

Basic Organization of the Outings Committee

Procedure 01.02

Approval By: EMG ExCom

Date: 08/11/15

1.0 Purpose

This document describes the basic operation and governance of the Outings Committee of the Eastern Missouri Group of the Sierra Club.

2.0 Responsibilities of the Outings Committee

- 2.1 To maintain the operation and organization of the Outings Committee.
- 2.2 To manage the Eastern Missouri Group outings program. (See Procedure 03.)
- 2.3 As a sub-committee of the Executive Committee, the Outings Committee reports to and provides input to the Executive Committee.

3.0 Goals of the Outings Committee

- 3.1 To use outings to support Sierra Clubs goals to explore, enjoy, and protect the planet.
- 3.2 To use outings to attract public interest in the Sierra Club and Sierra Club conservation issues.
- 3.3 To carry out the outdoor and conservation goals of the Eastern Missouri Group Executive Committee.
- 3.4 To recruit new outing leaders and to support existing leaders.

4.0 Membership of the Outings Committee

- 4.1 The Outings Committee will be made up of the Outings Committee Chair and Outings Committee members.
- 4.2 The Chair will be appointed by and reports to the Executive Committee. The Chair will be asked to serve a term of two years. It is preferable that many members hold the position of Chair. However, a member may serve any number of terms.
- 4.3 Following a request for volunteers from the active Outings Committee membership, the Chair will make a nomination for the position of Vice-Chair. The nominee will be confirmed by a formal vote. The Vice-Chair will be asked to serve a term of one year. The term should coincide with a term-year of the Chair. The Vice-Chair will assist the Chair, as needed. The purpose of having a

Basic Organization of the Outings Committee**Procedure 01.02**

Vice-Chair position is to provide experience for possible later Chairmanship.

- 4.4 Following a request for volunteers from the active Outings Committee membership, the Chair will make a nomination for the position of Secretary. The nominee will be confirmed by a formal vote. The Secretary will be asked to serve a term of one year. The term should coincide with a term-year of the Chair. The Secretary is responsible for recording and filing minutes of the meetings.
- 4.5 Outings Committee membership is open to all current Eastern Missouri Group members, in good standing. Membership is on a volunteer basis.
- 4.6 Members will be considered to be active and to have voting rights if they have attended three of the preceding six Outings Committee meetings.
- 4.7 The Outings Committee Chair may create additional positions, as required, and appoint members to fill them.
- 4.8 Election of officers will typically be held in January.

5.0 Meetings

- 5.1 Outings Committee meetings should be held on a regular basis, generally monthly.
- 5.2 The Chair is responsible for scheduling meetings.
- 5.3 Meetings will follow a standard format, as defined in Procedure 02.
- 5.4 Outings Committee meetings shall be open to any Sierra Club member and invited guests. However, the Outings Committee may convene in private session to consider matters of a sensitive nature.

6.0 Decisions

- 6.1 It is desirable that consensus be sought on most issues.
- 6.2 When a formal vote is needed, the issue should be framed and notification sent to the committee members at least one week before the Outings Committee meeting where the vote will occur.
- 6.3 Such an issue shall be decided by a motion and a second, followed by discussion and a majority vote of attending, qualified voting members. (See Section 4.) All voting is done in open session.
- 6.4 A formal vote may be called for on an issue by a motion, a second, discussion, and a majority vote

Basic Organization of the Outings Committee

Procedure 01.02

of members present.

6.5 All decisions regarding personnel will require a formal vote.

7.0 Procedures

7.1 Procedures to aid in the governance of the Outings Committee and to clarify how certain operations are done should be written and approved. Such procedures must not be in conflict with Sierra Club national policies.

7.2 When applicable, references to National policies should be included in Outings Committee procedures.

7.3 Suitable procedures shall be drafted, discussed, edited as needed, and a formal vote for acceptance taken by the Outings Committee. Approved procedures will then be forwarded to the Eastern Missouri Group Executive Committee for final approval.

7.4 Procedural changes will be handled as a formal decision. Maintenance changes, those not affecting meaning or method, will not require a formal decision.

8.0 Resources

8.1 Local Outings - Outing Chairs Job Description

http://clubhouse.sierraclub.org/outings/gco/Chair/job_descriptions.asp

8.2 Outing Chairs – Administrative Duties

<http://clubhouse.sierraclub.org/outings/Common/chairs.asp>

8.3 EMG Bylaws

<http://missouri.sierraclub.org/emg/EMGFinalEditionBylaws2000.doc>

Revision History

01.01 11/18/14 Original Issue

01.02 Add 4.8. 7.3: Give final approval to ExCom