot be reached, the Vice President shall cast the deciding vote. Reasons for refusal, suspension, or revocation of club membership include but are not limited to actions violating the POC's purpose of building a stronger and more inclusive outdoor community, violating Purdue Club Sports vision and values, or Purdue's discrimination and hazing policies.
- Section 15 Any member who has been elected or appointed to a leadership position may be removed from their position at any time according to the procedures set fourth herein, which may be initiated by any member of the POC:

- (a) Removal proceedings shall commence with the submission of a Petition for Removal to the current Primary Advisor. This document shall consist of a formal written complaint complete with a list of grievances against the member threatened with removal;
- (b) Upon reception and review of a Petition for Removal, the current Primary Advisor shall, in a timely fashion, convene a closed meeting with the Executive and Administrative Boards (excluding the member threatened with removal if applicable) to review, discuss, and debate the merits of the Petition for Removal.
- (c) Upon the conclusion of this meeting, a blind vote will be conducted by the Primary Advisor. Upon the reception of votes in favor of removal, and numbering two-thirds of the Administrative Board excluding the member threatened with removal, the member threatened with removal shall be suspended from their position effective immediately.
- (d) An appeal may be submitted to the President or Primary Advisor should the decision in Article III, Section 14.c be unsatisfactory to a club member. If an appeal is not submitted within two weeks of the announcement of the results of the blind vote in Article III, Section 14.c, the petition will remain in effect. By the two week mark, the member suspended shall be removed.
- (e) In the event that the appeal is filed, the current Primary Advisor shall announce the Petition for Removal via the next all member meeting and official communication channels. Then, after two weeks, present the Petition for Removal to the Purdue Outing Club general body at the beginning of an all member meeting to review, discuss, and debate the merits of the Petition for Removal.
- (f) Upon the conclusion of this debate, a blind vote will be conducted by the Primary Advisor. Upon the reception of votes in favor of removal, and numbering two-thirds of the Purdue Outing Club body who cast votes on the issue, minus the Administrative Board officers, the member threatened with removal shall be removed from office effective immediately.
- (g) In the event that the blind vote in Article III, Section 14.f does not result in the removal, the member threatened with removal shall remain in their position.
- (h) The numbered results of the blind votes mandated by Article III, Sections 14.c and 14.f as well as the identity of the submitter of the Petition for Removal shall be kept secret. Any physical records of the vote tallies shall be destroyed immediately upon the conclusion of the removal procedures.
- (i) The member threatened with removal shall be given the opportunity to respond to grievances presented in the Petition for Removal during the meetings mandated by Article III, Sections 14.c and 14.f. The member threatened with removal shall be allowed to answer questions at the request of any club member present during the meetings mandated by Article III, Sections 14.c and 14.f. The member threatened with removal may be removed from the room during the meetings mandated by Article III, Sections 14.c and 14.f at the discretion of an absolute majority of the present Administrative Board officers. The member threatened with removal shall not be present during removal voting and the petition will be denied.

Section 16 Officer positions will also be reviewed before Midterm Elections in accordance to the following procedure which can result in an officer being removed from their position. This process can only be done before Thanksgiving break so that the position is open for the Midterm elections.

- (a) In order for this removal process to occur, the Officer must have been made aware of their shortcomings and been given a month to work toward accomplishing the position

requirements. If a plan had not been made and/or follow through had been shown, then the following proceedings can occur. This dismissal can only be based off of position obligations specified at the time of elections.

- (b) All Officer positions will be reviewed by the Administrative Board Officer directly relating to their position before the mid-Fall semester mark. If the officer had not been meeting the position's obligations, then the Administrative Board Officer will have a meeting to discuss the issues with the Officer.
- (c) If the officer has not created a plan or shown they will fulfill their obligations, then the Administrative Board Officer overseeing them can, at their discretion, bring the issue to the Administrative Board prior to Midterm Elections for review.
- (d) In the case where an Administrative Board member brought an officer position up for review, a meeting will be held by the Administrative Board to vote on officer dismissal.
- (e) During this meeting the Administrative Board will be reminded of the Officer's obligations along with their how this Officer has not met those obligations. The Officer will then have the opportunity to speak on their behalf. A blind vote of the Administrative Board will be conducted and a 2/3 vote will allow for removal.

Section 17 In the case that any Officer is unable to finish their term of office or is removed from office, the vacant position shall be filled as soon as possible through the manner in which that position is always filled. The exception is if the President does not finish their term for any reason, then the Vice President shall immediately become the President. A new Vice President shall be elected by the General Body.

Section 18 Membership and participation are free from discrimination on the basis of real or perceived race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity, gender expression, disability, or status as a veteran. In addition to the categories covered under university policies and law, the Purdue Outing Club is also committed to nondiscrimination on the basis of political affiliation, physical attributes, and socioeconomic status.

Section 19 The POC shall comply with all State and Federal laws and Purdue University Hazing Policy (see University Regulations). Further, the members of this organization shall understand that any individual or group found responsible for hazing will be subject to disciplinary action by the Office of the Dean of Students.

Section 20 Appointing a New Advisor Procedure

- (a) The current Advisor, primary or secondary, has to leave their position due to any number of reasons, including removal.
- (b) The Executive Board shall begin the search for a new Advisor. They shall create a form for submissions of potential candidates. This form shall include a written section with reasoning and qualifications. The form shall be filled out by the current advisor or club members.
- (c) The Exec Board shall interview each candidate submitted through the form in a timely fashion. The interview shall include an overview of the club, expectations of the advisor, clarification of time constraints, and answering questions from the candidate.
- (d) After the interview process is over, the Exec Board shall present the candidates to the Administrative Board. The Administrative Board shall voice concerns and questions.

- (e) The Exec Board shall have final say in the advisor, however, the Exec Board shall listen to the Administrative Board and follow up with questions and concerns. The Administrative Board shall give a vote of confidence for the selected candidate.
- (f) After the selection of an advisor has been complete, the President shall re-register the POC through BoilerLink to include the new Advisor.

Section 21 Advisor(s) may be removed according to the procedures set four herein, which may be initiated by any member of the POC:

- (a) Removal proceedings shall commence with the submission of a Petition for Removal to the current Administrative Board. This document shall consist of a formal, written complaint complete with a list of grievances against the Advisor threatened with removal.
- (b) Upon reception and review of the petition, the current President shall, in a timely fashion, convene a closed meeting with the Administrative Board to review, discuss, and debate the merits of the petition.
- (c) Following the conclusion of this meeting, a blind vote will be conducted by the President. Upon the reception of votes in favor of removal, and numbering two-thirds of the Administrative Board, the Advisor threatened with removal shall be removed from office effective immediately.
- (d) In the event that the vote in Article III, Section 19.c results in the removal of the Advisor, a new Advisor shall be chosen by the Administrative Board in a timely manner in accordance with procedures and guidelines set fourth by the Student Activities and Organizations handbook.
- (e) The numbered results of the blind votes mandated by Article III, Section 19.c as well as the identity of the submitter of the Petition for Removal shall be kept secret. Any physical records of the vote tallies shall be destroyed immediately upon the conclusion of the removal procedures.

Article IV - Assumption, Creation, and Dissolution of Offices

Section 1 Club leadership shall be members elected and appointed no earlier than April for the following academic year. Officers elected at this time begin their term following the end of the current academic year until the end of the following academic year or until they are no longer eligible for their position in accordance to Article III.

Section 2 Midterm elections shall be held following Thanksgiving to fill any positions known to be open for the Spring Semester. Officers elected at this time begin their term following the end of the Fall Semester until the end of the Spring Semester or until they are no longer eligible for their position in accordance to Article III. Elections and appointments will follow the same procedure that they would for Spring Elections.

Section 3 Additional positions of Officers shall be created according to the procedures set fourth herein, which may be initiated by any member of the POC:

- (a) Official creation proceedings shall commence with the submission of a Petition for Creation of Position to the current Administrative Board. This document shall consist of a formal, written request for the creation of an additional office in addition to clarification as to whether or not this position shall join the Administrative Board.

- (b) Upon reception and review of the petition, the current Administrative Board shall, in a timely fashion, convene a closed meeting review, discuss, and debate the merits of the petition.
- (c) Following the conclusion of this meeting, a vote will be conducted by the President or next highest ranking Administrative officer. Upon the reception of votes in favor of position creation; and numbering two-thirds of the Administrative Board; an additional position shall be created, effective immediately.
- (d) In the event that the vote in Article IV, Section 4.c does not result in the creation of a position, no additional position shall be created.
- (e) If the numbered results of the blind votes mandated by Article IV, Section 4.c are physically tallied, they shall be kept secret. Physical records of the vote tallies shall be destroyed immediately upon the conclusion of the creation procedures.

Section 4 Positions excluding Administrative Board positions, may be dissolved according to the procedures set fourth herein, which may be initiated by any member of the POC:

- (a) Position dissolution proceedings shall commence with the submission of a Petition for Dissolution of Position to the current Administrative Board. This document shall consist of a formal, written request for the dissolution of an office position.
- (b) Upon reception and review of the petition, the current Administrative Board shall, in a timely fashion, convene a closed meeting review, discuss, and debate the merits of the petition.
- (c) Following the conclusion of this meeting, a blind vote will be concluded by the President or next highest ranking Administrative officer. Upon the reception of votes in favor of position dissolution, and numbering two-thirds of the Administrative Board, the position threatened with dissolution shall be dissolved, effective immediately.
- (d) In the event that the vote in Article IV, Section 5.c does not result in the dissolution of a position, no position shall be dissolved.
- (e) No position that is currently occupied may be dissolved.
- (f) The perceived need to dissolve a filled position will begin with procedures to impeach an member in accordance to Article III, Section 13.

Article V - Amendments to the Constitution and Bylaws

Section 1 Constitutional amendments shall be made according to the procedures herein, which may be initiated by any member of the POC:

- (a) Amendment proceedings shall commence with the submission of a Petition for Amended Constitution to the current Primary Advisor or President. This document shall consist of a revised copy of the current constitution.
- (b) Upon reception and review of the petition, the current Primary Advisor shall, in a timely fashion, convene a closed meeting with the Administrative Board to review, discuss, and debate the merits of the the petition.
- (c) Following the conclusion of this meeting, a blind vote will be conducted by the Primary Advisor. Upon the reception of the votes in favor of the amendments, and an absolute majority of the Administrative Board, the amended constitution shall be presented to the general body.

- (d) The current Primary Advisor or President shall then announce the changes to the constitution via the next all member meeting and official communication channels.
 - (e) Following this announcement, members will have 1 week to submit appeals to to the amended constitution. Appeals will be brought to the Administrative Board for review in the process established by Article V Section 1.b.
 - (f) If no appeals are brought forward in this time, the amended constitution will be submitted and take effect upon approval of the SAO Office.
- Section 2 Bylaw amendments shall be made according to the procedures herein, which may be initiated by any member of the POC:
- (a) Amendment proceedings shall commence with the submission of a Petition for Amended Bylaws to the current Primary Advisor or President. This document shall consist of a revised copy of the current bylaws.
 - (b) Upon reception and review of the petition, the current Primary Advisor shall, in a timely fashion, convene a closed meeting with the Administrative Board to review, discuss, and debate the merits of the petition.
 - (c) Following the conclusion of this meeting, a blind vote will be conducted by the Primary Advisor. Upon the reception of the votes in favor of the amendments, and an absolute majority of the Administrative Board, the amended bylaws shall be presented to the general body.
 - (d) The current Primary Advisor or President shall then announce the changes to the bylaws via the next all member meeting and official communication channels.
 - (e) Following this announcement, members will have 1 week to submit appeals to to the amended bylaws. Appeals will be brought to the Administrative Board for review in the process established by Article V Section 2.b.
 - (f) If no appeals are brought forward in this time, the amended bylaws will be submitted and take effect upon approval of the SAO Office.
- Section 3 Any POC member may propose an amendment to the constitution or bylaws. Proposed amendments must be submitted in writing to the Faculty Advisor or President.
- Section 4 The Purdue Outing Club shall not adopt any bylaws that are in conflict with the constitution.
- Section 5 Amendments to the constitution passed by the voting representatives are subject to the approval of the SAO Office. They may not take effect until they have been approved by the SAO Office.
- Section 6 All purchases meeting or exceeding 20% of the total current available budget at the time or purchase (whichever figure is lower) for POC must be approved according to the procedures herein:
- (a) Purchases of the item of interest must be approved by unanimous decision by the Administrative Board.
 - (b) The purchase restrictions of this section may be temporarily nullified by a three-fourths affirmative vote by the Administrative Board for a time period not exceeding one month. This vote may be brought up by any member of the Administrative Board.
- Section 7 All purchases below 20% of the total current available budget at the time or purchase (whichever figure is lower) for POC must be approved according to the procedures herein:

- (a) Purchase of the item of interest must be approved by the President or Secretary of the Treasury prior to any transaction taking place.
- (b) In the case that a member seeks reimbursement for purchases made for POC activities, those reimbursements must be approved by the President and Secretary of the Treasury prior to the issuance of funds to any account.

Section 8 Dissolution of the POC shall be treated as a constitutional amendment. Upon Dissolution of the POC, all remaining funds shall first be used to pay outstanding debts and then any remaining funds shall be evenly distributed to all RecWell clubs.

Bylaws of the Purdue Outing Club

Article I - Responsibilities of POC Members

Section 1 Administrative Board Officers

- (a) It is the responsibility of the Administrative Board to develop recommendations for amendments to the POC Constitution and Bylaws to better define the roles of the officers, coordinators, and consultants and to optimize the operations of the organization. Administrative Board officers shall also have their specific responsibilities outlined in the constitution and bylaws.
- (b) It is the responsibility of the Administrative Board to oversee the elections and appointments of club leadership, oversee the operations of the organization in accordance to the constitution and bylaws, and to schedule and prepare general meetings.
- (c) Administrative Board officers are accountable to all members of POC as defined by the constitution and bylaws.

Section 2 The President shall have the following responsibilities:

- (a) To stay abreast of all Administrative Board business and keep the Board acting in accordance with their purpose as stated in the constitution and duties defined in the bylaws.
- (b) To act as a coordinator of responsibilities, duties, and activities of the Administrative Board.
- (c) To preside over POC meetings.
- (d) To serve as an ex-officio advisor to all activities and events overseen by club leadership.
- (e) To act as the official spokesperson of the POC.

Section 3 The Vice President shall have the following responsibilities:

- (a) To assist the President in all official duties at the pleasure of the President.
- (b) To serve as President in the absence of the President.
- (c) To preside over club leadership meetings.

Section 4 The Secretary of Outreach shall have the following responsibilities:

- (a) To oversee the work of the Outreach Committee, including the Webmaster, Social Media Coordinators, Social Events Coordinators, Alumni Coordinator, and Diversity & Community Outreach Consultant.
- (b) ~~To approve the Social Media Coordinator's nominees for Club Content Creator.~~
- (c) To record minutes of POC meetings and make meeting recaps available to POC members. Said recaps should include upcoming events, relevant club information, and may include the weekly meeting slides.
- (d) To moderate and maintain official mailing lists used by the POC. Some of the tasks involved are managing member subscription, approving of emails sent by other officers, and responding to inquires about the club.
- (e) To send announcements regarding club leadership and general meetings to the respective groups.

- Section 5 The Secretary of Sports shall have the following responsibilities:
- (a) To manage the Head Sports Officers to make sure enough trips are going out.
 - (b) To oversee Climbing Team Captain elections.
 - (c) To lead organize Trip Leader Training at least twice a semester.
 - (d) To connect Trip Leaders with the correct Head Sports Officer.
 - (e) To manage and organize Trip Leader applications and approvals.
 - (f) Be a point of contact for all general members interested in becoming Trip Leaders.
 - (g) Trip Leader Coordinator must have successfully lead a trip before being elected.
- Section 6 The Secretary of the Treasury shall have the following responsibilities:
- (a) To oversee the work of the Treasury Committee, including the Treasurer, Data Analyst, Gear Lord, and **[Sponsorship & Fundraising Coordinator]**.
 - (b) **To oversee and work with the operations team to ensure the automated processes in the backend are functional and deliver improvements/modifications as needed.**
 - (c) ~~To manage the overall budget of the POC.~~
 - (d) ~~To manage all grant requests for the POC.~~
 - (e) To maintain accounts, to deposit funds and to make expenditures in a manner approved by the Fiscal Administrator of the Business Office of Student Organizations.
 - (f) ~~To report all expenditures and current accounts and balances to the Administrative Board at club leadership meetings.~~
 - (g) ~~To manage club member dues and dues waivers.~~
 - (h) **Manage, collect, and record member dues.**
 - (i) **Make sure the club's financial policy is consistent.**
 - (j) **Work with the Treasurer, President, and Vice President to make and monitor the club's budget.**
- Section 7 The Treasurer shall have the following responsibilities:
- (a) To maintain accounts, to deposit funds and to make expenditures in a manner approved by the Fiscal Administrator of the Business Office of Student Organizations.
 - (b) To keep accurate and timely records of all moneys in POC accounts.
 - (c) To ensure club member reimbursements are submitted in a timely manner.
 - (d) To keep track of a petty cash fund for payments made with larger denominations.
 - (e) To assist the Secretary of the Treasury in ~~getting grant applications in order and making sure grant funds are being used awarded.~~ **managing grant applications and making sure grant and sponsorship funds are being used in accordance with the rules of their award.**
 - (f) To assist the Secretary of the Treasury in any additional tasks they may require assistance with.
 - (g) **To report all expenditures and current accounts and balances to the Administrative Board at club leadership meetings as requested.**
 - (h) **To work with the Secretary of the Treasury to establish the overall and specific budget of the POC.**

- (i) To manage club member dues and dues waivers.
- Section 8 The Health & Safety Consultant shall have the following responsibilities:
- (a) To serve as the primary point-of-reference for all safety procedures during club events and activities.
 - (b) To oversee the consolidation and execution of safety procedures.
 - (c) To maintain all medical and safety materials to be used during club activities.
 - (d) To maintain records of safety certifications of all members.
- Section 9 The Fundraising & Sponsorship Coordinator shall have the following responsibilities:
- (a) To serve as the primary point-of-contact for all partnerships and sponsorships between the POC and 3rd parties.
 - (b) ~~To serve as the primary point-of-contact for all alumni relations and activities.~~
 - (c) To plan and help execute and club fundraising programs or events.
 - (d) Manage the Purdue Day of Giving fundraiser for the POC.
- Section 10 The Alumni Coordinator shall have the following responsibilities:
- (a) To serve as the primary point-of-contact for all alumni relations and activities.
 - (b) To assist in planning and execution of club fundraising programs or events involving alumni outreach and communication.
- Section 11 The Diversity & Community Outreach Consultant shall have the following responsibilities:
- (a) To serve as the primary point-of-contact for all cultural and diversity initiatives.
 - (b) To work with other club sports to plan and execute collaborative events.
- Section 12 Every Head Sport Officer shall have the following responsibilities:
- (a) To be the point-of-contact between the Sports Officers and the Administrative Board.
 - (b) To be a part of the Administrative Board and to make decisions as a part of the Administrative Board that are in the best interests of the club.
 - (c) Plan a skeleton calendar for events and trips for their sport for the year at the beginning of the fall semester.
 - (d) To manage the Officers and Trip Leaders for their sport and making sure each Officer is leading trips.
 - (e) To approve the Trip Leaders for their sport.
- Section 13 Every Sport Officer shall have the following responsibilities:
- (a) To be active participants in the efforts, and programs, and activities of the POC especially those related to their designated sport.
 - (b) To promote the participation and involvement in activities related to their designated sport in accordance to standard operating procedures.
 - (c) To help lead the 1-2 sports presentations throughout the year.
- Section 14 The Gear Lord shall have the following responsibilities:
- (a) To manage, maintain accountability, and delegate to Gear Gremlins.

- (b) To enforce the policies penalties for those returning gear to the closet late. Such policies are at the discretion of the Gear Lord and Administrative Board.
- (c) To be familiar with member eligibility for using the the Gear Closet.
- (d) To update and maintain Gear Closet documents: policy, inventory, transition etc.
- (e) To hold a minimum of two Gear Closet hours per week.
- (f) To maintain organization in the Gear Closet during the weekly hours.

Section 15 Every Gear Gremlin shall have the following responsibilities:

- (a) To be active participants in the efforts, programs, and activities of the POC, especially those related to the operation and maintenance of the Gear Closet and items contained therein.
- (b) To hold a minimum of one Gear Closet hour per week.
- (c) To enforce the rules established in the Gear Closet policy.
- (d) To complete tasks at the discretion of the Head Gear Consultant.

Section 16 The Webmaster shall have the following responsibilities:

- (a) Update the website to fit the needs of the club and the Executive.
- (b) Manage signup forms and the Calendar of Events so it is up to date.

Section 17 The Data Analyst shall have the following responsibilities:

- (a) ~~Manage integration across club online platforms to make sure information is updated and easily accessible for other Officers.~~
- (b) ~~Keep track of relevant club data to make recommendations to the Secretary of the Treasury about the club budget.~~
- (c) ~~Delegate work to Data Miners to complete tasks.~~
- (d) Maintain and monitor club database.
- (e) Manage trip signups, logs, rosters, and RM01 approvals.
- (f) Work with Webmaster and Secretary of Treasury to improve the backend system if necessary.
- (g) Find interesting points of data from events and trips.
- (h) Work with the Secretary of Sports to keep track of trip leader training progression.
- (i) Report to the Secretary of Treasury recommendations for future funding.
- (j) Create mid semester surveys for members.

Section 18 The Social Events Coordinators shall have the following responsibilities:

- (a) Lead local social events for members to get to know one another outside of club trips.
- (b) Foster a welcoming environment for new members.
- (c) Lead at least 4 social events per semester.

Section 19 POCAR and POCtoberfest Coordinators shall have the following responsibilities:

- (a) Organize, manage, and run their respective events while working to promote a safe and welcoming environment for all participants.

- Section 20 The Social Media Coordinator^s shall have the following responsibilities:
- (a) Manage the various club social media accounts with updated content from trips, events, and meetings.
 - (b) Collaborate with other Officers to create content for the social media pages.
 - (c) ~~Manage nominations for new Club Content Creators and determine who would be a good fit for the role.~~
- Section 21 The Climbing Team Captain shall have the following responsibilities:
- (a) Coach the Climbing Team at practices and competitions.
 - (b) Approve members to become official members of the Climbing Team.
 - (c) Manage Climbing Team fundraising and budget in conjunction with the ~~Fundraising Sponsorship & Alumni Coordinator.~~ Secretary of the Treasury.
- Section 22 The Climbing Team Assistant Captain shall have the following responsibilities:
- (a) Assist the Climbing Team Captain however they need.
- Section 23 The Chief Angler shall have the following responsibilities:
- (a) To be an active participant in the efforts, programs, and activities of the POC especially those related to fishing.
 - (b) To promote the participation and involvement in activities related to fishing in accordance to standard operating procedures.
 - (c) To oversee POC fishing programs under the direction of the Secretary of Sports.
- Section 24 Every Trip Leader shall have the following responsibilities:
- (a) To organize and lead trips under the direction of the Head Officer for their respective sport.
 - (b) To teach beginners on their trips about the sport.
- Section 25 The Club Safety Committee is responsible for overseeing the safety of all club trips and events. This responsibility includes making recommendations to the Administrative Board for removal of Officers or Club Members due to safety violations. The committee shall be comprised of: President, Vice President, Health and Safety Consultant, Secretary of Sports, and Diversity & Community Outreach Consultant.
- Section 26 All members in a leadership position shall have the following responsibilities:
- (a) To be active participants in the efforts, programs, and activities of the POC, especially those related to the execution of their position.
 - (b) To attend POC meetings, programs, and activities on a regular basis, and to follow the discipline policy proposed by the Administrative Board and affirmed by the POC at the first General Meeting of each academic year.
 - (c) To not participate in or promote any effort, program, or activity that will bring harm to the POC, associated student organizations, or Purdue University.
 - (d) To ensure the events, initiatives, and goals of the POC are represented across all platforms i.e. website, social media, events.

- Section 27 All positions mentioned in Article I, Sections 2-21 of the bylaws shall be held to their listed responsibilities under threat of impeachment. Additional responsibilities not covered within the bylaws shall be taken up at the discretion of and those officers, coordinators, and consultants. All duties that are required of each position and can merit removal are specified at the time of election and documented in the "Position Requirements" document.

Article II - Meetings

- Section 1 POC general meetings shall be open to the public.
- Section 2 At least one general meeting of general body members shall be held each week unless otherwise designated by the President.
- Section 3 The Administrative Board shall have the option of adopting Robert's Rules of Order. Robert's Rules of Order shall then be invoked for all voting procedures.

Article III - Nominations, Appointments, and Elections

- Section 1 Nominations for leadership positions shall be accepted from the floor or official nomination forms until the election for such position takes place. Self nominations may occur, in which case those nominations must be seconded by another member of the POC.
- Section 2 The order of election for Administrative Board officers shall be: President & Vice President, Secretary of Outreach, Secretary of the Treasury, Treasurer, Health & Safety consultant, Fundraising & Sponsorship Coordinator, and Alumni Coordinator. Climbing team captain will be elected separately and is not bound to this order. The order of election for all remaining positions shall be left at the discretion of the current Administrative Board.
- Section 3 During the elections, each nominee shall have an equal amount of time to speak on their case. A question and answer period from the present voting body will follow. No other nominees for this position shall be present during this time.
- Section 4 If an Administrative Board nominee is not elected for a particular position, they shall be eligible to run for another office that has not yet been filled.
- Section 5 Prior to voting for each position, a closed discussion will be held by the voting body. No nominees shall be present during this debate.
- Section 6 In the event that there are no nominations for an elected position, the members of the Administrative Board may fill this vacant position by an absolute majority vote at the first Administrative Board meeting at their discretion.
- Section 7 Positions that require appointment by the Administrative Board shall be appointed by an affirmative majority vote by the Administrative Board officers.
- Section 8 Club Goober will be elected by the general body. This position can only be nominated by an individual other than the person running. The nominations will not be announced until election and no acceptance has to be made.
- Section 9 Unless otherwise specified within the constitution or bylaws, a vote put to the general body shall be won by a simple plurality vote of present members.

President Signature	_____	Date	_____
Advisor Signature	_____	Date	_____
SAO Signature	_____	Date	_____