

## **Canoe and Kayak Club: Constitution**

### **Article I: Name**

- I. The name of this organization shall be The Canoe and Kayak Club.

### **Article II: Purpose & Goals**

- I. The Canoe and Kayak Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Canoe and Kayak Club agrees to annually complete President's and Treasurer's Training.
- II. The Canoe and Kayak Club is a student-run, non-profit organization designed to provide the ISU community with an affordable means to learn about and experience the outdoors, hands-on instruction in paddling skills. It is our goal to provide a safe learning environment for all those interested in learning these skills, and to help provide the equipment necessary.
- III. The Canoe and Kayak Club abides by and supports established Iowa State University policies, State and Federal Laws.

### **Article III: Membership**

- I. Membership shall be open to all adults, including ISU students, faculty, and staff, as well as members of the community.
- II. The Canoe and Kayak Club does 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.
- III. Canoe and kayak Club does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, genetic information, pregnancy, physical or mental disability, or status as a U.S. Veteran.
- IV. Weekly meetings, pool sessions, and social events are open to the public.
  - A. Waivers must be signed for public members to participate in practice sessions. This must be signed and turned into the President before pool session access can be granted to the individual(s) requesting participation.
- V. Paid membership is required for full club benefits, as detailed in the bylaws.

### **Article IV: Officers/Cabinet**

#### **Election of Office**

- I. Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Election of faculty adviser requires a majority vote from the general membership. If the faculty adviser candidate fails to

receive a majority of votes, a run-off election will be held between the top two candidates that received the most votes.

- II. The officers of this organization must meet the following requirements:
  - A. Have a minimum cumulative grade point ratio (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 students, the minimum cumulative 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.
  - B. 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.
  - C. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

### **Term of Office**

- I. The term of office will be one full academic year. At the end of the academic year, toward mid-April, elections will be held.
  - A. Previous presidents or cabinet positions can reapply but any officer position must win majority approval from club members voting during a general election with at least 70% regular-participating members in attendance.
- II. All officers shall comprise the Executive Committee of the organization.

### **Cabinet positions and duties**

#### ***President***

- I. Sets agenda for meetings and plans pool sessions.
- II. Responsible for club risk management
- III. Help minimize potential risk for club activities.
- IV. Submit documents to ISU's Risk Management Office.
- V. Ensure that proper waivers and background checks are filed with the Office of Risk Management.
- VI. Oversees functions of all officers and committees

#### ***Vice-President***

- I. Completes duties as delegated by the president.
- II. Fulfills duties of president in his/her absence

### ***Treasurer***

- I. Collects and deposits dues
- II. Monitors budget and use of fund
- III. Accepts financial responsibility for monetary transactions.
- IV. Maintains current balance of accounts
- V. Provides approval signature for all expenditures.
- VI. Updates and maintains current membership list

### ***Secretary***

- I. Records, posts, and archives meeting minutes, club records, club bylaws, and operational calendar.

### ***Adviser (non-voting cabinet member)***

- I. Advises and oversees operations of club and cabinet.
- II. Ensures adherence to ISU requirements and club bylaws.
- III. Provides approval signature for all expenditures.

### **Terms and Services of Advisor**

- I. Advisors will serve until they choose not to or are impeached by club members.

### **Removal/Impeachment of Officers and Advisors**

- I. Impeachment procedures for officers and advisors may occur if
  - A. Officer and/or advisor does not communicate with president and other officers for over a month and consistently is absent from general and board meetings
  - B. Officer and/or advisor does not meet the requirements stated by the Iowa State University guidelines in election of office section.
  - C. Officer and/or advisor does not adhere to the safety and equipment regulations consistently.

### **Replacement of Advisor**

- I. Advisor will apply for a club position voluntarily.
- II. Advisor will be voted into position with a majority vote by club members.

### **Removal and Replacement of Officers**

- I. Officers may be removed from office by 2/3 vote of the other officers and 1/2 of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.
- II. The procedure for replacement of removed or otherwise vacant officers are defined in “Article IV: Election/Cabinet” in the section titled “Election of Officers”.
- III. Offenses that will result in an officer being removed from office.

- A. Negligence of responsibilities.
- B. Violation of the Canoe and Kayak Club's discrimination policy.

#### **Article V: Finances**

- I. Collection of dues and expenditures are overseen by the Treasurer.
- II. Dues shall not exceed \$60.00 per year.
- III. In the event of dissolution of the organization, dues shall be reimbursed to current paid members in full for the current and any remaining paid semesters.
- IV. 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)
- V. All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
- VI. The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a 1/2 vote. Dues must be paid before participating in certain club activities, in accordance with the bylaws. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

#### **Article VI: Amendments & Ratification**

- I. Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 1/2 plus one vote of the general membership is necessary. The amended constitution will be submitted within 10 days to Student Engagement for approval.
- II. This constitution shall become effective upon approval by a 2/3 vote of the membership. Ratified constitutions must be submitted to Student Engagement within 10 days for final approval.

#### **SIGNATURES**

President: Paige Harman

Adviser: Stephen Holland