



# Constitution of Disc Golf Club

Last Revised: 4/26/2023

## Article I – Name

The name of this organization shall be Disc Golf Club at Iowa State University.

## Article II – Purpose

The purpose of Disc Golf Club is to represent and grow the sport of disc golf within Iowa State University and throughout the state of Iowa.

The primary goals of this organization are to:

- Provide and support an active community for disc golfers of all demographics.
- Represent Iowa State in intercollegiate competition.

To achieve these goals, Disc Golf Club will:

- Host weekly club outings.
- Organize regular club events tournaments.
- Maintain and improve Stable Run Disc Golf Course.
- Attend/host intercollegiate competition.

## Article III – Statement of Compliance

Disc Golf Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Disc Golf Club agrees to annually complete President's and Treasurer's Training.

## Article IV – Non-Discrimination Statement

Iowa State University and Disc Golf Club do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

## Article V – Membership

### Section 1: Requirements

Membership shall be open to all people, regardless of identity.

### Section 2: Removal

- a) Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- b) The removal process may be initiated by any member of the organization.
- c) Membership may be revoked by a majority vote of club membership present at the voting meeting or by unanimous vote among club officers.
- d) Voting will be conducted by secret ballot at a general meeting.
  - i. The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
- e) The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- f) Member in question may request reinstatement 365 days after removal.
  - i. Member must submit a written request for reinstatement to officers.
  - ii. Officers must reach a unanimous vote through a show of hands to reinstate member.

## Article VI – Officers

Officers may temporarily delegate duties and responsibilities to other officers if necessary to fulfil the duties and responsibilities of their respective officer position.

### Section 1: Officer Positions and Duties

#### a) President

- i. Complete all trainings as required by Iowa State University policy.
- ii. Facilitate officer meetings and general meetings.
- iii. Facilitate officer elections.
- iv. Oversee the activities of the officers and general membership.
  - a. Ensure each officer is fulfilling their duties.
  - b. Taking appropriate action in the event of another officer's inadequate contribution by initiating impeachment procedures.
- v. Serve as the Risk Management Officer 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 and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.
- vi. Maintain contact with Faculty Advisors regarding organization activities and concerns.
- vii. Serve as Tournament Director or Assistant Tournament Director for any/all club hosted PDGA sanctioned events.
- viii. Primarily responsible for oversight and ownership of the following digital assets:
  - a. StuOrg website.
  - b. Organization calendar.
  - c. DGC Officers SharePoint site.
  - d. DGC Officers file system.
  - e. ISU DGC Meta Business Account.
  - f. ISU DGC Linktree.
- ix. Leadership of sponsorship outreach efforts. Including, but not limited to:
  - a. Recruitment of club partners and high-level sponsors.
  - b. Recruitment of competition uniform sponsors.
  - c. Recruitment of Stable Run course partners and hole sponsors.
- x. Assist the Vice President with coordination of College Disc Golf National Championship trip planning efforts.
- xi. Assist the Treasurer with fundraising coordination.

- xii. Assist the Treasurer with budget construction.
- xiii. Assist the Event Coordinator with club event coordination.
- xiv. Assist the Event Coordinator with recruitment of club hosted tournament sponsors, partners, and vendors.

#### b) Vice President

- i. Primarily responsible for coordination of CDG National Championship trip planning efforts. Including, but not limited to:
  - a. Transportation.
  - b. Lodging.
  - c. Competition uniforms.
  - d. Oversight of each team's qualification status.
  - e. Oversight of each team member's College Disc Golf eligibility.
- ii. Facilitate regular participation in intercollegiate competition.
- iii. Maintain Iowa State's relationship with College Disc Golf and our collegiate conference.
- iv. Coordinate and facilitate tryout procedure for the club's competitive rosters.
- v. Primarily responsible for ownership and maintenance of the following digital assets:
  - a. College Disc Golf team webpage.
  - b. Competitive roster StuOrg webpages.
  - c. Club Google account tied to our YouTube channel and CDG team page.
- vi. Serve as Assistant Tournament Director for any/all club hosted PDGA sanctioned events.
- vii. Assist the President with administrative duties.
- viii. Assist the President with sponsorship outreach efforts.
- ix. Assist the Treasurer with fundraising coordination.
- x. Assist the Event Coordinator with club event coordination.

#### c) Treasurer

- i. Complete all trainings as required by Iowa State University policy.
- ii. Manage the club's finances. Including, but not limited to:
  - a. Strict maintenance of the club's financial ledger.
  - b. Holding of the club's purchasing card (p-card) and assignment of additional p-cards to other designated club leaders.
  - c. Maintenance and construction of the club's annual budget.
  - d. Determination of officer spending allowances.

- e. Working with club Faculty Advisors to approve each expenditure before payment.
- ii. Manage the club's StuOrg Marketplace store and all products within.
- iii. Primarily responsible for coordination of club fundraising efforts. Including, but not limited to:
  - a. Coordinating work with Iowa State Concessions.
  - b. Organizing fundraiser events with local businesses.
  - c. Facilitating donations via the ISU Foundation.
  - d. Facilitating donations via the StuOrg Marketplace.
- iv. Collect dues throughout each semester.
- v. Strictly maintain a running list of people who've paid dues throughout each semester.
- vi. Responsible for placing orders of club merchandise.
- vii. Responsible for compliance with ISU Trademark usage guidelines.
- viii. Responsible for tracking club merchandise inventory and sales.
- ix. Assist the Event Coordinator with Event Funding Board proposals.
- x. Assist the Event Coordinator with tournament payouts.

#### d) Event Coordinator

- i. Follow University Event Authorization approval processes.
- ii. Secure funding for eligible events from the Event Funding Board.
- iii. Organize bag tag season-kickoff event.
- iv. Organize bag tag season-end event.
- v. Organize a minimum of 1 club hosted tournament in addition to bag tag events.
- vi. Follow PDGA event sanctioning procedures for PDGA sanctioned tournaments.
- vii. Manage club hosted tournament payouts.
- viii. Primarily responsible for recruitment of club hosted tournament sponsors, partners, and vendors.
- ix. Serve as Tournament Director or Assistant Tournament Director for club hosted PDGA sanctioned tournaments.
- x. Organize non-competitive club events unrelated to weekly club outings (Examples: disc swap meets, club field work, etc.).
- xi. Organize disc golf instructional/skill clinics with qualified instructors.

#### e) Weekly Outings/League Coordinator

- i. Create a weekly outings schedule with a minimum of 2 club outings per week (weather permitting) in accordance with the following:

- a. One weekly singles outing where paying members can compete for bag tags.
  - b. One weekly recreational round using a team format where all club members can compete for prizes.
  - c. Include a variety of team formats and course layouts for weekly recreational outings.
  - d. Integrate periodic PDGA sanctioned singles outings throughout the weekly event schedule.
- ii. Strictly update and maintain the club's UDisc league event schedule, following a consistent naming convention.
  - iii. Regularly update the organization calendar with a timely/accurate weekly outings schedule, following a consistent naming convention.
  - iv. Track and maintain bag tags and the bag tag order.
    - a. Update the rankings StuOrg webpage within 2 days of a bag tag round.
    - b. Strictly enforce bag tag rules, consistently tracking the dates which tagholders last participated in a bag tag round.
    - c. Work with the Social Media Manager to post weekly "Golden Ranks" updates to club social media accounts.
  - v. Serve as Tournament Director for PDGA sanctioned league outings.

f) **Social Media Manager**

- i. Manage all club social media accounts, ensuring consistent public engagement and ISU DGC brand recognition.
  - a. Ensure social media login information is accurate and well documented.
- ii. Engage with the community by swiftly replying to social media inquiries, messages, and other forms of public interaction.
- iii. Seek out community feedback so the club can adapt to the wants/needs of the public.
- iv. Consistently promote all club events on social media well in advance of their occurrence.
- v. Regularly advertise weekly club outings.
- vi. Post a minimum of 2 pictures or videos per week, excluding weekly outings advertisements.
- vii. Create player profiles for each member of the club's competitive roster.
- viii. Source high quality graphics for social media announcements.

### g) Stable Run Administrator

- i. Maintain Stable Run's out of bounds lines and mandatory signs.
- ii. Coordinate a minimum of 3 course cleanup days per calendar year.
- iii. Create incentives for participation in course cleanup days.
- iv. Coordinate a course cleanup day within a week of all club hosted tournaments.
- v. Communicate with Recreation Services for course administration tasks beyond the scope or capability of the club.
- vi. Maintain Stable Run's entryway display case.
- vii. Use UDisc course ambassador tools to ensure Stable Run's course information, photos, layouts, and pin positions are always accurate/up to date.
- viii. Create a minimum of 1 course improvement initiative per calendar year, focusing on improving the enjoyment and playability of Stable Run DGC.
  - a. Redesigning the course/specific holes is *NOT* a responsibility of the Stable Run Administrator.

## Section 2: Elections

- a) Elections will occur annually, taking place during the last week of April or the first week of May.
- b) The term of office for all officer positions shall begin immediately following an election.
- c) The term of office for all officer positions shall end on the day of the following year's election.
- d) In the event a position remains vacant after an election, the elected officers shall assume the responsibilities of the vacant position as a committee and seek fulfillment of the vacant position as soon as possible.
- e) In the event a position becomes vacant during an officer's term, the remaining officers shall assume the responsibilities of the vacant position as a committee and seek fulfillment of the vacant position as soon as possible.
- f) Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the general membership vote.
- g) Voting will occur at a general meeting. The date of the meeting will be announced at least two weeks in advance through social media and an email to all members.
- h) At the voting meeting, each candidate will have 2 minutes to speak in front of general membership.
- i) Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.

- i. In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.

### Section 3: Assumption of a Student Advisory Position

- a) When an officer reaches their final semester as a full-time student, the officer will assume a student advisory role for the remaining semester. During their service as a student advisor, the former officer must aid the incoming officer with their assumption of the new position.
- b) In the event of an officer reaching their final semester, a special election will be held to fill the vacancy. If the officer in question reaches their final semester during a typical election cycle, the officer will assume the advisory position and typical election procedure will be followed for their position.
- c) If an officer relinquishes their position prior to their final semester, or if someone new is elected to their role, the former officer is required to assume the student advisory position. During their service as a student advisor, the former officer must aid the incoming officer with their assumption of the new position.

### Section 4: Impeachment/Removal

- a) Officers can be removed from their position by a majority vote of club membership or club leadership.
- b) Grounds for removal include, but are not limited to, failure to uphold the duties and responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c) Any club member or leader may initiate the impeachment process by bringing a written or verbal request for removal and reasons for removal to the highest-ranking officer not in question for removal.
  - i. The officers will hold a special meeting with the Advisor to deliberate.
  - ii. The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to impeach the officer in question.
  - iii. In the event of a non-majority vote, the impeachment process will move to a general membership vote. The officer in question may not be present for the general membership vote. Members will vote via the chosen method by club leadership.



- a. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results immediately after the votes are counted.
- d) The officer in question may attempt to appeal the results of the leadership or membership vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

### Section 5: Officer Replacement

- a) In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b) Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
- c) If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

### Section 6: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a) 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
- b) 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) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

# Article VII – Faculty Advisors

## Section 1: Duties

- a. Ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.
- b. Advisors will assume the role of primary contact with major club sponsorship to ensure continuation through leadership changes.
- c. Advisors are encouraged to work closely with the officers and offer input to the club's decision-making process without assuming a prominent leadership position within the organization.
- d. Advisors are to lend their experience, judgment, and knowledge to assist club members in the development of the club.
- e. Advisors are to help maintain continuity in club programming and provide knowledge of university policies and procedures.
- f. Advisors are encouraged to counsel club leaders and members regarding individual and club issues.

## Section 2: Method of Selection

- a) Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.
- b) A candidate may be elected through a majority vote of officers.
- c) Officers will vote through a show of hands.
- d) All officers must be present for a vote to occur.
- e) Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- f) If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

## Section 3: Terms of Service

The Advisors of the organization shall serve at their leisure.

## Section 4: Impeachment/Removal

- a) The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
  - i. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying,

harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.

- b) The Advisor must be notified and given reason for removal at least one week prior to voting.
- c) The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.
- d) The Advisor will be notified of the decision via email.

### Section 5: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

## Article VIII – 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). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
- b) Upon disbandment of Disc Golf Club, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c) Dues will be determined by a majority of officers at the beginning of each semester. Dues will not exceed \$50 per semester.
  - i. Dues will be collected by the Treasurer throughout each semester via cash or the student organization marketplace.

## Article IX – Amendments and Ratification

- a) The amendment process may be initiated by any club member.
  - i. Requests for amendment must be submitted in writing to the club officers
  - ii. The officers must have a majority vote of approval to move the amendment to a general membership vote.
  - iii. Officers will vote through a show of hands.
- b) The proposed amendment must be presented to general membership at least one week before the vote.

- c) Constitution may be amended by a majority vote of club membership present at the meeting.
  - i. Voting will take place at a club meeting.
  - ii. Voting will be conducted by show of hands.
- d) Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- e) In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
  - i. Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
  - ii. Notification of these changes must be communicated at the next full organizational meeting.