# **The Constitution of the Iowa State University Fencing Club**

# Revised 18 August 2022

## **Article I. Name**

# The name of the organization shall be the Fencing Club at Iowa State University; hereinafter referred to as the Fencing Club at Iowa State in this constitution.

## **Article II. Purpose & Goals**

# The ISU Fencing Club promotes the sport of fencing by holding practices three times a week and hosting tournaments.

# The ISU Fencing Club is supported by the Iowa State University Sports Club Council and is a member of the United States Fencing Association (USFA). The ISU Fencing Club abides by and supports the established Iowa State University policies, State and Federal Laws. To achieve these goals, Fencing Club at Iowa State will maintain a website with clear and concise constitution guidelines.

## **Article III. Statement of Compliance**

# The Fencing Club at Iowa State abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Fencing Club at Iowa State agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training (if required).

## **Article IV. Statement of Non-Discrimination**

# Iowa State University and ISU Fencing Club 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**

# Full membership shall be open to all registered students at Iowa State University. All full members shall have the right to vote. Membership can be suspended or revoked due to safety violations by a majority vote of the Executive Committee.

**Section 1. Safety Procedures**

Safety procedures must be followed at all ISU Fencing Club practices and competitions. A three strike system will be utilized to ensure safety for all members. Members will receive safety warnings before receiving a strike and will meet with an officer to discuss ISU Fencing Club safety regulations and procedure. When a member receives their third strike from an officer, the Executive Committee will convene to determine the suspension term, which shall be no shorter than two weeks.

## **Article VI. Officers**

### **Section 1. Election Procedure**

# Elections shall be held in April, no later than the fourteenth week of the spring semester. Elections shall be by hand vote or secret ballot decided by a simple majority. If a candidate fails to receive a majority of votes, a run-off election will be held with the top candidates that received the most votes. Elections shall be announced at least one week in advance.

### **Section 2. Term of Office**

# The term of office will be one full year (June to May). All officers shall comprise the Executive Committee of the organization.

### **Section 3. Requirements for Eligibility**

# To be eligible for office, students must:

#  i. Have a minimum cumulative grade point average (GPA) of 2.00 and meet that minimum GPA in the semester immediately prior to elections and during the term of office.

#  ii. Be in good standing with the university and enrolled at least half time during the term of office and the semester before. For undergraduate students, half time is six credit hours. For graduate students, half time is four credit hours.

# Should the student fail to maintain the above requirements, the student will not be eligible for office. A student may be elected to an officer position any number of times.

### **Section 4. Replacement Procedures and Officer Installation**

# Should an officer position become vacant, a new officer may be elected by simple majority. Elections shall be announced at least one week in advance. If deemed necessary by the Executive Committee, a unanimous vote by the officers can install a new officer or position.

### **Section 5. Officer Removal**

# Officers may be removed from office by a simple majority vote of the other officers and a simple majority vote of the full members if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the full members 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.

Examples of impeachable offenses include:

i. Not following safety procedures

ii. Not performing the duties of the office as described in this Constitution

iii. Creating a hostile or unwelcome environment

### **Section 6. Officer Duties**

**All Officers:**

# a) All officers should be prepared to serve as Sport Club Council (SCC) Representative to ensure at least one officer from Fencing Club at Iowa State is present at all SCC meetings.

b) Assist Head Safety Officer/Risk Manager with ensuring members sign waivers

c) Ensure members are not putting themselves or others at risk and are following all safety guidelines

### **President:**

# a) Preside over all meetings

# b) Represent the organization on campus, to other fencing clubs, and the USFA.

# c) Schedule meetings/events with appropriate University offices

# d) Assist Treasurer in the budget process

# e) Maintain communication with the organization's Advisor

# f) Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

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# **Vice-President:**

# a) Coordinate the organization, promotion, and publicity of events, including social media

b) Support President and other officers

c) Assist the head safety officer with risk management

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# **Treasurer:**

# a) Maintain accurate record of organization transactions

# b) Collect dues

# c) Cosign organization checks along with the Advisor

# d) Assist in the development of the budget

e) Communicate club purchases with advisor

Approve all purchases suggest by other officers or club members

f) Is responsible for all club P-Card transactions

g) Assist Inventory Manager in keeping record of members renting or borrowing club equipment

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# **Tournament Coordinator:**

# a) Organize Fencing Club at Iowa State tournaments

# b) Run Bout Committee booth at Fencing Club at Iowa State tournaments and oversee all member assistance with running tournaments.

# c) Ensure that Iowa State University policies are followed at all of the organization’s events

# d) Ensure that proper waivers and background checks are on file with Risk Management for events

# **Armorer:**

# a) Maintain club fencing equipment

# b) Assist Inventory Manager and Treasurer in the development of the budget

# c) Assist Inventory Manager and Treasurer in equipment orders

d) Ensure all equipment is up to safety standards

e) Educate members of the Fencing Club at Iowa State of safe and proper maintenance and use of equipment, as well as replacement and repair.

**Inventory Manager:**

a) Assist Treasurer with development of budget

b) Assist Treasurer in equipment orders

c) Perform equipment safety checks

d) Take inventory of all club equipment within two week start of each fall and spring semesters

e) Keep record of members renting or borrowing club equipment

# **Historian:**

# a) Take photos/videos at tournaments and club events

# b) Maintain the Fencing Club at Iowa State's website

# c) Update the website with club information, tournament results, and photos

d) Keep and maintain records of officer meetings, club meetings and elections, and events

e) General record keeping, including records of club history

f) Maintain and update roster and attendance records, waivers

**Head Safety Officer/Risk Manager:**

a) Help minimize potential risks for club activities

b) Recommend risk management policies or procedures

c) Submit documentation to ISU’s Risk Management Office

d) Ensure that proper waivers and background checks are on file with Risk management for events (if applicable)

# e) Ensure that Iowa State University and Recreation Services’ policies are followed at all of the organization’s events, practices, and meetings

# f) Ensure that all participants sign proper waivers, including e-waiver, and register on the Student Organization Website.

g) Ensure that all safety procedures are followed during all organization activities

h) Oversee all other safety officers

**Coach:**

a) Plan practices, warm-ups, and drills.

b) Teach members safety procedures and basic fencing skills.

c) Ensure all members are property prepared and equipped to fence.

d) Responsible for introducing and teaching new fencers basic fencing skills

### **Section 7. Transition Reports**

# Officers of the ISU Fencing Club shall, at the end of the academic year, write up a document hereby referred to as the “Transition Report,” which will contain the following information:

#  i. A short summary of the year.

#  ii. Specific responsibilities of the officer during that year.

#  iii. Suggested changes to the club overall.

#  iv. Suggestions for future officers in the position.

# The Transition Report should be at least one page. If the officer wishes to provide more detail, a one page summary of the whole Transition Report is required.

## **Article VII. Advisor**

### **Section 1. Method of Appointment**

# The advisor will be appointed by the unanimous approval of the President and Treasurer or with a simple majority vote of the full members.

### **Section 2. Term of Office**

# The advisor will retain his/her appointment until removal or for the duration of his/her tenure at Iowa State University.

### **Section 3. Removal**

# The advisor may be removed by a simple majority vote of the full members. The advisor is permitted to speak before the club members ahead of the vote.

# **Section 4. Duties**

#  i. Maintain communication with club officer(s) regularly

#  ii. Be available and willing to meet with ISU Fencing Club members

#  iii. Be aware of and approve financial expenditures

#  iv. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

**Section 5. New Advisor Procedure**

Advisor replacement requires a meeting of the Executive Committee, where an advisor would be elected by a majority vote of the committee members.

## **Article VIII. Finances**

### **Section 1: Accounting**

All monies belonging to the Fencing Club at Iowa State 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 24 hours after collection. The Advisor to this organization must approve each expenditure.

**Section 2: Membership Dues**

All full and associate members are required to pay semester dues. Membership dues are $20 per semester, to be paid at the beginning of each semester.

**Article IX. Amendments**

This constitution may be ratified and/or amended, with the unanimous approval of the Executive Committee. Members will be notified of any changes and given one week to consider amendments. Ratified or amended constitutions must be submitted to the Student Activities Center within ten (10) days for approval.