

Constitution of the ISU Quiz Bowl Club

- Article I. Name -

1.1 The name of this organization shall be "Iowa State University Quiz Bowl Club", hereafter referred to as the "ISUQBC".

- Article II. Purpose -

2.1 We are a club dedicated to the advancement of the high-school/collegiate game known colloquially as quiz bowl. We participate in and hold our own tournaments and meet regularly to keep our skills well-tuned.

2.2 Other organizational goals include, but shall not be unduly limited to:

/1 Providing leadership experiences and opportunities for undergraduates

/2 Providing a forum for members to increase their knowledge and skills

/3 Increasing opportunities for fellowship and collegiality

/4 Promoting professionalism and a gracious competitive spirit

/5 Fostering a love of knowledge throughout our communities, especially in youths

- Article III. Statement of Compliance -

3.1 ISUQBC abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

3.2 ISUQBC agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

- Article IV. Statement of Non-Discrimination -

4.1 Iowa State University and ISUQBC do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.

- Article V. Membership -

5.1 Any student who has paid the appropriate dues to ISUQBC for the current semester shall be considered a member.

5.2 All students at Iowa State University are eligible to become members.

5.3 ISU students who participate in any fashion in an intercollegiate event with ISUQBC are required to become members if this is not already the case. Here participation shall be defined as any member of the registered competition team and any support personnel deemed vital to the team's functioning by general consensus of the officers.

5.4 A member may be removed from the club if $1/2$ of the officers and $3/4$ of the remaining members vote to remove him or her because of behavior deemed inappropriate. A unanimous vote of the officers is also sufficient to carry out this action. A member's removal from the club is not subject to appeal. Removed members may be reinstated into the club under normal membership procedures one calendar year following the date of his or her removal. Members up for removal may speak up to 3 minutes on their own behalf and shall not be present when voting takes place. Officers shall be replaced as per 7.4.

- Article VI. Risk Management -

6.1 The role of the risk management officer is to:

/1 Help minimize potential risks for club activities

/2 Recommend risk management policies or procedures to ISUQBC

/3 Submit documentation to ISU's Risk Management Office

/4 Ensure that Iowa State University policies are followed at all ISUQBC events

/5 Ensure proper waivers and background checks are on file with Risk Management for events (if applicable)

6.2 These duties shall be the responsibility of ISUQBC's president. The duties may be reassigned with the consent of the assignee without amendment to the Constitution. Abandoned duties shall revert to the president.

- Article VII. Officers -

7.1 President - The President of ISUQBC shall:

/1 Preside over meetings

/2 Represent ISUQBC on campus

/3 Act as a liaison between ISUQBC and other teams across the country

/4 Ensure that ISUQBC is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center

/5 Maintain communications with ISUQBC's advisor

7.2 Treasurer - The Treasurer of ISUQBC shall:

/1 Maintain a club ledger

/2 Collect dues

/3 Cosign club checks with the Advisor

/4 Inform ISUQBC of its financial status at each meeting and provide updates upon request

/5 Arrange and manage fundraising events in coordination with the president

/6 Solicit funding, if needed, from the Student Government

/7 Provide for the safekeeping of any financial assets (eg. buzzer systems, question packs, etc.)

7.3 Officer Requirements - Officers of ISUQBC shall:

/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 2.50. 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 Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in 7.4/1 and 7.4/2

/4 Be present at all voting meetings and make due effort to attend regularly scheduled ISUQBC events.

7.4 Elections

/1 Officers are elected for one calendar-year term

/2 The regular election shall take place between the eighth and twelfth weeks of the spring semester

/3 Special elections to fill vacancies shall be held as soon as possible; officers thus elected shall serve until the end of the term

/4 The election process shall take place in two phases

i. Nomination

a. Candidates shall be nominated at a point prior to elections

after all members have been given suitable notice of the process.

b. Any member in good standing of ISUQBC meeting the requirements for

the position shall be eligible.

- c. If there are no nominations for a position, the highest-ranking officer not involved in voting shall appoint a member to this position with the appointee's consent. No voting will be held for the position.

ii. Voting

- a. If there is no treasurer for the voting meeting, a temporary treasurer shall be appointed by the highest-ranking officer, if there is one, or by general consensus of all present if there is not.
- b. The treasurer or temporary treasurer is allowed to collect dues for the purposes of allowing non-members to become members in time to vote.
- c. A temporary treasurer must surrender all money collected to the treasurer following the election.
- d. A quorum for the voting phase shall be deemed 100% of the filled officer positions and 2 additional members.
- e. Members must be rightfully notified prior to a meeting involving a vote.
- f. A simple blind hand vote shall be used with the majority winning. Ties will be determined by the highest ranking official at the time with positions being voted upon not excluded.
- g. Absentee votes may be cast after nomination and prior to the meeting in question.
- h. Voting will be run by the highest ranking officer whose position is not currently under vote.

7.5 Retentions

/1 Any officer may initiate a vote of retention on his or her own behalf.

/2 A quorum for a vote of retention shall be deemed 100% of the filled officer positions and 2 additional members.

/3 A vote of retention shall only be held if members are duly informed in advance.

/4 An officer is deemed retained if 100% of the officers and 3/4 of non-officer members

vote favorably.

/5 A simple blind hand vote shall be used, run by the highest ranking officer not currently under vote.

/6 A retained position will not undergo the standard election cycle.

/7 A position may not be held for retention two consecutive years (i.e. a regular club vote must separate each retention).

/8 A rejected vote of retention has no bearing on an officer's position and the regular election cycle continues as outlined for this position.

7.6 Removals

/1 Officers may be removed from office by a vote of 1/2 of the officers and 3/4 of the remaining members if their actions are deemed inappropriate.

/2 A secret ballot shall be used for both votes.

/3 The officer in question is permitted to speak up to 3 minutes before the officers and the 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.

/5 Inappropriate behaviors shall include not following through on duties outlined in the constitution and behavior that detracts from the club's mission, although this is not meant to be a complete list of offenses.

/6 Officers shall be replaced as per 7.4.

7.7 Chairs

/1 Chairs may be appointed by general consent of the officers from among the membership to perform unassigned functions deemed necessary to ISUQBC.

/2 Chairs are appointed ad-hoc and have no guarantee of their continued retention as a Chair.

/3 Chairs are not eligible for voting in any fashion as an officer.

/4 Chairs may put forward their position for a vote of retention. A favorable

vote will elevate the chair's status to officer and the Bylaws will be altered to reflect this change.

- i. Chairs are excluded from voting as either an officer or a member during the vote of retention.
- ii. Chairs are excluded from quorum calculations during a vote of retention.
- iii. Chairs may not undergo a vote of retention in the next election cycle.

/5 Chairs may be removed under officer removal conditions 7.6.

/6 Chairs retained through a regular election cycle shall be voted upon as if they were officer positions.

7.8 Formation of New Officer Positions

/1 A new officer position shall be proposed by the unambiguous vote of the officers.

/2 Members shall be notified of this no later than the next meeting and have the opportunity to run as per the election process outlined in section 7.5

/3 If deemed necessary, the position shall be filled immediately by the consensus of the officers.

- i. This appointment must be approved by a simple majority of members at the next meeting.
- ii. If rejected, the position shall be filled as per the election process outlined in 7.5

- Article VIII. Advisor -

8.1 Advisor - The Advisor of ISUQBC shall:

/1 Maintain communications with club officers

/2 Be aware of and approve financial expenditures

/3 Ensure that ISUQBC is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center

/4 Promote the advancement of ISUQBC

8.2 The Advisor shall be selected by consensus of the president and treasurer.

8.3 A simple majority of the members is required to confirm this selection.

8.4 The Advisor will serve for the duration of his or her tenure at Iowa State, or until he or she or ISUQBC decides to terminate the relationship.

8.5 The Advisor can be removed as per officer removal procedures outlined in 7.6.

- Article IX. Finances -

9.1 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 24 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

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

9.3 If the organization is dissolved, the funds in the organization's account shall revert to the university. An attempt shall be made to preserve club assets as university property.

9.4 Membership dues shall be determined on a semester by semester basis by the treasurer and shall not exceed \$10 per semester.

9.5 Dues shall be paid by the 8th week of each semester. Membership privileges shall be revoked for dues not paid by this time. These privileges can be reclaimed at any time by submitting the semester dues.

- Article X. Bylaws -

10.1 Bylaws may be created with a vote by a simple majority of the members or unanimous consent of the officers.

10.2 There shall be bylaws on the following topics:

/1 Meeting times

/2 Location of electronic resources

/3 The selection of competitive teams

10.3 Bylaws may be created at any official meeting and for any other purpose, as long as they do not contradict any provision in the Constitution.

10.4 Bylaws are retained between terms unless otherwise specified.

- Article XI. Miscellaneous -

11.1 An official ISUQBC meeting shall be defined as a planned event with the approval of the president and treasurer of which members had prior direct or inferred knowledge and where at least one officer and two other members are present.

11.2 The president and treasurer shall be guaranteed a spot, should they wish, on all intercollegiate competitive teams for organizational and financial purposes. They are not guaranteed to compete.

11.3 The president of ISUQBC shall break all ties in any voting process.

11.4 Votes are to be rounded so that the highest possible amount short of the fraction necessary is considered a favorable vote. For example, when a $\frac{3}{4}$ majority is needed $\frac{1}{2}$ passes if only 2 members are present, $\frac{3}{5}$ passes if only 5 members are present, and so forth.

- Article XII. Amendments and Ratification -

12.1 Amendments

- /1 Any amendments to this Constitution shall be proposed by at least two members.
- /2 Any amendments proposed shall be publicized deservedly.
- /3 Within 14 to 21 days after the proposal, the amendment shall be voted on. Support of $\frac{2}{3}$ of all members is 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.

12.2 Ratification

- /1 This Constitution shall become effective when $\frac{2}{3}$ of all members vote in favor of it.
- /2 Ratified Constitutions shall be submitted within 10 days to the Student Activities Center for final approval.