

ISU Cycling Club Constitution

Article 1. Name.

1. The name of this organization shall be ISU Cycling Club.

Article 2. Purpose and Goals.

1. The purpose of this organization shall be to advance the bicycling interests of its members. It shall provide opportunities to participate in the sport of bicycling through recreation and racing.
2. ISU Cycling Club abides by and supports established Iowa State University policies, State and Federal Laws.

Article 3. Membership.

1. Membership shall be open to anyone who supports the purpose of the club. Anyone may become a member upon application approval and payment of a membership fee set by the club's officers. Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

Article 4. Officers.

1. Election to Office Statement
 - 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 with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.
 - If an officer position becomes vacant during the school year, a new officer will be elected from the general membership in the same format as stated above. The new officer's term of office shall be until the first meeting of the next school year; the same as stated below for regularly elected officers.
2. Term of Office Statement
 - The term of office will be one full year from the first meeting in the fall semester to the first meeting of the next fall semester. All officers shall comprise the Executive Committee of the organization. If necessary, the Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.
3. Officer Duties
 - President
 - Reside over all meetings
 - Represent organization on campus
 - Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center
 - Maintain communication with organization adviser
 - Schedule meetings/events in coordination with the Vice-President with appropriate University offices
 - Vice-President
 - Preside over meetings in the absence of the President
 - Schedule meetings/events in coordination with the President
 - Coordinate organization promotion and publicity of events
 - Secretary
 - Maintain an accurate record of all organization meetings and post for members
 - Maintain membership directory
 - Correspond when necessary with University administration and other recognized organizations
 - Treasurer

- Maintain accurate record of organization transactions
- Collect dues
- Develop organization budget and present to Executive Committee for $\frac{3}{4}$ vote
- Cosign organization checks along with the Adviser
- Arrange fundraising opportunities for the organization
- Solicits additional funding if needed from GSB
- Association in conjunction with the President
- Adviser
 - Maintain communication and meet with officers regularly
 - Awareness and approval of financial expenditures
 - Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center

4. Officer/Adviser Removal

- Officers may be removed from office by $\frac{1}{2}$ vote by the other officers and $\frac{3}{4}$ 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.

The officers of this organization must meet the following requirements:

- (a) 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.
- (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)."

Article 5. Finances.

1. The Treasurer shall handle the finances of the club, with help from the Board of Directors. The organization's funds will go to the source from which they came.
2. 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 Adviser to this organization must approve and sign each expenditure before payment.

Article 6. Amendment.

1. This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to the Student Activities Center within 10 days.

By-Laws

1. Robert's Rules of Order shall govern the parliamentary procedure of club activities unless otherwise provided for in the by-laws.
2. Order of business shall be the following: Reading of previous minutes, committee and officer reports, Old business, New Business.
3. All bills must be checked and approved by the Treasurer before being paid.
4. New members may join the club by submitting a membership application and payment of annual dues. Membership shall be for a one-year period, beginning September 1st of each year, and continuing through August 31st of the following year.
5. The organization may establish dues to be paid by all members. The amount of dues will be determined at the first meeting every academic year by a $\frac{3}{4}$ membership vote. Dues must be paid by a member's second week in the club. The treasurer shall maintain all financial records and shall countersign with the president all organization transactions.
6. Dues may not exceed \$50 per year.
7. Only active members may be directors.
8. A member may be expelled for conduct unbecoming that of a member of the club or of the University. Charges must be made in writing to the Board of Directors. The Board of Directors shall investigate the charges and report its findings to the club along with a recommendation that the member be expelled or retained. Only a two-thirds vote of all active members present may veto the recommendation of the Executive Board.
9. The by-laws may be amended by a two-thirds majority vote of members at a regular club meeting.
10. Members may vote on any matter by proxy.
11. Amended or ratified constitution will be submitted within 10 days to Student Activities Center for approval.