

MIT Outing Club Bylaws

Ratified May 21, 2019

Article I - Organization Structure

Section 1: Executive Board

A. The Executive Board shall have the following powers and duties:

1. Establish goals for MITOC,
2. Prepare and approve an annual advisory budget,
3. Approve all spending amounting to greater than \$100,
4. Supervise all MITOC elections in accordance with Article VI,
5. Act for the general membership between its meetings on duties not specifically reserved for the general membership or the Advisory Board,
6. Serve as a constitutional board of review, which, when serving in this capacity, may include other members appointed by the President,
7. Set dates and places for regular meetings of the Executive Board, Advisory Board, and general membership,
8. Take action necessary to execute these powers and all other powers conferred by the constitution and bylaws or any amendment,
9. Develop and implement Executive Board policies governing the ongoing procedure of MITOC and its Executive Board,
10. Call special meetings of the Executive Board or of the general membership,
11. Appoint members to the Advisory Board,

12. Sponsor community members,

13. Serve as a special disciplinary committee, as necessary.

B. The President must be an MIT student and shall have the following powers and duties:

1. Preside over all meetings of the Executive Board, Advisory Board, and the general membership,

2. Serve as chief spokesperson for MITOC to the MIT administration, the MIT Student Activities Office, the MIT Association for Student Activities, and to other organizations and in all matters of concern to MITOC,

3. Draft and manage agendas for Executive and Advisory Board meetings, as well as meetings of the general membership, to be reviewed at said meeting,

4. Call special meetings of the Executive Board or of the general membership.

C. The Vice President must be an MIT student and shall have the following powers and duties:

1. Attend all meetings of the MITOC general membership and Executive Board,

2. Assume the powers and duties of the President in the event of the President's absence,

3. Record minutes at every meeting of the Executive Board or general membership,

4. Manage the MITOC maintained email lists,

5. Serve MITOC in all other ways deemed necessary by the President.

D. The Treasurer must be an MIT student and shall have the following powers and duties:

1. Prepare a tentative budget for the approval of the Executive Board,
2. In consultation with the Bursar, manage and maintain the financial operation of MITOC, such as preparing and presenting a yearly financial report and budget,
3. Review, approve, process, and record outgoing financial transactions, including the reimbursement of MITOC funds for official purposes.
4. Chair the budget committee, should one exist,
5. Serve MITOC in all other ways deemed necessary by the President.

E. The Bursar must be an MIT student and shall have the following powers and duties:

1. In consultation with the Treasurer, manage and maintain the financial operation of MITOC, such as preparing and presenting a yearly financial report and budget,
2. Manage the deposition of checks to the Student Activities Office,
3. Coordinate the application for funding opportunities,
4. Serve MITOC in all other ways deemed necessary by the President.

F. The Members at-Large shall have the following powers and duties:

1. Attend all meetings of the MITOC general membership and Executive Board,
2. Assist the other members of the Executive Board in their respective tasks,

3. Serve MITOC in all other ways deemed necessary by the President.

G. The Advisory Board shall have the following powers and duties:

1. Advise the Executive Board on best and previous practices and policies,
2. Assist the Executive Board in managing MITOC activities,
3. Serve MITOC in all other ways deemed necessary by the Executive Board.

Article II - Membership

The involvement of individuals in MITOC shall be governed based on the categories of Student Members, Community Members and MITOC Affiliates. These categories shall be defined in the following sections, and individuals in each category shall pay dues to MITOC.

Section 1: Student Members

A. Student members must meet the following requirements:

1. Student members must be currently enrolled MIT students,
2. Student members must be in good standing with MIT.

B. Student members shall be privileged to do the following in MITOC:

1. Serve in the positions of President, Vice President, Treasurer, or Bursar,
2. Act in any of the ways privileged to community members or MITOC affiliates.

Section 2: Community Members

A. Community members must meet the following requirements:

1. Community members must be current MIT faculty, staff, fellows, affiliates, have visitor appointments, or be sponsored by the Executive Board.

B. Community members shall be privileged to do the following in MITOC:

1. Serve as MITOC trip leaders, with the approval of the Executive Board and the Safety Committee,
2. Vote in Executive Board elections,
3. Serve as Executive Board members at-large,
4. Serve on the Advisory Board,
6. Serve on MITOC committees,
7. Act in any of the ways privileged to MITOC affiliates.

C. Limitations

1. Community Members shall not be permitted to participate in MITOC to the detriment of student members.

Section 3: MITOC Affiliates

A. MITOC affiliates must meet the following requirements:

1. MITOC affiliates must be in good standing with MIT and the MITOC Executive Board.

B. MITOC affiliates shall be privileged to do the following in MITOC:

1. Participate in MITOC trips,
2. Rent MITOC gear,

3. Be eligible for MITOC discounts,
4. Attend MITOC events.

C. Limitations

1. MITOC affiliates shall not be permitted to participate in MITOC to the detriment of student members.

Article III - Committees

Section 1: Safety Committee

A. The Safety Committee is a standing committee and shall have the following powers and duties:

1. Define when winter conditions are present for MITOC trips,
2. Approve and rate trip leaders, with the cooperation of the Executive Board,
3. Review and approve of trip itineraries,
4. Investigate and report on incidents that take place during MITOC activities,
5. Issue safety standards for MITOC activities.

Section 2: Committee Formation

Special committees may be formed by the Executive Board with a given mandate.

Section 3: Committee Requirements

1. Committees must be managed by a designated chairperson appointed by the Executive Board,

2. The chairperson shall sit on the Advisory Board.

Article IV - Meetings

A. The Executive Board and Advisory Board shall hold a monthly meeting, open to the general membership.

B. All meetings shall be governed in accordance with the Constitution, Bylaws, and RONR.

Article V - Financial Policies

A. An annual, non-binding budget shall be prepared and approved by the Executive Board for planning purposes.

B. All members of the Executive and Advisory Boards shall be permitted a total of \$100 of discretionary spending every month.

C. All purchases over \$100 or not pre-approved in the budget must be approved by the Executive Board.

Article VI - Elections

A. All elected positions must be up for reelection by the general membership in a well-publicized meeting during the spring semester.

B. The Executive Board may use an advisory vote of the general membership to assist in the selection of appointed positions such as those on the Advisory Board or committee chairpersonships.

Article VII - Discipline

A. Any member or affiliate found by the Executive Board to be in violation of MITOC policies or MIT Policies and Procedures including but not limited to those laid out in the Constitution or these Bylaws, any rules of order or safety standards set by the safety committee, or the purpose or community standards of MITOC may be warned, censured, or removed from office or membership.

- B. The Executive Board shall be responsible for maintaining standing rules, as defined in RONR, to govern all MITOC disciplinary actions.

Article VIII - Governing Documents

- A. These Bylaws are to be considered subsidiary to the Constitution, and when in conflict shall be superseded by the Constitution.
- B. Any policy laid out in another official MITOC document including but not limited to the MITOC website or documents prepared by the Executive Board or committees shall be considered official MITOC rules of order.
- C. When in conflict, these Bylaws shall supersede any rules of order.
- D. These Bylaws shall be amended in accordance with Article VI of the Constitution.