

Triathlon Club at Iowa State University Constitution

Article I: Name

The name of this organization shall be the Triathlon Club at Iowa State University

Article II: Purpose

Section One

The Triathlon Club at Iowa State University is a student-run, non-profit organization dedicated to the educational pursuit of the sport of triathlon, general fitness and the representation of the sport of triathlon within the community. It is our goal to provide a positive environment for all those interested in the sport of triathlon, and to help provide the necessary equipment and knowledge.

Section Two

The Triathlon Club at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws.

Article III: Statement of Compliance

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

Article IV: Non-Discrimination Statement

Iowa State University and the Triathlon 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, or status as a U.S. Veteran.

Article V: Membership

Section 1: Requirements

Membership shall be open to all adults, including ISU students, faculty, and staff; as well as members of the community although only registered students are allowed to vote on anything pertaining to the club. Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, sex, marital status, disability or status as a U.S. Veteran. Regular meetings, seminars, clinics, and social events are open to the general public. Paid membership is required for full club benefits, as detailed in the bylaws.

Section 2: Removal

a. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).

b. The removal process may be initiated by any member of the organization.

- A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.

- Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.

c. Membership may be revoked by a majority vote of club membership present at the voting meeting.

d. Voting will be conducted by secret ballot at a general meeting.

- The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).

e. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.

f. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.

g. The member will be allowed to speak to the membership for a maximum of 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.

h. 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.

i. Member in question may request reinstatement 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 member.

Article VI: Officers/Cabinet

Election of Office

Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run off election will be held within the top two candidates that receive the most votes. Election will be held during the general club meeting immediately following the Nationals race in April.

The officers of this organization must meet the following requirements:

- a. Have a minimum grade point average (GPA) as stated below and meet that minimum GPA in the semester of election/appointment and semester during the term of office. For undergraduate 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.
- b. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if undergraduate student (unless fewer credits are required to graduate in the spring of fall semester) 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.
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Term of Office

The term of office will be one full year (from May 16 to May 15). All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

Cabinet positions and duties

President

The president shall preside over meetings; appoint officers to fill board vacancies. The president's term of office shall not be more than two consecutive years. The duties of the president shall include: Run and organize meetings, setup an organize workouts, work with sponsors and sponsorship chair, and with the treasurer, SCC rep and other cabinet members as needed on the yearly budget. The president will also be responsible for risk management including:

- a. Helping to minimize potential risks for club activities.
- b. Recommending risk management policies or procedures.
- c. Submitting documentation to ISU's Risk Management Office.
- d. Ensuring that proper waivers and background checks are on file with Risk Management for events (if applicable).

Vice President

The vice president shall act as president in the absence of the president. He/She shall be responsible for maintaining meetings, sponsor relations, finding speakers for meetings and/or clinics, and helping the president run and organize practices.

Treasurer

Responsible for keeping accurate measures of the budget. Responsible for keeping a current roster of active club members, budget goals, budget spending, and money brought into the club.

Sports Club Council Representative

Primary responsibilities are to attend Sports Club Council (SCC) meetings and to report information to the cabinet and to help prepare the budget for approval by the SCC.

Event Director

Responsibilities include organizing any races (Cy-Man Triathlon and Doughnut Run) and work with the Vice President as other cabinet members as needed to arrange speakers and clinics.

Sponsorship Chair

Responsibilities include the organization, design, and ordering of uniforms, sponsorship equipment, and maintaining and good relationship with sponsors. Primary goal is to have good quality of merchandise for a low price.

Social/Recruiting Chair

Responsibilities include recruiting for social events, club members, cabinet members, and maintaining a good relationship with the club. Various tasks could include, setting up sponsors for races, organizing social events for the club, and duties asked of him/her from the president.

Secretary

Responsible for taking accurate meeting minutes and notes for all Triathlon Club meetings and presenting this to the cabinet for cabinet meetings and the entire club for club meetings.

Equipment Chair

Responsibilities include performing complete inventory of all the equipment of the locker, as well as maintaining that list as the semester progresses. Other responsibilities include making sure all of the equipment is usable and if broken, take the appropriate action to get it fixed. Create a list, that is posted in the locker, so that if there is a malfunction with the piece of equipment it is noted for future repair. Lastly make sure that the locker maintains order and keeps free of clutter.

Midwest Collegiate Triathlon Conference Representative

Be a representative for ISUTC at Midwest Collegiate Triathlon Conference (MWCTC) meetings, relaying information about our club to their organization and keeping the club informed of upcoming events and noteworthy information about the MWCTC.

Webmaster

Responsible for maintaining the clubs web site, keeping it up to date and assuring that it is running smoothly. Also, he/she will assist other cabinet members as needed.

Advisor

Duties include participating in the officer's meetings and offer advice to cabinet on university policies, and helping cabinet members as needed.

Removal of Officers

Officers may be removed from office by 2/3 votes of the other officers and ½ of the general membership if actions are deemed inappropriate by the membership or the officer has committed at least 2-3 impeachable offenses. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

If a member of the cabinet is removed from their duties, there will be an immediate replacement election will be held and the replacement cabinet member will take office immediately. This will also require a 2/3 majority vote from the general club population.

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

- a. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.
- b. A candidate may be elected through a majority vote of officers.
 - Officers will vote through a show of hands.
 - All officers must be present for a vote to occur.
- c. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- d. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

Section 4: Impeachment/Removal

- a. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
 - 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, or any other action deemed unacceptable by current Disciplinary Regulations.

b. The Advisor must be notified and given reason for removal at least one week prior to voting.

c. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.

d. 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

The collection of dues and expenditures are to be overseen by the Treasurer. The club dues will never exceed \$100 per semester.

In the event of dissolution of the organization, dues shall be reimbursed to current paid members in full for the current and any remaining paid semesters. Remaining GSB funds shall be reimbursed to GSB.

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.

The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a ½ vote. Dues must be paid before participating in certain club activities, in accordance with the bylaws. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

Article VI: Amendments and Ratification

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of ½ plus one vote of the general membership is necessary. Amended constitution will be submitted within 10 days to Student Engagement for approval. This constitution shall become effective upon approval by a

2/3 vote of the membership. Ratified constitutions must be submitted to Student Engagement within 10 days for final approval.