



Out To Conquer By-Laws

Article I – Code of Conduct for Out To Conquer at Ogeechee Technical College

- 1.) Out To Conquer at Ogeechee Technical College is expected to maintain both a steady increase and change in attendance to regular meetings, and therefore must maintain its values and policies. To that end, this code of conduct serves to ensure that attendants and visitors help better understand its purpose. The guidelines, if violated, are grounds for removal from the meeting. Repeat offenders will be considered for permanent removal.
 - a.) Overly aggressive or excessive physical or verbal abuse and toxic behavior is prohibited. This is at the discretion of either the people involved or an officer.
 - b.) Out To Conquer is a safe place for all members of the Ogeechee Technical College community. Discriminatory, inflammatory, and explicit conversation is prohibited. This extends the non-discrimination policy of the organization to all persons attending Out To Conquer functions. This includes media posts, in game chat, meetings, practices, and tournament involvement behavior.
 - c.) Outside food and drink are prohibited in computer labs.
 - d.) While Out To Conquer is not responsible for the loss of personal property, any theft or destruction of property is prohibited. Willful and intentional destruction or theft will result in immediate and permanent removal from the club, club activities, and will be reported to campus authorities.
 - e.) Out To Conquer activities, meetings, and events must have an officer in attendance. If no officer is present, then club activities must cease and attendees must leave the reserved space.
 - f.) Excessive noise, unruly behavior, disruptive or disturbing activities or presentation are prohibited. This is determined by the President, Vice President, or Advisor(s). This is a general catch-all for troublemaking or problematic situations that require attention.
 - g.) In accordance with Ogeechee Technical College policies and procedures, all meetings and on-campus activities will be alcohol-free, drug-free, and tobacco-free.
- 2.) Enforcement of the above guidelines is the responsibility of the Officers and Advisor(s). All attendees and members of Out To Conquer meetings are to be made aware of them.
- 3.) Once a person has been removed from a club activity, they must be reminded of the Code of Conduct. They will be required to read and sign a statement explaining that the person understands the Code of Conduct as well as Out To Conquer objectives, goals, and values.
 - a. If any person continues to violate the Code of Conduct after being provided a copy to sign, a vote of the executive board may permanently remove the offender from the club membership and/or club activities permanently.

Article II – Medical Awareness and Preparedness

- 1.) If an attendant has a serious medical condition that requires specific medical treatment, it is of the utmost importance that they make the attending officers aware of the conditions and required special treatments prior to the event.
- 2.) Out To Conquer nor Ogeechee Technical College are liable for any injuries or damages incurred at meetings or events.

Article III – Creation and Dissolution of Temporary Committees

- 1.) A temporary committee may be created by a vote of the Voting Membership, with a Committee Head also chosen by the Vice President at the time of creation.
- 2.) A temporary committee's purpose, powers, and name are to be decided during the initial creation.
- 3.) A temporary committee may be dissolved and its Head's position emptied and removed with another vote of the Voting Membership.
 - a. If a temporary committee is to be focused on a one-time event, as detailed in its purpose, it is to be automatically dissolved after the event has passed.

Article IV – Standing Committees

- 1.) Temporary Committees that exist for more than one semester will be described with their purpose, powers, and function.

Article V– Method of Amending By-Laws

- 1.) Proposed amendments will be in writing and will not be acted upon, but read in the general meeting in which they are proposed.
- 2.) Proposed amendments shall be read again at the subsequent general meeting and votes will be taken. Proposed amendments will require greater than half of all tallied votes of a quorum of members to be passed.

Article VI– Definition of a Quorum and Voting Procedure

- 1.) A quorum, or number of members required to be present for a vote, shall be defined based upon the level of voting members in attendance of a meeting. This is different for electronic voting which will require a ratio of voting members to all members meeting this membership criteria.
- 2.) A quorum of officers will be defined as two-thirds of voting officers.
- 3.) A minimum quorum of voting members will be defined as five voting Members.

4.) Voting will be handled as follows:

- a. During a generally agreed period during a general meeting, a vote shall be announced, and its options made clear to present Voting Members.
- b. Members will vote online upon occasion.
- c. Overall majority will count as a passing decision, unless specified elsewhere in this document.

Article VII– Executive Board Meetings

1.) The itinerary of Executive Board meetings will include the following template items to assist in productivity.

- a. Call to Order
- b. Welcome
- c. Attendance
- d. Prior Minutes and Approval
- e. President’s Report
- f. Treasurer’s Report
- g. Committee Reports
- h. Unfinished Business
- i. New Business
- j. Announcements
- k. Open Discussion
- l. Adjournment