

Hockey Cheerleading at Iowa State University Constitution

Robert's Rules of Order (#67) provides that when by-laws "are elaborate, ...it is better to separate the most important rules and place them in the constitution. The constitution should contain only the following:

- (1) Name and object of the society.
- (2) Qualification of members.
- (3) Officers and their election.
- (4) Meetings of the society (including only what is essential, leaving details to the by-laws)
- (5) How to amend the constitution"

This revision is intended to bring the team constitution into conformity with this standard description of a constitution.

Statement of Compliance:

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

Non-Discrimination Statement:

Iowa State University and Hockey Cheerleading Club does 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 I. Name.

The name of the organization shall be "Hockey Cheerleading Club at Iowa State University"

Article II. Purpose and Goals.

Section I. Hockey Cheerleading Club at Iowa State University is a student organization financially independent of Student Government. Its purposes are 1) to provide students an opportunity to participate in a team activity, 2) to encourage physical fitness, 3) to develop an appreciation of dedication and responsibility, 4) and to represent the University in a positive manner.

Section II. Hockey Cheerleading Club at Iowa State University abides by and supports established Iowa State University policies and State and Federal Laws.

Article III. Membership.

1. Any undergraduate student registered at ISU can apply to become a member.
2. A tryout and evaluation process determines which applicants are selected as members of the club. Membership is noncontinuous from one year to the next, so those not chosen to be captains for the next year must tryout again.
3. Members must maintain academic eligibility as required by the Student Engagement.
4. A graduate student can apply to be a member only if s/he has been an undergraduate member of the club for at least one year.

Article IV. Officers and Powers.

1. The Board of Directors for the ISU Cyclone Hockey Team governs the club. When that Board discusses matters relevant to the club, the president or designated captain will be invited to attend ex officio.

2. The selection committee, composed of the captains and any previous members as long as the committee does not exceed five members, sets the rules for the tryout and evaluation process and chooses which of the applicants will become members of the club. To be eligible to participate in club tryouts for the subsequent year, members are required to attend the annual elections. Elections will take place the first or second week of March every year.

3. Following the tryout and evaluation process each year, the members of the club will select, by majority vote, one of their members as President, to direct and organize the club's activity, in consultation with the club advisor. A Vice President, Treasurer, and Social Media position will also go to those who are also elected in a majority vote.

A.) It is the responsibility of the President to:

I.) Preside over practices and meetings.

II.) Represent the club on campus at all major events.

III.) Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement

IV.) Maintain contact with the squad's advisor.

B.) It is the responsibility of the Vice President to:

I.) Preside over practices or meetings in the absence of the President.

II.) Maintain an accurate record of membership information, including but not limited to:

a.) rosters

b.) attendance

c.) meeting minutes

III.) Act as the Risk Management officer

C.) It is the responsibility of the Treasurer to:

I.) Maintain an accurate record of organization transactions.

II.) Cosign organization checks with the organization advisor.

III.) Find fundraising opportunities for the club

D.) It is the responsibility of the Social Media Chair to:

I.) Run the club's social media accounts

II.) Attend weekly meetings with hockey marketing team

III.) Design merchandise and apparel for team to sell

IV.) Assist planning recruitment events and team bonding activities

E.) It is the responsibility of the Apparel Chair to:

I.) Assisting the Social Media Chair in the design of merchandise and apparel

II.) Coordinating the placement of orders and facilitating the pickup

III.) Maintaining weekly communication with the Social Media Chair

- IV.) A subordinate chair under an established position rather than as a captain
- F.) It is the responsibility of the Men's Hockey Club Liaison to:
 - I.) Act as a liaison between Hockey Cheerleading Club and Men's Hockey Club
 - II.) Attend monthly meetings with both clubs
 - III.) Coordinate with the Hockey Cheerleading Club Social Media Chair
 - IV.) Assist planning events, meetings, practices, and games
- G.) It is the responsibility of the Advisor to:
 - I.) Maintain communication with and meet with organization officers routinely.
 - II.) Maintain awareness and approval of organization transactions.
 - III.) Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement.

Article V. Risk Management.

All recognized student organizations at Iowa State University must identify an officer responsible for risk management. Hockey Cheerleading Club Vice President will also have the following duties:

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

The term of the advisor, it should be noted, is continuous. advisor changes will be implemented only when the current advisor chooses to step down or is impeached. A new advisor may be chosen by recommendation from current or alumnae members, ISU Cyclone Hockey Team, or by Student Engagement.

1. The officers will be in charge of developing appropriate cheers and cheerleading routines.

A.) Removal of officers or advisor:

"Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member."

Officers can be removed by direction of advisor if they deem inappropriate or unethical actions of an officer or;

Officers or advisors may be removed from office by ½ vote of the other officers or ¾ of the general membership if actions are deemed inappropriate by the membership (during season).

The officer in question may speak on behalf to defend their position to the board of officers before voting occurs.

B.) Replacement of an officer or advisor:

If an officer or advisor is removed, the replacement procedure is the same as the election procedure described above. It shall take place at the first meeting following removal of the officer/advisor.

The advisor may appoint another captain to resume responsibilities of the removed officer.

2. Offices may be held by any member who has been a member of the team as an undergraduate for at least one year; offices are filled following the conclusion of the hockey season, and last through the next hockey season.

3. Removal of members:

“Removal of a member may be considered if a member fails to uphold the responsibilities determined by the executive board or commits wrongdoing against another club member.”

Members can be removed by direction of advisor if they deem inappropriate or unethical actions of a member or;

Members may be removed by $\frac{3}{4}$ vote of the officers or;

Members may be removed by $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership.

Members may defend their membership status to the officers or the entire club before voting occurs.

The officers of this organization must meet the following requirements:

(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 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

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

Article VI. Meetings.

Hockey Cheerleading Club meetings shall be determined by their executive board. All meeting minutes will be upkept by the President or Secretary and accessible to all members unless confidential information is shared. Any confidential information will be determined by the executive board and may not be accessed by general members. Any club members may request access to confidential information and shall be voted on and approved by all members. The vote must pass by three-fourths.

Article VII. Finances.

Hockey Cheerleading Club at Iowa State University is a student organization financially independent of the Student Government. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations 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 advisor to this organization must approve and sign each expenditure before payment. Dues will be determined by the Executive Board at the beginning of each school year. Dues will not exceed \$5000 per semester. Dues will be collected by the Treasurer within the first three (3) weeks of each semester through the student organization marketplace.

Article VIII. Amendments and Ratifications.

Any two members of the club may submit amendments to this constitution for the club's consideration. To pass, proposed amendments require the affirmative vote of three-fourths of the club's members.

Amended or ratified constitution will be submitted within 10 days to the Student Engagement for approval.