

# Pickleball Club at Iowa State University Constitution

## Article I: Name

- a. The name of this organization is Pickleball Club (ISUPC) at Iowa State University (ISU).

## Article II: Purpose

- a. ISUPC provides a structured environment for ISU students to practice pickleball as a team. We reach our goal of physical & mental fitness by training on the courts multiple times a week. Most importantly we have fun doing it!

## Article III: Statement of Compliance

- a. ISUPC abides by & supports established ISU policies, State & Federal Laws & follows local ordinances & regulations.
- b. ISUPC agrees to complete President's Training, Treasurer's Training & Advisor Training (if required).

## Article IV: Non-Discrimination Statement

- a. ISU & ISUPC 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

- a. Membership for ISUPC is granted to ISU students, staff, and alumni that are willing & ready to be a part of a team; are willing & able to play; & are in good standing at ISU. Active membership shall be determined on a yearly basis by the board before the beginning of every fall semester.
- b. Membership dues shall be set on a yearly basis by club officers. All members, students and alumni are required to pay membership dues to receive full membership recognition.

- c. Individuals who have displayed inappropriate behavior at club practices, meets, or events will receive one formal warning. If behavior involves allegation of sexual assault, sexual misconduct, or solicitation of drugs or alcohol to minors, a official warning may not always be issued if deemed necessary by officers. All members of the team who are accused of misconduct must be given a reason and explanation of their misconduct from the Executive Board regardless if a warning is given or not. If behavior continues after receiving a formal warning from officers, officers will conduct a majority vote to revoke membership privileges of an individual.
- d. ISUPC shall hold a meeting in the fall semester yearly to introduce club leadership to members, to discuss practice times and locations, and to discuss any events being held or participated by the club in the school year.
- e. ISUPC shall hold a meeting in the spring semester yearly to elect new officers for club leadership. Newly elected officers will begin to transition to leadership with the help of current officers to take over the following year.
- f. ISUPC will establish a General Membership Committee (see Operations Manual for more) to act as a tool for the voices and opinions of the general membership to be heard.

## Article VI: Risk Management

- a. 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 ISUPC, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable). The President will take the roll & responsibilities of the Risk Manager if one is not appointed. See "Risk Manger" under Article VII.

## Article VII: Officers

- a. Officers' (cabinet members') elections require a 2/3 majority vote from the active members of the club. If a candidate fails to receive a 2/3 majority of votes, a runoff election is held between the top two candidates that receive the most

votes. Elections will be held at the last meeting of the spring semester. Founding officers, that is officers who were appointed to begin the organization, shall hold their office for the first two years of the club's creation.

b. The officers of this organization must meet the following requirements:

(1) 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.

(2) 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.

(3) May not be a current officer of any other club sports team at Iowa State. (Founding officers are exempt from this requirement)

(4) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) (2) and (3).

c. Officer Descriptions

President

The President will preside over monthly board meetings; and appoint officers to fill board vacancies. The President's term of office shall not be more than one year. (Except for founding officers) The duties of the President shall include networking with other clubs to set up meets, working with a league to set up a regional meet, handling risk management and setting up meets for the future, run and set up any home meets, signing up for recruitment activities, and handle communication with the advisor and the SCC director. One tournament per semester to have registered the club in is required.

#### Vice President

The Vice President will be in charge of setting up travel arrangements, meet sign ups, and short term activities for the club. The Vice President will assist the President and other board members as needed. Acts as a member of the General Membership Committee and second in command of the committee after the GMC Chair.

#### Treasurer

The Treasurer will be responsible for keeping accurate measures of the budget, budget goals, budget spending, & money brought into the club. The Treasurer will also be in charge of apparel orders and purchases.

#### Membership Coordinator

The Membership Coordinator will be in charge of keeping the roster updated, organizing at least one social per semester, running the club social media pages, and running the club website.

#### Fundraising Coordinator

The Fundraising Coordinator is responsible for creating means to bring in club income other than dues and Student Government/SCC funding. They will be required to have one fundraiser per academic semester.

#### Recreational Student Coach

The Coach will be responsible for writing the practices, and will also be in charge of managing the team at a meet/tournament. The Coach will also be in charge of keeping a database of times and club records pertaining to a recreational membership. They will be in charge of creating one recreational club event.

#### Competitive Student Coach

The Coach will be responsible for writing the practices, and will also be in charge of managing the team at a meet/tournament. The Coach will also be in charge of keeping a database of times and club records pertaining to a competitive membership.

## Risk Manager

The Risk Manager will help minimize potential risks for club activities, recommend risk management policies or procedures to ISUPC, to submit documentation to ISU's Risk Management Office, to ensure that ISU policies are followed at all of ISUPC's events, & to ensure that proper waivers & background checks are on file with Risk Management for events (if applicable). The title of Risk Manager will be held by the President unless he/she designates the title to another member.

- d. Impeachments of officers are proposed to the GMC with good reasoning – such as not complying with the constitution, not fulfilling responsibilities, or not actively participating in club activities – at any meeting. The GMC will have a majority vote to address the situation and have it addressed by the executive board. The executive board will then set up a special meeting for all club members. The proposed official will speak & have others speak for him or herself. The impeachment will be concluded by a 2/3 majority vote of the general membership. The impeached position will be appointed by the officials until the election. The proposed impeachment timeframe will be condensed to no more than two weeks after the initial proposal. Elections for the impeached positions will take place within two weeks.

## Article VIII: Advisor

- a. The ISUPC Advisor is as involved at his or her leisure. The ISUPC Advisor may help the ISUPC in finding college competition, promoting the club, aiding in club finances, planning club events, & planning club travels. The ISUPC Advisor will be appointed by the President & his or her cabinet members. Impeachment shall be proposed with good reasoning at any meeting such as not participating in monthly board meetings, or no longer having interest in the organization. The impeachment will be concluded by a 2/3 majority vote. After an impeachment, the President & his or her cabinet members will appoint a different ISUSC Advisor.

## Article IX. Finances

- a. The organization establishes reasonable dues that must be paid by all members. The amount of the dues are determined in the beginning of the academic year by the cabinet & presented to the general membership for a 2/3 majority vote. Dues are paid before participating in certain club activities, in accordance with the

bylaws. The Treasurer will maintain all financial records & will countersign with the Adviser for all organization transactions.

- b. In the event of dissolution of the organization, dues will be reimbursed to current paid members in full for the current & any remaining paid semesters. Remaining Student Government funds shall be reimbursed to Student Government.
- c. All monies belonging to this organization will be deposited & disbursed through a bank account established for this organization at the Campus Organizations Accounting Office (COAO) and/or approved institution/office (must receive authorization via COAO). All funds will be deposited within 48 hours after collection. The Advisor to this organization must approve & sign all expenditure before payment.

## Article X. Amendments & Ratification

- a. Amendments to this constitution must be proposed at a regular meeting of the organization with good reason. Said amendment(s) will be voted on within two weeks. To adopt the amendment, a vote of 2/3 is necessary. Amended constitution will be submitted within 10 days to Student Activities Center (SAC) for approval. This constitution will become effective upon approval by a 2/3 vote of the membership. Ratified constitutions must be submitted to SAC within 10 days for final approval.