**Constitution**

**USC Adventure Gurus**

**University of Southern California**

**Adopted on August 15, 2014**

**ARTICLE I. NAME AND PURPOSE**

Section A: NAME

Part 1.The official name for this organization is the USC Adventure Gurus.

Part 2. This organization will use the name GURUS in all publicity materials and correspondence.

Section B: PURPOSE

Part 1. The purpose of this organization is to bring together all USC students and affiliates who are interested in adventure activities like hiking, canyoneering, camping, kayaking, and similar activities in the greater Los Angeles area.

Part 2. Provide a knowledge base and platform to nurture their interests in adventure sports within a safe environment and encourage a healthy lifestyle.

Part 3. To organize inexpensive outdoor events and activities.

Section C: POLICIES

Part 1. GURUS will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

Part 2. GURUS will abide by all pertinent USC policies and regulations.

Part 3. GURUS will strive to maintain and promote harmony with all other student organizations at USC.

Part 4. GURUS accepts full financial and production responsibility for all activities sponsored by the organization.

Part 5. GURUS will not be taking responsibility for misconduct of non-board members at its events.

Part 6. Alcohol and Drug use Policy:

1. GURUS will not allow the possession or use of any psychoactive substances including stimulants, depressants, narcotics, inhalants and hallucinogens including marijuana during any of its events or activities.
2. Alcohol consumption or smoking will not be allowed in any of our single day hikes.
3. GURUS will not provide any alcohol at any time.
4. GURUS will not use its funds to purchase alcohol or tobacco.
5. GURUS will make sure that alcoholic beverages are not being provided to individuals under 21 years of age in their events or activities.
6. GURUS will make sure that participants who are required to operate a motor vehicle for the events have proper driving privileges and not under influence of alcohol.
7. Participants displaying behavior that is disruptive or abusive to others as a result of using intoxicants will be asked to leave the event. Such participants may even be banned from participating in future events.

**ARTICLE II:  AFFILIATIONS**

Section A: USC

Part 1. This organization is a recognized student organization at the University of Southern California, but is not part of the University itself.

Part 2. In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of

USC itself.

Part 3. GURUS accepts full financial and production responsibility for all events and activities it sponsors and organizes.

Part 4. GURUS agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of GURUS differ, the policies and regulations of USC will take precedence.

Part 5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.

Section B: General Affiliations

Part 1: GURUS will not be affiliated with any local, state, national or international organization which is considered disreputable as declared by University of Southern California or the court of law.

Part 2: GURUS will not affiliate itself to any political movement but can assist in creating awareness by publicising (and not organizing) for the same. However, the board members are free to participate in such movements as individuals and not as representatives of GURUS.

Part 3: GURUS will not associate with any student organizations within or outside USC which indulges in actions against USC policy.

Part 4: GURUS is a secular organization but can associate with other organizations registered on campus to arrange events.

**ARTICLE III: MEMBERSHIP**

Section A: REQUIREMENTS

Part 1. All current USC Students, faculty, alumni and affiliates are eligible to join as members and their friends may join as event participants.

Part 2. All participants may become members of the organization by paying a $15 per year membership fee to avail member-only benefits and attend member-only events.

Part 3. Membership decisions will not be discriminated on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

Part 4. Further, event participation will not be discriminated on the basis of skill set and experience. The participants will be fully made aware of the event requirements and risks by respective event leads.

Part 5. All members are required to demonstrate support for the purpose of the organization.

Section B: RIGHTS

Part 1. All members are eligible to attend all meetings and events of this organization.

Part 2. If a fee is charged to attend a particular event, the GURUS will establish a fee scale for registered members, participants, and others as appropriate.

Part 3: Membership rights will not be discriminated on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability (subject to Article I, Section C, Part 1) or sexual orientation (California Administration Code, Tide 5, Section 41500; Education Amendments of 1972, Title IX).

Section C: WITHDRAWAL OF MEMBERSHIP

Part 1. Members may have their membership revoked for failure to adhere to the requirements for membership as stated above or in violation of GURUS and/or USC policy.

Part 2: A member who wishes to withdraw his/her membership can do so in writing to the President of the group.

Section D: MEMBERSHIP FEES

Part 1. The membership fees for adventure gurus is $15 per calendar year.

Section E: PARTICIPATION IN EVENTS

Part 1: All participants will be responsible for their own safety during an event. All participants must agree and sign a liability waiver form for each event.

Part 2: All participants should abide by the event rules and regulations established by GURUS and respective event leads.

Part 3: Participants must obey the directions of the event leads / organizers at all times.

Part 4: Participants must follow the “Leave No Trace” principles for all events.

Part 5: Participants must not be of inconvenience to other participants and must not misbehave or cause willful damage to any property.

**ARTICLE IV. OFFICERS AND EXECUTIVE BOARD**

Section A: Executive Board Titles

● President

● Director(s) of Finance

● Director(s) of Operations

● Director(s) of Relations

Board: The board comprises the President, Directors and board members. Directors are encouraged to work with multiple board members.

Apart from these designated board members, each event will have an event lead/organizer who is the primary point of contact for that event and responsible to provide all information, requirements and risks related to the event. He/She may delegate tasks to other volunteers or participants. They will adhere to all rules and regulations of GURUS and strive to achieve the goals of the organization while conducting the event.

Section B: Duties

Part 1: The President will chair all meetings of GURUS. He/She will follow and enforce the GURUS Constitution. The president will periodically update the faculty advisor regarding the functioning of the group. The financial account can be audited by the President.

Part 2: The Director(s) of Operations will assist the President in all aforementioned duties, and may perform the duties of the President in his/her absence. The Director of Operations would also be the acting President in the event of a transition or any other duration where the role of the President is unassigned.

Part 3: The Director(s) of Finance will take care of the financial matters of GURUS and shall periodically (at least once a semester) brief the board on the expenditure of the events. The Director of Finance must submit a summary of the account transaction to the faculty advisor at least once a year. He/She must always keep a record of cheques used and must order more cheque books in case of need. The Director of Finance must clear any financial liabilities as early as possible. He/She will be in charge of the Bank account, review expenditure and budget for each event and apply for funding and sponsorships. He/She will also be incharge of memberships, and will assume overall responsibility in handing out and maintaining membership records, and other relevant member information. He/She will collect membership fees and account for them. Any concerns regarding membership and/or finance will be handled by him/her.

Part 4: The Director(s) of Operations will be responsible for laying down all the groundwork for the smooth functioning of the group. This includes organizing meetings, making sure minutes of meetings are captured and shared with the concerned members and ensure all teams within the group are on schedule, manage communication with USC, enforce rules, regulations laid down by the group and USC, keep databases of inventory, members with cars and zipcars, and review the general hierarchy and responsibilities of the club periodically. He/she is in charge of high level organization of events including deciding events and dates, delegate planning to event leaders and hike leaders, review plans, consult with safety group, review deadlines and handle eventbrite or other registration systems. He/She is in charge of reviewing safety requirements to be followed, getting safety training for group members, review safety requirements for each trip, ensures hike or event leaders understand safe operating limits of equipment and safe weather conditions. Post event, he/she is in charge of collecting event reports from concerned event leads.

Part 5: The Director(s) of Relations is in charge of periodically composing and sending newsletters, maintaining newsletter mailing lists, handle overall press and publicity, social media platforms, represent the club at tabling events, select the photographs from each hike for publicity within and outside group, engage and develop relations with other USC organizations and initiate talks for joint events. In addition, he/she will be the point of contact to answer any general queries about the club by members and non-members.

Part 6: All major decisions by the officers should be documented through the google groups board mailing list and other electronic platforms.

Section C: REQUIREMENTS FOR OFFICE

Part 1. General Requirments for Office Bearers

1. All officers and candidates for office must be current members of GURUS.
2. All officers may be a current student or alumni of USC.
3. Members should have been active within the group for at least one semester prior to being elected. In addition, members should have participated in at least 3 events with GURUS.
4. The aforementioned executive board positions require utmost commitment and integrity of appointed officers to the GURUS group and purpose.
5. While in office, the President and Director(s) agree to fully commit to GURUS group and do not hold executive positions or bear allegiance to other similar or competing interest groups.
6. While in office, the President and Director(s) may not use GURUS resources to further any individual or other group’s interests without prior consent of the GURUS executive board.

Part 2. Eligibility for President

1. In addition to above General Requirements, he/she should have been a board member for at least one semester.
2. He/She must have worked with at least 2 directors (or committees).
3. He/She must have worked in the leadership unit for at least 3 events in the preceding semester. He/She must have participated in at least 4 hikes with GURUS.
4. The President can serve continuously for no more than two academic years.

Part 3. Eligibility for Director

1. In addition to above General Requirements, he/she should have been a board member for at least one semester.
2. He/She must have worked with at least 2 directors (or committees).
3. He/She must have worked in the leadership unit for at least 1 event.

Part 4. Eligibility to Work in Leadership Unit

1. He/She should have led at least one event with GURUS and/or volunteered to work with the President of the executive Director(s).

Section D: NOMINATIONS AND ELECTIONS

Part 1. Directors can select eligible members to work in his/her committee, and that member then becomes a part of the leadership unit. This is subject to a maximum of 10 members per committee.

Part 2. The Directors are selected by the President.

Part 3. All attempts must be made to select a President unanimously by the board members without elections. In case of conflict, the outgoing President conducts an election to select a new President. Eligible members may nominate other members, including him/her self to run for Presidency. All board members are eligible to vote. All board members should be notified of the election at least three days in advance.

Part 4. The outgoing President and Directors will have 2 votes each and both of those vote should go to the same Presidential candidate. All other board members will have one vote each.

Part 5. The person with a simple majority of votes is declared the President. In case no nominee achieves this, the nominee with the lowest vote is removed from the standing and election is conducted again with no new nominations. Any candidate is free to withdraw from such re­-conducted election. This process may continue until simple majority is achieved by a single person. In case of an even split (50­-50) between 2 candidates, the outgoing President can cast 1 vote to decide the President.

Section E: REMOVAL FROM OFFICE

Part 1. Officers may be removed from office for failure to perform duties or for violation of membership clause.

Part 2. Officers to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken. The officers will be given a chance to explain his/her actions to the executive board.

Part 3: All efforts must be made to resolve differences without removal.

Part 4: Board members may excuse themselves from their duties, if they desire, in writing to the President.

Part 5: Board members can be relieved from their duties if there is a unanimous decision among the executive board.

Part 6: The President or Directors may be relieved from their duties by a unanimous decision from the rest of the executive office bearers.

Part 7: Part 5 and Part 6 may be exercised in the following conditions:

1. Clear violation of rules and regulations pertaining to GURUS, USC, state or federal laws.
2. Repeatedly failing to achieve goals and perform duties set by the organization.
3. General misbehaviour, misconduct that may cause psychological or physical harm.

Section F: TERMS OF OFFICE AND VACANCIES

Part 1. The term of office shall be from the second meeting of the Fall/Spring semester for the length of one year.

Part 2. Vacancies caused by resignation or persistent inactivity of a board member shall be filled by appointment by the President.

Part 3. In the meantime, the duties and responsibilities for the vacant post will be distributed among the executive board office bearers and committee members as selected by the officers.

**ARTICLE V. MEETINGS**

Part 1. Regular meetings will be held every Tuesday at 8PM during the working part of semester.

Part 2. The President will the one to call meetings. If any other board members want to call a meeting, he/she should send the request to the President.

Part 3. Special meetings may be called by the President on the request of at ­least three board members or if necessary. Notice of special meetings must be communicated to all board members at least 3 days in advance of the meeting.

Part 4: Meeting timings may change at the beginning of every semester, as decided by the executive board with overall consent.

Part 5. Under extenuating or special circumstances, the President may cancel a weekly meeting and notify the board in a timely manner.

**ARTICLE VI. FACULTY/STAFF ADVISOR**

Section A: ADVISOR REQUIREMENTS

Part 1. As a recognized student organization at the University of Southern California, GURUS is required to have an official advisor from the USC faculty and/or staff.

Part 2. Other persons may serve as special advisors as needed.

Section B. DUTIES

Part 1. The advisor must sign the recognition application each year, or whenever officer information changes or amendments are made to the constitution.

Part 2. An advisor cannot unduly influence decisions of the student organization.

Part 3. Officers may meet with the advisor on as per need basis.

Part 4. The advisor will oversee the financial records and will be responsible to give GURUS bank account rights to the Director of Finance.

Part 5. The advisor will oversee that the board abides by the policies and constitution of GURUS.

**ARTICLE VII. BY-LAWS AND AMENDMENTS**

Section A: BY-LAWS

Part 1. By­laws can be added to this constitution only by consensus among all board members present at a regular meeting of GURUS. Notice of a proposal of by­law should be given to board members at least one week in advance.

Part 2. This constitution takes precedence over any and all by-laws.

Section B: AMENDMENTS

Part 1. Any active board member or a senior advisor may initiate a recommendation to amend the constitution.

Part 2. The constitution may be tabled in any board meeting and amended only with consensus of all the board members present at a regular meeting of GURUS. A notice of intent to amend the constitution shall be given to all board members at least one week prior to such a meeting.

Part 3. An amendment shall become effective immediately after it is passed and shall supersede the section or clause it has amended.

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