

Constitution of the Wiffleball Club at Iowa State University

Article I - Name:

The name of this organization shall be Wiffleball Club at Iowa State University.

Article II - Purpose:

The purpose of the Wiffleball Club is to promote enjoyment of the game of wiffleball among students at Iowa State University. Our goals are to provide a welcoming environment for players of all skill levels, foster teamwork and sportsmanship, and organize regular games and friendly scrimmages. We aim to enhance the social experience on campus through engaging activities centered around Wiffleball and bringing members together.

Article III - Statement of Compliance:

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

Article IV - Non-Discrimination Statement:

Iowa State University and the Wiffleball Club 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:

Membership shall be open to all registered students in good standing at Iowa State University. Members are encouraged to participate in weekly meetings and events.

Article VI - Officers:

1. Officer Positions, Responsibilities, and Term of Service:

- **President:** The President shall oversee the activities of the organization, organize all meetings and events, and maintain records of the club's activities. The President's term of service shall be one calendar year (1 year term).
- **Treasurer:** The Treasurer shall manage the organization's finances, use funds to purchase necessary equipment and maintain accurate financial records. The Treasurer's term of service shall be one calendar year (1 year term).
- **Vice President:** The Vice President shall assist the President in overseeing the activities of the organization, including organizing meetings and events. The Vice President shall step in for the President if they are absent or unable to fulfill their duties. The Vice President will also support the Risk Management Officer and assist with special projects as assigned by the President. The Vice President's term of service shall be one calendar year (1 year term).

- **Risk Management Officer:** The Risk Management Officer shall help minimize potential risks for club activities, address the risks of participation, recommend risk management policies, submit documentation to ISU's Risk Management Office, and ensure proper waivers are on file for events. This role can be filled by the Vice President or be a separate position. The Risk Management Officer's term shall be one calendar year (1 year term).
2. **Method of Selection or Election of Officers:**
Candidates will each have 5 minutes to speak with club membership during a general meeting. Voting will occur by secret ballot, requiring a simple majority vote by returning members to elect an officer.
 3. **Date(s) for Selection or Election of Officers:**
The election process will take place annually in the month of January on the first Sunday back from winter break.
 4. **Impeachment/Removal of Officers:**
Impeachment proceedings may be initiated by a written complaint submitted to the President. To proceed, 2/3 of executive officers must vote to continue the process. The officer being impeached will be notified and can speak before a vote is held. A simple majority vote of due-paying members is required for impeachment. Examples of impeachable offenses may include,
 - Failure to Fulfill responsibilities: Officers who consistently neglect their responsibilities, such as the President not organizing events or the Treasurer mismanaging finances, can be impeached.
 - Violation of policies or laws: Officers who break Iowa State University policies, state, or federal laws (illegal activities or unethical financial practices) are subject to impeachment.
 - Mismanagement of funds: Officers who misuse or mishandle club funds, violating the financial procedures outlined in Article VIII, can be impeached.
 5. **Replacement of Officers:**
To fill an officer vacancy, a special election will be held within two weeks of the previous officer's departure, following the same procedures as general elections.
 6. **Minimum Cumulative GPA for Officers:**
The officers of this organization must meet the following requirements:
 - 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.
 - 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.

Article VII - Advisor:

1. Advisor Duties:

The Advisor of this organization shall oversee, maintain communication with university administration, and assist with the leadership development of the organization's officers.

2. Method of Election/Selection of Advisor(s):

The Advisor of this organization shall be selected by a unanimous decision of the executive officers.

3. Advisor(s) Term of Service:

The Advisor of this organization shall serve an indefinite term length at their leisure.

4. Impeachment/Removal of Advisors:

Impeachment proceedings for the Advisor shall follow the same format as Officer impeachment proceedings.

5. Replacement of Advisors:

In the event of a vacancy, a new Advisor shall be selected following the same process as the initial selection.

Article VIII - Finances:

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. All funds must be deposited within 48 hours after collection, and the Advisor must approve and sign each expenditure before payment. Dues will not exceed \$5 per semester.

○ Dues Collection Procedures:

Membership dues will be set at \$5 per semester and are due at the first meeting of each semester. Members can pay dues in cash or via an approved electronic payment method. A sign-in sheet will be maintained to track payments, and receipts will be issued for all transactions.

○ Money Handling Details:

The Treasurer will be responsible for all financial transactions, including collecting dues and managing expenses. Only the Treasurer and the President will have access to the organization's bank account and purchasing cards. All expenditures must be approved by both the Treasurer and the President, ensuring transparency and accountability.

○ Budgeting and Fundraising:

The Wiffleball Club will create an annual budget at the beginning of each academic year, outlining expected income (from dues and fundraising) and projected expenses (for events, equipment, and other activities).. Funds raised will be allocated based on member input during meetings.

○ Dissolution of Funds:

In the event that the Wiffleball Club is dissolved, any remaining funds after settling all debts and obligations will be donated to a local charity or non-profit

organization, as determined by a vote of the remaining members. Proper documentation will be submitted to the Campus Organizations Accounting Office to ensure compliance with university policies.

Article IX - Amendments and Ratification:

A proposal to amend this constitution may be extended to Officers by any voting member of the organization. Proposals should be presented to the general membership at least one week before the vote. A constitution may be amended with a 2/3 vote of due-paying members. The amended constitution will be submitted within 10 days to Student Engagement for approval.