**The Winter Guard at ISU Constitution**

**Last Revised: Spring 2019**

• ***Article I: Name***

1.1 The name of this organization shall be Winter Guard at Iowa State University. Winter Guard at ISU is a student organization.

• ***Article II: Purpose & Goals***

2.1 The purpose of Winter Guard at ISU, in the spring semester, is the following:

2.11 Be an outreach of Iowa State University through performances, as defined in the Bylaws, to the community.

2.12 Near the end of the second semester, conduct at least one full performance for the community. In this performance, a minimum of one piece will be performed by the performing group, accompanied by individual and/or small group performances.

2.13 Improve the group’s winter guard skills by way of rehearsals, in which the primary focus will be on flag and mock weapon work, body awareness and movement, and the performances listed in (2.11) and (2.12).

2.14 During the fall semester, the purpose of Winter Guard at ISU is to prepare for the spring semester by updating and preparing the upcoming budget, advertising to ISU students and the community about the club, and holding informational meeting(s) for individuals interested in joining the club.

• ***Article III: Statement of Compliance:***

3.1 Winter Guard at ISU abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulation. Winter Guard at ISU agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

• ***Article IV: Non-Discrimination Statement:***

4.1 Iowa State University and Winter Guard at ISU 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***

5.1 Membership shall be open to all registered students in good standing at Iowa State University. In addition, membership will also be extended to community members, per the Student Activity Center, and, through the Student Activity Center, non-fee paying students or community members will have no voting rights or be put into a position of control.

5.2 Additionally, placement within Winter Guard at ISU is done according to the Bylaws.

5.3 As a member, one is encouraged to attend all organizational meetings, unless prior agreement has been made, required to pay dues, and to actively support organization projects. Membership may be revoked by conducting a special hearing with the Executive Committee, as defined below, and the advisor.

5.4 A member may request an absence due to academic or emergency issues, but is only allowed two unexcused absences per large group routine per semester.

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• ***Article VI: Risk Management***

6.1 The role of the President is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

• ***Article VII: Officers***

7.1 All officer positions are open to members, with the exception of the President, Vice-President and the captains, who must have been members of Winter Guard at ISU at least one year. Members interested in becoming an officer or a captain must meet academic requirements as established by the Student Organization Recognition Policy.

7.2 In general, officers of this organization must meet the following requirements:

(7.21) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative 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 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.

(7.22) 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.

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

(7.24) Carry out the responsibilities set forth by the Constitution in a timely matter.

7.25 Attend each rehesersal unless otherwise stated by the executive committee.

**Section 3, Elected Positions:**

7.3 For all elected positions, the sole responsibility in the fall semester is to help prepare for the spring semester. During the fall semester, officers do not need to be on campus to fulfill this responsibility.

**Section 7.4, Executive Committee:**

7.4 All executive officers will be elected. They must become familiar with Student Government policies and proceedings. At a minimum, Winter Guard at ISU will have the following elected officers comprising the Executive Committee:

**7.41 President**

Responsibilities include but are not limited to:

* Serve as the head of Risk Management for the organization
* Managing the club
* Scheduling practices and coordinating the logistics of performances
* Reserving facilities for performances, rehearsals and clinics or as needed
* Lead rehearsals
* Lead meetings and open gyms during the fall semester to increase promotion and interest within the community
* Appointing any special committees that may be needed
* Acting as a chairperson on the Executive Committee
* Liaison with adviser, departments, or other student groups which support the club or work toward similar goals, or other Winter Guards
* Keeping the Listserv and Student Organization Database up to date
* Writing drill for their group routine
* Write a transition report within one week of the spring showcase to pass on to the next position holder (Even if re-elected, write and have on file incase things change).
* Review roles and duties following each season
* Serve as main point of contact for members
* Preparing equipment and retrieving necessary items from the storage locker
* Determining which supplies/equipment will be necessary for the upcoming year

**7.42 Co/Vice-President**

Responsibilities include but are not limited to:

* Sharing all duties of the President
* Taking attendance at rehearsals and performances; making sure everyone is on time and prepared
* Writing drill for their group routine
* Coordinating transportation logistics relating to performances
* Distributing information to club members and the community
* Coordinating public activities and performances
* Write a transition report within one week of the spring showcase to pass on to the next position holder (Even if re-elected, write and have on file incase things change).
* Preparing equipment and retrieving necessary items from the storage locker

**7.43 Treasurer:**

Responsibilities include but are not limited to:

* Liaison with Student Government and Campus Organization Accounting
* Coordinating and processing payment for Club Fest
* Complete Treasurer Training Course offered by Iowa State University Student Organizations
* Collecting, depositing, and accounting for all club finances in accordance with ISU Student Organizations policies and procedures
* Keeping financial records of all club transactions
* Preparing a financial report at the end of spring semester
* Taking part in all Student Government Funding and Allocations Hearings and Planning Budget for the coming year
* Coordinating and creating merchandise ideas, gathering prices, going through ISU Trademarking, and ordering merchandise
* Preparing and distributing the club’s budget, at least once at the beginning of the spring semester to current members, according to Student Government requirements
* Proposing rates of dues according to the budget
* Collect member dues by the second week of February of the spring semester
* Write a transition report within one week of the spring showcase to pass on to the next position holder (Even if re-elected, write and have on file incase things change).

**Section 7.5, Captains**

7.5 All captains will be elected. Those who hold officer positions may also hold a captain position. Two to three captain positions should be selected.

**7.51 Captain (Rifle, Dance, Flag, etc.)**

Responsibilities include, bust are not limited to:

* Creating and posting videos of basics and work for all to access
* Choreographing the routine with the executive committee
* Leading sectionals, and the cleaning of those sections
* Approving all performance factors, (flags, uniforms, hair, etc) along with the Executive Committee

**Section 7.6, Manager**

7.6 The manager will be elected, or appointed by the executive committee. Those who hold an executive position shall not be able to hold the manager position. Only one manager should be selected.

**7.61 Manager**

Responsibilities include but are not limited to:

* Planning decorations and supplies for the annual showcase
* Organizing food at events or practices
* Running technical support during practices, performances, and events
* Taking recordings of rehearsals and run-throughs to post for member reflection
* Taking photos during rehearsals for social media promotion
* Write a transition report within one week of the spring showcase to pass on to the next position holder (Even if re-elected, write and have on file incase things change).
* Running the social media and online promotion for the group
* Creating and distributing flyers for the annual showcase
* Coordinate fundraising efforts for the organization
* Coordinating and creating merchandise for the club

**Section 7.7, Voting Process**

7.71 Officers will be elected at the end of the spring semester approximately 2 weeks before Dead Week. This meeting shall be well publicized to the campus at large, especially past Winter Guard at ISU members. Voting members are any current students that have been a member of Winter Guard at ISU in previous years. All elected positions are open to Winter Guard at ISU members, provided they meet academic requirements as established by the Student Organization Recognition Policy, with no restriction of past Winter Guard at ISU involvement, except for President, Vice-President and captains, as stated in Article IV.

7.72 Nominations for officers will be either self-nomination or by another person, no second is required. Each nominee will be allowed a brief time to submit their case as to why they are best for the position. After this time, candidates will have a brief question and answer period with the people present. Nominees are then removed, and votes are cast by handwith no discussion, with a simple majority needed to win. If no majority exists, a run-off election will commence between the top two nominees for the position. No two offices will be elected at the same time. After all elected positions are filled, no action regarding vacancies in positions will occur prior to beginning of spring semester, except in the case of an absence of President, where a new presidential vote will occur, and the case of an absence of the Treasurer, where the Vice-President acts as interim Treasurer.

**Section 7.8, Vacated Offices**

7.81 In any circumstance where an elected position is vacated, a special election will occur to fill the position. All vacated spots will be open to any current member of Winter Guard at ISU. If the vacated position is the President, Vice-President or a captain, the position will be open to members who fulfill the requirements stated in Article IV.

7.82 At any time, a member of Winter Guard at ISU may motion for the impeachment of an elected officer that is not fulfilling his/her responsibilities. Impeachment offenses include but are not limited to; failure to show up to rehearsals repeatedly without valid reason, failure to complete delegated tasks on time, or failure to uphold responsibilities as determined by the executive board members or other organization members. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. A vote will commence, with no deactivation of any current Winter Guard at ISU members. A 2/3 vote will result in the impeachment of the elected officer with a special election to fill the vacated position.

7.83 Term of office for all elected, auditioned, and appointed positions, excluding the adviser, will be one calendar year. It is expected that all positions help the new holder to train and transition into the position

**Section 7.9, Committees**

**7.91 Executive Committee**

Comprises of the President, Vice-President, and Treasurer. Responsibilities include but are not limited to:

* Approve any purchases to be made by the treasurer
* Determine the dues for the spring semester, following the presentation of the dues proposal of the treasurer according to the budget

**7.92 Administrative Committee**

Comprises of the captains, section leaders, and manager. Responsibilities include but are not limited to:

* Collect feedback during and after the season for further growth and development of the organization

• ***Article VIII: Adviser:***

8.1 Responsibilities include but are not limited to:

* Awareness and approval of financial expenditures
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

8.2 The adviser is appointed by the executive and administrative committees and will be acting adviser while serving at Iowa State University. At any time, a member of Winter Guard at ISU may motion for the impeachment of the adviser for not fulfilling his/her responsibilities.

8.3 Impeachment offenses include but are not limited to; failure to complete delegated tasks on time, or failure to uphold responsibilities as determined by the executive board members or other organization members. The adviser is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance, should they wish. A vote will commence, with no deactivation of any current Winter Guard at ISU members. A 2/3 vote will result in the impeachment of the adviser. The executive and administrative committees will appoint a new adviser as soon as possible.

• ***Article IX: Finances***

9.1 Finances for the Winter Guard at ISU will be managed by the Treasurer with concurrence by the Executive Committee.

9.2 If the Winter Guard at ISU is dissolved, all finances given to the organization by the Student Government, Club Sponsors, or other existing entities will be returned. Any outstanding balance, after all debt has been eliminated, will be donated to the student organization whose goals most closely resemble those of the Winter Guard at ISU, as determined by a majority vote of the Executive Committee at the time of dissolution.

9.3 All finances belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office. All funds must be deposited within three days after collection.

9.4 The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the end of the fall semester by the Executive Committee and presented to the general membership for a ¾ vote. Dues must be paid by the second week of February. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions. Dues shall not exceed $30/person/year.

• ***Article X: Amendments & Ratification***

10.1 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 or ratify this constitution, a 3/4 vote of the general membership is necessary. Amended or ratified constitution will be submitted within 10 days to Student Activities Center for approval.

**Bylaws to the Winter Guard at ISU Constitution**

***I. Community Outreach***

The Winter Guard at ISU will conduct community outreaches in form of performances. The choreography and music shall be determined by the Executive Committee and the Captains.

***II. Amending and Ratifying***

Amendments to these bylaws 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 or ratify these bylaws, a simple majority of the general membership is necessary. Amended or ratified bylaws will be submitted within 10 days to Student Activities Center for approval.