

# Cyclone Martial Arts Club Constitution

November 12, 2010

## **ARTICLE I**

### Name

The name of the club shall be the *Cyclone Martial Arts Club at Iowa State University*, hereafter referred to as CMAC.

## **ARTICLE II**

### Purpose

The primary purpose of the club shall be to promote the martial arts of taekwondo, judo and hapkido within the Iowa State community. The secondary purpose will be to promote the health, education, well-being and safety of members of the Iowa State and Ames communities.

The CMAC will abide by Iowa State University rules and regulations, state and federal laws.

## **ARTICLE III**

### Organization

The CMAC shall consist of three divisions, hereafter referred to as Hapkido, Judo and Taekwondo. Each division shall maintain financial records and membership information as outlined below.

## ARTICLE IV

### Requirements for Membership

The CMAC is open to all members of the Iowa State community. The CMAC 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. All members must pay dues, which shall be set by the faculty advisor each semester and will be collected at the beginning of each semester. Dues must be paid separately for each division a member wishes to join, and will be the same for each division. Dues will be reduced for each subsequent division a member wishes to join.

Members are expected to wear approved uniforms to classes. This requirement will be waived for the first three weeks for new members. Each member must annually complete the university medical liability waiver form in order to practice, and these forms must be kept on file for a period of two years. Each member must complete a membership form providing current contact information and university status (when appropriate).

Members are expected to show respect to all members of the Iowa State community, and in particular to other students and instructors while in class.

- i – **University Membership** University Membership is limited to members of the Iowa State community, including all undergraduate and graduate students, post-doctoral associates, staff and faculty. Students are expected to maintain a GPA of at least 2.0, and will be requested to sign a statement affirming this each semester.
- ii – **Non-University Membership** Non-University Membership is permitted for anyone interested in joining the CMAC who is not currently directly affiliated with the Iowa State community, including high school students, alumni and members of the Ames community at large. Non university membership may not exceed 20% of the total membership.

All members in good standing are permitted to attend any workshops, tournaments and social events held by the CMAC. At the discretion of the faculty advisor, members are permitted to attend any regular practice times they wish.

## **ARTICLE V**

### Removal of Members

Members may voluntarily remove themselves from the CMAC at any time. Violation of the membership requirements may be grounds for disciplinary action at the discretion of the faculty advisor, including but not limited to expulsion from the CMAC. Members may be removed for fraud relating to the CMAC, violation of University policies, felonious criminal activity, inadequate academic performance, or by a 75% majority vote of the full CMAC cabinet and approval of the faculty advisor. In the case of academic performance, removal may be waived at the discretion of the faculty advisor. Should a member be removed for academic reasons, he or she should be encouraged to return once conditions are satisfactory. Removal for any reason from the CMAC will not result in refund of dues.

## **ARTICLE VI**

### Meeting Schedule

The CMAC shall meet Monday through Friday from 6 to 8pm while classes are in session during the fall and spring semesters. During the summer, the CMAC shall meet Monday, Wednesday and Thursday from 6 to 9pm. Additional meeting times may be scheduled at the discretion of the faculty advisor and the cabinet members.

The cabinet shall meet at least once a month, at times to be determined by the faculty advisor. At least one meeting shall be held before the start of each semester. Cabinet meetings are open to all present and former cabinet members. Other members may attend with the permission of the faculty advisor.

## **ARTICLE VII**

### Cabinet

There shall be several cabinet positions made up of members of the CMAC. The primary duty of the cabinet shall be to provide leadership for the club in matters other than regular instruction. Officers of the CMAC shall

- 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 2.66. 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 – Have no current or pending disciplinary actions against them,
- d – Be regular attendees of organized club practices,
- e – Be elected by a vote of University Members of the CMAC held at the end of each spring semester,
- f – Have terms of office beginning in the fall semester and terminating at the end of the summer semester, and
- g – Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a)-(d)

Elections shall be held no earlier than March 1<sup>st</sup> and no later than March 31<sup>st</sup>. 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. All cabinet members must be current members have been in the CMAC for at least two semesters. In all cases, ballots may only be cast by University Members. The cabinet members will assume their positions at the start of the following fall semester and shall serve for a period of one year. No member may hold more than one cabinet position within the CMAC at any given time. No limit is placed on re-election. The cabinet positions and their duties are as follows.

- i – **Taekwondo President** The Taekwondo President shall be responsible for representing the general interests of taekwondo and taekwondo students within the CMAC. The Taekwondo President is responsible for maintaining parts of the club related to taekwondo as well as preserving the integrity of the organization. This includes, but is not

limited to, organizing meetings among the other officers of the club, structuring taekwondo practices (with the coordination of the faculty advisor), and ensuring compliance of club policy in accordance to Iowa State University regulations, including risk management. The Taekwondo President must be a member of the Taekwondo division of the CMAC, and shall be selected by a vote held only by other members of the Taekwondo division.

- ii – **Judo President** The Judo President shall be responsible for representing the general interests of judo and judo students within the CMAC. The Judo President is responsible for maintaining parts of the club related to judo as well as preserving the integrity of the organization. This includes, but is not limited to, organizing meetings among the other officers of the club, structuring judo practices (with the coordination of the faculty advisor), and ensuring compliance of club policy in accordance to Iowa State University regulations, including risk management. The Judo President must be a member of the Judo division of the CMAC, and shall be selected by a vote held only by other members of the Judo division.
- iii – **Hapkido President** The Hapkido President shall be responsible for representing the general interests of hapkido and hapkido students within the CMAC. The Hapkido President is responsible for maintaining parts of the club related to hapkido as well as preserving the integrity of the organization. This includes, but is not limited to, organizing meetings among the other officers of the club, structuring hapkido practices (with the coordination of the faculty advisor), organizing non-fundraising, non-outreach events related to hapkido – primarily but not exclusively workshops – and ensuring compliance of club policy in accordance to Iowa State University regulations, including risk management. The Hapkido President must be a member of the Hapkido division of the CMAC, and shall be selected by a vote held only by other members of the Hapkido division.
- iv – **Taekwondo Vice President of Organization** The Taekwondo Vice President of Organization shall be responsible for organizing non-fundraising events related to taekwondo within the CMAC. This includes, but is not limited to, tournaments and workshops. At the discretion of the Taekwondo President and CMAC cabinet, there may be more than one Taekwondo Vice President of Organization. The Taekwondo Vice President of Organization must be a member of the

Taekwondo division of the CMAC, and shall be selected by a vote held only by other members of the Taekwondo division.

- v – **Judo Vice President of Organization** The Judo Vice President of Organization shall be responsible for organizing non-fundraising events related to judo within the CMAC. This includes, but is not limited to, tournaments and workshops. At the discretion of the Judo President and CMAC cabinet, there may be more than one Judo Vice President of Organization. The Judo Vice President of Organization must be a member of the Judo division of the CMAC, and shall be selected by a vote held only by other members of the Judo division.
- vi – **Hapkido Vice President of Organization** The Hapkido Vice President of Organization shall be responsible for organizing non-fundraising events related to hapkido within the CMAC. This includes, but is not limited to, tournaments and workshops. At the discretion of the Hapkido President and CMAC cabinet, there may be more than one Hapkido Vice President of Organization. The Hapkido Vice President of Organization must be a member of the Hapkido division of the CMAC, and shall be selected by a vote held only by other members of the Hapkido division.
- vii – **Treasurer** The Treasurer shall be ultimately responsible for collecting all club income, including that from the fundraising committee and member dues. The Treasurer shall also be responsible for accounting for all CMAC funds, as well as distributing them as needed, and for maintaining an up to date list of members, including contact information. The Treasurer shall be selected from and by the general body of members of the CMAC.
- viii – **Finance Committee** The Finance Committee shall assist the Treasurer and Presidents. The primary duties of the Finance Committee members will be to ensure collection of dues and paperwork from members of their respective sub areas and immediately passing them on to the treasurer. In addition, Finance Committee members shall be responsible for ensuring that those without the proper paperwork (including dues and liability waivers) are not permitted to practice, and for entering member information into the Student Organization database. They are explicitly not responsible for the deposit, withdrawal or distribution of funds. There shall be three members of

the Finance Committee, one from each of the three divisions of the CMAC.

- ix – **Archivist** The Archivist shall be responsible for maintaining a collection of video and photo records of CMAC activities, including tournaments, belt testings and social events. The CMAC shall provide storage media (electronic or otherwise as appropriate) for this purpose. These materials should be made available by the Archivist to any current or past club member who requests them unless specific circumstances dictate otherwise. There may be more than one archivist, but one central record must be maintained.
- x – **Secretary** The Secretary shall be responsible for keeping notes on and minutes for all CMAC cabinet meetings. The Secretary shall also take attendance at each cabinet meeting and keep a record of any and all votes taken. The Secretary shall be selected from and by the general body of members of the CMAC. At the discretion of the CMAC cabinet, there may be more than one Secretary.
- xi – **Public Relations Officers** The Public Relations Officers are responsible for promoting the CMAC both within and external to the Iowa State community. This includes, but is not limited to, organizing joint events with other clubs on campus, advertising, and maintaining promotional materials for public displays. There shall be at least three Public Relations Officers, at least one from each division of the CMAC.
- xii – **Fundraising Officers** The Fundraising Officers are responsible for organizing events to provide income outside of regular member dues for the CMAC. There shall be no fewer than three Fundraising Officers, at least one from each division of the CMAC.
- xiii – **Equipment Manager** The Equipment Manager shall be responsible for ensuring that all club equipment is in good working order, and for ensuring that it is repaired or replaced when it is not. The Equipment manager shall be selected from and by the general body of members of the CMAC. If necessary, there may be more than one Equipment Manager.
- xiv – **Education Chair** The Education Chair shall be responsible for outreach activities held by the CMAC. This shall primarily involve organizing and running self defense seminars and classes. It is encouraged

but not required that there be more than one Education Chair. Education Chairs must be selected from and by members of the Hapkido division.

- xv – **Webmaster** The Webmaster shall be responsible for maintaining the CMAC website. The Webmaster is responsible for collecting scheduling and other information from the three presidents, keeping the website up to date and ensuring that it presents a good outward face for the CMAC, and maintaining working email lists for the CMAC. At the discretion of the CMAC cabinet, there may be more than one webmaster. Webmasters shall be selected from and by the general body of members of the CMAC.
- xvi – **Event Chairs** The Event Chairs shall be responsible for organizing general CMAC events not directly related to tournaments, fundraising, outreach or workshops. There shall be at least six Event Chairs, at least two from each of the three divisions.

## ARTICLE VIII

### Removal of Cabinet Members

Cabinet members may voluntarily resign at any time. Cabinet members may also be involuntarily removed for fraud relating to the CMAC, violation of University policies, felonious or misdemeanor criminal activity, inadequate academic performance failure to perform their stated duties, or by a unanimous vote of the CMAC cabinet (other than the party or parties in question) and approval of the faculty advisor.

Removal from the CMAC must be treated separately from removal from the cabinet.

In the event of a cabinet member being removed mid-term, the position will be filled by special election held at the next possible regular meeting of the CMAC, or at the next meeting of the division from which that officer would normally be elected in the case of a division specific officer.

## ARTICLE IX

### Risk Management

Because risk management is different for each of the three divisions of the CMAC, risk management shall be handled separately for each division of

the CMAC. For each division the risk management officer shall be the president representing that division. Each president shall maintain an operations manual. This operations manual shall outline a timeline for event planning, risk management practices, public relations practices, fiscal management practices, evaluation methodology, membership recruitment strategies, and campus contacts and resources. This operations manual shall be reviewed by the faculty advisor and division presidents annually.

## **ARTICLE X**

### Faculty Advisor

The faculty advisor of the CMAC shall be an individual who shares in the purpose of the CMAC outlined in Article II and shall provide advice to the CMAC officers to this effect. This individual must be a member of the faculty of Iowa State University. The advisor may serve a term, as the cabinet members do (Article IV) but is not limited to a one-year term. The advisor may serve multiple terms as such to promote consistency among the officers and the running of the club. The advisor may schedule cabinet meetings at his or her discretion. The faculty advisor is considered a University Member for the purposes of voting in general elections, but need not pay dues nor hold any other office. The faculty advisor should be present at all cabinet meetings. The faculty advisor shall act as liaison with the University administration at such time as non student representation is necessary. He or she shall sign all expenditures authorized by the CMAC. He or she may present motions for discussion, but may not vote. The faculty advisor should Any motions brought forward by the cabinet may be vetoed by the faculty advisor. This veto may be overruled by a 2/3 majority vote of the cabinet.

## **ARTICLE XI**

### Finance

All finances of the CMAC shall be handled jointly by the treasurer and faculty advisor in accordance with Iowa State University Campus Organizations' policies. Following the first cabinet meeting of the spring semester and discussion with the faculty advisor, the presidents, treasurer and finance committee will form a budget for the next year (fall, spring and summer). This budget should account for all foreseeable expenses and incomes during this period. Whenever possible, the budget should provide a specific dollar amount for each expense or income. When not possible, it should provide

as close an estimate as possible. The budget should then be presented to the faculty advisor for final approval. A final budget must be approved by the cabinet by January 31<sup>st</sup>.

Dues shall be collected as described in Article IV. Dues shall not exceed \$300.00 per semester.

All monies belonging to the CMAC shall be deposited and disbursed through a bank account established for the CMAC at the Campus Organizations Accounting Office. All funds must be deposited within 48 hours after collection. The Faculty Advisor must approve and sign each expenditure before payment.

## **ARTICLE XII**

### Business

The CMAC may engage in business transactions only in organizing events, maintaining contacts, setting up practice/competitions among other universities, and keeping the club in compliance with school policies. The presidents must coordinate with each other, the treasurer and with the faculty advisor when engaging in business external to the club.

## **ARTICLE XIII**

### Bylaws

A separate set of bylaws shall be drafted by the CMAC cabinet. These bylaws shall outline how day to day business and certain regular functions will be handled in more detail than is given here. This bylaws document shall be reviewed at least once per year, and must be ratified by a majority vote of the full CMAC cabinet and approval of the faculty advisor.

## **ARTICLE XIV**

### Amendments

The CMAC may amend this constitution by a simple majority vote of the full cabinet. Ratification requires a simple majority vote by the voting members of the CMAC. The faculty advisor may veto any proposed amendment at his or her discretion, but may be overruled by a 2/3 majority vote of the cabinet.

## Cyclone Martial Arts Club Bylaws

### **I**

#### Judo Testing

Judo club will hold tests for belt rank twice yearly (Once in the fall, and once in the spring) and has the option to host a third testing over the summer, should membership merit. The testing will be conducted by the head instructor, and by any club members who are able to attend who are of black belt rank or higher. Testing requirements and procedures are to be posted on the club's website.

### **II**

#### Taekwondo Testing

Approximately every three months promotional testing will be held in Forker Gym. The head of Cyclone Martial Arts Club-Taekwondo will officiate testing with the help of members of Cyclone Martial Arts Club and other senior members. Junior ranks (White-Green) will generally be tested on a Friday evening with the remainder of white-green to black tested on the following Saturday morning. Testing begins by checking in with an approved representative of the club. This representative verifies that each member has paid their testing fee and has completed the required paperwork. All members will participate in warm-ups and stretching, which takes place approximately 15-20 minutes before testing begins. The different areas covered by testing are: hand techniques, foot techniques, forms, one-step sparring, board breaking, and leg exercises depending on the rank testing for. Members of Cyclone Martial Arts Club-Taekwondo will be the conductors for testing. Being a conductor is required for blue belts and above and involves calling out what the testing group will do. Members of Cyclone Martial Arts Club-Taekwondo and all of Paks Family Martial Arts are eligible to participate in testing.

### **III**

#### Hapkido Testing

Hapkido belt testings will be held on a schedule to be determined by the master instructor. Traditionally there are 5 major belt testings a year, held on the same Saturday of taekwondo belt testings, following taekwondo testings. These belt testings are routinely scheduled for one in mid October, early December, later February, late April, and late July. The major belt

testings are open to any Hapkido club member who has received the verbal consent to test from a black belt ranking club member or instructor. Two minor belt testings are also scheduled. One is traditionally scheduled for late October, and another scheduled in early March. These testings are open to white belt club members who may have been unable to attend the major testings. These testings are scheduled to coincide with regular club meeting times. Belt testing fees must be paid to participate in belt testings. These fees scale with the rank of the participant, becoming more expensive as higher ranks are achieved. The testing fee sheet is available from the Master Instructor and Club Cabinet. Belt testing is conducted by the Master Instructor, or delegated to a conductor of lower rank at the Master Instructor's discretion. The flights are organized so that the distribution of skill amongst members within a flight are minimized. The conductor directs the testing of each flight by requesting Hapkido defenses to be illustrated by the participants at the conductor's discretion. Participants petitioning for a black belt rank must submit an approximately 2 page written statement of philosophy regarding Hapkido, which may or may not be read aloud at the testing, at the conductor's discretion. Presiding over testings is the panel of judges composed of Hapkido black belts. After witnessing the testings, the judges will adjourn to review the candidacy of each participant for promotion. The final authority to deny or bestow promotion resides with the Master Instructor. Participants who have been promoted will receive the belt for their new rank in a belt presentation ceremony to be held during one of the regular club meetings in the weeks soon following the belt testing. Club members that cannot attend the belt presentation should request their new belt directly from the Master Instructor at a later date.

#### **IV**

##### Judo Tournaments

The Iowa State judo club will host judo tournaments at various times throughout the year. These tournaments will be organized by the appointed tournament coordinator. This includes equipment rental, registration, weigh-ins, and creation of brackets. These tournaments will be in compliance with the guidelines of USA Judo, and sanctioned by said organization. Medical staff will be present and the matches will be officiated by trained referees.

#### **V**

##### Taekwondo Tournaments

- The Cyclone Martial Arts Club shall host three taekwondo tournaments per year: the Governors Cup tournament in May, the Iowa

Games tournament as part of the Iowa Games in July and the ISU Championship tournament in October. The Governors Cup and ISU Championship tournaments shall be held in 175 Forker. The Iowa Games tournament shall be held in the Leid Recreation Center unless otherwise moved by the Iowa Games organizers. All events hosted on Iowa States campus must be approved by the Student Activities Center.

- Insurance for the Governors Cup Tournament and ISU Championship Tournament shall be obtained via Francis L. Dean & Associates, Inc. Insurance for The Iowa Games Tournament shall be handled by the Iowa Games Commission. All participants shall sign a liability waiver and fill out a medical form.
- An EMS unit shall be standing by in the case of serious injuries. WTF-approved safety gear including a hogu, helmet, arm pads, shin pans, and a mouthguard shall be required for all tournament participants. Special rules shall be put in place to prevent minors from obtaining head injuries.
- Invitations and entry forms shall be mailed to area clubs no later than 6 weeks before a tournament. Registration fees shall be due 2 weeks before the tournament. If competitors wish to register after this date, a late fee shall be added. Spectators may be charged an admission fee.
- Standard WTF rules shall apply. Current WTF rules are available at [http://www.wtf.org/wtf\\_eng/site/rules/rules.html](http://www.wtf.org/wtf_eng/site/rules/rules.html).
- Cyclone Martial Arts may sell bottled drinks, food items, t-shirts, and other club merchandise during tournaments to help raise money for the club. Lunch tickets may be issued to competitors who register before the pre-registration date. Judges and volunteers may receive a free lunch. If outside food is being served, vendor approval must be obtained through the Student Activities Center.
- During sparring, there will be four blackbelt corner judges, one blackbelt center referee, one bracketer and one scribe for each active ring. During poomse, there will be five blackbelt judges, one bracketer and one scribe per ring. Club members are expected to fill these positions, even if they are competing.
- Poomse competition shall begin in the morning. Sparring competition shall commence following a one-hour lunch break for the judges. Order

of competition shall follow age and rank: the youngest age bracket will compete first and the oldest last.

- Medals, ribbons, tshirts, and/or certificates shall be awarded at the discretion of the tournament director(s).
- Rings shall be set up the night before a tournament, and put away as soon as the tournament is over. Computers shall be set up the morning of the tournament. SIBBA laptops may be used in the case that there are not enough monitors. Scorecards, extension cords, and ringmaster controllers shall also be provided by Cyclone Martial Arts Club. If space allows, one ring shall be left empty and designated as a warm-up area. Custodial service will be requested beforehand through the University.

## VI

### Demonstrations

Demonstration leaders shall be holders of the highest eligible belt rank in each club division. Demonstration leaders shall be responsible for demonstration organization, scheduling, materials, and etiquette. These persons will work with the other higher ranks from the other club divisions and the club cabinet. Notification of a demonstration will be given to demonstration leaders in time for them to notify their demonstration teams and give them sufficient amount of time to practice. All details such as date and time, directions, the audience we are demonstrating for, and the layout should be given to the demonstration leaders at the same time as the announcement of the demonstration.

Demonstration leaders are to arrange the materials needed for the demonstration. They are encouraged to delegate responsibilities to other trusted club members. Materials such as mats, mat tape, weapons, boards, or any other items that are included in the demonstration should be collected ahead of time. Adequate transportation for both people and equipment (including a truck if needed) should be arranged ahead of time as well.

At least three practices must be held before the demonstration. Students who wish to participate in the demonstration should be at every practice. If they are not, the demonstration leader holds the right to deny participation privileges. The head instructor or the demo leader may also deny club members the right to participate if they do not demonstrate proper club etiquette or respect to other club members or club divisions.

Uniforms and symbol of the CMAC and of Iowa State University shall not be desecrated. Only protective eye wear will be used during demonstrations and practices. No jewelry will be worn. Any earrings, necklaces, bracelets, or any piercings of any kind will all be taken out before demonstrations begin. All tattoos will be covered up as much as possible during the demonstration as well. All uniforms will be the same during the demonstration unless preapproved by the head instructor or the demonstration leader. If a skit in the demonstration calls for casual clothes or a costume to be used, it must be tasteful and be preapproved by the head instructor or leader of the demonstration. All Judo uniforms will be solid white or blue with the appropriate rank color belt. Hapkido will wear a solid white uniform with appropriate color belt for blue belts and below, while brown belts and above are allowed to wear black pants instead of white. Taekwondo will wear a solid white uniform with the appropriate color of belt. Black belts are allowed to have a black collared top as a part of their uniform. All uniforms will be clean and have as few stains as possible. If these guidelines are not followed, the head instructor and or the person leading the demonstration team holds the right to remove participants or change their uniform.

Anything that is done by the demonstration team must be approved by the head instructor before it is practiced or done for the public. It must follow the guidelines of the CMAC and Iowa State University, be tasteful and appropriate for all ages, and must be safe. If these guidelines are not followed, the head instructor or the leader of the demonstration team hold the right to not allow it into the demonstration. If it is not followed, or any of the proceeding is not followed or upheld, they also hold the right to ask the person or persons involved to leave the demonstration and/or demonstration team.

## **VII**

### Travel

All travel must be approved by the university through the office of risk management. A list of the participants, an itinerary, including routes, lodging arrangements and activities planned will all be provided to the university. Each participant must provide a waiver. The trip organizer will declare any drivers. Drivers must fulfill all university and state requirements. The mode of transportation shall also be approved by the university. For any trip where the CMAC will cover part of the cost, the treasurer must approve any expenditure. In general, only the cost of a university rented vehicle will be covered for local trips. For longer trips, lodging and transportation may be covered.

## VIII

### Equipment

1. Equipment Check Out/Return: The equipment manager(s) must sign off on any equipment that will be borrowed from/returned to the Cyclone Martial Arts Club for/from use by a club member with the equipment check out form. In the event no equipment manager is present at the time of checkout/return, the equipment check out form is to be filled out/finalized and the equipment manager(s) notified as soon as possible.
2. Deposit Checks: A deposit check is to be provided in place of equipment checked out from the Cyclone Martial Arts Club. The deposit check will be given back to the borrower when the equipment is returned and the equipment check out form has been signed by an equipment manager. If the equipment is not returned within one week of the date agreed on the equipment check out form and a new date has not been arranged with the equipment manager(s), the deposit check will be given to the treasurer and deposited.
3. Inventory: All equipment should be counted and inspected monthly for cleanliness, usability, safety, and repair/replacement.
4. Damaged Equipment: In the event a piece of equipment is broken or unusable, the equipment manager(s) are to be notified, and the equipment in question is to be placed in a designated area away from frequently used equipment.
5. Equipment Orders: Before an equipment order takes place the equipment manager(s) is/are to be notified and the current inventory will be taken into consideration for the equipment order.

## IX

### Banquet

The CMAC shall have an annual banquet in the spring. Organization for this event shall be divided into the following categories.

- Location arrangement
- Catering

- Music
- Decorations

Each CMAC cabinet member shall be assigned to assist with one or more of the categories. Other CMAC members are encouraged to participate as well. Any monetary expenditure must be approved by the treasurer.