**Constitution of Hockey Club (Men’s)**

**Last Updated: 4/1/2024**

**Article I – Name**

The name of this organization shall be Hockey Club (Men’s) at Iowa State University.

**Article II – Purpose**

The purpose of Hockey Club (Men’s) is to allow Iowa State University students furthering their academic careers to also further their athletic careers by competing in hockey at the highest intercollegiate level outside of the NCAA. The goal of this organization is firstly to develop student athletes into upstanding world citizens and secondly to win consistently and bring ACHA national championships back to ISU. To achieve this goal, the Hockey Club (Men’s) will prepare, practice, and train together as a team, together with its coaching staff and alumni, to maximize its talent and abilities.

**Article III – Statement of Compliance**

The Hockey Club (Men’s) abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Hockey Club (Men’s) agrees to annually complete President’s, Treasurer’s, and all Health and Safety Trainings mandated by Iowa State University Recreation Services.

**Article IV – Non-Discrimination Statement**

Iowa State University and Hockey Club (Men’s) 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 1: Requirements*

All students in good standing at Iowa State are eligible to participate in Hockey Club (Men’s) tryouts. Hockey Club (Men’s) officers then have the authority, in consultation with the coaching staff and other tryout evaluators, to determine where the student fits best within the on-ice hockey program (e.g., DI team, DII team, etc.). Students who try out and, based on skill level, are not offered an on-ice position in the hockey program, will be eligible for an off-ice positions. Tryouts will be held annually, and a student’s status as on-ice or off-ice will be set until the next tryouts. For students that want to join the Hockey Club (Men’s) in an on-ice position after the official tryout period is over (e.g. at the beginning of spring semester), the coaching staff shall reserve the right to offer an on-ice position to the student. Off-ice positions shall require no evaluation, and students may be granted membership as long as there is an off-ice position to be filled.

*Section 2: Removal*

1. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, hazing, theft, repeated disruptions during meetings or practice, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
2. If a member is found to be involved in hazing or alcohol/drug-use activities related to club functions, the Executive Board of the Hockey Club (Men’s) will notify Recreation Services and the Office of Risk Management so appropriate university actions can be taken. The Executive Board of the Hockey Club (Men’s) (in consultation with Recreation Services and the Office of Risk Management, if necessary) will initiate the member removal process.
3. The removal process may be initiated by any member of the organization.
	* A formal call for removal must first be brought to the Executive Board of the organization. A member may call for removal of another member by emailing the President or any elected officer of the organization and requesting to discuss their concerns at the nearest officer meeting.
	* The Executive Board must have a majority vote of approval to move the removal process to a general membership vote.
	* If the member to be removed holds an Executive Board position, they will be treated like any general member. The member in question will not be included in the voting for removal. The remaining Executive Board members will decide based on majority vote.
4. Membership may be revoked by a majority vote of Hockey Club (Men’s) membership present at a voting meeting called specifically for that purpose.
5. The member will be allowed to speak to the membership for up to 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
6. All members will be informed of the vote at least one week (7 days) before the voting is to take place. Members will be notified by established communication methods.
7. Voting will be conducted by secret paper ballot or an anonymous virtual form to be determined by the executive board.
8. The member in question must be provided with a summary of the reasons for removal at least one week in advance of the membership vote.
9. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
10. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
11. A removed member may request reinstatement no earlier than 365 days after removal.
	* Member must submit a written request for reinstatement to officers.
	* Officers must reach a unanimous vote through a show of hands to reinstate members.

*Section 3: Team Transactions*

1. Students that are on-ice members of the Hockey Club (Men’s) may be moved between different levels of the Hockey Club (Men’s) (e.g. D1, D2, and D3) according to the discretion of the coaching staff so long as the transaction follows all ACHA rules and regulations alongside the rules set forth in this constitution.

**Article VI – Officers**

*Section 1: Executive Board*

The affairs of the Hockey Club (Men’s) shall be managed by the Executive Board. The Executive Board of the Hockey Club (Men’s) shall consist of the following Officer positions: President, Vice President, Treasurer, Secretary and Off-Ice Director. The Executive Board shall have the authority to do all things necessary for the orderly management of the Hockey Club (Men’s), including establishing rules, policies, and working with alumni and any outside consultants. The Executive Board may meet at such place and at such time as it determines, including by telephone or video call. The presence of at least three members of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board. The act of a majority of the Executive Board present shall be the act of the Executive Board for the purpose of transacting business of the Hockey Club (Men’s). The Executive Board shall hold a general meeting of the Hockey Club (Men’s), open to all members, no less than two times per year, one during Fall semester and one during Spring semester.

*Section 2: Committee members*

1. Committees may be created to serve specific functions to facilitate Hockey Club (Men’s) operations. Proposals for the creation and organizational structure of a committee must be submitted to the executive board or be created by an executive board member, be reviewed by the executive board, and be approved with a majority vote before the committee may begin functioning as a part of the Hockey Club (Men’s).
2. These positions may be created or removed based on need and do not constitute voting power in any Executive Board official decision.
3. Any committee created must report to and receive oversight from at least one executive board member.
4. Any committee can be disbanded with a majority vote of the executive board or must be disbanded if the supervising executive board member is no longer willing to provide oversight.

*Section 3: Officer Positions and Duties*

1. **President**
	* Facilitate Executive Board meetings and general meetings.
	* Oversee the activities of the officers and general membership.
	* Maintains record of membership in the student organization database.
	* Serve as the Risk Management Officer to **(a) help minimize potential risks for** Hockey Club (Men’s) **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**.
	* Maintain contact with the Advisor regarding organization activities and concerns
	* Complete all training as required by Iowa State University policy.
2. **Treasurer**
	* Manage the Hockey Club (Men’s) finances.
	* Hold the Hockey Club (Men’s) purchasing card (p-card) and assign additional p-card(s) to other designated Hockey Club (Men’s) members.
	* Maintain the Hockey Club (Men’s) budget and work with officers to determine spending allowances.
	* Collect dues at the beginning of each semester.
	* Work with Advisor to approve each expenditure before payment.
	* Complete all training as required by Iowa State University policy.
3. **Vice President**
	* Assumes the duties of the President in their absence
	* Directs constitutional updating and revisions
	* Facilitates election of officers
	* Recruits new members to the organization
	* Serves as an ex-officio member of standing committees
	* Oversees the impeachment and removal process for members, officers, and advisor. In the event of the Vice President is the person in question for impeachment or removal, this duty becomes the responsibility of the President or the President's temporary designee.
	* Serve as the Risk Management Officer to (a) help minimize potential risks for Hockey Club (Men’s) 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.
4. **Off-Ice Director**
	* This position may be broken into multiple sub roles as needed to balance workload and responsibility.
	* Preside over the planning and implementation of the organization’s public events
	* Work with the treasurer to remain within budget for all events
	* Establish and maintain relationships with vendors and campus partners
	* Supervise Hockey Club (Men’s) events and staff
	* Obtains appropriate facilities for organization activities, including ice time
	* Obtains all necessary travel and lodging accommodations
	* Order food and supplies for travel
	* Develop travel and home game day itineraries’
	* Assemble marketing, design and social media committee’s
	* Keep members involved and informed of all Hockey Club (Men’s) news as well as events
	* Create and distribute all advertisements and designs
	* Collects organization’s mail
5. **Secretary**
* Keeps a record of all members of the organization
* Prepares organization’s calendar of events
* Keeps and distributes minutes of each meeting of the organization
* Maintains attendance at all meetings
* Maintains organization’s records, storage, and office
* Prepares and files any required reports of the University
* Handles all official correspondence of the organization.
1. **Head Health and Safety Officer**
	* This role may be served by another officer on the board in conjunction with the other duties said officer may have. This that case, the officer would not have the power of two officer positions.
	* Regularly check for virtual form submissions detailing potential health and safety concerns as described in section 6 of the operations manual.
	* Oversees all Health and Safety Officers and activities
	* Lead communications with the Office of Risk Management
	* Runs Health and Safety presentations
	* Communicates with Hockey Club (Men’s) members on Health and Safety topics
	* Makes sure weather is safe to travel for the entirety of the trip
	* Checks that all safety equipment is in working order
	* Ensures that ice and playing conditions reflect minimal risk
	* Helps minimize potential risk for club activities
	* Recommends risk management policies and procedures
	* Submits documentation to ISU’s Risk Management Office
	* Ensures that proper waivers and background checks are on file with Risk Management for events
	* Oversees assistant health and safety officers.

*Section 3: Elections*

1. Elections will occur annually after the conclusion of the on-ice season but before the end of Spring semester at a general meeting open to all members of the Hockey Club (Men’s)
2. Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the general membership vote.
3. Voting will occur at a general meeting. The date of the meeting will be announced at least two weeks in advance through an email to all members.
4. At the voting meeting, each candidate will have at least 2 minutes to speak in front of the general membership.
5. Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.
	* In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
	* In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
6. The term of office for all officer positions shall be one year, beginning at the general meeting at which election occurred and ending at the following April’s general meeting.

*Section 4: Impeachment/Removal*

1. Officers can be removed from their position by a vote of Hockey Club (Men’s) membership.
2. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, hazing, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
3. Any Hockey Club (Men’s) member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the Executive Board.
	* The Executive Board will hold a special meeting with the Advisor to deliberate.
	* The Executive Board (excluding the officer in question) and Advisor must have a majority vote of approval to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote.
4. Officers will be removed from their position by a majority vote of Hockey Club (Men’s) membership present at the voting meeting.
	* Voting will be conducted by secret ballot at a general meeting.
	* The vote will be announced at least one week prior to the meeting.
	* The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
5. The officer in question must be provided with a summary of the reasons for removal at least one week in advance of the vote.
6. The officer in question will be allowed to speak to membership for up to 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.

*Section 5: Officer Replacement*

1. In the case of an officer vacancy, whether by impeachment or resignation, a special election must occur within one week of the position being vacated.
2. Special elections must follow the same format as annual elections, outlined in Article VI Section 3.
3. If no candidates come forward for the position, the Executive Board may appoint a general member to the position with the approval of a majority of the members.

*Section 6: Minimum Cumulative GPA for Officers*

**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 GPA of at least 2.00, have an enrollment of at least six hours (half-time credits) in the semester serving as an officer, and must not be under academic probation as defined by the Iowa State University Office of the Senior Vice President and Provost.
3. **Should any officer fail to maintain the requirements as prescribed in (a) and (b), they must resign their position and the Executive Board will replace the member pursuant to Article IV, Section 5.**

**Article VII – Advisor**

*Section 1: Duties*

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

*Section 2: Method of Selection*

1. Advisor candidates shall be verbally nominated by officers at a pre-determined meeting of the Executive Board.
2. A candidate may be elected through a majority vote of the Executive Board.
3. Recreation Services shall be notified of intent to offer a position to provide opportunity for external review.
4. Once an advisor candidate is selected, the President will contact the advisor candidate to offer the position.
5. If the Advisor candidate declines, the Executive Board will repeat steps (a)-(d).

*Section 3: Terms of Service*

The Advisor of the organization shall serve at their leisure.

*Section 4: Impeachment/Removal*

1. The Advisor can be removed from their position by a four of out five majority vote of the Executive Board.
	* Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, hazing theft, repeated disruptions during meetings, hazing, or any other action deemed unacceptable by current Disciplinary Regulations.
2. The Advisor must be notified and given reason for removal at least one week prior to voting.
3. The Advisor will be given the opportunity to speak in front of the Executive Board before a final decision is made. The Advisor may speak for up to 5 minutes, then they must leave the room while voting and deliberation occurs.
4. The Advisor will be notified of the decision via email.

*Section 5: Replacement*

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

**Article VIII – Finances**

1. 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, along with the President or Treasurer, must approve and sign each expenditure before payment.
2. Upon the disbandment of the Hockey Club (Men’s), all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by the Executive Board.
3. Dues will be determined by the Executive Board at the beginning of each semester. Dues will not exceed $5000 per semester.
	1. Dues will be collected by the Treasurer within the first three (3) weeks of each semester through the student organization marketplace.
4. Gifts. The Executive Board may accept on behalf of the Hockey Club (Men’s) any contribution, gift, request or device for the general purposes or for any special purpose of the Hockey Club (Men’s), not for individual gain.

**Article IX – Amendments and Ratification**

1. The amendment process may be initiated by any Hockey Club (Men’s) member.
	* Requests for amendment must be submitted in writing to the Executive Board.
	* The officers must have a majority vote of approval to move the amendment to a general membership vote.
2. The proposed amendment must be presented to the general membership at least one week before the vote.
3. This constitution may be amended by a majority vote of the Hockey Club (Men’s) membership present at the meeting.
	* Voting will take place at a Hockey Club (Men’s) meeting.
	* Voting will be conducted by show of hands.
4. Amendments to the organization’s constitution must be submitted to Student Engagement within 10 days for approval.
5. In the event any version of this constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
	* Any changes to bring the constitution into compliance may be made with unanimous approval from the Executive Board, and Advisor.
	* Notification of these changes must be communicated at the next full organizational meeting.

**Article X~~I~~ – Coaching Staff**

*Section 1: Duties*

The primary duties of the coaching staff are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement. Secondary duties can include, promoting the program, evaluating potential, conducting tryout evaluations, scheduling games and practices, planning and executing travel logistics, ensuring ACHA compliance, executing ACHA administrative tasks, planning practices, preparing game strategies, reviewing game film, planning and running team workouts, adding and managing further staff for coaching or support, and any other activities necessary to the success and growth of the organization.

*Section 2: Method of Selection*

1. Coaching candidates shall be verbally nominated by officers at a pre-determined meeting of the Executive Board.
2. A candidate may be elected through a majority vote of the Executive Board.
3. The Executive Board and any currently employed coaching staff may conduct interviews with potential candidates.
4. Recreation Services shall be notified of intent to offer a position to provide opportunity for external review.
5. Once a coaching candidate is selected, the President will contact the coaching candidate to offer the position.
6. If the coaching candidate declines, the Executive Board will repeat steps (a)-(e).
7. If the candidate accepts the position, they shall sign an “at will” coaching agreement detailing the terms of any required duties and compensation, must accept the Recreation Services volunteer agreement, and consent to and pass a Recreation Services Background check.

*Section 3: Terms of Service*

The Coach of the organization shall serve to the terms of the contract signed at the beginning of their employment or at their leisure if they never signed a contract.

*Section 4: Impeachment/Removal*

1. The Coach can be removed from their position by a four of out five majority vote of the Executive Board.
	* Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, hazing, or any other action deemed unacceptable by current Disciplinary Regulations.
2. The Coach must be notified and given reason for removal at least one week prior to voting.
3. The Coach will be given the opportunity to speak in front of the Executive Board before a final decision is made. The Coach may speak for up to 5 minutes, then they must leave the room while voting and deliberation occurs.
4. The Coach will be notified of the decision after deliberation has occurred either in person or virtually.
5. The Coach may also be removed from the position at any time via decision and judgement from Recreation Services. Recreation Services shall share with the executive board any details of any internal deliberation, and it must provide the club with 2 weeks’ notice of removal unless the coach is causing immediate harm to any program or personal, in which case removal shall be immediate.

*Section 5: Replacement*

In the event a Coach must be replaced, the method of selection shall be the same as described in Article XI Section 2.