

# Colby Outing Club Constitution

## Article I. Name, Principles, and Purpose

Sec. 1 Name: The name of this club shall be the "Colby Outing Club"

Sec. 2 Principles: The Colby Outing Club (COC) will promote the responsible enjoyment of the outdoors by the Colby College community. The COC shall not discriminate against any member of the Colby community, including students, faculty, staff, and alumni, who wants to become a member of the COC.

Sec. 3 Purpose: The COC shall lead outdoor trips during the academic school year including fall, Janplan, and spring breaks. The COC shall maintain outdoor gear and make it available to members, provide weekly office hours at the COC office for gear rental and other business, meet weekly for club business, offer clinics for outdoor activities and first aid, offer outdoor-related volunteer opportunities, and maintain the Colby Outing Club cabin and rent it out to both COC members and non-members in the Colby community.

## Article II. Organization

Sec.1 Membership: Members in good standing shall pay dues by year or semester, sign the COC waiver, have use of COC equipment and literature, have preferential positions on COC trips, and have reduced rates for Colby Outing Club Cabin rental. All members in good standing have the opportunity to become an officer. Any member may be removed from COC membership on grounds decided by the officers.

Sec. 2 Officers: COC officers will be known as the Katahdin Council. Officers must attend weekly meetings, work office hours, organize a minimum of one trip per semester, have a vested interest in the welfare of the club, and participate in club decisions. The Executive Katahdin Council will be made up of the President(s), Treasurer, and Secretary. First time officers must pay dues and shall be known as the Bigelow Buddies. Officers must be certified for Wilderness First Aid (WFA) and CPR and need to have shadowed a responsible, tenured officer leading a COC trip and have demonstrated skills necessary for leading a trip.

Sec. 3 Elected Positions: There shall be a president or co-presidents, a secretary, a treasurer, gear manager(s), cabin manager(s), watersports officer(s), and a web master. Offices may be shared, modified, added, removed, and doubled up as the Katahdin Council sees fit.

Sec. 4 COC Relationship to the College: The COC is an official Student Government Association (SGA) club and acts under the regulations set forth for such clubs by the Director of Student Activities. The COC is a student-run organization and the college will play a strictly advisory role without having direct control of the activities and management of the COC. However, the COC is limited to what it may purchase by the Director of Student

Activities. The COC will honor the wishes of the Student Activities office with regards to safety and the maintenance of our excellent relationship with the college administration.

Sec. 5 Faculty Advisor: A faculty or staff advisor shall be selected by the club. The advisor shall be notified of all club business, including regular and special meetings and other activities. The advisor shall be privileged to attend any and all meetings. The advisor may call meetings of the club or of its Executive Committee after informing the club's President.

### Article III. Elections

Executive positions for the upcoming academic year will be chosen during the spring semester. Elections are by majority vote of the officers. Elected officers will take office immediately after the final meeting of the semester or before if agreed upon by the Katahdin Council.

### Article IV: Finance

The COC is a student run club operating on funds provided by the student government (SGA) and any collected dues or other membership payments. All members have the right to view the annual budget and can do so by setting up a meeting with the club treasurer. Membership dues are outlined in the constitution bylaws. The budget each year will be spent on providing the club with gear and services.

### Article V: Officer Duties

#### President:

- Shall be in charge of running the weekly meetings;
- Shall oversee all club trips, activities, and officers;
- Shall make sure that elections are executed fairly and that the budget is prepared for the following year;
- Shall be responsible for communications with the Faculty Advisor and the Student Activities office;
- Shall retrieve the mail;
- Shall be responsible for the general welfare and success of the club.
- Shall make sure that the annual fall Katahdin trip is run successfully

#### Secretary:

- Shall compile a useful list of all members (in good standing) of the COC and their respective email addresses;
- Shall take the minutes for every weekly meeting;
- Shall email the minutes to all members and officers;
- Shall forward all necessary messages from other officers to members;
- Shall maintain the COC membership book.

#### Webmaster:

Shall keep all the pages of the COC website <[www.colby.edu/coc](http://www.colby.edu/coc)> maintained.

**Gear Manager:**

- Shall keep an up-to-date inventory of all COC gear;
- Shall organize and label all the COC gear;
- Shall provide instruction to repair all gear to other officers;
- Shall advise the Katahdin Council on needed gear/parts;
- Shall appoint an officer to maintain the medical emergency kits;
- Shall send equipment in need of repair back to the company or other appropriate place.

**Treasurer:**

- Shall record all revenues and expenditures and maintain an accurate balance of the account;
- Shall obtain checks and purchase orders as necessary;
- Shall maintain a club/cabin cash box ;
- Shall create a budget giving estimates of expenditures for the year.

**Cabin Manager:**

- Shall be in charge of renting the COC Cabin out to students, faculty, staff, and alumni by firmly establishing the renting procedure for the cabin and making sure all COC officers and Colby Security Staff are aware of the procedure;
- Shall make sure the cabin is kept in good condition;
- Shall educate users on the rules and expectations for renting the cabin;
- Shall make sure that the cabin is stocked with wood at all times and that the chimney is cleaned out at regular intervals so as to maintain safety;
- Shall make sure the cabin rental procedure is posted in the COC office, that the rules and regulations are posted at the cabin, and that the emergency procedure and cabin address is posted next to the emergency call box.

**Article VI: Trip Leading Policy**

**Leaders of all COC sponsored trips and activities:**

- Shall be at least Wilderness First Aid (WFA) certified;
- Shall demonstrate wilderness knowledge including preventative safety and Leave No Trace (LNT) ethics;
- Shall have already shadowed at least one trip with an experienced leader;
- Shall have the approval of the executive Katahdin Council.

The final decision of who has proven the wilderness and leadership skills necessary to lead a trip is the responsibility of the Executive Katahdin Council. Trips with particularly demanding skills necessary for leadership, such as whitewater kayaking or skiing in avalanche terrain, will be led only by those officers approved to lead such a trip by the Executive Katahdin Council based on additional training in those areas and superior knowledge of the skills and conditions necessary for safety.

## Article VII: Meetings

Meetings will be held weekly in the COC office and will be mandatory for all officers and open to members and the community. They will consist of planning trips and dealing with other club business.

## Article VIII: Gear Policy

The COC maintains an extensive collection of outdoor equipment for the use of members, free of charge. The following regulations apply to the use and abuse of gear. In order to rent gear, the member must be a member in good standing (i.e. they must have paid dues for the semester/year, have their name and contact information in the membership book, and not have any infractions noted for past gear use). The member must have signed a waiver to rent gear (or go on a trip, or utilize their membership in any way) the waiver should be filed in the green cabinet. Members must sign a new waiver every year. Anyone who rents gear must have filed a deposit with the club. The deposit may be given as a check, in which case it will be ripped up at the end of the year. The member also may give cash, in an envelope with their name and box number on it, to be mailed back at the end of the year. An officer should staple the deposit to the member's waiver and file it in the green cabinet. Specific deposit amounts can be found in the bylaws. All gear that is removed from the office must be entered into the computer for a specific member. At a minimum, there should be a full name, phone number, and class/year recorded for the member. For instructions, see the handy Gear Checkout Procedure in the bylaws.

In the unfortunate event that gear is overdue, lost, broken, or stolen, the following regulations will apply. In the event that gear is broken while checked out, and it is determined to be due to irresponsible use on the part of the member, the deposit will be taken and the full price of fixing or replacing the gear will be charged to the student through the business office. Of course, although it may affect their wallet (or their parents') deeply, any member who breaks gear will see a marked increase in their Hardcoreness Level, and, therefore, must not be scared to break shit. If gear is lost or stolen, the following time frame will apply. Officers should check the computer for overdue gear during office hours, and call any member that has overdue equipment to inform them that they are in violation of the Gear Policy article of the COC Constitution. Two weeks from the due date, the member's deposit will be taken. They will be notified by email of this action. Four weeks from the due date, the member will be charged the full price of the gear through the business office. The member shall also be notified by email that there will be a hearing at the next meeting of the Katahdin Council, where he/she can defend him/herself and the Officers will consider revocation of membership. The officers may stray from this timeframe as the Katahdin Council sees reasonably fit or necessary. This may be in the case of priority gear, multiple infractions, or the end of a semester.

The Gear Manager will oversee any and all gear issues over the year as outlined in Article V. Like good communists, all officers should volunteer time according to their ability in the maintenance of gear when it falls into disrepair.

## Article IX: Hazing

Members of this club will not take part in any form of hazing in agreement with Maine State Law 26-A, MSRA Section 10004. Hazing is defined "...as any action taken or situation created intentionally by an organization or with the knowledge of consent of any ridicule to any member or prospective member".

## Article X: Amendments to the Constitution

The Colby Outing Club Constitution can be amended by a motion from a member of the Katahdin Council. Such a motion must have 2/3 majority in a quorum vote of the Katahdin Council and the Bigelow Buddies. A quorum consists of 2/3 of all officers. Amendments to or the addition of new bylaws will require a simple majority vote of a quorum of the Katahdin Council.

# Bylaws to the Colby Outing Club Constitution

## Bylaw I: Additional Offices

### Ski Technician:

- Shall make sure that the telemark skis are regularly waxed and sharpened and that the nordic skis are regularly maintained;
- Shall make sure that the ski boots for both telemark and nordic equipment are properly maintained and in good working condition, and that a proper size range exists for both boot types.

### Pro-deals officer:

- Shall maintain information and contacts regarding existing pro-deals for the club;
- Shall be in charge of drafting and mailing letters to all companies with which the club is interested in attaining pro-deals;
- Shall use the pro-deals at the request of the club to buy equipment deemed necessary by the club.

### Club Medical Technician:

- Shall maintain the club's med-kits in proper working order and keep them well stocked and supplied at all times;
- Shall have the training to determine the proper supplies of working med-kit, such as EMT, WEMT, WFR, etc.;
- Shall maintain and keep the club informed of a schedule of local wilderness leadership and medical training courses being offered including, but not limited to: WFA, CPR, EMT, WEMT, WFR, LNT, Avalanche Safety, and Wilderness Search and Rescue;
- Shall set up such courses at Colby when available for the additional training of officers and members;

Shall advise the Katahdin Council on the medical qualifications of officers seeking trip leadership status.

**Watersports officer:**

Shall make sure that any activities in which the club participates that deal with open water are done in a safe manner with adequate equipment and training;  
Shall maintain the boat room and the club's paddling equipment;  
Shall hold classes and clinics when seen fit to teach the basics of paddling safety and techniques;  
Shall determine who is eligible to rent out canoes and kayaks;

**Officer in Charge of Nudity:**

Shall provide the club with ideas and inspiration for naked events on whatever basis they determine;  
Shall be the final judge of acceptable pictures for the Naked-In-Nature category of the COC Photo Contest.

**Bylaw II: Membership Dues**

Throughout the year, members of the Colby Community will pay either 10 US dollars for a semester membership or 15 US dollars for a year long membership. A semester membership will include the preceding or following January of the indicated semester.

**Bylaw III: Gear Deposit**

Members must make a deposit of 25 US dollars in order to rent gear from the Colby Outing Club. The COC will confiscate deposits if gear is not returned in a timely manner, or if the gear is not returned in good condition as a result of the irresponsibility of the member who checked out the gear. Specific policies are outlined Article VIII of the Constitution.

**Bylaw IV: Officer Training Compensation**

Officers will be reimbursed half the price, up to 100 US dollars, of medical and outdoor leadership courses including, but not limited to, courses on Avalanche Safety, WFA, WFR, WEMT, CPR, and SAR.

**Bylaw V: Financial Aid**

The Colby Outing Club will allot financial aid to Spring Break trip participants in need of funds. Eligibility for financial aid will be determined by the Colby Financial Aid Office, the Treasurer, and an appointed officer in charge of financial aid. The amount of funds allotted to Spring Break financial aid will be decided by the Khatadin Council each year.

**Bylaw VI: COC Photo Contest**

Every year the Colby Outing Club will hold a nature photography contest. Categories in the contest and prizes for the contest will be determined by the Katahdin Council. Common categories include: Sunrise/Sunset, Maine Landscape, Cool View, Action Shot, and Naked In Nature.

#### Bylaw VII: Gear Repair Checkout

All gear in the process of repair will be placed in the computer database with the Identification Number 000000.

#### Bylaw VIII: Gear Checkout Procedure

This list of actions is to be followed by all officers that are checking out gear to members. This procedure should be displayed in a conspicuous place near the COC computer.

1. CHECK THE MEMBERSHIP BOOK. Make sure the renter is a COC member.
2. TAKE A \$25 DEPOSIT. Deposits must be in the form of a check made out to the Colby Outing Club. Deposits go in the designated box in the filing cabinet. We tear up deposits at the end of the year/semester. Take cash for those w/o a checking account, put it in an envelope, and tell them that they are responsible for getting it back from us.
3. MAKE THEM SIGN THE WAIVER. New waivers are in the filing cabinet. Signed waivers also go in the filing cabinet filed alphabetically.
4. CHECK OUT THE GEAR TO THE STUDENT ON THE COMPUTER.
  - A. Open "Main COC DB alias" by double-clicking on the desktop icon.
  - B. Click on the green letters, "Checkout Equipment."
  - C. Enter the renter's Meal Card #. If the renter is a faculty member, then make up a four digit number that the faculty member can remember.
  - D. Ignore the "Member name" box and click on "Choose Equipment."
  - E. If the renter is a new member, then select "New Member." If the renter is a current member, then skip to step J.
  - F. Note: This computer program is extremely simple. If you read all of the little notes in the boxes, then you can't go wrong.
  - G. When the dialogue box tells you to select "continue" on the left side when you are done, click "OK."
  - H. Please fill out all the information in the Student Information section. Make sure that you have the name, email, box #, and ext. #. Under Membership Information, the default setting is for a full year membership. If the renter is a semester only member, then select "Fall Only." When you get the renter's deposit, then select the check box for "deposit received."
  - I. Ignore "Equipment Checked Out" and "Notes."

- J. In the “New Checkout for \_\_\_\_” menu, click on the white box to the right of “gear category” and select the category for the desired rental.
- K. Once the options appear below, click on the desired item. The bar will then be highlighted in black.
- L. Select “Choose Item.”
- M. If you are done, then select “That’s all.” Or, you can pick another item by clicking on “Pick Another.”
- N. If you select “Pick Another,” then you may need to reselect the gear category and repeat the above steps.
- O. A checkout record will appear to verify that you have done everything correctly. If you have made a mistake, then you can delete a record by clicking on the item so that the tiny black rectangle to the left lines up with your selection. Then press the “Delete Record” button from the menu at the top.
- P. If you have made a mistake and need to add something, then return to the Main Menu by clicking on the “Main Menu” button from the menu at the top and select “Checkout Equipment.” Since the member is now in the computer, just retype his/her number and checkout the new item.

Please Note: The computer is slow. If you click on something and nothing happens immediately, just wait a few seconds. Also note that although no scientific proof of artificial intelligence exists, it seems to be present in the COC computer. After you have checked out all the gear a member wants, click “That’s All.” A summary screen will appear. Check to make sure the computer has not checked out any additional gear to the member.

#### Bylaw IX: Flat-Water Safety Policy

All vessels owned or rented by Colby College and managed through the Colby Outing Club, hereinafter the COC, must be used in a safe and responsible manner in accordance with the Flat-Water Safety Policy of the COC, specific directives of the Director of Outdoor Safety and Education and/or COC Officer(s), state regulation, federal and international law as applicable to inland bodies of water.

##### General Requirements:

The Director of Outdoor Safety and Education will conduct Flat-Water Safety Training sessions for all members of the Colby Community (students, faculty, and staff) interested in using vessels managed by the COC. All who successfully pass the Flat-Water Safety Training will be designated Flat-Water Safety Trained, hereinafter FWST. The Director of Outdoor Safety and Education will provide the COC with a list of FWST individuals.

All usage of vessels MUST be overseen by a FWST individual. COC Officers leading COC trips utilizing vessels on flat-water must be FWST. A ratio of FWST individuals to non-FWST individuals must not exceed 1:6.

The following safe boating practices must be observed at all times:

- Vessels must maintain a reasonable proximity to one another while underway.
- At least two vessels are required during all usage.
- Users should usually stay with a capsized vessel, rather than swim for shore, help, or another vessel, and users should always keep vessel between self and obstructions.
- An intended itinerary must be left with the COC at the time of rental.
- A float plan must be left with a reliable contact person (friend, family member, or roommate).
- ALL USERS MUST WEAR U.S. COAST GUARD APPROVED PERSONAL FLOTATION DEVICES WHILE ON THE WATER.

#### Required Gear:

Appropriate safety equipment is required for all usage. Each renter will be outfitted with a vessel, paddle(s), and PFD(s) appropriate to the number of users. Each group must have standard safety supplies including, but not limited to, a rescue throw bag, whistle, first aid kit, extra food, and extra clothing. All parties should have a map (appropriate for the area of operation), compass, and knowledge of their use.

#### Gear Management:

With permission of the COOT<sup>2</sup> Program Director, the water sports gear owned by the COOT<sup>2</sup> program may be managed by the COC while not in use by the COOT<sup>2</sup> program. As a condition of use, the COC takes responsibility for repairing or replacing all damaged, lost, or stolen equipment. An accurate inventory will be taken both at the time the COC acquires the gear from COOT<sup>2</sup> and at the time the COC returns the gear. The inventory must be made available to the COOT<sup>2</sup> Program Director.

Gear will be rented following the COC Gear Rental Policy. All users of vessels (not just renters) must complete a COC and COOT<sup>2</sup> (if using COOT<sup>2</sup> gear) Waiver.

#### Transportation:

Parties desiring to transport watercraft with Colby boat trailers do so at their own risk. Any person driving a vehicle towing a boat trailer must be a Colby Certified Driver and be approved by the Director of Outdoor Safety or an appropriate designee on rules/procedures for safely towing trailers. Users understand that any

damage to the trailer or contents must be covered under the vehicle's insurance policy.

Car-topped boats must be appropriately secured.

Damage Reporting:

All damage to vessels or gear must be reported to the COC upon return of the gear.

Liability:

All users of vessels owned or rented by Colby College and managed by the COC must be familiar with the inherent risks of water sports, appropriate water rescue techniques, and the limitations of the employed vessel. The renter is responsible for checking that all equipment is complete and in safe, working order at time of rental and return. All vessels are rented at the discretion of the COC. Vessels will not be rented to a party without a FWST individual. Additionally, vessels will not be rented to a party planning water-related trips well above its known ability level. The COC reserves the right to terminate a rental at any time. All renters must verify weather conditions and other local conditions that may affect their paddle before departing. The decision to go underway is ultimately that of the user. All equipment is employed at the users own risk. A completed COC Waiver (and COOT<sup>2</sup> Waiver, if COOT<sup>2</sup> gear is being used) must be on file in the COC Office at the time of rental. As a condition of use, each renter must be familiar with the requirements of the COC Flat-Water Safety Policy and applicable state regulation and federal and international law.

**ALL USERS MUST WEAR U.S. COAST GUARD APPROVED PERSONAL FLOTATION DEVICES WHILE ON THE WATER**

Bylaw X: Whitewater Safety Policy (Class I & II)

All boats owned or rented by Colby College and managed through the Colby Outing Club, hereinafter the COC, must be used in a safe and responsible manner in accordance with the Whitewater Safety Policy of the COC, specific directives of the Director of Outdoor Safety and Education and COC Whitewater Officer, COC Officer(s), state regulation, federal and international law as applicable to all bodies of water.

The following requirements are for Class I & II Whitewater and Ocean surf only. More difficult whitewater will require higher levels of training and more individuals on the trip.

General Requirements:

The Whitewater Officer in conjunction with the Director of Outdoor Safety and Education will coordinate appropriate Whitewater Safety Training sessions for all members of the Colby Community (students, faculty, and staff) interested in using boats owned, managed, and/or rented by the COC. Usage privileges of COC boats will depend upon proven standards of competency as outlined below.

Usage Scheme:

<b>Competency Standard:</b>	<b>Usage Privileges:</b>
<ul style="list-style-type: none"><li>• Successful completion of basic whitewater safety training and proven competency in wet-exit technique under the supervision of the COC Whitewater Officer.</li><li>• Demonstrated competency in rolling a capsized kayak under the supervision of the COC Whitewater Officer.</li></ul>	<ul style="list-style-type: none"><li>• Permission to rent kayak and gear for use in still body of water (for roll practice purposes).</li></ul>
<ul style="list-style-type: none"><li>• Successful completion of novice whitewater training program including on-river training days.</li></ul>	<ul style="list-style-type: none"><li>• Permission to participate in COC Class I &amp; II whitewater trips under leadership of COC Whitewater Officers.</li></ul>
<ul style="list-style-type: none"><li>• Proven competency in Class I &amp; II whitewater with the approval of the COC Whitewater Officer and/or the Director of Outdoor Safety and Education.</li></ul>	<ul style="list-style-type: none"><li>• Permission to rent COC boat for use in Class I &amp; II whitewater or ocean surf.</li></ul>

Leadership Standard:

COC leaders wishing to lead Class I & II whitewater or ocean surf trips must be current Trip Leaders in good standing with the Club, have completed the usage scheme outlined above, and have the approval of the COC Whitewater Officer and Director of Outdoor Safety and Education. All such leaders should have significant whitewater experience and additional training and/or certification will be considered.

The following safe boating practices must be observed at all times:

- Boats must maintain a reasonable proximity to one another while underway to insure rapid rescue and assistance.

- At least two boats are required during all usage on class I & II whitewater. Additional boaters and higher levels of training are required for higher class water.
- Users should usually stay upstream of a capsized boat, rather than swim for shore, help, or another boat.
- A float plan must be left with the COC at the time of rental AND with a reliable contact person (friend, family member, or roommate).
- All users must be checked out by the Whitewater Officer and Director of Outdoor Safety and Education and deemed ready to roll in order for rental to be approved.
- ALL USERS MUST WEAR TYPE III U.S. COAST GUARD APPROVED PERSONAL FLOTATION DEVICES WHILE ON THE WATER.

#### Required Gear:

Appropriate safety equipment is required for all usage. In addition to a boat, paddle, skirt, and PFD, the following equipment is required and available from the COC for trips:

- Helmet
- Whitewater First Aid Kit
- Kayak Pin Kit
- Whistle
- Throw Bag

Users must also bring:

- Map
- Extra Food
- Extra Clothing

Appropriate footwear is strongly suggested. For colder outings, the user should consider wearing suitable additional clothing, such as wetsuits, dry tops, etc. Dry Bags are available for rental from the COC.

#### Gear Management:

With permission of the COOT<sup>2</sup> Program Director, the water sports gear owned by the COOT<sup>2</sup> program may be managed by the COC while not in use by the COOT<sup>2</sup> program. As a condition of use, the COC takes responsibility for repairing or replacing all damaged, lost, or stolen equipment. An accurate inventory will be taken both at the time the COC acquires the gear from COOT<sup>2</sup> and at the time the

COC returns the gear. The inventory must be made available to the COOT<sup>2</sup> Program Director.

Gear will be rented following the COC Gear Rental Policy. All users of boats (not just renters) must complete a COC and COOT<sup>2</sup> (if using COOT<sup>2</sup> gear) Waiver.

#### Transportation:

Parties desiring to transport watercraft with Colby boat trailers do so at their own risk. Any person driving a vehicle towing a boat trailer must be a Colby Certified Driver and be approved by the Director of Outdoor Safety or an appropriate designee on rules/procedures for safely towing trailers. Towers understand that the any damage to the trailer or contents must be covered under the tow vehicle's insurance policy.

All boats (kayaks and canoes) must be appropriately secured during transport.

#### Damage Reporting:

All damage to boats or gear must be reported to the COC upon return of the gear.

#### Liability:

All users of boats owned or rented by Colby College and managed by the COC must be familiar with the inherent risks of water sports, appropriate water rescue techniques, and the limitations of the employed boat. The renter and a COC Officer are responsible for checking that all equipment is complete and in safe, working order at time of rental AND return. All boats are rented at the discretion of the COC. Boats will not be rented to non-WWST individuals. Additionally, boats will not be rented to individuals planning water-related trips well above their known ability level. All renters must verify weather conditions and other local conditions that may affect their paddle before departing. The decision to go underway is ultimately that of the user. All equipment is employed at the users own risk. A completed COC Waiver (and COOT<sup>2</sup> Waiver, if COOT<sup>2</sup> gear is being used) must be on file in the COC Office at the time of rental. As a condition of use, each renter must be familiar with the requirements of the COC Whitewater Safety Policy and applicable state regulation and federal and international law.

**ALL USERS MUST WEAR TYPE III U.S. COAST GUARD APPROVED PERSONAL  
FLOTATION DEVICES WHILE ON THE WATER**

## Bylaw XI: COC Cabin Usage and Rental Policy

The Colby Outing Club has worked hard to provide a peaceful, clean place to escape from campus through the creation of the COC Cabin on Great Pond in North Belgrade. Through careful management and cooperation with the members of the Colby Community, we hope to keep this Cabin in great shape for as long as we can. In its current state the Cabin is a great asset to our Community. The Cabin has been recently renovated to address the needs of the Colby Community and now offers a year-round outdoor retreat. The Outing Club is very proud of this site and we are eager to introduce the Cabin to the rest of the Colby Community

### Management:

The COC Cabin shall be managed by the Cabin Manager(s) as elected by vote of the Katahdin Council. The responsibilities of the Cabin Manager(s) are outlined in Article V of the COC Constitution. The Cabin Manager(s) shall be responsible for coordinating reservations of the facilities and liaising with the Director of Outdoor Safety and Education on matters of safety and security. The Cabin Manager(s) shall be responsible for enforcing this policy.

### Rental Policy:

Reservations are accepted by the Cabin Manager(s) well in advance, upon payment of the Cabin fees, and can be cancelled for a full refund ten days in advance, and for half refund up to twenty four hours in advance. To make reservations, go to the Outing Club Office during normal office hours, typically 7pm-8pm, Monday-Thursday or contact the Cabin Manager directly by phone or email. Current fees for individual rentals and the entire Cabin for both members and non-members are listed on the COC website and available in the COC Office. There is a hefty fee of \$50 for lost keys. This cost covers re-keying the locks and issuing new keys.

Day use of the site, as long it is not abused, will be allowed for no charge, except when the Cabin is completely reserved. This reserved state will be posted on the tree below the Colby sign at the beginning on the driveway. Please respect this rule and the privacy of those who have reserved the Cabin for private use.

Day use does not include the use of the Cabin or inside cooking facilities as those are reserved for registered guests. You may barbecue on the fire pit or grill if they are operational and, of course, have access to the outhouse.

In order to preserve the atmosphere of the cabin, no more than 10 people are permitted to stay at the Cabin each night. The Cabin is designated a CHEM-FREE space.

### Reporting:

The Cabin Manager(s) is responsible for reporting periodically to the Katahdin Council on issues pertaining to the Cabin. The Cabin Manager(s) is responsible for

reporting on all issues pertaining to Cabin and grounds safety to the Director of Outdoor Safety and Education. The Cabin Manager(s) is responsible for reporting on all issues of security to the Director of Outdoor Safety and Education and Director of Security. The Cabin Manager(s) is responsible for reporting on all issues of maintenance to the Director of Outdoor Safety and Education and the Physical Plant Department. The Summer Cabin Manager(s) shall also report periodically on all such issues to the Co-Presidents of the COC and the Katahdin Council. The Director of Outdoor Safety and Education shall visit the Cabin and grounds periodically.

#### Liability:

Cabin visitors shall execute COC hold-harmless liability waivers before visiting the Cabin. Waivers will be kept on file in the COC Office.

#### Bylaw XII: COC Cabin Summer Usage and Occupancy Policy

The COC Cabin is a wonderful asset to the Colby Community as a year-round facility. A goal of the COC is to make the Cabin and lake-side facilities accessible to all members of the Colby Community. Bylaw XI establishes usage policy during the academic year (September 1 through May 15) and is herein modified by Bylaw XII for usage during the summer months (May 16 through August 31). All conditions of Bylaw XI apply, except as modified by Bylaw XII. The COC Cabin is designated a CHEM-FREE space.

#### Management:

One Head Summer Cabin Manager shall be appointed by vote of the Katahdin Council to fulfill the responsibilities of the Cabin Manager as outlined by Article V of the COC Constitution during the period May 16 through August 31. At the discretion of the Director of Outdoor Safety and Education and Director of Student Activities, up to four Assistant Summer Cabin Managers will be randomly selected through a lottery system from a pool of interested Officers or Trip Leaders. Should there not be sufficient interest among the Officers and Trip Leaders, the positions will become available to the entire Colby Community. In addition to the responsibilities outlined in Article V, the Summer Cabin Manager(s) may maintain residence at the COC Cabin during the summer months to ensure the Cabin and grounds are maintained and secure. The Summer Cabin Manager(s) will be responsible for coordinating reservations of the facilities and liaising with the Director of Outdoor Safety and Education on matters of safety and security. The Summer Cabin Manager(s) will be responsible for enforcing this policy.

#### Occupancy:

Nightly occupancy of the COC Cabin shall be limited to ten (10) persons as outlined in Bylaw XI. Visitors to the Cabin must be members of the Colby Community

(students, faculty, staff, and alumni/ae). All visitors shall be subject to Cabin policy as outlined in Bylaws XI and XII and the approval of the Summer Cabin Manager(s). Visitors must make reservations in accordance with the Rental Policy (below). Visitors are also subject to the College Residential Life Policy on Guests to be found in the Student Handbook available on the Dean of Students Office webpage. On an extended basis throughout the summer, no more than five (5) persons may occupy the COC Cabin. Summer occupancy shall be available to all members of the Colby Community, but preference shall be given to COC Officers and Trip Leaders. The Summer Cabin Manager(s) and/or Director of Outdoor Safety and Education may revoke an individual's occupancy privilege at anytime. It is the responsibility of all occupants to contribute toward the maintenance of the Cabin, with particular attention to the cleanliness of the interior and grounds.

#### Rental Policy:

The Cabin shall be rented in accordance with the Rental Policy of Bylaw XI, except as modified herein. During the period May 16 to August 31 2005, four weekends (including Alumni Weekend) will be set aside for the rental of the entire cabin. Other than Alumni Weekend, the rental dates are available on a per request basis. Requests will be managed in a first come, first served manner. During these four weekends the Cabin Managers will entirely vacate the cabin allowing the full rental of the entire cabin. For all times other than those four weekends the accommodation arrangement is hostel style (renters understand that they will be sharing the cabin with the Summer Cabin Managers) with a maximum nightly capacity of ten (10) persons. The Head Summer Cabin Manager is responsible for coordinating reservations and payment from visitors.

#### Reporting:

The Summer Cabin Managers shall be responsible for reporting the names and number of persons in residence at the Cabin to the Director of Outdoor Safety and Education and/or Director of Student Activities weekly. The Summer Cabin Manager(s) shall be responsible for reporting on all issues pertaining to Cabin and grounds safety to the Director of Outdoor Safety and Education. The Summer Cabin Manager(s) shall be responsible for reporting on all issues of security to the Director of Outdoor Safety and Education and Director of Security. The Summer Cabin Manager(s) shall be responsible for reporting on all issues of maintenance to the Director of Outdoor Safety and Education and the Physical Plant Department. The Summer Cabin Manager(s) shall also report periodically on all such issues to the Co-Presidents of the COC. The Director of Outdoor Safety and Education shall visit the Cabin and grounds weekly to meet with the Summer Cabin Manager(s).

#### Liability:

The Summer Cabin Manager(s) and all occupants shall execute liability waivers available from the Director of Outdoor Safety and Education. All occupants shall execute a liability waiver before assuming occupancy.