# The Constitution of the Iowa State University Fencing Club

Revised 26 April 2015

## Article I. Name

The name of the organization shall be the Iowa State University Fencing Club; hereinafter referred to as the ISU Fencing Club.

## Article II. Purpose & Goals

The ISU Fencing Club promotes the sport of fencing by holding biweekly practices and hosting several 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.

## Article III. Statement of Compliance

The ISU Fencing Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The ISU Fencing Club 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 the ISU Fencing Club 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 US 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.

## 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:

1. 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.
2. 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

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.

### 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.

### Section 6. Officer Duties

1. President:
2. Preside over all meetings
3. Represent the organization on campus, to other fencing clubs, and the USFA.
4. Schedule meetings/events with appropriate University offices
5. Assist in the budget process
6. Coordinate the organization, promotion, and publicity of events
7. Maintain communication with the organization's Advisor
8. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
9. Vice-President/SCC Representative:
10. Attend all Sport Club Council meetings
11. Send out meeting notes to the Executive Committee
12. Treasurer:
13. Maintain accurate record of organization transactions
14. Collect dues
15. Cosign organization checks along with the Advisor
16. Assist in the development of the budget
17. Tournament Coordinator / Risk Management Officer:
18. Organize ISU Fencing Club tournaments
19. Run the table at ISU Fencing Club tournaments
20. Help minimize potential risks for club activities
21. Recommend risk management policies or procedures to the ISU Fencing Club
22. To submit documentation to ISU’s Risk Management Office
23. Ensure that Iowa State University policies are followed at all of the organization’s events
24. Ensure that proper waivers and background checks are on file with Risk Management for events
25. Armorer:
26. Maintain club fencing equipment
27. Assist in the development of the budget
28. Assist in equipment orders
29. Historian:
30. Take photos/videos at tournaments and club events
31. Maintain the ISU Fencing Club's website
32. Update the website with club information, tournament results, and photos

### 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:

1. A short summary of the year.
2. Specific responsibilities of the officer during that year.
3. Suggested changes to the club overall.
4. 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

1. Maintain communication with club officer(s) regularly
2. Be available and willing to meet with ISU Fencing Club members
3. Be aware of and approve financial expenditures
4. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

## Article VIII. Finances

### Section 1: Accounting

All monies belonging to the ISU Fencing Club 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 $15 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.