



**Tufts University Mountain Club**

## **Bylaws**

## **Article I.**

### Meetings

- A. Any member of the club may bring any business he or she deems necessary to a open board meeting or a poll in the weekly email for a majority vote, following discussion of the item with the Executive Board.
- B. Weekly Executive Board meetings are closed. Members may be invited to attend by any member of the board. Such guests are non-voting participants in discussion by the board.

## **Article II.**

### Treasury Drafts

- A. In Article IV, Section J of the TMC Constitution, “business requiring a draft on the treasury except routine expenses incurred by the running of the club” shall be defined as any draft on the treasury greater than \$300.00. Such drafts must be approved at a meeting of the Executive Board and reported to the club membership at General Meetings.

## **Article III.**

### Officers and Their Duties

Following are the individual duties of each position. All positions shall be filled by only one person unless specified by a number within brackets. Positions may be split between two people throughout a calendar year, but only one individual may hold the position at any given time. The only positions which may not be shared in this manner are President, Executive Assistant, and Treasurer.

#### A. Executive Board

##### Administrative and Technical Positions

##### 1. President :

The President shall set the agenda for and preside over all general, Executive Board, and Board of Directors meetings. He or she will guide and coordinate the activities of the TMC. The President will appoint special committees as may, from time to time, become necessary. He or she is a member of all such committees, ex officio. The President’s primary responsibility is to oversee general functioning of the club and ensure that the actions of the TMC are in accordance with its overarching goals.

##### 2. Executive Assistant:

The Executive Assistant shall assist the President in overseeing the general expedition of club matters. He or she acts as an advisor to trip leaders, caretakers, or general club members carrying out special projects or club initiatives. s/he/they shall also, in collaboration with the the Technical Program Directors, work to develop and maintain comprehensive Trip Leader Training curricula for each of of the club’s technical subsets, and ensure that the difficulty levels of available trips are varied and suited to the abilities of the club’s membership. In the event that the office of President becomes vacant, the Executive Assistant shall provide for an immediate special election to fill this vacancy. The Executive Assistant shall act as an interim President until the

election is held. If the President is unavailable, the Executive Assistant will conduct meetings.

3. Operations Director:

The Operations Director oversees the day-to-day operations of the TMC and serves as an advisor to the Hiking & Skills, Climbing, and Aqua Directors. The Operations Director is responsible for ensuring that TMC safety protocol and procedures are up-to-date and enforced, and shall call and run any incident debriefs. The operations director is responsible for overseeing maintenance of the physical plant of TMC. The Operations director serves as the TMC contact with Tufts Facilities and with pro deal representatives.

4. Historian:

The Historian is responsible for attending Administrative and Technical Board meetings and taking minutes at both meetings. The Historian is responsible for the compilation and maintenance of documents and pictures relevant to the club's history, and for recalling them as necessary. These include but are not limited to the documentation of major events and trips. The Historian is responsible for digitizing and archiving all important TMC documents, so that they may be recalled by future club members.

Administrative Positions

5. Loj Director:

The Loj Director shall oversee all issues regarding the Loj. He or she is responsible for coordinating with Tufts Facilities and following the policies of the operations manual for the maintenance of the Loj, as well as the distribution of Loj keys. It is the responsibility of the Loj Director to develop and/or maintain a caretaker training curriculum to be implemented during the training of new caretakers, and to ensure that all existing caretakers are made aware of any changes in policies or practices pertaining to the running of the Loj. Additionally, the Loj Director is responsible for the scheduling of caretakers, and the booking of student groups. The Loj Director will distribute the group use policy to all student group leaders prior to their arrival. The Loj director will compile a calendar to be posted on the website, providing the names of the scheduled caretakers for a given weekend. This calendar shall be updated as needed. The Loj Director shall chair a committee of all those interested in the upkeep and improvement of the Loj. At the beginning of each semester, the Loj Director is responsible for ensuring that emergency procedures and equipment are up to date and in place.

6. Treasurer:

The Treasurer is the club banker and custodian of the financial records. During his/her/their responsible for looking after the club's best financial interests, managing routine expenses of the club, providing the membership with relevant forms for reimbursement, as well as ensuring that all requested transactions are carried out. He or she is responsible for all interactions with the Tufts Business Manager of the Office for Campus Life. A semesterly budget shall be set and presented to the Executive Board at the beginning of each semester, following review of club finances from the previous term. A comprehensive monthly report of finances will be made to the Executive Board. If requested, the treasurer shall submit a concise, comprehensive financial statement detailing the business transactions of the club, which shall be submitted at the last general meeting of his or her term. The Treasurer is also responsible for overseeing the submission of grant proposals on the club's behalf.

7. **Communications Director:**  
The Communications Director is responsible for publicizing all TMC functions, and shall also oversee the posting of flyers, chalking, and other forms of TMC publicity regarding meetings and events. He or she is responsible for notifying both the membership and the general Tufts University community of all meetings and events. The Communications Director oversees all content released through the TMC E-list, and maintains an active database of all current TMC members. The Communications Director shall maintain record and act as the executor of social media accounts created with the club's name, and shall be responsible for ensuring that all website content is up-to-date and relevant. He or she is responsible for compiling the TMC weekly, to be distributed each Sunday evening during the academic year. The Communications Director shall act as editor for the Trails 'n Tales newsletters and shall be responsible for the compiling, editing, and mailing of the newsletter. The newsletter should be sent to all members of the club during the last month of each semester in the academic year. The Communications Director shall hold regular check-in meetings with the club Historian, Webmaster, and Events Director.
  
8. **Community Director:**  
The Community Director shall maintain an official calendar of all TMC events, both on campus and at the Loj. He or she shall oversee the reservation of all on campus spaces and necessary facilities. The Community Director is responsible for promoting a TMC community presence on campus by organizing at least three (3) TMC community-oriented events per semester. The Community Director shall appoint and advise Event Coordinators for all on campus and Loj events, and act to establish and maintain the continuity of fair sign-up procedures. The Community Director shall debrief all Loj Weekend event coordinators following their event and is responsible for collecting and compiling comprehensive reports, to be handed down to the next year's coordinators. This must be done for the following Loj Events: Newcomers' Weekend, Peak Weekend, Pass the Torch Weekend, and Loj Thanksgiving.
  
9. **Stewardship Director:**  
The Stewardship Director is responsible for overseeing all club outreach initiatives. s/he/they shall compile, organize and maintain the database of TMC alumni, and serve as the point-person for club initiatives funded by alumni. The Stewardship Director shall plan or oversee the planning of all outdoor community outreach initiatives, both in the Medford and Woodstock/Lincoln areas, including but not limited to trail maintenance and youth outdoor leadership programs. s/he/they is also responsible for overseeing any club fundraising efforts. The Stewardship Director may serve as a "catch all" position, and is encouraged to assist other members of the Executive Board with various projects, including but not limited to grant proposals, financial assistance programs, documentation, and events.
  
10. **Webmaster:**  
The Webmaster shall maintain and update all systems aspects (code, administration, and DNS) of the TMC website and other technology. s/he/they shall communicate to the Communications Director and other officers how to edit content, such as lists, calendars, and homepage posts, such that they can be maintained. The Webmaster ideally has a knowledge of PHP and SQL. The Webmaster is responsible for organizing all online transaction methods with the Business Office of the Office for Campus Life.

## Technical Positions

### 10. Gear Director:

The Gear Director shall oversee all issues regarding TMC gear. He or she will keep an up-to-date inventory of all gear and organize regular gear cleaning and maintenance days. The Gear Director will also be responsible for enforcing proper gear lending procedures. All gear borrowed must be signed out by the Gear Director or by Gear Staff appointed by the Gear Director. The Gear Director may require a security deposit for gear rentals, and shall maintain the record of such actions. The Gear Director will work with the Technical Board to create a gear inventory that suits the needs and activities of the club membership, and chairs a committee of club members responsible for staffing the TMC Gear Room. The Gear Director shall also manage and work to expand pro-deals offered to the club and its members.

### 11. Aqua Program Director:

The Aqua Program and Water Sports Director shall oversee and serve as the contact person for all water-oriented activities such as swimming, canoeing, sailing, kayaking, etc. He or she serves as the chair of a committee of Trip Leaders, who are responsible for organizing regular basic and intermediate skill clinics. The Aqua Program Director shall report the Aqua Trips schedule to the Technical Programming Director. The Aqua Program Director is also responsible for exploring Program grant opportunities, and shall work with the Technical Board to expand curriculum and gear offerings.

### 12. Climbing Program Director:

The Climbing Program Director shall oversee and serve as the contact person for TMC-affiliated indoor and outdoor climbing. s/he/they must have sufficient experience in climbing and should know how to set top-ropes and proper anchors. The Climbing Director is responsible for organizing rides for TMC members to a climbing gym four (4) nights per week. The Climbing Director shall serve as the chair of a committee of Trip Leaders, and shall be responsible for approving Trip Leaders to lead Trips with TMC climbing gear. Any member of TMC may lead a trip to the climbing gym or bouldering site, but only the Climbing Director or club member who is approved by the climbing director can lead an outdoor trip where ropes are required. The Climbing Director shall work with Trip Leaders to organize regular basic and intermediate skills clinics, and oversee all Program grant opportunities.

### 13. Hiking and Outdoor Skills Director:

The Hiking and Outdoor Skills Director shall oversee and serve as the contact person for all hiking, backpacking, and winter hiking-related activities and Trip offerings. s/he/they serves as the chair of a committee of Trip Leaders, who are responsible for organizing Trips of various lengths and difficulty levels. The Hiking and Outdoor Skills Director shall report the Hiking Trips schedule to the Technical Programming Director. Clinics pertaining to broader outdoor skills are the responsibility of the Hiking and Outdoor Skills Director. s/he/they oversees the scheduling and staffing of all on-campus skill seminars and beginner instructional trips, and organizes all professional training/certification offerings (i.e. WFA, Leave No Trace). The Hiking and Outdoor Skills Director shall develop and maintain a comprehensive Hiking Trip Leader curriculum to be utilized during Trip Leader Training.

### 14. Skiing Director:

The Skiing Director shall oversee and serve as the contact person for all skiing related trips, including backcountry skiing trips, cross country skiing trips, telemark instructionals, and beginner downhill ski trips. s/he/they should be proficient at skiing and knowledgeable of skills required to lead the variety of ski trips offered each season. s/he/they serves as the chair of a committee of Ski Trip Leaders, who are responsible for organizing regular basic and intermediate skill clinics. s/he/they will oversee any grants given to the program and funding for gear rentals. The Skiing Director is also responsible for exploring Program grant opportunities, and shall work with the Technical Board to expand curriculum and gear offerings.

3. Van Director

The Van Director shall oversee all issues regarding the TMC vans. He or she will schedule and perform the routine maintenance of the Vans which includes oil changes, yearly inspection, repairs, etc. The Van Director will give a van status update to the Executive Board once a semester. All records of maintenance shall be kept by the Van Director. The Van Director is responsible for administering van certification tests to club members and for maintaining a record of all club members who are certified to drive a TMC van. s/he/they shall ensure that club members are following key-checkout protocol. The Van Director is also responsible for communicating with the Tufts Administration regarding University-wide changes to transportation protocol.

### **Article III**

#### **A. Caretakers**

1. Club members may become caretakers through their participation in the training sessions held over the annual Pass The Torch Weekend at the Loj. Caretakers may also be trained as needed by the Loj Director. Caretakers are expected to have a working knowledge of Loj rules and policy.
2. Caretakers will operate according to the Caretaker's Manual, and are responsible for enforcing Loj rules and promoting the general safety of those staying at the Loj.

### **Article IV**

#### **A. Action Groups**

1. Action Groups are committees formed with a specific goal to accomplish. Action Groups are dynamic by nature, and will be formed as required by club activity. All Action Groups must be approved by the Executive Board, and spearheaded by a specific club member, to be designated the Action Figure. All Action Figures must be members of the Select Board.
2. The organization and structure of all standing action groups shall be at the discretion of the Action Figure and members of the individual groups. Membership on all standing action groups is open to all members wishing to participate. It shall be the responsibility of the action figures to encourage and direct such participation.

### **Article V**

#### **A. Loj Rules**

1. Loj Rules shall be adopted and published by the Executive Board. They shall be posted at the Loj, in the TMC Caretaking Manual, and under Loj Use Policy and

on the TMC website. Failure to abide by Loj Rules may lead to suspension from the Club. Loj Rules may be brought up for discussion and revision before an open board meeting by any member. Violation of any of the club rules may lead to punishment ranging from temporary suspension of membership privileges to expulsion.

#### **Article VI**

##### **A. Personal Risk**

1. All persons taking part in TMC activities do so at their own risk. Notification to this effect shall be imprinted on all membership forms and personal liability waivers. These forms will be kept in a rolling file for three years.

#### **Article VII**

##### **A. Appropriations**

1. When an appropriation has been made at a meeting, it is the responsibility of the President to select a person to spend the money before proceeding with the rest of the meeting. The person making the motion for the appropriation shall have the first opportunity to be selected. TMC will reimburse for no more than 10% above the amount originally appropriated. The appropriation must be passed again at each general meeting until the money is spent, unless the Executive Board decides by a majority vote to allow extra time.

#### **Article VIII**

##### **A. TMC Rules of Order**

- a. The rules contained in Roberts Rules of Order shall govern the TMC in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of the special rules of order of the club. The parliamentary authority may be changed by a majority vote of the membership and the concurrence of the Executive Board.

#### **Article IX**

##### **A. TMC Standing Rules**

- a. All rules in force as of the adoption of this constitution and these bylaws will remain in force. Standing rules may be accepted, suspended, amended or rescinded by a majority vote of members present without previous notice.