

# Constitution of the Hockey Pep Band

We hold these truths to be self-evident, that all goalies are buns except for ours. We establish this constitution so that there will always be a band to chirp, heckle, and otherwise annoy all those who would stand in the way of pucks “getting in there” and being “put in”.

## Article I. Name

Section 1.01 The name of this organization shall be “Hockey Pep Band,” hereafter referred to as “Hockey Band.”

## Article II. Purposes and Goals

Section 2.01 The purpose of the Hockey Band is to provide a non-auditioned pep band to Iowa State University to allow students with an interest in continuing to play pep band music an opportunity to do so, as well as a venue in which individuals can further support the Iowa State University Cyclone Men’s Hockey Team.

Section 2.02 Hockey Band abides by and supports established Iowa State University policies, State and Federal Laws.

Section 2.03 Hockey Band abides by and supports established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations. Hockey Band agrees to annually complete President’s and Treasurer’s Training.

## Article III. Membership

Section 3.01 Prospective Members

- 1) A prospective member is a registered student at Iowa State University who has expressed interest in the Hockey Band.
- 2) A member under prospective status is entitled to attendance at two (2) trial games before they are required to make a commitment to the Hockey Band.
- 3) A member loses their prospective status upon either payment of dues for the hockey season, or upon the completion of activities at the second trial game.
- 4) A prospective member, after the termination of the trial games, is unable to attend any official Hockey Band functions.
- 5) A prospective member may attend meetings of the Hockey Band, but may not actively participate in the decision making process, specifically a prospective member does not have the power to vote on issues that require

the approval of a majority of the Hockey Band.

Section 3.02 Full Members

- 1) A full member is an individual that has paid their season's dues, as stated under Section 3.01c.
- 2) All students at Iowa State University are eligible to become full members of the Hockey Band.
- 3) A full member shall be allowed to attend all meetings of the Hockey Band and shall be allowed to vote on all issues requiring the approval of a majority of the Hockey Band.
- 4) Any full member who cannot attend a meeting requiring a vote and does not send an absentee ballot to the president will have their vote count as an abstention.
- 5) Membership status is reset to prospective at the end of each season for all members of the Hockey Band.

Section 3.03 Dues

- 1) Due for the Hockey Band will be \$20 per year, payable either through cash or a check written to Hockey Pep Band.
- 2) Dues cover season admittance for each game at which the Hockey Band performs.
- 3) Dues shall be used to purchase equipment and materials used at performances and recruitment events.
  - a) This includes the purchase of instruments and music.
- 4) Dues are not to be used for anything other than the aforementioned, unless a majority of the Hockey Band full members decide otherwise.

**Article IV. Officers**

Section 4.01 President

- 1) The President is responsible for communicating with the Hockey Band Advisor, as established through procedures dictated by Iowa State University for Campus Organizations.
- 2) The President will preside at all meetings of the Hockey Band.
- 3) The President is responsible for communicating with the Volunteer Coordinator for the hockey team and attending weekly marketing

meetings.

- 4) The President is responsible for communicating with the Director of the Marching Band.
- 5) The President is responsible for attending meetings and coordinating communications with any other organization that is not under a domain explicitly covered by another board member.
- 6) The President is responsible for aiding the Treasurer in setting up and running fundraising events.
- 7) The President will preside over and run the election each year.
- 8) The President must ensure that the Hockey Band is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

#### Section 4.02 Vice President

- 1) The Vice President will call together board meetings.
- 2) The Vice President is responsible for coordinating the actions of other board members and ensuring that the duties of the officers are being completed in an adequate and timely fashion.
- 3) The Vice President is responsible for ensuring that a conductor, drummer, and bassist will be in attendance for each game.
- 4) The Vice President is responsible for securing a rehearsal space each semester.

#### Section 4.03 Treasurer

- 1) The Treasurer is responsible for collecting all dues, and keeping a record of individuals who have paid their dues.
- 2) The Treasurer will prioritize purchase requests made by other officers.
- 3) The Treasurer is responsible for organizing, ordering, and collecting payment of official Hockey Band merchandise each year.
- 4) The Treasurer is responsible for aiding the President in setting up and running fundraising events.
- 5) The Treasurer will attend the Student Government Annual Allocation meeting to secure funding for the Hockey Band.
- 6) The Treasurer is responsible for the Hockey Band campus organization account, and all transactions related to the aforementioned account.

#### Section 4.04 Risk Manager

- 1) The Risk manager will help minimize potential risks for club activities.
- 2) The Risk Manager will recommend risk management policies or procedures.
- 3) The Risk Manager will submit documentation to ISU's Risk Management Office.
- 4) The Risk Manager will ensure that proper waivers and background checks are on file with Risk Management for events.

#### Section 4.05 Secretary

- 1) The Secretary is responsible for keeping attendance at games and rehearsals.
- 2) The Secretary will hand out and record jerseys for the year.
- 3) The Secretary will send out emails detailing information on games, rehearsals, and other relevant information each week.
- 4) The Secretary will maintain an accurate mailing list.
- 5) The Secretary is responsible for setting out, putting away, and maintaining the quality of the books.
- 6) The Secretary is responsible for coordinating the updating of the books each year.
- 7) The Secretary is responsible for coordinating instrument rentals for the band.
- 8) The Secretary is responsible for maintaining up to date schedules for the band, including hockey game schedules and schedules for other Iowa State athletics.

#### Section 4.06 Social Media and Recruitment

- 1) The Social Media and Recruitment Chair is responsible for posting either before and/or after each game and maintaining an active presence on the various social media accounts.
- 2) The Social Media and Recruitment Chair is responsible for coordinating Club Fest, DIS, and other recruitment events.
- 3) The Social Media and Recruitment Chair will work with the Marching Band to advertise the Hockey Band before and during the first-year band camp.

#### Section 4.07 Advisor

- 1) The Advisor will maintain communication and meet with officer(s) regularly.
- 2) The Advisor will be aware of and approve financial expenditures.
- 3) The Advisor will ensure that the Hockey Band operates in conformity with the standards set forth by Iowa State University and the Student Activities Center.

#### Section 4.08 Officer Requirements

- 1) Officers must meet or exceed a minimum cumulative grade point average (GPA) of 2.0 in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. In order for this provision to be met, at least six credit hours (half-time credits) must have been taken for the semester under consideration.
- 2) Officers must be in good standing with the university and enrolled: at least

half time (six or more credit hours), if an undergraduate student during the term of office (unless fewer credits are required to graduate in the spring and fall semesters), 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.

- 3) Officers shall be declared ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

#### Section 4.09 Elections

- 1) Officers are elected for a one-year term through a majority vote.
- 2) The regular election shall take place between the eighth and the twelfth weeks of the spring semester.
- 3) The first phase of an election is nomination.
  - a) Only Full members may nominate candidates.
  - b) Candidates may only be Full members
  - c) The nominations will occur immediately preceding the election.
  - d) The President shall maintain a list of current candidates and their selected position(s).
- 4) The second phase of an election is voting.
  - a) If there is not a Treasurer for the voting meeting, a temporary treasurer shall be appointed by the highest-ranking officer (President then Vice President), if there is one, or by general consensus of all present if there is not.
    - i) The temporary treasurer is only allowed to collect dues for the purposes of allowing Prospective members to become Full members in time to vote.
    - ii) The temporary treasurer shall surrender all money collected to the Treasurer once elected; the Treasurer is then responsible for the usual duties concerning the dues paid.
    - iii) If there is no Treasurer and the current voting phase does not include voting for a Treasurer, this voting phase shall be postponed and combined with the next voting phase that does include voting for a Treasurer.
    - iv) Quorum for a voting phase shall be 40% of Full members.
    - v) A blind ballot vote shall be used.
    - vi) Absentee votes may be cast if a Full member will not be able to attend the meeting, though this must be done prior to the election meeting.
- 5) After holding elections, the outgoing and incoming board will meet to smoothly coordinate a transition.
- 6) Co-officers are allowed if both people running get more than 40% of the vote

#### Section 4.10 Special Election

- 1) In the event of a vacant office mid-term, a special election must be held
- 2) Full members may be nominated to run for the open position by any Full Member.
- 3) A special election consists of the blind vote of a quorum of Full Members.
- 4) The procedure to fill other cabinet positions is by a majority vote of the remaining cabinet members only.
  - a) In the event of a split vote, the full members shall vote in a special election to fill the role.

#### Section 4.11 Officer Impeachment

- 1) Officers may be impeached by a collection of full members if their actions are deemed inappropriate.
- 2) Impeachable offenses include but are not limited to:
  - a) Breaking a rule set in this constitution.
  - b) Harming another member, either physically, psychologically, discriminatory, or any other manner.

#### Section 4.12 Removal

- 1) Officers may be removed from office by a vote of one-half ( $\frac{1}{2}$ ) of the officers and three-fourths ( $\frac{3}{4}$ ) of the remaining full members.
- 2) A secret ballot shall be used for both votes.
- 3) The officer in question is permitted to speak in his or her defense before the officers and the full members about the charges made concerning his or her performance.
- 4) The officer is not permitted to participate in the deliberation of the officers regarding the charges.

#### Section 4.13 Advisor Selection

- 1) The Advisor shall be selected by consensus of the executive board.
- 2) A simple majority of the Full members is required to confirm this selection.
- 3) The Advisor will serve for the duration of his or her tenure at Iowa State, or until he or she or the Hockey Band decides to terminate the relationship.

#### Section 4.14 Advisor Impeachment and Removal

- 1) The Advisor is subject to the same impeachment conditions as the officers, as outlined in Section 4.11.
- 2) The Advisor may be removed under the same process as removing officers, as outlined in Section 4.12.

#### Section 4.15 Advisor Replacement

- 1) A new Advisor may be selected provided they can perform the duties listed in Section 4.07.
- 2) The Advisor candidate may be elected by the body of full members in the same way an officer is elected, as outlined in Section 4.09.

## **Article V. Finances**

- Section 5.01 All of the money 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 one business day following collection. The Advisor to this organization must approve and sign all expenditures before payment.
- Section 5.02 Financial responsibility for the organization will rest in the hands of the Treasurer.
- Section 5.03 If the organization is dissolved, the funds in the organization's account shall revert to the university.

## **Article VI. Bylaws**

- Section 6.01 Bylaws may be created with a vote by a simple majority of the members and for any purpose, as long as they do not contradict any provision in the Constitution.
- Section 6.02 Other rules or restrictions on the creation of bylaws may be set out in the bylaws.
- Section 6.03 The Hockey Band will hold an organizational meeting at least once a year to discuss activities for the next year, elect officers, and revise this constitution.
- Section 6.04 An official Hockey Band function shall be defined as a function at which the Hockey Band will be playing on instruments for the purpose of supporting Iowa State University and the Hockey Team.
- 1) A function may only be declared as official if given ten (10) days notice.
- Section 6.05 A function may be declared official upon a majority vote by the cabinet of the Hockey Band.
- Section 6.06 The Hockey Band has the option to appear at one or more road games per year.
- Section 6.07 Attendance at the road game will require full membership status.

Section 6.08 The use of alcohol or illegal substances shall not be permitted at any official Hockey Band function. Any infraction of this rule shall result in the revocation of the offender's membership without refund of dues.

## **Article VII. Amendments and Ratification**

### Section 7.01 Amendments

- 1) Any amendments to this Constitution shall be proposed by a full member and seconded by another.
- 2) Any amendments proposed shall be publicized on the mailing list and in other media.
- 3) Within 21 days after the proposal, the amendment shall be voted on. Support of two-thirds of all full members shall be necessary to pass the amendment.
- 4) If passed, the amended constitution shall be submitted within 10 days to the Student Activities Center for final approval.




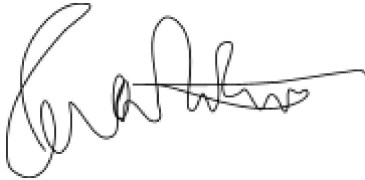


### Section 7.02 Ratification





- 1) This constitution shall become effective when two-thirds of a quorum of all full members vote in favor of it.
- 2) Ratified constitutions shall be submitted within 10 days to the Student Activities Center for final approval.

## **Article VIII. Non-discrimination Statement**

Section 8.01 Iowa State University and the Hockey Band 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.



	
x Christopher Kunz	April 24, 2022
<b>President</b>	<b>Date</b>
	
x David Uselman	April 24, 2022
<b>Vice President</b>	<b>Date</b>
	
x Robert Walling	April 24, 2022
<b>Treasurer</b>	<b>Date</b>
	
x Jake Winters	April 30, 2022
<b>Risk Manager</b>	<b>Date</b>
	
x Maria Stewart	April 24, 2022
<b>Secretary</b>	<b>Date</b>
	
x Sam Cvikota	April 24, 2022
<b>Social Media and Recruitment</b>	<b>Date</b>

	
x Christopher Kunz	April 24, 2022
<b>President</b>	<b>Date</b>
	
x David Uselman	April 24, 2022
<b>Vice President</b>	<b>Date</b>
	
	
x Jason Fairman	April 28, 2022
<b>Advisor</b>	<b>Date</b>