

CONSTITUTION OF Wheelchair Basketball at Indiana University

Adopted 2019-2020 school year

ARTICLE I: NAME:

The name of this organization shall be Wheelchair Basketball at Indiana University.

ARTICLE II: PURPOSE:

The purposes of this association are to promote interest and awareness of the game of wheelchair basketball and provide opportunities for IU students with or without a disability, Veterans, Recreational Therapy students, and community members to play and learn about wheelchair basketball.

ARTICLE III: MEMBERS

Section 1. Persons interested in becoming members may apply by contacting any officer.

Section 2. "Student members" shall be enrolled at Indiana University in good academic standing. They must be full-time students at Indiana University and maintain a minimum GPA of 2.0.

Section 3. Club membership must consist of a simple majority of student members.

Section 4. Non-student members are not eligible to hold office or to vote.

Section 5. All members must agree to abide by Indiana University's Code of Conduct. The Code of Conduct is located at StudentCode.IU.edu. Failure to comply with the Code of Conduct could result in removal from the club.

Section 6. Members who participate in competitive play must meet eligibility requirements listed in National Wheelchair Basketball Association (NWBA) Bylaws and/or be a disabled veteran.

Section 7. Membership in the Wheelchair Basketball at Indiana University recreation league shall be open to all students of Indiana University, without regard to race, religion, sex, disability, or national origin. Non-IU-students may also join without regard to race, religion, sex, disability, or national origin as non-student members.

Section 8. Members shall pay dues, fees, and assessments to the treasurer within seven days after notification that the member has incurred the obligation.

In the event that a member no longer participates in Wheelchair Basketball at Indiana University after paying dues, it is understood that the membership dues will not be refunded. In any extraneous circumstances related to injury, illness, or other serious ailment, a request for a refund would be considered by the Executive Board on a case-by-case basis.

Section 9. Members are responsible to notify the Secretary of changes of contact information within seven days of the change.

ARTICLE IV: EXECUTIVE BOARD MEMBERS

Section 1. The Officers shall include President, Vice President, Secretary, and Treasurer.

Section 2. The Executive Board shall include the Officers as well as two Fundraising Chair, the Social Chair, and the Outreach Chair.

Section 3. Officers shall be required to complete Club Sports training.

Section 4. President

The **President** shall serve as chief representative of the club. The President shall, inter alia, attend Club Sports Federation (CSF) meetings, liaise with external organizing bodies, coordinate activities, administer the club, and otherwise represent the club.

A. The President shall have the authority to appoint another member of the Executive Board to serve as the Club's representative to CSF or any other external entity during periods when the President cannot participate in a regularly scheduled meeting of the CSF or any other external entity.

B. The President may delegate duties not herein indicated to any member of the club.

Section 5. The **Vice President** shall administer the club internally, be responsible for the club's regular meetings, internal dynamic, discipline, and general administration. In the event the office of the president becomes vacant, or constructively vacant, the Vice President shall assume, or delegate, the duties of the President until a special election can take place. The Vice President may call a special meeting of student members to vote on electing a new president to fill the vacancy.

Section 6. In addition to the duties outlined in the CSF Officer's manual, the **Secretary** is responsible for distribution of club information to the membership, the arrangement of travel and other related administration, keeping a record of meeting minutes, and for the club's advertising efforts in coordination with the Club's social chair. The Secretary shall assist the President in relations with other organizations, and succeed to these relations in the absence of the President.

Section 7. The **Treasurer** shall be responsible for the financial affairs of the club. The Treasurer shall maintain the club books and collect dues and other fees due to pay necessary expenses, honorariums, etc. with club money.

Section 8. The **fundraising chairs** will be responsible for the raising of additional funds for club use by, inter alia, fundraising drives, alumni contact, and coordination with other organizations. The fundraising chairs may at times, with consent of the appointees, form and head a committee of volunteer appointees to aid in fundraising operations.

Section 9. The **social chair** shall plan and administer club social events, including, but not

limited to, club dinners, formal and informal activities, club banquet, and club call-out meetings. The social chair will also be responsible for spearheading at least three community service or public awareness events per year, each attended by at least 50% of club members unless excused by the President. The social chair shall also be co-responsible for advertising with the Club secretary. The social chair may at times, with consent of the appointees, form and head a committee of volunteer appointees to aid in advertising and other operations.

Section 10. The **outreach chair** will facilitate community and campus outreach. The outreach chair will be responsible for contacting any group outside the Club to advertise, produce interest in the Club, make plans with external groups, and other communication. The outreach chair is responsible for opening communication with external organizations and the development of outreach plans/conduct. The outreach chair will work with both the Vice-President and President to conduct and develop plans for outreach.

Section 11. Officers or the coach shall be responsible for scheduling and running practices and workouts as well as coordinating with the Faculty Advisor.

ARTICLE V: Elections and Termination of Board Members

Section 1. Elections

1. Elections for the next academic year's Executive Board positions are to be held in January. The term for Executive Board Positions will begin the day after the spring semester in which they are elected and end the following year on the day after the spring semester.
2. Nominations are proposed by student members at their own discretion.
3. Voting will be done by secret ballot to be tallied by the current Secretary.
4. Quorum for elections of Executive Board Positions shall be 3/5 of the student members.
5. Provided quorum, Executive Board Positions are elected by a simple majority.

Section 2. Executive Board Position Termination

1. An Executive Board Officeholder may be relieved of their duties before the end of the appointed term by resignation or removal for cause.
2. Resignation – An Executive Board Officeholder may resign with two weeks written notice. During that two weeks, the Officeholder must maintain the duties of that office, unless a new person is elected to fill the position.
3. Removal - An Executive Board Officeholder may be removed on the grounds of Misconduct (Article XV: Misconduct) or for failure to perform the duties of the position. An Executive Board Officeholder will be removed if the Executive Board votes unanimously to remove them. If the Executive Board has a majority in favor or removal, but it is not unanimous, the matter or removal shall be brought to a vote of the student members in a special meeting. Provided quorum, if a simple majority

of the student members vote in favor of the removal, then removal passes.

Section 3. If an Executive Board Officeholder becomes vacant, the Executive Board must appoint a new Executive Board Member within 2 weeks.

ARTICLE VI: MEETINGS

Section 1. An Executive Board Officeholder and Coaches are expected to attend the regular meetings and/or trainings required by the Indiana University Recreational Sports.

Members are expected to attend regular scheduled meetings from September to May unless otherwise excused by the Executive Board.

Section 2. Before the first regular practice or each school year, the club shall hold a meeting wherein the President and Vice President shall present the responsibilities and expectations of the club members.

Section 3. Special meetings may be called by the President and also shall be called upon the written request of 10 members of the association. The purpose of the meeting shall be stated in the notice, and three days' notice shall be given except in cases of emergencies.

ARTICLE VII: RELATIONSHIP

Section 1. Wheelchair Basketball at Indiana University is an Indiana University club sport. The only external affiliation will be with the National Wheelchair Basketball Association which is the governing body of wheelchair basketball. The NWBA's All actions shall comply with bylaws of the NWBA Intercollegiate Division, provided they do not conflict with Indiana University policies/procedures

Section 2. Statement of University Compliance: **This organization shall comply with all Indiana University regulations, and local, state and federal laws.**

ARTICLE VIII: COMMITTEES

Committees, standing or special, deemed necessary to carry on the work of the club shall be authorized by the President or majority vote of the Executive Board.

ARTICLE IX: FACULTY ADVISOR

Section 1. The Faculty Advisor shall coordinate with the coach and/or the Executive Board to schedule events. If the Faculty Advisor can no longer fulfill the role for any reason, the Officers will select and secure a new Faculty Advisor.

Section 2. The Faculty Advisor may remove himself/herself from the position by submitting a letter to the Executive Board providing two (2) weeks' notice. The Executive Board may remove a Faculty Advisor without cause by a unanimous vote and must submit a letter to the Advisor informing them of removal. The Executive Board must inform Student Life and Learning of any vacant Faculty Advisor positions, as well as the new office-holder.

ARTICLE X: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Indiana University Student Handbook shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and special rules of order the association may adopt.

ARTICLE XI: AMENDMENTS

This constitution may be amended at a regular meeting of the club by two-thirds vote of student members, if the amendment was submitted in writing to the Executive Board at the previous regular meeting.

ARTICLE XII: BY-LAWS

By-laws to this constitution may be added at any regular meeting of the club by two-thirds vote, provided the by-laws have been submitted in writing at the previous regular meeting.

ARTICLE XIII: FINANCES

Section 1. The necessary expenses of this club shall be met from funds secured through membership dues, fees, assessments, funds secured through club activities, funds received from Club Sports Federation, and any other source.

Section 2. In the case that Wheelchair Basketball at Indiana University becomes defunct or terminated, all finances in the club bank account and expense account will be donated in full to the Indiana University Club Sports Federation and the account officially closed. The club shall create a transfer request and provide Student Organization Accounts (SOA) with a copy of their constitution and meeting minutes stating their intention.

Section 3. Personal Gain Clause: **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 from for-profit companies if acting as a representative of a student organization.**

ARTICLE XIV: SAFETY

Section 1. All members are required to fill out and submit a liability waiver and provide emergency contact information. The liability waiver will be provided by the Secretary. The Secretary will keep member waivers and emergency contact list up to date and on file in the Faculty Advisor Office until the club is recognized as a Club Sport with Club Sports Federation. When the club is recognized by Club Sports Federation all waivers will be held in the Recreational Sports Office.

Section 2. The club is required to have a minimum of (2) CPR/First Aid Certified members. These members along with the Coach, Faculty Advisors, President, and Vice President will be known as Safety Leads. Safety Leads will only be considered such upon proper CRP/First Aid certification. Each CPR/First Aid Certified member is required to be present at each event/practice/game and will conduct proper safety checks of all equipment, facilities, and

ensure access to communication devices is readily available (if a cell phone it will be fully charged) before any activity takes place to ensure there is no safety risk to any of the members or bystanders. When the club is recognized by Club Sports Federation the Coach will be the senior most Safety Lead. The Safety Lead will conduct the required training by Recreational Sports before any further practice is to be conducted. Until then, the seniority will Rank in order: Coach, Faculty Advisor, Senior-most Board Member with CPR/First Aid certification, and follow lower in seniority.

Section 3. In the case of an emergency all members will cease play and the Safety Lead will become the member of authority. The Safety Lead will immediately assess the situation and determine the next course of action. If treatment is required, the Safety Lead will contact appropriate emergency personnel (911), any building staff required, member's emergency contact, and file appropriate reports required by any entity of authority.

Section 4. The Safety Lead will brief members regarding rules and safety before conducting activities, including having emergency contacts listed and available in a location known to all members. All rules will abide by NWBA, NCAA, and Indiana University guidelines. The guidelines will be offered to participants in writing (1) by the Safety Lead at each event, and (2) by the secretary upon joining the club. All members are expected to read and fully comply with all laid out rules.

Section 5. Safety Leads will ensure the proper training and use of all equipment involved in activities before any member is to use the said equipment.

Section 6. Anti-Hazing Policy: **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 endanger, 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 XV: MISCONDUCT

Section 1. Misconduct is defined as words or actions that bring discredit to the club or the University, or jeopardize the standing of the club with the Club Sports Federation (CSF) or any governing body the club is associated with. Misconduct is further defined as an action which flagrantly violates the accepted standard of conduct for members of the club.

Section 2. The Executive Board shall determine if the actions of the member constitute misconduct. If at least five (5) Executive Board Officeholders determine that the member has engaged in misconduct, the offending member shall be expelled. The Vice President shall inform the expelled member in writing of the expulsion within 7 days of the decision. The Vice President shall inform the Faculty Advisor, Club Sports, and Student Life and Learning of the expulsion from the club.

Section 3. Any member facing expulsion may request an appeal to the Executive Board in writing within 7 days of the decision to expel. The Executive Board shall then provide an opportunity for the member to appear before the Executive Board at a hearing within 2 weeks of the appeal request. During the hearing, the Executive Board will set forth the

allegations against the member. The member will then be given an opportunity to produce evidence and arguments in their defense. Then the Executive Board will vote on whether to expel the member. If the vote is unanimous, the member shall be expelled. If the vote is not unanimous, the member is not expelled.

Section 4. If a member of the Executive Board faces expulsion due to misconduct, the Executive Board shall first follow procedures to remove the member from office. Then the misconduct procedures shall apply.