

## Constitution of The Bowling Club at Iowa State

We the People, in Order to Form a more a more Perfect Bowling Club, say the following:

### Article I: Name

The name of this organization shall be The Bowling Club at Iowa State. The Bowling Club at Iowa State is affiliated with Iowa State University.

### Article II: Purpose

The goal of The Bowling Club at Iowa State is to give Iowa State students a chance to enjoy the sport of bowling while meeting new people and improving their bowling skills. The Bowling Club at Iowa State also attempts to provide a chance for competitive bowling through traveling to various tournaments to bowl against other schools.

### Article III: Statement of Compliance

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

### Article IV: Non-Discrimination Statement

Iowa State University and The Bowling Club at Iowa State 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

#### Section I: Requirements

- A. The Bowling Club at Iowa State is open to any registered Iowa State University student interested in the sport of bowling.
- B. Membership on the Iowa State Bowling travel team is open to all club members that meet the following requirements:
  - a. Must have a minimum 2.0 GPA and be registered as a full-time student at Iowa State University.

- b. Must participate in club activities such as fundraisers and t-shirt sales.
  - c. Rosters for the men's and women's teams will be determined by all cabinet members after annual tryouts have taken place.
- C. Members are expected to pay weekly for their bowling. In addition, club dues will be determined by the treasurer at the start of each Fall Semester.
- D. Members of the Iowa State Bowling travel team are expected to pay additional fees that are determined by the treasurer and travel president at the beginning of the Fall Semester.

### Section 2: Removal

- A. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- B. The removal process may be initiated by any member of the organization.
  - a. A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
  - b. Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- C. Membership may be revoked by a majority vote of club membership present at the voting meeting.
- D. Voting will be conducted by secret ballot at a general meeting.
  - a. The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
- E. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
- F. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- G. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.

- H. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- I. Member in question may request reinstatement 365 days after removal.
  - a. Member must submit a written request for reinstatement to officers.
  - b. Officers must reach a unanimous vote through a show of hands to reinstate member.

## Article VI: Officers

### Section 1: Positions and Duties

The following positions are not acting coaches for the travel team.

- A. The duties of the President shall be as follows:
  - a. Presides over all Bowling Club meetings and functions.
  - b. Be responsible for ensuring the new members fill out proper documentation to join the club, including medical release forms.
  - c. Maintain communication with organization adviser.
  - d. Maintain communication with Perfect Games.
  - e. Organizing recruitment events such as ClubFest.
  - f. Provides support to the other cabinet members with completing their duties.
- B. The duties of the Vice President shall be as follows:
  - a. Presides over fundraising events.
  - b. Organizing fundraising events.
  - c. Maintain communication with other cabinet members in regards to fundraiser opportunities and proceedings.
  - d. Preside over club functions in the absence of the President.
  - e. Provides support to the rest of the other cabinet members with completing their duties.
- C. The duties of the Travel President shall be as follows:
  - a. Organize tryouts for the club travel team in the Fall Semester.
  - b. Must be a USBC sanctioned member prior to registering a team.
  - c. Organize cabinet meetings regarding the men's and women's travel team rosters.

- d. Communicate with Perfect Games about Sunday morning practices for the travel teams.
- e. Preside over Sunday morning practices.
- f. Be responsible for registering the team for USBC and maintaining the club travel team.
- g. Must be a registered ISU driver.
- h. Check out vehicles for traveling or find another registered driver to pick up.
- i. Work directly with the Treasurer regarding dues, booking hotels for the travel team, and paying registration fees.
- j. Create itineraries to send to the team for each tournament.
- k. Create and submit travel requests to the University.
- l. Complete and submit GPA requirements to USBC.
- m. Organize collegiate equipment catalog sent by USBC.
- n. Actively check and respond to the club email.
- o. Acts as team captain and will suggest/appoint other team's captain. The other team must approve by a majority vote. If the team denies the appointed member, the travel president makes another suggestion until an agreement is reached.
- p. Travel president is not an acting coach but can provide bowlers with insight if needed or asked.

D. The duties of the Treasurer shall be as follows:

- a. Collects members dues.
  - i. Weekly bowling dues
  - ii. Clubs dues
  - iii. Travel dues
  - iv. Etc.
- b. Maintain accurate record of organization transactions.
- c. Creating and maintaining a functioning budget.
- d. Attend budget meetings or find someone to go in case of absence.
- e. Communicate effectively and efficiently with every member of the cabinet and club.

- f. Communicate directly with the Travel President in regards to the travel team's proceedings.
  - g. Communicate directly with the club advisor about club proceedings
  - h. Reviewing and submitting p-card purchases in workday
  - i. Submit requests for tournament entry fee checks
  - j. Review tournament information for approval
  - k. Submit line item changes when necessary to student government
- E. The duties of the Secretary shall be as follows:
  - a. Regularly attend Sports Club Council meetings or find someone to go in case of absence.
  - b. Be responsible for relaying information discussed at above meetings to other cabinet members.
  - c. Work with the President to ensure proper documentation is filled out for each club member.
  - d. Help minimize potential risks for club activities.
  - e. Recommend risk management policies or procedures.
  - f. Submit documentation to ISU's Risk Management Office.
  - g. to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
  - h. Provides support to the other cabinet members with completing their duties.
- F. The duties of the League Administrator shall be as follows:
  - a. Create and maintain a record of league averages for each individual in the club.
  - b. Create a master copy of the averages to be posted at each club meeting.
  - c. Work with the President to put together club events such as the annual Halloween party.

## Section 2: Elections

- A. Elections will be held for all officer positions at the end of every Fall Semester.
- B. Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the general membership vote.
  - a. Graduating members are not eligible to vote or run

- C. Voting will occur at a general meeting. The date of the meeting will be announced at least one month in advance through an email to all members.
- D. At the voting meeting, each candidate will have 2 minutes to speak in front of general membership.
- E. Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.
  - a. In the case of a tie, a graduating cabinet members will break the tie.
- F. The term of office for all officer positions shall be one year, beginning January and ending December.

### Section 3: Impeachment/Removal

- A. Officers can be removed from their position by a vote of club membership.
- B. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- C. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the President. In the event that the President is the officer in question, the request must be given to the Treasurer.
  - a. The officers will hold a special meeting with the Advisor to deliberate.
  - b. The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- D. Officers can be removed from their position by a majority vote of club membership.
  - a. Voting will be conducted by virtual secret ballot.
  - b. The vote will be announced at least one week prior to the release of the ballot.
  - c. The voting method will be an anonymous virtual form.
- E. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.

- F. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- G. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

#### Section 4: Replacement

- A. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- B. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
- C. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

#### Section 5: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

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

#### Article VII: Adviser:

- A. The duties of the Adviser shall be as follows:
  - a. Maintain communication and meet with officers regularly.
  - b. Be aware of and approve financial expenditures.
  - c. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
- B. An adviser will be elected by a simple majority of the members present at the time of election and will remain the club adviser for the remainder of his/her tenure at Iowa State University or until he/she decides to resign the position.
- C. The adviser may be removed from office by  $\frac{1}{2}$  vote of the officers and  $\frac{3}{4}$  of the general membership if actions are deemed inappropriate or inadequate by the membership.
- D. Upon vacancy, current officers will seek a new advisor that can fulfill the above requirements. The new advisor will be elected by a majority vote of the club members.

#### Article VIII: Finances

- A. All money belonging to this organization shall be deposited and distributed through a bank account established for this organization at the Campus Organization's 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.
- B. In the event that The Bowling Club at Iowa State is dissolved, all remaining money will be donated to the Sports Club Council's general fund.
- C. Weekly and semester dues shall be paid to the treasurer by all members present.
- D. Club semester dues will not exceed \$50 per semester.
- E. Travel team dues will be an additional payment and will not exceed \$150 per semester.
- F. All travel team dues will be paid to the treasurer in a timely manner.
- G. All club expenditures must be approved by both the Treasurer, President, and Advisor.
- H. Purchase cards will only be handled by the Treasurer and Travel President.
  - a. If the treasurer deems it necessary additional cards may be handed out to other cabinet members.
- I. The budget is determined yearly and submitted in the spring semester by the treasurer.



## Article IX: Amendments and Ratification

- A. The amendment process may be initiated by any due paying club member. Requests for amendment must be submitted in writing to the club officers. The officers must have a majority vote of approval to move the amendment to a general membership vote. Officers will vote through a show of hands. The proposed amendment must be presented to general membership at least one week before the vote. The Constitution may be amended by a majority vote of club membership. Voting will be initiated through a virtual secret ballot. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur. Any changes to bring the constitution into compliance may be made with unanimous approval from the President and the Treasurer. Notification of these changes must be communicated at the next full organizational meeting.