

## *Constitution of IU Club Field Hockey*

6/14/2013

As a team, Indiana University Club Field Hockey plays, practices, and teaches the sport of field hockey.

### **Article I: Membership**

1. **Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.** (See section I.D.2© on page 6 of the Code)
2. There is no maximum to the number of members. A group or organization cannot qualify as a student group or organization unless all of its officers and a majority of its members are currently enrolled at Indiana University [section I.D.3(b)].
3. There are club officers who organize all club events and cover all requirements for the club to stay active. There are no other classes or requirements of other members.
4. There is no procedure for selection and revocation of membership because everyone is welcome.
5. Membership is, however, contingent on payment of dues.

### **Article II: University Compliance**

**This organization shall comply with all Indiana University regulations, and local, state, and federal laws.**

### **Article III: Executive Officers**

1. President; Vice President; and Treasurer (All Club budgets and transactions). All officers share responsibilities in running practice, organizing events, and club activation.
2. There are no requirements for executive officers. We are looking for responsible and enthusiastic members to be officers.
3. There is no limit on how long officers can serve. They may take office after one semester of membership. They may turn over their office as they please. Past officers may play a role in the organization.
4. Volunteers fill officer vacancies. Officers may resign through communication with other officers and club sports board.
5. Executive Officer meetings are held when needed. Officers should communicate with one another to organize a time. Our advisor is not considered an executive advisor. All officers make decisions together.
6. Former officers select new officers based on volunteers/interest for each position.
7. The procedure to remove someone from office includes speaking with the person to try and solve any problems. Otherwise, it is each officer's decision when to remove him or herself from office.

\*Responsibilities to consider:

1. Keeping advisor current on organization activities
2. Supervising officers and/or committees
3. Calling general and Executive meetings
4. Presiding in the absence of the President
5. Developing meeting agendas
6. Taking and distributing meeting minutes
7. Maintaining lists of organization members
8. Setting organization goals (short and long term)
9. Developing and maintaining organization budget
10. Maintaining records of organization spending

### **Article IV: Advisor**

The responsibilities and duties of the advisor are to respond to officers when they request help or advice to keep the club activated.

### **Article V: Meetings**

1. Practices are considered meetings. Meetings are held twice a week in the fall and spring, and once a week in the winter. Officers have authority to call meetings and all members are notified through email.
2. Officers set the agendas for meetings. No specific rules of order are followed.

3. Emergency or special meetings are called by officers when necessary. All members are notified through email.
4. Each member signing an attendance sheet at the beginning of each practice records attendance.

#### ***Article VI: Elections***

1. There are no elections.
2. Members volunteer themselves to run for office.
3. There is no voting. Former officers pick new officers based on who volunteers themselves.

#### ***Article VII: Non-Hazing***

**Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may engender, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.**

#### ***Article VIII: Dues and Budgets***

1. Dues are charged by the organization for membership. The amount is determined by how much money the club has at the beginning of each school year.
2. Dues are collected during the first few weeks of each school semester. Members will not be allowed to participate in any activity if they have not paid dues by the deadline.
3. Treasurer collects dues.
4. Treasurer maintains the club's budget and revises it as needed.

#### ***Article IX: Finances***

1. Treasurer is in charge of financial affairs
2. The organization will be maintaining an SOA account
3. We state accordance with the SOA office policies and procedures.
4. If the group dissolves, the remaining money will be donated to Recreational Sports Organization.

#### ***Article X: Personal Gain***

**This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.**

#### ***Article XI: Amendments***

1. All eligible voting members will be notified of proposed amendments by email and announcements at meetings.
2.  $\frac{3}{4}$  votes of present members are required to ratify an amendment.
3. Once approved by the organization, all constitutions with amendments must be submitted to the Assistant Director of Club Sports.