

# Outdoor Adventure Club

## **Success**

- Need to get the word out more
- Shared ownership of events (collaborate with other groups)
- Give examples of past &/or future activities
- Communication

## **Core Values**

- Connect the different disciplines on the campus.
- Enjoy time outside & off-campus
- Promote health and wellness through fun activities

## **Vision**

- To create opportunities for all students to experience fun activities outside their comfort zone.

## **Mission**

- Our mission is to create opportunities to engage in fun, healthy and challenging outdoor activities for all students.
- Our mission is to encourage connection for creating non-university activity groups.

## **Goals and Objectives**

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## **Constitution for the Outdoor Adventure Club**

### **Article I: Mission Statement/Principles**

Whereas this is a student run organization dedicated to fulfilling the outdoor interests and pursuits of the Portland Campus student population. This student group is to follow the guidelines and parameters set forth by the Student Government Association, SGA.

### **Article II: Name**

Whereas the name of this organization shall be "Outdoor Adventure Club", OAC.

### **Article III: Membership**

Whereas this organization shall be open to all matriculated students within the Portland Campus.

Whereas membership is distinguished by the roster sheet, participation in organization meetings, outings, and events.

Whereas to be a member with the ability to vote for executive board members of the organization, a member must attend at least one half of the regularly scheduled meetings.

### **Article IV: Officer Positions**

Whereas the official executive board officers of this organization shall include: President, Vice President, Secretary, Treasurer, and Student Government Association Representative.

Whereas the officers shall be elected in the fall semester in the first scheduled meeting of the academic year.

Whereas the officers shall be elected by silent ballot.

Whereas the officers shall be elected for a term of one academic year.

Whereas the officers shall be matriculated students of a Portland Campus program.

#### **Article V: Faculty/Staff Advisor**

Whereas the faculty/staff advisor shall be elected by the organization.

Whereas the faculty/staff advisor shall be notified of all business, regular and special meetings at least five days in advance and shall be privileged to attend all meetings.

Whereas the advisor may call a meeting of the organization or it's Executive Board.

#### **Article VI: Duties of the Officers/Position Descriptions**

Whereas the following duties as assigned to the officers of the Outdoor Adventure Club and all officers herein are required to attend OAC meetings and meetings of the Executive Board:

##### **• President**

The primary role of the President is to lead the student group and provide vision and direction.

Responsibilities include:

Meetings:

Preparing agenda

Running meetings

Liaison/spokesperson for the group and communicate business with advisor

Represent student concerns to administration

Academic affairs

Student Representative Council

Dean of Student

Remember that you are a student leader and role model for the University.

##### **• Vice President**

The primary role of the Vice President is to be prepared to take over the Presidential responsibilities.

Responsibilities include:

Meetings:

Assist in providing direction for the organization

Distribute and collect attendance sheets

Elections:

Coordinate election process in the spring

Recruit membership

Publicize organization to campus community

Remember that you are a student leader and role model for the University.

#### • **Secretary**

The Secretary records and distributes all pertinent information to members.

Meeting:

Takes minutes

Distributes (e-mails) minutes to all members of OAC at least 48 hours prior to next meeting

Maintains membership list of all members (name, major, e-mail and phone number)

#### • **Treasurer**

The Treasurer is responsible for recording and maintaining all the financial reports for OAC.

Budget:

Maintain accurate budget

Produce end of year budget summary report

Prepare all financial paperwork for OAC (fund raising forms, budget requests, additional funds requests)

This would include establishing a budget, allocation of monies for events, maintaining all financial transactions, and creating Budget Proposals. He/she will report the financial status regularly to the other officers. The Treasurer will also attend an annual treasurer training in the fall semester.

- **Student Government Representative**

The SGA representative will attend all SGA council meetings.

Report events and activities of OAC to SGA

Voice concerns of students at meetings

Represent your organization during voting

### **Article VII: Activities**

Whereas OAC shall plan, develop, implement, and evaluate outings, programs, fundraisers, and other activities the majority of members wish to partake in.

### **Article VIII: Meetings**

Whereas meetings shall be regular, scheduled and advertised. Minutes shall be taken and distributed.

### **Article IX: Conduct**

Whereas all activities and guidelines of the organization will adhere to UNE policies, local, state, and federal laws.

### **Article X: Amendments**

Amendments to the constitution may be made at any time by majority vote by members present, where at least three officers are present.

## **Outdoor Adventure Club**

OAC fulfills the outdoor interests and pursuits of the Portland Campus student population, planning and evaluating outings, programs, and other activities in which members wish to partake.