

Constitution of The Weight Club at Iowa State University

Article I – Name

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

Article II- Purpose

The purpose of Weight Club is to provide a highly motivating environment for those who are looking to improve their strength beyond the average weightlifter. The goals of this organization are to allow like minded individuals to better themselves in a safe, supportive environment with high quality equipment. To achieve these goals, Weight Club will provide the resources and equipment athletes need to train for and to be successful in strength sports competitions such as, but not limited to- Powerlifting, Olympic Weightlifting, CrossFit, Strongman, and Bodybuilding.

Article III- Statement of Compliance

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

Article IV – Non-Discrimination Statement

Iowa State University and Weight 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

Section 1: Requirements

Membership shall be open to all registered students of Iowa State University. In addition, faculty and staff of Iowa State University as well as interested enthusiasts are allowed to be members. Only registered students are allowed to have voting privileges. As a member, one is required to pay applicable dues, sign the club waiver, actively support club projects, enforce membership requirements regarding use of equipment, observe and practice safe and responsible use of weights and equipment, only utilize the weight room with a minimum of three (3) total

members present and of those present, at minimum one (1) must currently be approved as a Health and Safety Officer, treat others with courtesy and respect, and observe and abide by all Iowa State University Recreation Services policies. Members must be in good standing with Recreation Services.

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.
 - i. 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.
 - ii. Officers must have 75% vote approval to begin the removal process of an individual member. Officers will vote in whichever manner is most efficiently deemed by the president such that all officers are included in the voting process.
 1. In the event that majority approval of officers is met, but not at 75%, the vote for removal will proceed to a club wide vote. The vote will occur in whichever manner is most efficiently deemed by the president such that all registered student members have a reasonable opportunity and ability to vote.
- c. Membership may be revoked by a 75% affirmative vote at an officer meeting or by a majority vote of club membership who participate in the voting process..
- d. Voting will be conducted by secret ballot in a method decided by organization officers.
- e. The member in question must be provided a summary of the reasons for removal once removed if removed by an officer vote.
 1. If moved to a club wide vote, the member in question must be given a two-day (48 hour) notice prior to the vote along with a summary of the reasons for removal.

- a. If moved to a club wide vote, the member in question will be suspended from all club activities until a conclusion has been reached through the vote.
- f. If moved to a club wide vote, and the vote is in person, the member in question will be allowed to speak to the general membership for a maximum of 5 minutes before voting commences. If moved to a club wide vote, and the vote is held via an online forum, the member in question will be allowed the space within the voting forum for a 250 word statement. The member in question will not be present while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested through the identity of those who voted will remain anonymous.
- g. 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.
 - 1. Member must submit a written request for reinstatement to officers.
 - 2. Officers must reach a unanimous vote through a show of hands to reinstate member.

Article VI – Officers

Section 1: Officer Positions and Duties

- a. President**
 - i. Facilitate officer meetings and general meetings.
 - ii. Oversee the activities of the officers and general membership.
 - iii. Maintains record of membership in the student organization database.
 - iv. Maintain contact with the Advisor regarding organization activities and concerns.
 - v. Complete all trainings as required by Iowa State University policy.
- b. Treasurer**
 - i. Manage the club's finances.
 - ii. Hold the club's purchasing card (p-card) and assigns additional

- p-card(s) to other designated club members.
 - iii. Maintain the club's budget and work with officers to determine spending allowances (with accordance to Article VIII).
 - iv. Collect dues at the beginning of each semester.
 - v. Work with Advisor to approve each expenditure before payment.
 - vi. Complete all trainings as required by Iowa State University policy.
 - c. **Vice President**
 - i. Assists President and acts as President in his/her absence - In charge of equipment inventory, repair, and acquisition
 - ii. Coordinates club promotion and publicity of events
 - iii. Plans and carries out club cleanings and social events
 - d. **Secretary**
 - i. Records club meeting minutes and provides copies for members
 - ii. Maintains complete and accurate membership directory
 - iii. Maintains supply of secretarial materials in cabinet
 - iv. Distributes club information via email, postings
 - e. **Risk Manager**
 - i. Help minimize potential risks for club activities.
 - 1. Recommend risk management policies or procedures.
 - ii. Submit the annual Safety Protocol to Recreation Services.
 - iii. Collaborate with the Vice President to complete the annual equipment audit.
 - iv. Ensure that all Weight Club members have completed proper waivers and online safety training.
 - v. Ensure proper waivers and background checks are on file prior to Weight Club sponsored activities.
 - vi. Select Health and Safety Officers as needed.
 - 1. The Risk Manager also has the ability to remove a Health and Safety Officer and seek replacement within due reason. This should be done in correspondence with the Sports Club Coordinator of Iowa State University.
 - 2. Help direct and train the Health and Safety Officers.
 - a. Each Health and Safety Officer must complete the online CANVAS course specific to their role, the Red Cross CPR/AED in-person and online training, and submit the pre-activity checklist prior to all club events.
 - b. Ensure that a Health and Safety Officer is present at all club sponsored events where the sport is being practiced including, but not limited to, daily practices, club-hosted meets, and external club activities.

f. **Events Coordinator**

- i. Coordinates all events for the calendar year
 1. Maintains direct contact to Rec Services when needed and any outside party the event may be scheduled with.
 2. States prices and expected costs of events in coordination with treasurer.
- ii. Plans expected materials, equipment, and physical space required for events.

g. **Membership Director**

- i. Oversee Membership Chairs.
- ii. Head promotion of membership at Club Fest and other member recruiting opportunities.
- iii. Assist Membership Chairs with their responsibilities.

h. **Membership Chairs**

- i. Serve as first point of contact for all membership emails/communication.
- ii. Collect dues and apparel fees and meet potential members in club to show area and answer any questions.
 1. Be available for events such as club fest to promote club and speak to potential members.

i. **Webmaster**

- i. Responsible for website design and upkeep
- ii. Gathers information from officers and members to update website regularly
- iii. Responsible for the promotion of events via club social media sites
- iv. Manage electronic forms

j. **Competition Coordinator**

- i. Plan and organize teams to bring to all competitions
- ii. Secretary for USAPL Team

Section 2: Elections

- a. Elections will occur annually during the month of April.
- b. 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.
- c. Voting will take place online or in person. The date of the meeting will be announced at least one month in advance through an email to all members.

- d. Voting will be virtual or in person. Each candidate will submit a 2 minute video or have a 2 minute speech to be viewed on the ballot or at the meeting.
- e. 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.
- f. The term of office for all officer positions shall be one year, beginning August and ending May.

Section 3: Impeachment/Removal

- a. Officers can be removed from their position by a vote of club membership.
- b. 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 the current Student Disciplinary Regulations (Code of Conduct).
- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
 - i. The officers will hold a special meeting with the Advisor to deliberate.
 - 1. The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.

- i. Voting will be conducted by secret ballot at a general meeting.
- ii. The vote will be announced at least one week prior to the meeting.
 - 1. The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to membership for a maximum of 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.
- g. The officer 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.

Section 4: Officer Replacement

- a. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
- c. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

Section 5: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a. Be in good standing with the university and enrolled: at least full time (twelve 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
- b. 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

- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

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.
 - i. Officers will vote through a show of hands.
 - ii. 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.
 - i. 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

- a. 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 must approve and sign each expenditure before payment.
- b. Upon disbandment of Weight Club, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. Dues will be determined by a majority of officers at the beginning of each semester. Dues will not exceed \$30 per semester.
 - i. Dues will be collected by the Treasurer within the first 3 weeks of each semester through the student organization marketplace.
- d. If a desired piece of equipment is above 33% of current club funds or over \$3,000, a club-wide vote is required before purchasing the equipment. Voting for equipment will be conducted virtually and sent via email.
- e. A minimum of \$3,000 shall be maintained at all times within the Treasurer funds as an emergency fund to be used in case of repair or replacement of equipment.
- f. Current club dues are
 - i. \$30 for one semester
 - ii. \$50 for one year
 - iii. \$20 for one summer
 - 1. Only applies to new members joining in the summer

Article IX – Amendments and Ratification

- a. The amendment process may be initiated by any club member.
 - i. Requests for amendment must be submitted in writing to the club officers
 - ii. The officers must have a majority vote of approval to move the amendment to a general membership vote.
 1. Officers will vote through a show of hands.
- b. The proposed amendment must be presented to general membership at least one week before the vote.
- c. Constitution may be amended by a majority vote of club membership present at the meeting.
 - i. Voting will take place at a club meeting.
 - ii. Voting will be conducted by show of hands.
- d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
 - i. Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
 - ii. Notification of these changes must be communicated at the next full organizational meeting.