Constitution of the ISU Hockey Pep Band

Article I. Name
Section 1.01 The name of this organization shall be "Iowa State University Hockey Pep Band," hereafter referred to as "Hockey Band."

Article II. Purpose
Section 2.01 The purpose of the Hockey Band is to provide a Pep Band structure in which individuals can support the Iowa State University Cyclone Men's Hockey Team. The Hockey Band performs at Cyclone Hockey home games.

Article III. Statement of Compliance
Section 3.01 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 Training, Treasurer's Training and Adviser Training (if required).

Article IV. Non-Discrimination Statement
Section 3.01 Iowa State University (and name of organization) 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 5.01 Prospective Members
(a) A Prospective member is a registered student at Iowa State University who has expressed interest in the Hockey Band.
(b) A member under Prospective status is entitled to attendance at two (2) trial game before they are required to make a commitment to the Hockey Band.
(c) 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.
(d) A Prospective member, after the termination of the trial games, is unable to attend any official Hockey Band functions.
(e) 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 which require the approval of a majority of the Hockey Band.

Section 5.02 Full Members
(a) A Full member is an individual that has paid their season's dues, as stated under Section 3.01c.
(b) All students at Iowa State University are eligible to become Full members of the Hockey Band.
(c) 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.

(d) Any Full member who cannot attend a meeting and does not send an absentee ballot to the president will have their vote count as an abstention.

(e) Membership status is reset to Prospective at the end of each season for all members of the Hockey Band.

Article VI. Officers

Section 6.01 President

(a) The President will be responsible for communicating with the Hockey Band Advisor, as established through procedures dictated by Iowa State University for Campus Organizations.

(b) The president is responsible for calling cabinet meetings and general assemblies of the organization.

(c) The President will preside at all meetings of the Hockey Band, and is responsible coordinating conductor for Hockey Band at hockey games.

(d) The President will be responsible for communicating to the members of the Hockey Band the times of all official functions.

(e) The President will be jointly responsible with the Vice President for all communications with individuals outside of the Hockey Band when communication in an official manner is required.

(f) The President acts as the Risk Management officer (sect 7.01), and must ensure that the Hockey Band is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

(g) The President has the choice to delegate his/her duties to other parties when necessary and approved by the majority vote of the Hockey Band Officers.

(h) The President will be jointly responsible with the rest of the officers for the maintenance of the e-mail and social media accounts.

Section 6.02 Vice President

(a) The Vice President shall assist the President in his/her duties as outlined in Section 4.01.

(b) The Vice President shall assist in recruiting efforts.

(c) The Vice President shall take over for the President in the event that the President is unable to fulfill his/her duties.

(d) The Vice President will be jointly responsible with the President for all communications with individuals outside of the Hockey Band when communication in an official manner is required.

(e) The Vice President shall be responsible for the keeping, distributing, and collecting of all Hockey Band music.

(f) The Vice President will be responsible for the procurement of new pieces of music.

(g) In the event that the Vice President cannot fulfill his/her duties in regard to Hockey Band music, he/she can choose to delegate his/her responsibilities to a Officer who will be able to complete the specified duties.

(h) The Vice President will be jointly responsible with the rest of the officers for
the maintenance of the e-mail and social media accounts.

Section 6.03 Treasurer
(a) The Treasurer shall take over for the Vice President in the event that the Vice President is unable to fulfill his/her duties, or is appointed to President until a new vice President is appointed.
(b) The Treasurer shall be responsible for collecting all dues, and keeping a record of individuals who have paid their dues.
(c) The Treasurer shall be jointly responsible, with the Secretary, in maintaining a list of Hockey Band members and the status of each, as established in article three (3) of this constitution.
(d) The Treasurer shall be responsible for the Hockey Band campus organization account, and all transactions related to the aforementioned account.
(e) The Treasurer shall be responsible for collecting funds and maintaining records for merchandise orders, and will be jointly responsible with Marketing/Recruitment for the coordination and placing of the merchandise orders.
(f) The Treasurer will be jointly responsible with the rest of the officers for the maintenance of the e-mail and social media accounts.
(g) The Treasurer is responsible for pursuing, organizing, and overseeing all fundraising activities of the Hockey Band.

Section 6.04 Secretary
(a) The Secretary will be jointly responsible, with the Treasurer, in maintaining a list of Hockey Band members and the status of each, as established in article three (3) of this constitution
(b) The Secretary will be responsible for maintaining accurate attendance at all official functions
(c) The Secretary will be jointly responsible with the rest of the officers for the maintenance of the e-mail and social media accounts.

Section 6.05 Marketing/Recruitment
(a) The Marketing/Recruitment chair, hereafter referred to as the M/R Chair, must be capable of fabricating professional and visually appealing marketing tools, e.g. pamphlets, posters, flyers, etc.
(b) The M/R Chair is responsible for the development and execution of Club fest and other recruitment materials.
(c) The M/R Chair will be jointly responsible with the rest of the officers for the maintenance of the e-mail and social media accounts.
(d) The M/R Chair will be responsible for tracking extra merchandise

Section 6.07 Officer Requirements
(a) 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.

(b) 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.

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

Section 6.06 Election

(a) Officers are elected for a one-year term through a majority vote.
(b) The regular election shall take place between the eighth and the twelfth weeks of the spring semester.
(c) Vacancies (except Vice President) due to officers leaving midterm or no longer in conformity with eligibility requirements shall be filled via unanimous appointment of all officers with majority approval of the organization, or through the Special election of entire organization. Vacancies of the Vice President position will always be filled via Special Election
(d) The first phase of an election is nomination.
(e) Only Full members may nominate candidates.
   I. Candidates may only be Full members
   II. The nominations will occur immediately preceding election.
   III. The President shall maintain a list of current candidates and their selected position(s).
(f) The second phase of an election is voting.
(g) 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.
   (ii) Quorum for a voting phase shall be 40% of Full members.
   (iii) A blind ballot vote shall be used.
   (iv) 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.
Section 6.07 Special Election
(a) In the event of a vacant Vice Presidential office mid-term, a special election must be held
(b) Full members may be nominated to run for the open position by any Full Member.
(c) A special election consists of the blind vote of a quorum of Full Members.
(d) The procedure to fill other cabinet positions is by 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 6.08 Removal
(a) Officers may be removed from office by a vote of one-half (½) of the officers and three-fourths (¾) of the remaining Full members if their actions are deemed inappropriate.
(b) A secret ballot shall be used for both votes.
(c) 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.
(d) The officer is not permitted to participate in the deliberation of the officers regarding the charges.

Article VII. Risk Management

Section 7.01 Duties of the Risk Management officer
The President (sect 6.01) of the Hockey Band shall act as the Risk Management Officer. The role of the risk management officer is to:
(a) Help minimize potential risks for club activities,
(b) Recommend risk management policies or procedures to the Hockey Band
(c) Submit documentation to ISU’s Risk Management Office
(d) Ensure that Iowa State University policies are followed at all of the organization’s events
(e) Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Article VIII. Advisor

Section 8.01 Advisor
(a) The Advisor will maintain communication and meet with officer(s) regularly.
(b) The Advisor will be aware of and approve financial expenditures.
(c) 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 8.01 Advisor Selection
(a) The Advisor shall be selected by consensus of the President, Vice President, and Treasurer.
(b) A simple majority of the Full members is required to confirm this selection.
(c) 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.

Article IX. Finances

Section 9.01 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 72 hours following collection. The Advisor to this organization must approve and sign all expenditures before payment.

Section 9.02 Financial responsibility for the organization will rest in the hands of the Treasurer.

Section 9.03 If the organization is dissolved, the funds in the organization’s account shall revert to the organization known as ISU Cyclone Hockey.

Section 9.04 Dues

(a) Due for the Hockey Band will be $20 per year, payable either through cash or a check written to ISU Hockey Band.

(b) Dues cover season admittance for each Home game at which the Hockey Band performs.

(c) Dues shall be used to purchase equipment and materials used at performances and recruitment events.

(d) Dues are not to be used for anything other than the aforementioned, unless a majority of the Hockey Band full members decide otherwise (this includes the road game specified in Section 6.03f).

Article X. Bylaws

Section 10.01 Bylaws may be created with a vote by a simple majority of the members.

Section 10.02 Other rules or restrictions on the creation of bylaws may be set out in the bylaws.

Section 10.03 There shall be bylaws on the following topics:

(a) 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.

(b) The Hockey Band will play at one (1) game in a series, unless another game is approved by a majority vote from the members.

(c) The Hockey Band shall play at the first game in a series, unless a Cabinet majority vote or official university function dictate otherwise, in which case an appropriate non-conflicting game will be chosen to be played at, or the Hockey Band chooses not to attend a game for that series.

(d) 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.

(e) A function may be declared official upon a majority vote by the cabinet of the Hockey Band.

(f) The Hockey Band has the option to appear at one or more road games per year.

(g) Attendance at the road game will require Full Membership Status.

(h) 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.

Section 10.04 Bylaws may also be created for any other purpose, as long as they do not 
contradict any provision in the Constitution.

Article XI. Amendments and Ratification

Section 11.01 Amendments

(a) Any amendments to this Constitution shall be proposed by at least two 
Full members.

(b) Any amendments proposed shall be publicized on the mailing list and 
in other media.

(c) Within 14 to 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.

(d) If passed, the amended constitution shall be submitted within 10 days 
to the Student Activities Center for final approval.

Section 11.02 Ratification

(a) This constitution shall become effective when two-thirds of a quorum 
of all Full Members vote in favor of it.

(b) Ratified constitutions shall be submitted within 10 days to the Student 
Activities Center for final approval.

x Christopher Josk 12/17/2014
President Date

x [Signature] [Signature] 12/17/14
Treasurer Date

x [Signature] 12/17/14
Advisor Date