**Sailing Club Constitution**

**Article I - Name**

The name of this organization shall be the Sailing Club.

**Article II – Purpose and Goals**

Provide sailing instructions to improve the skill of experienced sailors and to teach the

inexperienced to sail.

The Racing Team competes within the Inter-Collegiate Sailing Association (ICSA). The

Governing authority for sailing competition at colleges and universities throughout the United States and in some parts of Canada, and other venues including the Midwest Collegiate Sailing Association (MCSA).

The Executive Board, consisting of the club officers described below, will be responsible for declaring the division within ICSA/MCSA in which the team will compete and ensure the eligibility of the team to compete in the division.

The Club will abide by all rules and regulations set forth by the ICSA/MCSA.

The Club may also form affiliations with local or regional organizations as deemed appropriate.

**Article III - Statement of Compliance**

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

Iowa State University is committed to maintaining an environment conducive to healthy lifestyles, including the academic and personal development of all members of the university community. Members of the university community are accountable for their own actions and are expected to make responsible, lawful decisions regarding the use of alcohol. Iowa State University encourages students to hold substance-free events and programs. Students and student/campus organizations are subject to ISU's alcohol policies and federal, state, and local laws. Students are expected to follow the policies in the Student Conduct Handbook. Students and student/campus organizations may not supply alcoholic beverages to persons who are not of legal age to possess or consume alcohol beverages. This section will apply to persons or organizations who intentionally, knowingly, recklessly or negligently supply alcohol to persons underage.

**Article IV - Non-Discrimination Statement**

Iowa State University and Sailing 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 granted to all students, faculty, staff, alumni, and friends in good standing of Iowa State University upon application and payment of dues.

Members are expected to pay dues when required and actively support organizational projects. By payment of dues, members implicitly agree to abide by this constitution and the Rules and Regulations of the Sailing Club and agree to release Sail Club, or any member thereof, or Iowa State University, of any responsibility for personal injury or personal damage.

Categories of membership entailing specific privileges and responsibilities shall be reviewed and established periodically as deemed necessary by the Executive Board with the concurrence of the membership body.

Membership may be revoked by a ½ vote of officers plus a ¾ vote from general membership if actions are deemed inappropriate to the promotion of the Club.

Members must participate in team practices and fund-raising activities to be eligible for regatta competition.

Membership dues will be established by the Executive Board for a given year.

Membership dues are to be paid each semester. Dues must be paid to be eligible for participation in Day Sails or Regattas.

School Waivers must be signed by all active members once they paid membership dues. If you do not sign a waiver, you cannot participate in sailing events.

**Article VI - Officers**

It is the responsibility of all Executive Board members to maintain a positive attitude and display enthusiasm for sailing.

The Executive Board shall have the responsibility for the general direction of the club and shall have the power to transact business involving club activities, policies, and property of the club.

All newly elected or appointed positions must be informed about the Sailing club constitution, the Sports Club Council Constitution, and the Sports Club Council Manual Policies.

Be on rotation for attending Sports Club Council meetings and take minutes to share with the executive board.

Meetings of the Executive Board may be called by the Commodore as they deem necessary, or upon request of two members of the Executive Board.

Keep records of all electronic documents, emails, and passwords pertaining to the club in the executive board of directors position held by club members. They must be turned over to the newly appointed or elected executive board member once you leave office. If no one is filling your position, the said items must be given to the President of the Sailing Club.

The Executive Board shall consist of:

Commodore (President) – One (1) year elected position

Vice-Commodore (Vice President) – One (1) year elected position

Purser (Treasurer) – One (1) year elected position

Racing Coordinator – One (1) year appointed position

Fund Raiser Officer - One (1) year appointed position

Secretary – One (1) year appointed position

Fleet Mechanic and Equipment Officer – One (1) year appointed position

Webmaster – One (1) year appointed position

Social Chairman – One (1 year appointed position

Merchandise Chairman - One (1) year appointed position

Faculty Adviser – Two (2) year appointed position

Officer Requirements:

Officers of this organization must be a member in good standing club member, enrolled as a graduate or undergraduate student at Iowa State University, and be in good academic standing.

Undergraduate students, during their term of office, must be enrolled at least half-time (six or more credit hours) unless fewer credits are required to graduate in the spring and fall semesters.

Graduate students during their terms of office must be enrolled at least half-time (four or more credits) unless fewer credits are required in the final stages of their degree as defined by the continuous registration requirement.

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 cumulative GPA is 2.00. In order for the provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

A student will be ineligible to hold an office should the student fails to maintain the requirements as prescribed. Non-university affiliated Club members are not eligible for election to the offices of Commodore, Vice-Commodore, Secretary, or Purser.

Terms in Office:

The term of office shall be one (1) year with reelection or reappointment possible with exceptions made for Administrative Officers and Advisers.

Should any elected Executive Board member step down from their position, an election will be held to fill the vacant position.

In the event the Commodore vacates their position on the Executive Board, the Vice-Commodore will fill the vacated position, and an election will be called among club members to fill the vacant Vice-Commodore position.

An Executive Board member may be removed from their position by a ²/3 vote of officers plus a ¾ vote from general membership if actions are deemed inappropriate to the promotion of the Club.

Should the Commodore be removed from office, the same process as prescribed in the paragraphs above shall be executed.

Election of Officers:

Club members in good standing. Cast their vote by secret ballot in support of candidates running for the following positions; President, Vice President, Secretary, and Treasurer. All other officers will be appointed by the Board members specified above.

Election of officers will require a simple majority vote put to the membership at large. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes.

Members interested in becoming an officer must meet the following requirements as prescribed in the Officer Requirements section.

Officer elections will be held at the beginning of the spring semester. At this time, the Executive Board will begin training the newly elected executive board members. The spring semester overlap will be used to properly educate newly elected Executive Board members on the practices and procedures of the Board.

During this orientation period, the existing Executive Board members will be recognized as the official officers of the Club. The orientation period will conclude with the end of the Spring Semester with the submittal of the Compliance Agreement Form to the Student Activities Center.

Final appointment of officers is contingent upon the approval for service by the Student Activities Center.

When elected they must be informed about the Sailing Club Constitution, Sports Club Council Constitution and Sports Club Manual ask to read.

All records of documents, emails, and passwords pertaining to the club must be turned over to the next elected or appointed executive member. If no one is filling the position, the records must be given to the President of the Sailing Club.

Commodore (President) Officer shall:

Organize and conduct meetings, determine times and locations.

Work with officers and members to recruit new members.

Be held accountable for all club correspondence.

Submit bills to Treasurer for payment.

Be responsible for completing and submitting official documents in a timely manner.

Will be assigned a key to the gate where boats and trailers are stored.

Inform adviser(s) of all club meetings and events. Appoint members to plan and carry out special events.

Be on rotation for attending Sports Club Council meetings and take minutes to share with the executive board.

Assist with Executive Board members planning to fundraise for the Sailing Club.

Commodore (President) Officer may act as a liaison between the Club and the university, but their primary responsibilities are to assist other officers in any capacity deemed necessary, fulfill all other officer roles on a temporary basis, and provide administrative and continuity oversight.

Vice-Commodore (Vice President) shall:

Will be assigned a key to the gate where boats and trailers are stored.

Coordinate and plan Day Sails and Land Yachting, which must happen at least once each semester. If funding allows us to do more, then approval may be from Treasurer and President.

Recruit members to get van and towing certification.

If there is no appointed Racing Coordinator, also will be responsible for organizing teams for regattas and planning transportation and housing.

Be responsible for collecting and processing club mail.

Be held accountable for all club correspondence.

Submit bills to Treasurer for payment.

Work with Commodore to recruit new members.

Be on rotation for attending Sports Club Council meetings and take minutes to share with Executive Board.

Assist and coordinate fundraising activities for the Sailing Club if no one is appointed for Fund Raising Officer.

Purser (Treasurer) shall:

Be responsible for the completion of the budget for the following year.

Maintain financial records for the club and keep track of funding.

Advise the executive board on budgeting the money.

Be responsible for turning in receipts, having vouchers signed by the advisor and taken to campus organization auditor.

Collect dues from members each semester.

Submit deposits.

The club does not reimburse monies for gasoline paid out of pocket for Day Sails or Regattas.

Keep waivers log current for all active paid members.

Work with Commodore to recruit new members.

Be on rotation for attending Sports Club Council meetings and take minutes to share with Executive Board.

Assist with fundraising activities for the Sailing Club.

Racing Coordinator shall:

Communicate with the ISCA/MSCA for regatta scheduling, rules, and score keeping.

Turn in the invoice to Treasurer for MSCA Dues to make sure paid by due date.

Make sure all waivers are signed by members attending regatta.

Submit travel voucher and rent travel van or car two weeks in advance of scheduled event date.

Coordinate with Treasurer to determine final cost to each member attending regatta.

Collect money from members before leaving on regatta and give to Treasurer for deposit.

Work with Commodore to recruit new members.

Be on rotation for attending Sports Club Council meeting and take minutes to share with Executive Board.

Assist with fundraising activities for the Sailing Club.

Fundraiser Officer shall:

Assist and coordinate fundraising activities for the Sailing Club.

Submit bills to Treasurer for payment.

Submit deposits to Treasurer.

Work with Commodore to recruit new members.

Be on rotation for attending Sports Club Council meetings and take minutes to share with Executive Board.

Secretary Shall:

Be responsible for taking or appointing someone to take minutes at Sailing Club meetings and Sports Club Council meetings.

Distribute minutes electronically, either via email or posted to the Club website.

Distribute club reminders of meetings, regattas, and events via the email list.

Gather and assemble information and agendas when necessary.

Handle public relations for meetings and events through fliers, ads, and phone calls.

Work with Treasurer to implement and assist with fundraising activities.

Be responsible for coordinating information between committees and Officers.

Work with Commodore to recruit new members.

Fleet Mechanic and Equipment Officer shall:

Will be assigned a key to the gate where boats and trailers are stored.

Take a boat and trailer inventory each year.

Responsible for maintenance and repair of all equipment in the care of the club.

Assess work that needs to be done on the boats, put together a crew when needed to work on boats, monitor the work, and control cost. Must get board approval before doing work to asses funding.

Responsible for boat registration stickers, renewals, and transfers. Note: boat registration renewal is every three years.

Coordinate with Recreation Services and make sure the trailer stickers and the license plates are current. Recreation Services own the trailers.

Responsible for the assessment of potential boat donations.

Responsible for coordinating the purchase of sale/disposal of equipment as per University procedures.

Work with Commodore to recruit new members.

Be on rotation for attending Sports Club Council meetings and take minutes to share with Executive Board.

Assist with fundraising activities for the Sailing Club.

The Risk Management Officer shall:

Help minimize potential risks for club activities, recommend risk management policies or procedure, submit documentation to ISU’s Risk Management Office, and ensre that proper waivers and background checks are on file

Webmaster shall:

Maintain Sailing Club website.

Post pictures and video on social media accounts from Day Sails, Regattas, Social Activities, and Fundraisers.

Contact school newspaper when Racing Team wins Regattas.

Work with Commodore to recruit new members.

Be on rotation for attending Sports Club Council meetings and take minutes to share with Executive Board.

Assist with fundraising activities for the Sailing Club.

Social Chair shall:

Plan non alcoholic social events. Bowling, billiards, pizza parties, movies, etc.

Work with Commodore to recruit new members.

Be on rotation for attending Sports Club Council meetings and take minutes to share with Executive Board.

Assist with fundraising activities for the Sailing Club.

Merchandise Chair shall:

If there is club interest, create a design for shirts. Present to the executive board for a majority vote. The design must meet the Trademark policy of ISU. Create design and have it pre-approved by Trademark office. Place only the number of shirts that money is collected for. Do not attempt to go over when placing an order.

Work with Commodore to recruit new members.

Be on rotation for attending Sports Club Council meetings and take minutes to share with

Executive Board.

Assist with fundraising activities for the Sailing Club.

Faculty Adviser shall:

Function as an adviser to Sailing Club.

They are an automatic member of the Board of Advisors of the Midwest Collegiate Sailing Association.

**Article VII - Faculty Adviser:**

The club will have at least one adviser and may have up to two.

At least one advisor must be a professional & scientific (P&S) or faculty employee of ISU employed at least half-time.

Advisers are recruited and appointed by the Executive Board.

Advisers will be appointed during the spring semester.

If extenuating circumstances are present, the appointment time may be adjusted to ensure that at least one adviser is overseeing club actions.

Advisers serve a two-year term but may be reappointed by the Executive Board.

If extenuating circumstances are present, this term may be shortened upon the agreement of the adviser and the Executive Board. This action is contingent upon a replacement adviser being appointed.

There is no limit on the number of terms an adviser may serve.

Advisers will act as a liaison between the club and the university. The adviser will assist the Executive Board in the organization of the club but holds no vote in any elections unless he/she is also an Administrative Officer and is actively serving in that capacity.

**Article VIII - Finances:**

General Procedures:

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.

An Adviser to the organization must approve and sign all expenditures before payment.

All club finances will be handled by the Treasurer, with backup from the Executive Board if necessary.

Fund Account:

The General Fund shall be used to cover all club expenses, including operations and expenditures.

All state money and mandatory student fees in University accounts, received from the GSB, which are unspent and/or unencumbered, will revert back to the granting organization upon dissolution.

Club Dues:

Annual membership dues are payable at the beginning of the fall semester.

All annual memberships expire August 31st.

Semester membership dues are payable any time.

All semester membership dues expire at the end of that semester. Must collect the second portion of dues at the beginning of the second semester of school calendar year.

Club dues shall not exceed $150 per year or $50 per semester.

Dues shall be reviewed and established periodically by the Executive Board with the concurrence of the membership body acknowledged by a simple majority vote.

Payment of dues constitutes membership in good standing in this organization.

Dues shall not be prorated nor refunded.

Dissolution of the Club:

If the club is dissolved, the University will keep the balance in an account, during which time the University will advertise to remaining members the opportunity to restart the organization.

If a positive balance remains in the account, the existing Executive Board reserves the right to donate the remaining funds to another club, purchase equipment of some sort for a club reformation, or donate the money to an organization such as the Sports Club Council.

If a negative balance remains in the account, any members that choose to reform the club will be responsible for paying back the deficit.

**Article IX - Safety Rules When Sailing**

All Club members and non-members must wear life jackets while in a watercraft upon the water.

Safety equipment is highly recommended for all activities and must be worn appropriately when required by law.

**Article X - Committees**

The Commodore may appoint temporary committees as necessary.

**Article XI - General**

The Executive Board may institute a restriction on sailing and use of club property as it deems necessary.

Enroll younger members in key positions to be active in the club and take on leadership roles for when our senior member's exit the following semester. This will allow them the opportunity to understand the operations of the Sailing Club.

**Article XII - Boat and Trailer Donations**

All boat and trailer donations must go through ISU Foundation and Recreation Services department.

**Article XIII- Discipline**

The Executive Board may suspend or impose disciplinary action as deemed necessary with a ¾ majority rule.

**Article XIV - Amendments & Ratification**

Proposed amendments to the Constitution shall be submitted to the Executive Board in writing.

The Executive Board will examine the proposed amendment and if deemed appropriate will bring it to the club member for a vote.

This constitution may be amended by a ²/3 majority vote of members present at one meeting. Approved revisions to the Constitution must be submitted to the Student Organizations center within 10 days for approval.

The ratified Constitution will be in effect upon receiving final approval from the Student Organizations center.