

Baltimore Inner City Outings

Bylaws

(8/12/06)

Baltimore Inner City Outings ("BICO") is an outreach program of the Sierra Club. BICO's goals are to develop and implement enriching and enjoyable outdoor learning experiences for youth designed to help them develop:

- A comfort with and an appreciation for the natural environment;
- A basic understanding of the principles by which ecosystems function, and become protectors of the environment;
- A means to link cultures, foster respect of self and others, and provide leadership skills;
- Self-esteem and experience team approaches to challenges and problem-solving.

These bylaws outline the roles and procedures in facilitating the efficient and safe administration of the organization.

1. REQUIREMENTS for the levels of **VOLUNTEERS** for Baltimore Inner City Outings ("BICO") include the following:

- Background Check (Renew every 4 years)
- First Aid (Keep current)
- Annual Child Abuse Recognition and Prevention Training (CARP)

2. BICO LEADERSHIP STRUCTURE

A. Positions and Duties

1. **Chair (elected):** The Chair may delegate any of the following duties, but is responsible for their oversight. Duties include:
 - a. Setting BICO goals in consultation with the BICO Steering Committee.
 - b. Establishing and maintaining partnerships with Baltimore City agencies/organizations.
 - c. Ensuring there is adequate funding to support all BICO's activities.
 - d. Preparing necessary annual and terminal reports to National ICO, Maryland Chapter of the Sierra Club, foundations, and other donors with the assistance of the Treasurer and others.
 - e. Setting the agenda of bimonthly leadership meetings and presiding over them.
 - f. Consulting with the Steering Committee prior to making necessary decisions between bimonthly meetings.
 - g. Maintaining communication with Maryland Chapter of the Sierra Club, Greater Baltimore and Howard County Sierra Club locals, organizations, foundations and other funding sources as well as leaders, volunteers and guests.

- 2. Vice Chair (elected):** The Vice Chair assists the Chair in carrying out his/her responsibilities, communicates regularly with the Chair, and assumes BICO leadership responsibilities in the Chair's absence. Other duties include:
 - a) Assuring the program of all outings is in agreement with BICO's goals.
 - b) Assuring that a team of leaders, adequate in number, is committed to each partnership and screened in accordance with National ICO policy.
 - c) Collecting BICO outing reports for insurance information and reimbursements.
 - d) Collecting all accident reports and sending them to the appropriate people.
 - e) Coordinating and maintaining the BICO outings schedule.
 - f) Assuring that minutes are taken at each meeting and distributing to all BICO Certified Leaders, Volunteers, and Guests.
 - g) Arranging the transportation needs for the organization.
 - h) Maintaining a historical record of outings (outing reports) and other organization materials including meeting minutes.

- 3. Treasurer (elected):** The duties of the Treasurer include:
 - a. Contacting the Sierra Club Foundation to request advances.
 - b. Submitting quarterly insurance reports and payments to National ICO.
 - c. Maintaining accounts of all BICO expenses and income.
 - d. Filing annual reports with National ICO, the Maryland Sierra Club chapter and the Chapter Outings Committee.
 - e. Preparing financial information for grant proposal budgets and reports.
 - f. Preparing annual budgets and presenting them to the BICO membership.
 - g. Making the accounts available to members of the Steering Committee.

- 4. Leadership Development Coordinator (appointed):** The duties of the Leadership Development Coordinator include:
 - a. Supervising the leader training programs.
 - b. Ensuring that BICO leadership training meets the standards of the Sierra Club and the ICO National Subcommittee.
 - c. Providing guidance and support to all leaders as needed.
 - d. Attending outings to support leaders and giving feedback on leadership issues.
 - e. Helping to identify appropriate training resources (i.e., leadership, first aid, etc.).

- 5. Junior Leader Coordinator (appointed):** The duties of the Junior Leader Coordinator include:
 - a. Being responsible for working with team leaders to recruit junior leaders.
 - b. Training junior leaders to assist team leaders in planning outings—this includes assisting team leaders in selecting choice of outings, planning menus, leading opening and closing circles, etc.
 - c. Training junior leaders in self-esteem building, team-building, leadership development, etc.

- 6. Gear Manager (appointed):** The duties of the Gear Manager include:
 - a. Maintaining the BICO storage space.
 - b. Assisting leaders, as necessary, in preparing for the equipment needs of their outings, including coordination in the event of concurrent outings.
 - c. Maintaining an inventory of equipment, informing the Steering Committee of equipment needs.
 - d. Scheduling equipment repair as needed and soliciting volunteers to clean and repair equipment.
 - e. Adding new gear or recruiting someone to do so.
 - f. Maintaining gear checkout records.

- 7. Publicity Coordinator (appointed):** The duties of the Publicity Coordinator include:
 - a. Developing and coordinating all BICO articles and promotional pieces and distributing them to local media.
 - b. Liaison to and providing articles and information for the Maryland Chapter, Greater Baltimore and Howard County Sierra Club publications, and others as determined to be necessary.

- 8. Web Manager (appointed):** The duties of the Web Manager include:
 - a. Maintaining BICO web site with current information and obtaining information from Team Leaders and/or Chair or Vice Chair to keep the web site up-to-date.
 - b. Designing the web site.
 - c. Ensuring web site functionality.

- 9. Leader Certification/Insurance Coordinator (appointed):** The duties of this position include:
 - a. Tracking necessary certifications of all leaders and volunteers.
 - b. Informing Steering Committee when new volunteers have completed the application process and when current leaders are no longer fully certified.
 - c. Contacting applicant's references and initiating background checks.
 - d. Coordinating outing-related insurance issues (e.g. water-related outings and ropes courses).

- 10. Recruitment Coordinator (appointed):** The duties of this position include:
 - a. Recruiting new volunteers to join BICO.
 - b. Orienting new volunteers to the mission, volunteer roles and expectations, leadership process, outings, etc.
 - c. Introducing new volunteers to current BICO members.
 - d. Answering any questions to increase the volunteers' comfort level and retention.

- 11. Fundraising Coordinator (appointed):** Duties of this position include

- a. Fundraising from foundations, corporations and individuals in support of the BICO outings program in accord with National Sierra Club guidelines.
- b. Coordinating such fundraising with BICO's Chair and Treasurer and with the National Sierra Club.

12. Team Leaders (elected by team members): Duties of each Team Leader include:

- a. Serving as the primary liaison between BICO and partnering community agency (i.e. school or group).
- b. Ensuring that one outing per month is scheduled.
- c. Ensuring that an adequate number of certified leaders and volunteers are present on each outing.
- d. Maintaining open and frequent communication with the agency in planning and running the outings.
- e. Overseeing the coordination of all of the Team's outings and addressing all outing-related problems.
- f. Ensuring that gear is returned to the BICO storage space by the Wednesday following the outing.
- g. Ensuring that outing leaders coordinate gear needs with the Gear Manager at least one week prior to outing.
- h. Ensuring that the Team's first aid kit is stocked with a common agreed upon stock of unexpired supplies and that the kit is taken on all Team outings.
- i. Maintaining an archive of each outing (outing reports, permission slips), and ensuring timely filing of outings reports with the Vice Chair and the Treasurer.

B. Steering Committee

- 1. The BICO Steering Committee is composed of all BICO officers. Officers include: Chair, Vice Chair, Treasurer, Leadership Development Coordinator, Junior Leader Coordinator, Gear Manager, Publicity Coordinator, Web Manager, Leader Certification/Insurance Coordinator, Recruitment Coordinator and Team Leaders.
- 2. Members will be consulted and polled via e-mail and in other forums as necessary by the Chair for input on decisions.
- 3. Simple majority makes decisions with at least two-thirds participation in the vote.

C. Recruitment and Election

1. Elected Officers

- a. Includes: Chair, Vice Chair, and Treasurer.
- b. Terms will be for two years and are renewable.
- c. An attempt will be made to hold elections every two years at the last meeting of the calendar year.
- d. An Election Committee will present a slate of candidates to be considered for elected positions for that year. An Election Committee is comprised of

one representative selected by each team. The slate of elected candidates shall only include those BICO members who have been with BICO for a minimum of six months.

- e. All certified leaders and active volunteers will be eligible to vote in elections.
- f. The candidate receiving the simple majority of votes (either delivered via e-mail, USPS mail, or in person) will be elected to the position. There must be a quorum of two-thirds of certified leaders and volunteers.
- g. The Chair, Vice Chair and Team Leaders must be certified leaders. All other officers can be certified leaders or volunteers.
- h. Team Leaders will be elected within their team. Frequency of these elections may be every 2nd year, alternating with the year of the election of the Chair.
- i. The Chair may appoint a BICO volunteer or leader to fill vacant positions.
- j. Training of newly elected officers will take place immediately after the election with their terms beginning at the first meeting of the new calendar year.

2. Removal of Officers

- a. Discussion of the removal from office of any elected or appointed officer may occur if it is brought up as an agenda item from any two leaders.
- b. The officer will be removed only upon the approval by two-thirds of the Steering Committee.

3. MISCELLANEOUS

A. BICO General Meetings:

1. Held bimonthly.
2. All certified leaders, volunteers, and guests are encouraged to attend.
3. Minutes are taken at each meeting and sent out to all certified leaders, volunteers and guests by e-mail.
4. Additional meetings may be called as needed.

B. Outings Guidelines:

1. Outings must be led by two (2) Certified Leaders. (See the “Certified Leader Requirements” below.)
2. Certified leaders must follow National ICO guidelines in planning and executing outings.
3. Transportation:
 - a. A certified leader must be in vehicle.
 - b. Two adults must be present in the vehicle on BICO outings if participants are present. Volunteers may drive only if we have DMV clearance on him/her AND the other adult in the vehicle is certified. Leaders/volunteers can use their own vehicles. It is strongly recommended that rental vehicles, properly insured, be used to transport youngsters.
4. First aid kits must be present at all outings.
5. A ratio of at least 1 adult to 4 children is strongly recommended for all outings.

6. Co-ed certified leaders and volunteers are recommended for all co-ed outings.

C. Certified Leader Requirements:

1. Current member of the Sierra Club.
2. Current certification in First Aid equivalent to or higher than Red Cross Basic First Aid. CPR and Wilderness First Aid are also highly recommended.
3. Attend a Leader Training Workshop at least every four years.
4. Complete Child Abuse Recognition and Prevention (CARP) training once per calendar year.
5. Lead at least two outings per calendar year.
6. Follow all National ICO guidelines in planning and executing outings.
7. Certification Process
 - a. Complete BICO Volunteer Application.
 - b. Sign BICO Code of Ethics
 - c. Sign Sierra Club ICO Volunteer Agreement
 - d. Pass a background check
 - e. Receive at least two favorable references
 - f. Become a member of the Sierra Club.
 - g. Attend a Leader Training Workshop within one year.
 - h. Assist in the planning and/or execution of two outings
 - i. Plan and execute a checkout outing and receive a favorable evaluation.
 - j. Become certified in First Aid.
 - k. Complete CARP training.

4. PROCEDURES FOR APPROVING/AMENDING BICO BYLAWS

1. Bylaws and/or amendments must be approved by a simple majority vote of the Steering Committee with at least two-thirds participation in the vote.

Appendix

Requirements for Leaders, Volunteers and Guests

(Notes to Table on First Page of Bylaws)

1. A clean DMV driving record is required if you are driving children on an ICO outing.
2. You should assist with two different certified leaders.
3. To attend a BICO outing as a guest, you must sign the BICO Code of Ethics and a Release of Liability form.
 - *Guests must have a clear understanding of what it means to be a role model to the youth and what appropriate conduct is with children.*
 - *In most cases guests are not allowed to attend overnight outings. Situations are discussed and evaluated on a case-by-case basis among the team leader, team members, and may involve BICO Chair or Co-Chair.*
 - After 2 outings as a guest the individual will submit to a background check (excluding the DMV check). The cost of the background check will be paid by the organization.
 - *After four outings a guest should initiate steps in obtaining volunteer or certified leader status. The purpose of our guest program is to determine if there is a mutual fit between BICO and you. Once you have determined if BICO is something you'd like to pursue, please complete all the required paperwork as soon as possible. You will not be able to continue to volunteer on an outing without those requirements being met (see the Requirements Table).*

To remain an active BICO Volunteer (determined on a yearly basis):

Do one of the following:

1. Serve on a committee, or
2. Attend two outings per year, or
3. Attend two general BICO meetings per year.

To remain an active ICO Leader (determined on a yearly basis):

Retain certification status and participate in at least two outings per year.

Volunteer Requirements (not working with youth)

The only requirement of an ICO Volunteer, who does not work with youth, is that he/she has a Sierra Club membership and has completed the ICO Application.