

# Constitution of the Martial Arts Club at Iowa State University

April 18<sup>th</sup>, 2023

## **ARTICLE I**

### Name

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

## **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 MAC 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 III**

### Statement of Compliance

The MAC abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The MAC agrees to annually complete President's and Treasurer's Training.

## **ARTICLE IV**

### Non-Discrimination Statement

Iowa State University and the MAC 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**

### Requirements for Membership

The MAC is open to all members of the Iowa State and Ames community. All members must pay dues, which shall be set by the Cabinet, with input from 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. Dues must be paid within two weeks after the first day of semester for returning members and within two weeks after joining for new members.

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. Additionally, each member must annually complete the sports club general safety and information training in order to practice. 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 and Ames 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.
- ii. **Non-University Membership:** Non-University Membership is permitted for any adult interested in joining the MAC who is not currently directly affiliated with the Iowa State community. 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 MAC. At the discretion of the Faculty Advisor, members not in good standing are permitted to attend any regular practice times they wish.

Members may voluntarily remove themselves from the MAC at any time. Violation of membership requirements may be grounds for disciplinary action at the discretion of the Faculty Advisor, including but not limited to expulsion from the MAC. Members may be removed for fraud relating to the MAC, violation of university policies, felonious criminal activity, inadequate academic performance, or by a 75% majority vote of the full MAC 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, the member should be encouraged to return once conditions are satisfactory.

Removal for any reason from the MAC will not result in a refund of dues.

## ARTICLE VI

### Officers

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

- a. Have a minimum cumulative grade point average (GPA) as stated below and meet the 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:
  - a. Undergraduate Students: at least half time (six or more credit hours) unless fewer credits are required to graduate in the spring and fall semesters during the term of office, and
  - b. Graduate Students: at least half time (four or more credit hours) 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 MAC held at the end of the 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 April 1<sup>st</sup> and no later than April 30<sup>th</sup>. If a candidate fails to receive a simple 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 that have been in the MAC for at least one semester. In all cases, votes 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 limit is placed on re-election. The cabinet positions and their duties are as follows. A minimum of President, three HSOs, Treasurer, and Fundraising Chair must be elected for each year.

- i. **President:** The President shall be responsible for the representing the general interests of the MAC. The President is responsible for preserving the integrity of the organization. This includes, but is not limited to, organizing meetings among the other officers of the club, and ensuring compliance of club policy in accordance to Iowa State University regulations, including risk management. The President shall assist the Treasurer in collecting member dues at the start of each semester. They shall maintain and update the websites on an as needed basis. The President shall complete the required President training at the beginning of their term in office. The President shall serve as an Health and Safety Officers. The President shall be selected from elected representatives from each division.
- ii. **Risk Management Officer or Health and Safety Officers:** The Health and Safety Officers (HSOs) shall be responsible for ensuring all members have completed their required training before participating in MAC events or practices. An HSO must be on-site at all club activities and verify a club first aid kit is on-site for all activities and during all competitions. An HSO is required to complete the online Pre-Activity Health and Safety Checklist during each club activity. Should any injuries occur during an activity, an HSO must complete the Online Injury Report Form within 24 hours of the

incident. All HSOs are required to complete specific HSO training and to be certified in CPR/AED. HSOs shall be responsible for

- a. helping to minimize potential risks for club activities,
- b. recommending risk management policies or procedures,
- c. submit documentation to Iowa State University's Risk Management Office and
- d. to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

A primary HSO shall be selected by a vote for each division separately for a total of three primary HSOs. The President shall serve as an HSO. The other HSOs shall assist the President as required. Each division may choose to elect an additional HSO as needed to ensure compliance with HSO responsibilities and requirements as set forth by the MAC safety plan and University regulations. Each division is required to elect a minimum of one HSO and a maximum of two.

- iii. **Vice President of Organization:** The Vice President of Organization shall be responsible for organizing non-fundraising events. This includes, but is not limited to, tournaments, seminars and workshops. At the discretion of the President and MAC cabinet, there may be more than one Vice President of Organization.
- iv. **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 MAC funds, as well as distributing them as needed, drafting the club budget during the spring semester, and for maintaining an up-to-date list of members, including contact information. The Treasurer shall be responsible for completing the required Treasurer training at the beginning of their term in office and for obtaining purchasing cards for both themselves and the President. The Treasurer shall be selected from and by the general body of members of the MAC.
- v. **Finance Committee:** The Finance Committee shall assist the Treasurer and President. The primary duties of the Finance Committee members will be to ensure collection of dues and paperwork from members of their respective divisions and immediately passing them on to the Treasurer. In addition, Finance Committee members shall be responsible for ensuring that those without proper paperwork (including dues, liability waivers and safety training) 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.
- vi. **Secretary:** The Secretary shall be responsible for keeping notes on and minutes for all MAC 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 responsible for maintaining a collection of video and photo records of MAC activities, including tournaments, belt testings, seminars and social events. The MAC shall provide storage media (electronic or otherwise as appropriate) for this purpose. These materials should be made available by the Secretary to any current or past club members who requests them unless specific circumstances dictate otherwise. The Secretary shall be selected from and by the general body of members of the MAC. At the discretion of the MAC cabinet, there may be more than one Secretary.

- vii. **Fundraising Officers:** The Fundraising Officers are responsible for organizing events to provide income outside of regular member dues for the MAC. There shall be no fewer than one Fundraising Officer.
- viii. **Education Chair:** The Education Chair shall be responsible for outreach activities held by the MAC. This shall primarily involve organizing and running self-defence 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.
- ix. **Social and Public Relations Chair:** The Social and Public Relations Chair shall be responsible for organizing general MAC events not directly related to tournaments, fundraising, outreach or workshops. They shall be responsible for promoting the MAC both within and external to the Iowa State community. This includes, but is not limited to, advertising and maintaining promotional materials for public displays.

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

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

In the event of a cabinet member being removed or resigning mid-term, the position will be filled by special election held at the next possible regular meeting of the MAC, 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 VII**

### **Faculty Advisor(s)**

The Faculty Advisor(s) of the MAC shall be an individual who shares in the purpose of the MAC as outlined in Article II and shall provide advice to the MAC officers to this effect. They must be a member of the faculty of Iowa State University. The Faculty Advisor(s) may serve a term, as the cabinet members do (Article IV) or may serve a longer term. The Faculty Advisor may serve multiple terms as such to promote consistency among the officers and the running of the club. A minimum of one Faculty Advisor is required, however, two is preferred. A Faculty Advisor may be removed from their position by a unanimous vote of the cabinet. Should a Faculty Advisor be removed or resign, a new Faculty Advisor should be chosen as soon as possible. The Faculty Advisor(s) may schedule cabinet meetings at their discretion. The Faculty Advisor(s) is considered a University Member for the purposes of voting in general elections, but need not pay dues or hold any other office. The Faculty Advisor(s) should be present at all cabinet meetings. The Faculty Advisor(s) shall act as liaison with the University administration at such time as non-student representation is necessary. They shall sign all expenditures authorized by the MAC. The Faculty Advisor(s) may present motions for discussion, but may not vote. 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 VIII**

### **Finance**

All finances of the MAC shall be handled jointly by the Treasurer and Faculty Advisor in accordance with Iowa State University Campus Organizations' policies. The Treasurer shall work with the Faculty Advisor and President to form a budget for the next year. The Treasurer, or another member designated by them, will present the budget for approval at the annual Sports Club Council budget hearings. This budget should account for all foreseeable expenses and incomes during this period, including but not limited to instructor payment, recruitment, and tournaments and seminars the various divisions of the MAC participate in. 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.

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

All monies belonging to the MAC shall be deposited and disbursed through a bank account established for the MAC 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 IX**

### **Amendments and Ratification**

The MAC 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 MAC. The Faculty Advisor may veto any proposed amendment at his, her or their discretion, but may be overruled by a 2/3 majority vote of the cabinet. The amended constitution will be submitted within 10 days to Student Engagement for approval.

A separate set of bylaws shall be drafted by the MAC 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, and must be ratified by a majority vote of the full MAC cabinet and approval of the Faculty Advisor.

## Bylaws of the Martial Arts Club at Iowa State University

### **ARTICLE I**

#### Risk Management

For each division, the Risk Management Officer shall be the Health and Safety Officers elected from that division, but may also include other Health and Safety Officers that are members of the division in question even if not elected from that division. Each HSO 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 President annually.

Martial arts is a contact sport, as such there is risk of bodily injuries from sudden forceful contact. A recognized black belt must be present at all practices and events. If the black belt says something is not safe, the activity is stopped. All members must be acknowledged before getting on to the practice area to ensure they do not accidentally interfere with activities on the mat. All members are required to fill out the safety waiver before they are allowed to practice.

Mats are utilized to ease forceful impacts on surfaces down to safe levels. Additional pads and kicking bags are used when necessary to reduce impact to individuals when sparring.

Should an incident occur and the person can move, they are moved off the practice area. If they person cannot move, the affected practice area is cleared of activity. First aid is administered using the first aid kit present. If ice is needed, ice is obtained from the recreation services attendants' office. The injured person is then excused from the rest of the practice or event.

The MAC club shall adhere to risk management procedures as put forth by Iowa State University and by the governing national organizations: National Collegiate Judo Association (NCJA) and the National Collegiate Taekwondo Association (NCTA).

### **ARTICLE II**

#### Meeting Schedule

The MAC shall meet Monday through Friday from 5 to 10pm while classes are in session during the fall and spring semesters. During the summer, the MAC shall meet Monday, Wednesday and Thursday from 6 to 9pm. Additional meeting times may be scheduled at the discretion of the Head Instructor and the cabinet members.

The cabinet shall meet at least once a month. At least one meeting shall be held before the start of each semester. The Faculty Advisor shall be notified and invited to cabinet meetings. Cabinet meetings are open to all present and former cabinet members. Other members may attend with the permission of the cabinet.

### **ARTICLE III**

#### Business

The MAC 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 President must coordinate with the Treasurer and with the Faculty Advisor when engaging in business external to the club.

#### **ARTICLE IV**

##### Testing Procedure

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. Members of MAC and all of Pak Family Martial Arts are eligible to participate in testing.

#### **ARTICLE V**

##### Judo Testing

The Judo division will hold tests for belt rank twice yearly (once in the fall and once in the spring) and has the option to host additional testing during each semester or over the summer, should membership permit. 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. The different areas covered by testing are: falling, ground-work, submissions, throwing and forms depending on the rank testing for. Testing requirements and procedures are to be posted and made available to club members.

#### **ARTICLE VI**

##### Taekwondo Testing

Approximately every three months promotional testing for the Taekwondo division will be held. The head instructor will officiate testing with the help of members of MAC and any club members who are able to attend who are of recommended black belt rank or higher. 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 MAC Taekwondo division 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. Testing requirements and procedures are to be posted and made available to club members.

#### **ARTICLE VII**

##### Hapkido Testing

The Hapkido division will hold tests for belt rank twice yearly (once in the fall and once in the spring) and has the option to host additional testing during each semester or over the summer, should membership permit. Belt testing fees must be paid to participate in belt testings. Belt testing is conducted by the Head Instructor, or delegated to a conductor of lower rank at the Head Instructor's discretion. Presiding over testings is the panel of judges composed of Hapkido black belts. Testing requirements and procedures are to be posted and made available to club members.



## **ARTICLE VIII**

### **Judo Tournaments**

The Judo division may host Judo tournaments at various times throughout the year. These tournaments will be organized by the appointed tournament coordinator. This includes, but is not limited to, equipment rental, registration, weigh-ins and creation of brackets. These tournaments will be in compliance with the guidelines of USA Judo. Medical staff will be present and the matches will be officiated by trained referees.

## **ARTICLE IX**

### **Taekwondo Tournaments**

The Taekwondo division may host Taekwondo tournaments at various times throughout the year. These tournaments will be organized by the appointed tournament coordinator. This includes, but is not limited to, equipment rental, registration and creation of brackets. These tournaments will be in compliance with the guidelines of USATKD. Medical staff will be present and the matches will be officiated by trained referees.

## **ARTICLE X**

### **Demonstrations**

The MAC may host demonstrations at various times throughout the year. These demonstrations will be organized by the appointed demonstration coordinator(s). This includes, but is not limited to, space requests, recruitment of members to participate, and scheduling demonstration practices. An HSO must be present at all demonstrations.

## **ARTICLE XI**

### **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 fulfil all university and state requirements. The mode of transportation shall also be approved by the university. For any trip where the MAC 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.

## **ARTICLE XII**

### **Banquet**

The MAC shall have an annual banquet in the spring. Organization for this event shall be divided into, but not limited to, the following categories.

- Location arrangement
- Catering
- Music and videos

- Decorations
- Printing

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