

# **Rodeo Club at Iowa State University Constitution**

## **Article 1**

- Section I:     Name
- The name of this organization shall be known as Rodeo Club at Iowa State University, hereinafter referred to as ISU Rodeo Club.
- Section II:    Purpose
- A.            To increase and maintain interest of the students of ISU in the sport of rodeo, horsemanship, and sportsmanship.
- B.            To attract prospective students to enroll at ISU.
- C.            To support a rodeo team that actively competes in the National Intercollegiate Rodeo Association.
- D.            To promote a closer relationship among the students interested in this activity.
- E.            To promote an NIRA rodeo that will become a major annual sporting event at ISU.
- F.            Rodeo Club at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws.
- Section III:   Statement of Compliance
- A.            Rodeo Club at Iowa State University agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if required).
- B.            Our organization agrees to abide by Iowa State University rules and policies as well as State and Federal laws and local ordinances or regulations.

## **Article II**

- Section I:     Membership
- A.            Any student of ISU paying Student Government activity fee shall be eligible for membership.
- B.            Alumni shall be defined as anyone who was in the club and is graduating or has graduated, or is an Rodeo Club at Iowa State University supporter.
- C.            Members are anyone paying dues of \$20.00 per semester or \$40.00 per year. Members that have an NIRA card for that school year will have dues of \$10.00 per semester or \$20.00 per year.
- Section II:    Non-Discrimination Statement
- A.            Rodeo Club at Iowa State University does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. Veteran.

## **Article III**

- Section I:     Emblems
- A.            The colors of the Rodeo Club at Iowa State University shall be cardinal and gold.
- B.            The flag shall be cardinal with gold trim and lettering.

## **Article IV**

- Section I:     Queen
- A.            The Rodeo Club at Iowa State University shall have a queen for representation.

- B. This position will not be an elected position but will be a selection procedure in which interested, qualified applicants can acquire information and participate.
- A. Qualified applicants are those who are active members of the club for at least one semester previous, are paid student members of the club who have a cumulative ISU GPA of at least a 2.0, and complete the contest requirements. These contestants must remain an ISU student during their reign.
- A. The queen will reign for one year starting from the time she is crowned until the time of the next queen contest.
- A. The queen, at the time of crowning, must sign a contract with the club (as laid out in the queen handbook) that states that she understands her duties and will fulfill them in the said manor. The advisor, president, vice-president and the queen will keep copies of this contract.
- B. It shall be the duties of the Cyclone Stampede Queen to represent the Rodeo Club at Iowa State University and Cyclone Stampede as explained in the queen handbook.
- C. The queen shall be required to attend all Rodeo Club at Iowa State University activities, regular club meetings, and at least 10 events during the summer.
- D. If the queen neglects her duties as described, she may be removed from her position by a 3/4 vote of the active, paid club members present at the time of voting. In the event that the queen should be removed, the first runner-up will take the position. In the event that the first runner-up can not take the position, the club has a right to form a committee of people to promote the club accordingly, or nominate an individual who is best suited for the position who is willing to take on the responsibility.
- E. Those who wish to see the queen removed must present a typed written account of where the queen is in breach of her signed contract.
- F. Given that the queen is removed from her reign she must return all articles that associated her with the position of queen including all prizes.
- G. The queen contest scoring and selection shall be run by those guidelines listed in the queen handbook.
- H. The above said contest shall be held prior to Cowboy Ball.
- I. This handbook is to be considered an extension of the Rodeo Club at Iowa State University constitution and changes to the book need to be made in the same fashion (see Article IX, Part A).
- J. In the event that no one wants to take on the responsibilities of the queen, the executive team has the right to act in the manor that will best suit the club as related to the situation.
- K. All executive members must fulfill their requirement to help with the contest as outlined in the queen handbook.

## **Article V**

### **Section I: Executive Board**

- A. The Executive Board shall consist of the following members: President, Vice President, Secretary, Junior & Senior Treasurers, Historian, Publicity Chairperson, Fundraising Chairperson, Cowboy Ball Co-chairs, Arena Co-chairs, College of Agriculture and Life Sciences (CALS) Council Representative, Team Captain(s), and any other specially created committee chair for as long as the committee is in existence.
- B. All members of the executive council are required to attend all executive and main meetings. After two excused absences the executive board will review each case and take the action that best benefits the club. All actions must receive a 2/3 vote of the executive board. (See Section I of the By-Laws).
- C. Executive Board shall meet before, but not limited to, the meeting to discuss any concerns of the club including agenda.

## Article VI

### Section I: Meetings

- A. The monthly or bi-monthly meeting dates shall be designated at the beginning of the semester and are subject to change with major conflicts in accordance with the academic calendar of the University.
- B. Special meetings may be called by the president with the approval of the majority of the executive board.
- C. Members are expected to attend all meetings with the exception of two unexcused absences per semester. After two unexcused absences the executive board will review each case and take the action that best benefits the club. All actions must receive a 2/3 vote of the executive board. (See Section I of the By-Laws).

## Article VII

### Section I: Elections

- A. Officer elections shall be at the end of the fall semester and the new officials will assume their responsibilities at the induction meeting.
- B. To be eligible for office, an active member must have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- C. To be eligible for office, an active member must be in good standing with the university and enrolled: at least half time(six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- D. Members shall be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (B) and (C).
- E. Nominations for club officers and shall be opened the meeting before the election.
- F. These nominations will be tabled until the next meeting where they will be opened again for additional nominations. A motion will then be made for to cease nominations and the voting process can then occur.
- G. Nominees for all positions shall be elected by a majority vote of members present at the last meeting of the above mentioned fall semester.
- H. The term of office will be one full year from the end of the November meeting to the end of the next December meeting.
- I. In case of a vacancy in the office of President, the Vice-President will automatically assume the office.
- J. The President in case of a vacancy in any other office shall call a special election.
- K. The faculty advisor and optional Jr. Advisor shall be elected by the club and remain in this position as long as he/she meets the approval of the club.
- L. To fulfill the faculty advisor or Jr. advisor position, the following requirements must be fulfilled:
  - i. Must be an employee of Iowa State University.

- ii. Must have some experience in the sport of Rodeo.
- M. Advisor duties shall include:
  - i. Maintaining communication and meeting with officer(s) regularly.
  - ii. Awareness and approval of financial expenditures.
  - iii. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

Section II: Removal of Officers or Advisors

- A. Officers, advisers, or committee chairs or members should conduct themselves in a businesslike manner at all Iowa Club and Iowa State University functions. A Rodeo Club Executive member or advisor has the power and duty to issue warnings when needed. Warnings may be issued (1) when a member or advisor is not willing to perform an assigned task without a good reason, or (2) for general lack of cooperation by an advisor or officer. When a member receives (2) two warnings, it is grounds for removal from the Rodeo Club Executive Team. Removal requires discussion and a two-thirds majority vote of officers at a regular meeting, or a special meeting called for that purpose

Section III: Replacement of Officers or Advisors

- A. Shall an office become vacant; the executive committee shall appoint a replacement. The appointee must be approved by 51% of the executive committee.
- B. Members can seek to replace advisors within the College of Agriculture and Life Sciences, or within Iowa State University.
- C. Advisors must have a general knowledge of equine or rodeo to qualify for a position.

## Article VIII

Section I: Quorum Requirements

- A. A quorum shall consist of 40% of the club members.
- B. No meetings (regular or special) shall be held without a quorum.

## Article IX

Section I: Amendments

- A. Amendments shall be presented in typed form for the entire club to see. The original section of the constitution to be amended shall be read, in full, and then followed by a reading, or visual opportunity to see the amended version. Discussion on the amendment will be entertained at this time. Upon said discussion, the club will approve or disapprove the amendment. At the following club meeting, the same amendment shall again be presented, if passed prior, in the same fashion and voted on again. It is at this time that the amendment is deemed final.
- B. Amendments to the by-laws shall follow the same procedure.
- C. An amended or ratified constitution should be submitted within 10 days to Student Activities Center for approval

## Article X

Section I: National Affiliation

- A. The Rodeo Club at Iowa State University shall obey the rules and by-laws of the NIRA and Iowa State University.
- B. If there is any conflict between club rules and NIRA rules, the NIRA rules shall govern.

#### **Article XI**

##### **Section I: Activities**

- A. All activities will be submitted for the approval of the university and may be posted in the school calendar.

#### **Article XII**

##### **Section I: Finances**

- A. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office).
- B. Fundraisers include Cowboy Ball, Barnes Bull Riding Challenge, and the Cyclone Stampede. The Senior and Junior Treasurer will work together to deposit income into the club account, and the Fundraising Chair will head their individual events.
- C. All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."
- D. The club will meet as a group to discuss and decide the budget for the year. This will then be presented to the Sports Club Council to be approved.

### **BY-LAWS**

##### **Section I: Membership**

- A. An active member shall be a student of ISU paying Student Government activity fees, who has paid his or her dues by the third meeting of the semester and who attends all meetings.
- B. Each active member is allowed an unlimited number of excused absences and two unexcused absences per year.
- C. To be considered an excused absence one must e-mail the secretary at least one hour prior to the anticipated absence. Valid excuses shall be:
  - Class conflict
  - Family emergency
  - Work-related absence for which you can not be rescheduled
  - Another club meeting for which you are an officer
  - Illness
  - Club related activity
- D. If attendance expectations are not met, the executive board will review each case and take the action that best benefits the club. All actions must receive a 2/3 vote of the executive board
- E. The club shall at all times have the right to dismiss any member if said member has proven themselves to be a detriment to the club, provided the said member has had the opportunity to appear in their own defense before the members of the club at a regular meeting. A 3/4 majority vote of the quorum shall be required to dismiss the member.
- F. MVP based on recognizable work ethic
  - Advisors & Officers pick the nominations to present to the club to vote on
  - Winner receives a \$10 gift card to Western Edge

## Section II: Committees

- A. Special committees shall be appointed by the presiding officer or elected by a majority vote of the quorum.
- B. Committees will include Alumni Relations Committee, Freshman/Recruitments Committee, Bull, Social Committee, Team Committee, and Community Service Committee.
- C. All committees must obtain approval from the club before engaging in any financial activities.
- D. Committee Responsibilities
  - 1. Freshman/Recruitment Committee
    - b. Ensuring deadlines are met in order to participate in recruitment opportunities (i.e. Spring/Winter Club Fest, Freshman Transfer BBQ, FFA Convention).
    - c. The committee must participate in recruitment opportunities.
    - d. Generating and implementing new recruitment ideas.
  - 2. Cowboy Ball
    - a. The chairpersons must have a plan of action and quotes on how much everything is going to cost (i.e. dinner/dance tickets, DJ, rental of space, etc.) that they must present to the club for approval.
    - b. It shall be the duties of the Cowboy Ball Chairpersons to coordinate all details involving the function (i.e. awards, decorations, location, menu, music, etc.).

## Section III: Dues

- A. Each club member shall be assessed \$20.00 per semester or \$40.00 per year. If the club member is a NIRA cardholder, their dues shall be \$10.00 per semester and \$20.00 per year.
- A. 50% of each member's dues will be put into the Cyclone Stampede account. Dues paying members will automatically have membership to this club as well as the rodeo club.
- B. Dues must be paid by the third meeting of every semester.

## Section IV: Officers' Duties

- A. To be eligible for office, an active member must be in good standing (at least a 2.00 ISU cumulative grade point average) with the university and must have been a member of the club for a least one preceding semester. (See Section IX of By-laws for additional requirements.)
- B. All offices and committee chairs are responsible for maintaining a single club binder which will include information from each respective position. This includes any reports or activities that future members will need to know about. (See Section IX of the By-laws).
- C. Retiring Officers must meet with their successor to inform them of their responsibilities and other obligations as a Rodeo Club at Iowa State University Officer.
  - 1. President
    - i. It shall be the duty of the president to preside over all meetings, and enforce a rigid observance of the constitution and by-laws of this organization. In addition, he or she shall appoint committees not already appointed or provided for, ensure that all officers perform their official duties and keep in touch with committees and make sure they are functioning at all times. All meetings shall be conducted in an orderly manner, and the president can move or cancel meetings as deemed appropriate. To aid in the organization of meetings the president shall assist the secretary in making the agenda for the members

of the club and follow it strictly. The president can appoint, if deemed needed, a sentinel to assist in maintaining order during the meetings. The sentinel shall be accountable only to the president. The president should have the five following abilities of leadership:

1. Control
  2. Motivation
  3. Organization
  4. Planning
  5. Directing
- ii. The president can read and make available the national and regional newsletter to the club. The president shall familiarize each new officer and committee with the duties expected of them.

## 2. Vice-President

- i. It shall be the duties of the vice-president to assume the duties of the president in the absence of the officer, and to assist in the promotion of the best interests of the organization as the president may direct. This officer is most accountable for helping the president ensure that all officers and committees are performing their official duties. Therefore, the vice-president will keep in regular contact with all officers to insure the club binder is being updated and the officers are carrying out their assigned duties. (See Section IX of By-laws)
- ii. The vice president shall bring up to the executive committee any officers or committee members who do not seem to be fulfilling their job description. Upon executive discussion, this person will be dealt with in the manor that best suits the club.
- iii. In addition, this officer shall assist the president in overseeing special committee functions; acquire films and items of interest for meetings. (See Section IV, Part R) The vice-president is the parliamentarian.
- iv. It shall be the duties of the Vice President to attend all Sports Club Council meetings, including spring budget meetings, and report back to the club. The Vice President is under the supervision of the Sports Club Council at all times.
- v. The Vice President will be in contact with the animal science department. He or she shall maintain a relationship with teaching farm personnel concerning the arena. He or she shall stay informed with all upcoming events and information regarding the animal science department.
- vi. The vice president shall act as the risk management officer for the club. It shall be the duties of the risk management officer to recommend risk management policies or procedures to Iowa State University Rodeo Club, to submit documentation to ISU's Risk Management Office, and to ensure Risk Management procedures are implemented at all of the organization's events.

## 3. Secretary

It shall be the duties of the secretary to conduct the correspondence of the club; notify all members of their appointments to committees and keep precise minutes of all meetings. It shall be the secretary's job to maintain the club binder. After each meeting he or she shall add a typed, current attendance sheet, copy of the meeting's agenda, and a copy of

the meeting's minutes to the club binder. It is also your responsibility to work with the Alumni Relations Chairperson to keep an updated list of alumni members, to be obtained from the Alumni Committee.

Work in conjunction with the President to create an agenda for each meeting for the members of the club.

#### 4. Senior Treasurer

The Sr. Treasurer will have been elected by the club in the previous election cycle. They will have been elected by the student members in the set election process in the previous year. This is the second-year term for this position. The duties of the Sr. Treasurer are to receive all money due to the club, pay bills that are acquired by the club, keep an accurate account of the finances of the club, and make a monthly report of such to the club. All transaction records and monthly reports shall be typed and inserted in the binder that is provided to the Sr. Treasurer by the club. Records for the last five years shall be kept in the treasurer's binder. Once the records become older than five years, the treasurer may disregard them. It shall also be the duty of the Treasurer to provide a summary copy of all transactions in the form of a ledger. In addition to the duties listed above, the Sr. Treasurer is REQUIRED to attend the Spring Budget Meetings for Sports Club Council. All subset accounts (i.e. Cowboy Ball & Stampede) are also the duty of the Sr. Treasurer to keep track of and each of these accounts will also have a breakdown provided in the ledger, as well as monthly reports. It will also be the duty of the Sr. Treasurer to include the Jr. Treasurer on all finance and other meetings and learn from the Sr. Treasurers experience.

#### 5. Jr. Treasurer

The duties of the Jr. Treasurer will be to shadow and assist the Sr. Treasurer in any way possible. The Jr. Treasurer is to follow all of the directed duties listed in the Sr. Treasurer's section. It shall be in their responsibilities to especially assist in the upkeep of the Treasurer's binder. The Jr. Treasurer will aid in the completion of all reports. It is your duty to help the Treasurer and help them succeed in their role.

#### 6. College of Agriculture & Life Sciences (CALS) Council Representative

It shall be the duties of the College of Agriculture and Life Sciences (CALS) Council Representative to attend all College of Agriculture and Life Sciences (CALS) Council, and executive board meetings and report all information back to the club at the next meeting. Anything of major importance should be brought to the attention of the executive board leaders immediately. It is your responsibility to obtain information about and solicit participation in all College of Agriculture & Life Sciences activities.

#### 7. Arena Chairs (2 people)

It shall be the duties of the Arena Chairperson to oversee upkeep, throughout the year, of the arena, building, and rodeo grounds as a whole. This person is also to be involved in the planning all jackpots that the club decides to have. The arena chairpersons' activities are subject to the approval of the club.



This person also should work with the team captain(s) for coordinating all team practices.

The arena chairs are responsible for hosting two work nights per month during the spring and fall months. All team members and individuals who want access to the arena must attend at least one of these work nights per month. If the member is not able to attend, they are to coordinate with the arena chairs on a time where they can assist with arena maintenance.

The Arena Chairs of the Rodeo Club at Iowa State University shall act as the designated risk management officer. The role of the risk management officer is to:

- a. Help minimize potential risks for club activities
- b. Recommend risk management policies or procedures
- c. To submit documentation to ISU's Risk Management Office
- d. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

#### 8. Publicity Chairperson

i. It shall be the duties of the Publicity Chairperson to advertise all activities involving the Rodeo Club at Iowa State University (i.e. main meetings, rodeo, cowboy ball, twister contests, jackpots, etc.). Flyers should be posted in major campus buildings (i.e. Kildee, Agronomy, Bessy, Curtis, Horticulture, Carver, Gilman, Heady, Pearson, etc.) the Thursday before, and then re-checked day of all main meetings. In addition, flyers must be up the week previous to all larger events (i.e. rodeo, cowboy ball, twister, jackpots, etc.). It is also your job to seek out any other opportunities to promote the club. These should be brought before the club and involvement in these activities should be solicited and arranged by you.

ii. Must maintain and update the club website.

#### 9. Fundraising Chairperson

i. It shall be the duties of the Fundraising Chairperson to solicit funds in order to help support club and team activities. He/she shall also oversee the sale of all paraphernalia (i.e. coats, hats, T-shirts).

#### 10. Historian

i. It shall be the duties of the historian to collect and compile all information concerning the Rodeo Club at Iowa State University and its members.

ii. The Historian shall maintain and update the Rodeo Club at Iowa State University student organization website.

iii. The Historian shall take pictures at club events and document club activities. The Historian shall work with the publicity chair to promote these pictures, as well as the secretary to add this documentation to the club binder.

#### 11. Alumni Relations Chairperson

i. Create a list serve through Acropolis.

- ii. Creating and managing Alumni database.
  - iii. The Alumni Relations chairperson is in charge of preparing a semester newsletter to be sent to Alumni and Friends of the Club. They also must mail out these invitations.
  - iv. Contacting alumni about special events (i.e. Cyclone Stampede Rodeo, Cowboy Ball).
  - v. Sending out thank you cards.
- Q. All other elected chairpersons will answer to the executive committee who define their duties. Any expense foregone by a committee must be approved by the Advisor, President and Treasurer.
- R. It shall be the duties of all officers and all members of the club to conduct themselves in a professional and orderly fashion at all meetings and function. Furthermore, are to represent the Rodeo Club at Iowa State University and Iowa State University in the same professional and orderly manner both on and off campus.

Section V: Standing Rules for Guidance

- A. An important part of each person's training should encourage the development of a sense of responsibility for the rights and properties of others. These rules establish a guide for the operational conduct of the Rodeo Club at Iowa State University.
- B. All club members must be aware of responsibility for injury and damage or personal loss of personal property of equipment.
- C. No alcoholic beverages are to be brought onto the property owned or leased by the state. The club is not responsible for the action of individual members in this regard.
- D. Participation in practice sessions is limited to club members only.
- E. Any trips of the Rodeo Club at Iowa State University shall be approved through the university.
- F. Club members participating on the Rodeo Team (actively competing) must have a cumulative 2.00 GPA or better.
- G. The club members are responsible for equipment borrowed from the university or from employees of the college and must return the same property.
- H. The university will not be responsible for livestock or equipment, except the mechanical bull, owned by the Rodeo Club at Iowa State University and its members.
- I. All activities must first be cleared through advisors.
- J. A record of all finances will be kept with the university accounting department.

Section VI: Rodeo Jackets and Advertising Paraphernalia

- A. Rodeo jackets may be purchased by any member of the club, faculty advisors, alumni, or parents.
- B. The opportunity to purchase these Rodeo Club at Iowa State University Jackets shall be provided annually.
- C. The best bid to acceptably make these jackets and all other promotional paraphernalia (i.e. sweatshirts, caps, banners, team vests, etc.) will be accepted upon approval of the club.

Section VII: Team

- A. Competing NIRA members' traveling expenses shall be paid for upfront by the Rodeo Club at Iowa State University. The team members will reimburse the club at the end of the rodeo season within seven days of total expenses being presented. The club will cover a certain percentage of rodeo team travel expenses based on the funding received that school year.
- B. There shall be a mileage reimbursement for members competing in the National Finals and possibly other expenses with member approval.
- C. All team members will fall under executive attendance procedures. If the executive committee deems that attendance excuses are not appropriate, they have the right to withhold the team member's travel money.
- D. It is the responsibility of the team captain to make sure that all new or prospective members of the ISU Rodeo Team are aware of any constitutional roles that can affect their rodeo status with the club. These include but are not limited to attendance procedures and promotional requirements.
- E. Each team member shall be responsible for promoting the club at least one promotional event each semester.
  - 1. Any team member not fulfilling these requirements can have reimbursement privileges withheld for the next semester that they compete.
  - 2. Examples of accepted promotional events are school demonstrations, TV or Radio appearances, Club-Fest, Iowa Horse Fair, or any other promotional type activity if pre-approved by 2/3 of the executive board.

Section VIII: Usage of Building and Rodeo Grounds

- A. The arena chairs have the authority to tell those who use the arena that the building and grounds need to be cleaned of manure and the like.
- B. Anyone who does not assume the responsibility of maintaining the arena or behaves inappropriately can have their privilege of using the rodeo grounds revoked. The arena chair and the faculty advisor can make this decision upon discussion at any regular club meeting.
- C. Team and club members may keep their horses and other stock out at the rodeo grounds for short periods of time (less than 24 hours) if their reasoning for doing so pertains to practice, ease of travel, or any other pre approved reason. Otherwise, no livestock may be kept out at the rodeo grounds unless it is owned by the Rodeo Club at Iowa State University. This privilege can be revoked at any time if the club member is abusing it or behaving irresponsibly.