

Constitution for the University of Denver Alpine Club

Purpose and Mission Statement

The purpose of the University of Denver Alpine Club [DUAC] is to make outdoor adventure accessible to all University of Denver students and faculty, regardless of ability or previous outdoor experience. Through outdoor adventures, the DUAC acts as a gateway for learning about leadership skills, community and the environment. DUAC members also have the opportunity to obtain skills in all aspects of the outdoors - adventure, safety, guiding, or simply living and playing outside.

The Alpine Club is a program that is run by students and for students. A program that incorporates outdoor adventure, experience, and exposure with leadership, learning, safety and enjoyment.

Membership

A) Membership is available to all University of Denver students, faculty and staff. Open to all full time and part time undergraduate and graduate students.

B) To be recognized as a full member there is a \$30 annual fee. It is suggested that members attend meetings and participate in Alpine Club activities.

C) Current members receive special benefits as a part of membership. These benefits may or may not include the following: Alpine Club T-shirt, Alpine Club water-bottle, discounts on all Alpine Club sponsored trips, discounts at local stores and a membership card.

D) You do not need to be a member to participate in Alpine Club sponsored events.

Meetings

A) Meetings are held weekly on Wednesday nights at 8:00 PM. These meetings are primarily for trip and event sign-ups as well as membership sign-ups. At some meetings the club may hold programs that include slide show demonstrations and guest speakers. All DUAC trips have pre-trip meetings held the Wednesday before the trip takes place. This meeting informs the trip participants as to what gear they require, and when and where the trip leaves from. The pre-trip meeting is mandatory for all trip participants.

B) We publicize our meetings through e-mail announcements, our website, and various other mediums. The meetings will follow a set agenda and anyone is welcome to attend.

C) Officer meetings will be held weekly on Monday nights at 8:00pm in the Gates Tennis Pavilion. The officer meetings are where all the planning for the club takes place. These meetings are generally only for officers; however non-officers are welcome to attend if they notify the executive board.

Events and Activities

A) The Alpine Club hosts a variety of activities each year. These activities can be broken into two general categories: off-campus trips and on-campus programs. The club will have as many activities as budgeting and time constraints allow.

B) All activities are planned and executed by select Alpine Club officers. Certain qualifications may apply and the club must adhere to any additional rules and regulations set-forth by the University.

Executive Board

A) Positions and Responsibilities

1. **PRESIDENT: Club Management (One Person).** Maintains the basic organization of the club and makes sure the other officers understand and are able to perform their duties. With other leadership officers sets-up goals and makes sure club is running as effectively as it can.
2. **VICE PRESIDENT: Activities Management (One Person).** The main job for the VP is to manage and coordinate all off-campus trips, programs and activities that the club does. Ensuring proper execution of all activities including timing, advertising, travel, meetings, and risk management policies will all be a part of this job.
3. **TREASURER: Financial Management (One Person).** This person maintains records of all the clubs money by recording all transactions. This person works very closely with Comptroller and university accounts payable while also dealing with other companies to ensure proper payments and billing procedures. Maintains all budgeting of trips and ensures that these trips fall within the forecasted amount. The Treasurer will also create reports and financial figures to be presented to the President and other leadership figures.
4. **SECRETARY: Membership Management (One Person).** The Secretary handles all communication and advertising to club members including creating and sending the weekly emails, maintaining the member database, keeping the website up-to-date and maintaining the list-serv. The Secretary will also take and distribute club minutes to other officers. Capturing and keeping members interested in the club is a main goal of this job.
5. **LIAISON: Campus Relations (One Person).** Liaison is to ensure a strong communication between the Alpine Club and other student organizations on-campus. This person in this position will attend Senate Meetings and keep the other officers updated on other events that are happening on-campus so to ensure we properly plan and execute events. One of the main focuses of the Liaison is to be in heavily contact with the AUSA Senate and other higher-up campus officials.
6. **SPONSORSHIP: External Business Relations (One Person).** This person is to make sure that membership benefits are growing through the discounts and deals club members can get through sponsors. Relations between current sponsors will be a main focus. Sponsorship will continually need club statistical data to take to current and future sponsors as we are an advertising outlet for them. Contact lists and written records of donations, sponsorships, and deals must be kept in order to track our performance.
7. **SPECIAL PROGRAMS: (2 People).** The Special Programs committee will be in charge of all of our additional activities that we do as a club that do not fall under the other positions. Primarily they will be in-charge of the management of our extensive Alumni network. Additionally they will also oversee the Kathryn Ellington Memorial Fund and all the fundraising activities that occur with that.
8. **PROGRAMS COORDINATOR: On-campus Activities (One person).** This position is responsible for the planning, preparing, and execution of several on-campus events

throughout the year. Ideally this person should oversee all the major on-campus activities that take a lot of prep work to correctly execute. Budget money will be allocated to programs if the program coordinator requests it.

9. MEETING/EVENT COORDINATOR: On-campus Activities (One person). This position will oversee each of the meetings and small program events. They will be responsible for making sure that the meeting place is set-up with posters, banners, and additional advertising materials. They will also help plan all the events with the programs coordinator.
10. MARKETING DIRECTOR: Advertising Management (One person). The person in charge of marketing will oversee everything that the club produces in terms of advertising material. They need to be proficient in online and print creation and willing to bring new innovative advertising ideas to the club. This position oversees the other publicity members to ensure that all advertising is occurring on time and is effective and it is expected that this person is assisting publicity in all of their jobs.
11. PUBLICITY: External Advertisement (2 people). Publicity members will be in charge of advertising to non-members in the best measures possible. Creation of weekly signs, distribution of magazines, and utilizing other forms of advertising will be part of the job to effectively market the Alpine Club.
12. EQUIPMENT MANAGER: (2 people). People in this position keep track of all gear in the equipment closet by maintaining our gear list and constantly inventorying to make sure equipment is being returned. Also responsible for maintaining all equipment (stoves, dishes, tents, etc) which means cleaning and ensuring the closet is in order. Equipment Managers should be present to check-out gear to trip leaders and then make-sure gear is properly put away.

B) Each officer is expected to carry out all the duties required by the club, this may or may not include: trip leading, tabling, and office hours. Each officer is then expected to fulfill their position responsibilities as well. Officers have the opportunity to be involved in a very large organization and each one has a lot of responsibility.

C) In the case of the President's absence the Vice President fills in until the President's return. If any other officer is absent the rest of the officers fill in for that position. If during the year any officer position is left empty there will be nominations and an election for a new officer.

D) Not all positions need to be filled; the only required positions are President, Vice President, Treasurer and Secretary. These top four positions are considered the leadership board and will be the main ones responsible for the rest of the officer core. The remaining positions are incorporated into required position tasks.

E) Position responsibilities may be changed to ensure that the club is taking advantage of all the opportunities that are presented to it.

Elections

Elections are held towards the end of Winter Quarter. The elected officers will be shadowed by the past officers for a portion of Spring Quarter. This will help the new officers understand their

new position better. Executive positions are held for one year, but they can be reelected for as many years as the officer wishes.

The top four positions will be elected internally by the current officer core and the remaining positions will be elected as officers and not directly into positions. Once elected into an officer spot the new leadership combined with the old leadership will place each person into a position that they feel fits that person's skill set, perceived dedication level, and potential growth.

Elections are based on a majority vote for each position. The members of the club have ballots and are the voters for club positions. The candidates may vote as well. If a tie occurs between candidates, a coin will be tossed for the selection of the office.

Funds

The University of Denver's Alpine Club receives funds through three main sources: allocated money from the AUSA senate, membership fees, and fund-raising activities. All Club funds are used for subsidizing trips for club members; we want to make these trips affordable for the average college student. The club may subsidize transportation, lodging, food, and any other activity fees. The funds are also used to purchase equipment for club member use, such as tents and cooking equipment. Additionally the club may spend money on any activity that is appropriate as defined by the most current AUSA Finance and Spending Guidelines.

A) Once funds are collected from event participants the Alpine Club is unable to provide a refund. The person asking for the refund can sell their spot to anyone will to purchase it as long as leaders of informed of the change.

B) The Alpine Club will prepare an Annual Report each year at the end of Winter Quarter. The Annual Report will contain information on club operations over the past year and plans for the future years as well. Detailed financial figures will be presented in this report.

Committees / Divisions

As of now the club does not require committees or divisions of any kind. We will form committees as needed in the future.

Amendments

The Executive members will vote upon all amendments to the Alpine Club's Constitution. If the Executive officers are unable to agree upon a decision the members of the Club will help in the decision. Any amendment must be unanimously voted upon to be included in the Club's Constitution.

Bylaws

The Alpine Club, its officers, and the event participants must follow the rules and guidelines set forth in the *University of Denver Alpine Club Administrative Manuel* which was created by the Athletics and Recreation Department. Any other additional rules, regulations and procedures are followed as directed by the University of Denver.