

Iowa State Basketball Association
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Constitution of the
Iowa State Basketball Association

Article 1
(name)

Section 101: This organization shall be known as the Iowa State Basketball Association (ISBA)

Article 2
(objectives)

Section 201: The objectives of the Iowa State Basketball Association shall be to promote the sport of basketball on the Iowa State University campus by offering the best possible opportunities for competitive, recreational, and enjoyable basketball-related events.

Section 202: The Iowa State Basketball Association will abide by Iowa State University rules and regulations, and state and federal laws.

Article 3
(membership)

Section 301: All students are eligible to be members of the Iowa State Basketball Association.

Section 302: An active member is defined as any person eligible for membership, who has paid his/her dues for the current fiscal year.

Section 303: An associate membership permitting participation in club activities may be offered to ISU faculty and staff members, No non-ISU student, faculty, staff, or spouse of (student, faculty, staff) may be an ISBA member.

Article 4
(officers)

Section 401: GPA: The officers of this organization must meet the following requirements: (1) 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, 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. (2) 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. (3) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2)."

Section 402: The elected club officers and their duties shall be:

- I. **President/Commissioner:** The President shall oversee and coordinate the activities of the other officers. He/she shall plan the business agenda and preside over the business at Executive Council meetings. The President is responsible for preparing the finalized budget. He/she shall coordinate both the fall men's and women's leagues. The President shall oversee the Sponsorship Chair. The president shall be the presiding officer over the Executive Council. He/She may find it necessary to delegate to other officers responsibilities not otherwise provided for, to appoint committees and chairmen for special purposes. On Occasion, it will fall to the President to make Executive decisions on matter to the nature or imminence of which make it impractical to bring them before another decision making body. He/she shall have final approval of all expenditures. The position of President may only be filled by a previous Iowa State Basketball Association Executive Officer.
- II. **Vice-President/Director of Basketball Operations:** The Vice-President will act in case of the President's absence or inability to act or perform the duties of the President, and shall be the President's successor in the case that such absence or inability to act is permanent. He/she shall assist the President in all activity planning. The Vice-President shall be in charge of programs and activities at the club meetings as well as parties or any other social activities of the club. He/she shall assist the President in overseeing all the club operations.
- III. **Director of Activities:** The Director of Activities shall be responsible for planning all ISBA activities other than the fall Men's and Women's League and they shall work in correspondence with the President and Vice President in scheduling and supervising these activities.
- IV. **Director of Advertising and Marketing:** As Director of Advertising and Marketing they shall be in charge of designing t-shirts, advertising posters and flyers. Their duties also include secretarial duties, which include, but are not limited to, keeping minutes at all club and officer meetings. He/she shall work directly with the President on all business of the club's sponsors. The Secretary will also arrange the yearly schedule.

- V. **Faculty Advisor:** The Faculty Advisor shall solely advise the club and sign all vouchers necessary for operation of financial affairs.

Section 403: The appointed club offices and their duties shall be:

- I. **Treasurer:** The club Treasurer shall receive and deposit dues and all other funds into the club account. They are to keep a strict and accurate record of income and expenditures of such funds, maintain an up-to-date roster of paid club members, and help the President prepare the finalized club budget. The Treasurer's signature will be required on all vouchers and will make a by-weekly report to the President on the financial condition of their portion of the club operations.
- II. **Web Technician:** The Web Technician duties include keeping web page up to date, indexing trip pictures, and maintaining e-mail lists.
- III. **Head Statistician:** The Head Statistician shall be in charge of obtaining all fall Men's and Women's League scorecards, recording the stats in an Excel workbook, and submitting them to the Iowa State Basketball Association's web technician. The head statistician's duties shall include, but are not limited to, maintaining and improving stats sheets, recording stats in any other ISBA sponsored tournaments, attending Sport's Club Council meetings.
- IV. **Sponsorship/Fund Raising Chair:** The Sponsorship Chair must coordinate discounts with local retailers for club members. This MUST be done before September 1. They are also responsible for making new membership cards each year; these cards are to be used for discounts with the retailers. The Fund Raising Chair is responsible for locating fund raising opportunities for the club. They are also in charge of running all fund raising events throughout the year.

Section 404: The Executive Council must be composed of the President, Vice-President, Treasurer, Director of Activities, Director of Advertising and Marketing, Head Statistician, and Faculty Advisor.

Section 405: Nominations for officers shall be taken via email no later than April 1st of the current year, unless it falls on a weekend; therefore the following Monday will be the latest date. The new officers will take office on May 1st. The actual elections shall take place over a one-week time period via email and the voting page on the club web site. An unbiased active member not returning the following year shall be in charge of counting and announcing the new executives.

Section 406: Should a nominee for office be uncontested, a unanimous ballot may be cast for him or her.

Section 407: The Faculty Advisor shall be elected by the same method as club officers (Section 404). However, this term shall be indefinite, not subject to annual re-election. If a change of advisor is desired, any active member may make a motion that nominations and elections are held. Such an election may not be held until the Faculty Advisor has been given at least 10 days written notice.

Article 5
(meetings)

Section 501: Club meetings shall be held at least monthly from August through April. All execs are required to attend a weekly executive council meeting.

Article 6
(amendments and revisions)

Section 601: Amendments and revisions of the constitution and bylaws may be made by a 2/3-majority vote of Executive Officers present at a dually announced club meeting.

Bylaws

Article 1
(Officer: election, replacement, Duties, compensation, and handbook)

Section 1: Any ISU student who is an active member of the Iowa State Basketball Association is eligible for nomination and election as an Iowa State Basketball Association officer.

Section 2: Any officer, except the President, may be removed from office by the vote of 5 other officers (or the total number of officers minus 2, should the number of people holding offices be other than seven). The President may be removed only by unanimous vote of the other officers.

Section 3: Should any officer have to vacate his office for any reason, the President shall appoint a replacement until such time as the officer can resume his duties or an election can be held following the set election process.

Article 2
(meetings)

Section 1: Meetings shall be set by the executive council.

Section 2: Special meetings may be called at any time by the executive council or by any active member bearing a petition signed by 20% of the active club membership.

Section 3: A dually announced meeting shall be defined as a meeting announced at the preceding club meeting and announced via email twice one week prior to the meeting.

Article 3
(funds)

Section 1: This club will seek funds from: entrance fees from the fall men's and women's leagues, as well as entrance fees from all other activities, Government of the Student Body allocations and special fund raising events.

Section 2: The amount of the entrance fees shall be set each year by the executive council. The President and Vice-President shall set deadlines.

Section 3: Funds raised from entrance fees and GSB allocations shall be used for paying officials, buying equipment, and other general club operations. Funds raised by special events may be used wherever deemed applicable.

Section 4: Entrance fees, t-shirt sales shall be deposited into university account number 1369.

Section 5: The club's financial affairs shall be managed on a fiscal year set parallel to the university's, July 1 – June 30.

Article 4
(powers and recourse of the membership at large)

Section 1: Should any member's action give cause; he/she may be banned from club activities by a 2/3-majority vote of the Executive Officers.

Section 2: Decisions, plans, or policies of executive council or any officer may be altered or reversed by raising a motion from the floor at any meeting, followed by a 2/3-majority vote

Section 3: All majorities indicated in this article refer to majorities of active members present at an announced meeting.

Article 5
(order of business)

Section 1: The order of business at all meetings shall be:
a) Announcement of plans, activities, and programs by appropriate officers and committees.
b) Old business
c) New business

d) Program

However, this order of business may be changed at any individual meeting by a simple majority vote of the meeting. Minutes of the meetings will be posted.

Section 2: Roberts Rules of Order (revised edition) shall govern all meetings when not inconsistent with the constitution and by-laws.

Article 6
(Executive Officers attendance)

Section 1: Attendance is to be taken by the Secretary at every FAC and Executive meeting. If the Secretary is absent then the highest-ranking Executive member is in charge of taking attendance.

Section 2: Failure to meet the following attendance guidelines shall result in an immediate revocation of any Executive Officers position. Thus resulting in an election process in accordance with Article 1 in the Bylaws and Sections 405 – 406 in the Constitution.

Section 3: All of the following guidelines shall be on a per semester basis.

- Social Events - Executives must attend at least four of all scheduled Social Events.
- Executive Meetings - Executives may only miss two of all remaining Executive meetings after they take control of their elected position.
- Notice of Absence - Notice for all absences must be given at least two days in advance. The only acceptable form of notice shall be an email sent through the Executive email list (isba44@gmail.com).
- Excusable Absences - The only definite valid reason for absence shall be tests at the time of the meeting and other Iowa State University or Club sponsored events. However, the entire Executive Office shall consider excusing other reasons for absence if the terms of notice have been followed. Exceptions for extenuating circumstances (i.e. death in the family) shall be at the discretion of the entire Executive Office.

Article 7
(handbook)

Section 1: The Iowa State Basketball Association has adopted a handbook which includes all of our basketball-related rules and procedures.