***Tennis Club at Iowa State University Constitution***

**Article I: Name**

1. The name of this organization shall be known as Tennis Club at Iowa State University

**Article II. Purpose**

1. The purpose of Tennis Club at Iowa State University is to provide an outlet for students and faculty to play tennis at a variety of levels, including a recreational and competitive teams. The goal of this organization is to give members of all levels the opportunity to attend practice, play in tournaments, and meet other tennis players. To achieve these goals, Tennis Club at Iowa State University will maintain an organized website with clear information that follow the constitution guidelines.

**Article III: Statement of Compliance**

1. Tennis Club at Iowa State University abides by and supports established Iowa State University policies, state and federal laws and follows local ordinances and regulations. Tennis Club at Iowa State University agrees to annually complete President’s and Treasurer’s training.

**Article IV: Non-Discrimination Statement**

1. Iowa State University and Tennis Club at Iowa State University 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**

A. Membership, Entry Fees, and Subscription

 1. Membership shall be open to all registered students at Iowa State University.

 Non-registered students, including the Club advisor, are not eligible to vote.

 2. A person who pays dues is a member and can participate in all Club activities.

 3. A person’s application for Club membership must be:

 a. filled out on the StuOrg database.

 b. lodged with the full subscription fee.

 4. The applicant's name must be entered in the StuOrg database.

 5. An applicant for membership becomes a member and is entitled to exercise the

 rights of membership when his or her name is entered in the register of

 members.

 6. A right, privilege, or obligation of a person by reason of membership of the

 Club:

 a. is not capable of being transferred or transmitted to another person.

 b. terminates upon the cessation of membership whether by resignation or on

 the last day of the semester in the semester or academic year following the

 membership start date.

c. is void once the member is no longer enrolled at Iowa State University

7. The membership fee is the amount set by the Club officers for a given year.

a.Any member that will only attend Iowa State for a single

semester is only required to pay half dues for the academic year

 8. The annual membership cycle is based on the academic year.

9. All officers are considered Club members and pay half the annual team dues and do not pay tryout fees. Officer positions may only be filled by Iowa State University students. Iowa State faculty, staff, and student partners may be associate members but may not note or hold office.

B. Register of Members

1. The President and Treasurer must keep and maintain a register of members containing contact information for each member (name and email address).

 2. The register is available for inspection free of charge at the request of any member.

 3. The Webmaster will keep the register up to date on the StuOrg page.

 C. Cessation of Membership

1. A member of the Club who has paid all moneys due and payable may resign via written notice delivered to the President. All paid moneys are forfeited to the Club unless the officers allow an exception.

 2. A member ceases to be a Club member upon expiration of membership.

 3. Members who demonstrate inappropriate behavior can have their membership

privileges revoked by a majority vote by the officers of the Club. In such a case,

dues shall be refunded to the member having their membership privileges revoked.

4. For an officer of the Club to have their membership revoked, a Special General Meeting must be held, and a 2/3rds majority vote by the attending Club members must be reached to remove said officer.

5.Any membership that has been revoked will be revoked indefinitely.

6. Any removed member may appeal via email to reinstate club membership. only once every academic year. In order to reinstate club membership, the removed member may appeal to the club officers by appeal via email to iastatetennisclub@gmail.com

7. Officers must vote within 10 days of the receipt of the emailed appeal. The removed member may only be reinstated with a 2/3 majority vote by the officers.

**Article VI: Officers**

 A. Officers

 1. The officers of the Club shall include:

 a. a President (or Co-Presidents).

 b. a Vice-President.

 c. a Treasurer.

 d. a Webmaster.

 e. a Fundraising/Public Relations Chairperson. (Optional)

 f. an Activities Director.

 g. a Secretary.

 h. Travel Representative(s) (Multiple Travel Representatives are Optional)

 i. Risk Management Officer (Optional if duties are taken by an existing officer)

 2. Each officer of the Club shall hold office until the next annual election meeting.

3. Elections of officers takes place approximately 4 weeks before the end of Spring semester

4. Tennis Club agrees to annually complete President’s Training, Treasurer's Training and Advisor Training (if required)

5. In the event of a casual vacancy in any office, the officers may appoint one of their members to fill the vacant office. The appointed member may continue to hold office until the officer voting in the Spring semester.

1. If a member is appointed to hold an officer position, the member’s dues are not refunded to them.

 6. New officer positions or other Club positions can be created by current officers

 as needed.

 7. GPA: The officers of this organization must meet the following requirements:

a. Have a minimum cumulative grade point ratio (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and the 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 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

 c. Be ineligible to hold an office should the student fail to maintain the

 requirements as prescribed in (a) and (b)

 B. Election of Officers and Ordinary Committee Members

 1. Nominations for Club officer candidates or Club volunteers must be:

a. made in writing, by filling out a current officer application (can be obtained by request).

 b. delivered to the Club President by a date decided by the officer body.

 2. If another officer currently holds the position that the nominated candidate is

seeking, the officers (excluding the officer whose position is being contested) must approve the nomination with a majority vote conducted by the officers before the candidate’s name is placed on the ballot. If the officers do not reach a majority, the nomination is void.

 3. Prior to the election meeting, a candidate may only be nominated for one office.

 4. Current officers do not need to receive nominations to maintain their positions.

5. If, after the election process has completed, there remain open officer positions, further nominations may be accepted for the remaining open positions.

6. If, after the election process has completed, there remain open officer positions, nominees for other positions may be considered for the remaining positions.

 7. If the number of nominations received exceeds the number of vacant positions,

 then a ballot vote must be held by the officers.

8. The ballot for the election of officers and Club volunteers is to be conducted by the officers and nominees at a time chosen by the President of the Club.

a. The time and location of the election must be announced to officers and nominees at least 14 days before taking place.

b. It is suggested that the officers interview potential nominees before the election.

c. Each officer and nominee receives one vote and a minimum of ¾ of the officers are required to vote for an election to be deemed valid.

d. Votes are to be tallied by at least two officers appointed by the President no later than 7 days after the general meeting.

e. If a tie occurs after tallying the votes, the President may cast an additional vote to break the tie. If, after the President’s second vote has been cast, there remains a tie, the two candidates with the highest vote tally are then voted upon by at least ¾ of the officers in a meeting convened by the President of the club no later than 7 days after the election. If no majority vote can be reached in this meeting, it is the President’s responsibility to cast an additional vote to break the tie.

 9. Elections will take place in the Spring semester.

 C. Vacancies

 1. A Club officer position becomes vacant if the officer or member:

 a. ceases to be a member of the Club.

 b. resigns from office via written notice to the President.

c. gets removed from office by a two-thirds majority vote of the attending Club members at a special General Meeting.

D. Impeachment

1. Impeachment or removal of an officer may be considered if:

a. an officer fails to uphold the duties of their position

b. disrupt activities of the club through poor treatment of other club members

2. Impeachment proceedings may be initiated by written complaint from an officer or club member

3. If impeachment charges are being brought against the President(s), the written complaint should be submitted to the Vice President

4. To move forward with impeachment proceedings, all executive officers must vote to continue the removal process

5. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing

6. The officer being impeached will have 5 minutes to speak in front of the executive officers, and then a secret ballot will be held

7. An officer can be impeached if by a unanimous vote of the whole group of officers

8. If an officer is impeached, the position will be filled following the previously noted election process

E. Custody and Inspection of Books and Records

1. Except as otherwise provided in these Rules, the President or Treasurer must keep all books, documents, and securities of the Club under his or her possession.

 2. All accounts, books, securities, and any other relevant documents of the Club

 must be available for inspection free of charge at the request of an officer.

 F. Officer Duties and Position Descriptions

 1. All officers have a duty to attend officer meetings. An officer who is unable to

 attend an officer meeting must inform the President as far in advance of the

 meeting as possible.

 2. Officer Position Descriptions:

a. The President(s) presides in meetings, and controls the officer meetings. The President is responsible for managing the major affairs that affect the entire Club.

 b. The Vice-President assists the President in making decisions and planning

 major Club events. The Vice-President presides in the President’s absence

 at meetings, and may take any action that the President would be allowed

 to exercise. If no risk management officer is specifically designated, the Vice President will be responsible for the duties defined below.

 c. The Treasurer handles all of the financial affairs of the Club. He or she

 keeps the budget balanced and ensures that the Club has sufficient funds

 to support upcoming activities. The Treasurer provides copies of the budget

 to officers and members upon request.

 d. The Fundraising/Public Relations Chairperson organizes fundraising

 opportunities to raise money for the Club. This position is necessary

 because the Club must raise funds to receive GSB allocations. The

 Fundraising/PR Chair is responsible for informing club members of fund

 raising events and he or she works with the Treasurer as circumstances

 require. (Optional Officer Position)

 e. The Activities Director reserves tennis courts for Club events. He or she

 ensures that the university has approved all Club activities. The Activities

 Director may assist the Fundraising/PR Chairperson in obtaining university

 approval for fundraising activities.

 f. The Webmaster handles all aspects of the Club’s website, keeping the

 information up-to-date and accurate. He or she will work with the other

officers to ensure that new information is posted in a timely manner. The Webmaster is also required to maintain club documentation on the server space provided by Iowa State University.

 g. The Secretary records minutes during officer meetings, detailing officer

 decisions and responsibilities. He or she emails a copy of the minutes to all

 officers after each officer meeting. In preparation of a general meeting, the

 Secretary drafts a basic outline of topics to be covered at the meeting and

 emails this outline to all Club members in case anyone missed the meeting.

 h. The Travel Representative arrange transportation for all off-campus Club

 activities. They work cooperatively with the respective team coaches to

 confirm correct locations and arrival times. The travel representatives

 arrange meets with other teams.

i. The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to the Tennis Club, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable). (Optional position if duties are taken by an existing officer)

 G. Minutes of Officer Meetings

 1. The Secretary of the Club must keep minutes of the resolutions and

 proceedings of each general meeting and each officer meeting. The Secretary

 shall also keep a record of the names of persons present at officer meetings.

**VII. Officer Meetings**

 A. Officers

 1. The officers shall manage the affairs of the Club.

 2. The officers:

 a. shall control and manage the business and affairs of the Club.

 b. may, subject to these Rules, exercise all powers and functions that may be

 exercised by the Club, except for those powers and functions that are

 required by these Rules to be exercised by members of the Club at general

 meetings.

 c. have the power, subject to these Rules, to perform all such acts as appear

 to the officers to be essential for the proper management of the business

 and affairs of the Club.

 B. Officer Meetings

 1. Club officers meet as necessary at a place and time determined by the President.

 C. Notice of Officer Meetings

 1. Written notice of each officer meeting must be given to each officer at least two

business days prior to the meeting. Written notice of officer meetings may be done via e-mail. (preferably at least five business days prior to the meeting)

2. If a generally accepted time is agreed upon by the officer body, it is assumed that the meetings shall take place at that time. Written notice is no longer necessary, unless there is a time/location change from the agreed upon time. This must be done 2 days prior to the meeting.

 D. Presiding at Officer Meetings

 1. The President or, in the President's absence, the Vice-President presides at

 officer meetings.

 2. The Treasurer presides if the President or Vice-President are absent or are

 unable to preside.

3. If the President, Vice-President, and Treasurer are unable to preside over the meeting, the President may appoint an officer to run the meeting in his/her absence.

 E. Voting at Officer Meetings

 1. Questions arising at an officer meeting, or at a meeting of any sub-committee

 appointed by the officers, shall be determined by a show of hands. If an officer

 requests a poll, the poll will be conducted as determined by the presiding

 officer.

 2. Each officer (including the presiding officer) present at an officer meeting, or at

 any sub-officer meeting, is entitled to one vote. In the event of a tie vote on

 an issue, the presiding officer makes the decision or continues discussion with the

 other officers.

 F. Minutes of Officer Meetings

 1. The Secretary of the Club must keep minutes of the resolutions and

 proceedings of each general meeting and of each officer meeting. The

 Secretary shall also keep a record of the names of persons present at officer

 meetings.

**VIII. General Meeting Procedures**

 A. Annual General Meetings

 1. The officers will determine the date, time and place of the annual general

 meeting of the Club.

 2. The notice convening the annual general meeting must specify that the

 meeting is a general meeting.

 3. The ordinary business of the annual general meeting shall be to:

 a. Introduce the Club members to the officer body of the Club.

b. Inform the members of the start date of practice, as well as time practice is to be held.

c. The Secretary should email out any Constitutional changes on the day of the General Meeting.

 4. The annual general meeting may include the conduct of any special business of

 which notice has been given in accordance with these Rules.

 B. Special General Meetings

 1. In addition to the semester general meeting, any other meetings may be held

 in the same semester.

 2. All meetings other than the annual general meeting are considered special

 general meetings.

 3. The officers may, whenever they think fit, convene a special general meeting of

 the Club.

 4. A request for a special general meeting must:

 a. state the objectives of the meeting.

 b. be signed by the members requesting the meeting.

 c. be delivered to the President.

 5. If the officers do not hold a special general meeting within one month after the

 date on which the request is turned in, the members making the request, or

 any other members, may convene a special general meeting to be held not

 later than three months after the request is turned in.

 6. If a special general meeting is convened by members in accordance with the

 guidelines described in item five, it must be convened in the same manner so

 far as possible as a meeting convened by the officers. The Club must refund all

 reasonable expenses incurred in convening the special general meeting to the

 persons incurring the expenses.

C. Notice of General Meetings

 1. The Club President must send notice of a general meeting, including the

 business to be conducted as well as the date, time, and location, to all Club

 members no less than fourteen days in advance of the meeting. A period of no

 less than twenty-one days notice is acceptable when a special resolution has

 been proposed.

 2. Notice may be sent to Club members via email.

 3. No business other than that set out in the notice convening the meeting may be

 conducted at the meeting.

 4. A member intending to bring any business before a meeting may notify the

 President of that business via written message or email. The President must

 include that business in the notice calling the next general meeting.

 D. Quorum at General Meetings

 1. No item of business may be conducted at a general meeting unless a quorum of

 members, entitled under these Rules to vote, is present at the time when the

 item is being considered.

 2. Five members, entitled under these Rules to vote, personally present constitute

 a quorum for the conduct of the business of a general meeting.

 3. If a quorum is not present within half an hour after the appointed time for the

 commencement of a general meeting, the meeting will end.

 E. Presiding at General Meetings

 1. The President, or in the President's absence, the Vice-President, shall preside as

 Chairperson at each general meeting of the Club.

 2. If the President and the Vice-President are absent from a general meeting, or

 are unable to preside, the Treasurer shall then preside. If the Treasurer cannot

 preside, then the President may select an officer to run the meeting.

 F. Adjournment of Meetings

 1. The person presiding may, with the consent of a majority of members present

 at the meeting, adjourn the meeting.

 2. No business may be conducted after a meeting has been adjourned.

 G. Voting at General Meetings

 1. Upon any question arising at a general meeting of the Club, a member has one

 vote only.

 2. All votes must be given personally or be cast through ballot.

 3. In the case of a tie vote, the Chairperson of the meeting is entitled to exercise

 a second or casting vote.

 4. A member is not entitled to vote at a general meeting unless all moneys due

 and payable by the member to the Club have been paid, other than the amount

 of the annual membership fee payable in respect of the current financial year.

 H. Poll at General Meetings

 1. If, at a meeting, a poll on any question is demanded by five or more members,

 the poll must be taken at that meeting. The Chairperson may direct the poll

 and the resolution shall be deemed a resolution on that question.

 2. A poll that is demanded on a question of an adjournment must be taken

 immediately. A poll that is demanded on any other question must be taken

 after all of the meeting’s previously scheduled business has been resolved. A

 poll that is demanded on any other question must be taken before the close of

 the meeting, as directed by the Chairperson.

 I. Matter of Determining Whether Resolution Carried

 1. If a question arises at a general meeting, it shall be resolved by a show of

 hands by a majority.

**IV. Other Club Positions**

1. Captain

1. A team captain will be chosen for each tournament.

2. This captain will be responsible for determining the playing line-up at the meet (i.e. who will play singles and who will play doubles).

3. The captain will also be in charge of managing substitutions, hotel check-in, and navigation for the meet.

4. The captain can be an officer or any responsible club member.

B. Travel Team Selection:

1. Methods used to select members for traveling events must be made known to members at the beginning of each academic year.

2. An initial roster of potential players is to be drawn up by two or more officers that are best able to judge the skill of the players. The officer body should nominate these two or more officers at the beginning of the year. Any officer may nominate a member not existing on the initial roster(s) to participate in the event.

3. This roster is then examined by the whole officer body at least two weeks before the event and a final roster is voted upon. Club officers must maintain some criterion for selecting members for traveling events including, but not limited to, practice attendance, skill level, and frequency of participation in previous events.

**X: Adviser**

A. Adviser Duties:

a. Maintain communication and meet with officer(s) regularly
b. Awareness and approval of financial expenditures
c. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

B. Dates of Election/Appointment and Method of Adviser:

1. The term of the adviser will be one full year (from August to August).

2. The adviser will be selected by the officers and then voted on by the general membership.

3. A majority vote is needed for an adviser to be selected.

4. The adviser may retain his position if willing, without requiring a vote to be held by the general membership.

C. Impeachment/Removal of Advisers:

1. Impeachment proceedings may only begin after three club officers have issued legitimate reasons for impeachment during an officer meeting.

2. After proceedings have begun, an unanimous vote for impeachment is required from all officers for the removal of the advisor to be final.

3. It should be acknowledged that the person under impeachment is allowed to speak their case before the final vote is made, but will not be present during the final vote.

D. Replacement of Advisers:

1. If a replacement of on adviser is required, the position will be filled using the regular election procedures.

**XI: Finances**

A. The Treasurer of the Club must:

 a. collect and receive all funds due to the Club.

 i. The Treasurer may allow other officers to collect club dues

 b. make all large payments authorized by the Club.

 c. maintain correct records showing the financial affairs of the Club, with full

 details of all receipts and expenditures associated with Club activities.

1. Funds

1. All checks, drafts, bills of exchange, promissory notes, and other negotiable instruments must be signed the Treasurer.

2. Club funds shall be derived from dues, sponsors, donations, and other sources

determined by the officers.

3. The dues shall be determined by the officers, prior to the annual meeting. Dues will not exceed $50.

4. Other fees may be charged to club members, but are not required to be paid. These fees are for extra services not provided in the regular Club dues (i.e. winter courts).

5. If the Club spends in excess of one hundred dollars on any item, then the President(s), the Treasurer, and the Advisor must approve the expenditure. The Treasurer and the Advisor must approve all expenditures of one hundred dollars or less.

6. 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 Organization Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

**XII. Amendments and Ratification**

 A. Alterations of the Rules

 1. These Rules and the Statement of Purposes of the Club cannot be altered without

approval during an officer meeting. If two or more officers suggest a rule change,

the proposed changed shall be put to vote by the officers. A minimum of 7

 officers must be present for the vote to be valid, and a majority vote must be reached for the rule to be changed.

2. If 2 or more Club members wish to see a change to the rules go to vote, they must file a request with the President of the Club. The President must then schedule a Special General Meeting, where the Club members will vote upon the change. If a 2/3rds majority is reached, then that rule change must be enacted.

 B. Submitting Amendments of the Rules

1. Amended versions of this Constitution will be submitted within ten days of the

 amendments to the Student Activities Center for approval.

 C. Submitting Ratified Alterations of the Rules

 Ratified versions of this Constitution must be submitted to the Student Activities

 Center within ten days of ratification for final approval.

President(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vice-President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Officers

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