

CONSTITUTION

Title

Constitution of Ballroom Dance Club at Indiana University

Preamble

In recognition of the diversity and its attributes leading towards physical and mental health, and the growing popularity of ballroom dance as a form of recreation throughout the United States, we therefore aspire to promote the sport of ballroom dance within the University and the university community, and to provide competitive level instruction for the study, practice, and appreciation of the sport. This organization exists to provide members of the university community with the opportunity to come to a better understanding of ballroom dance. It shall be governed by the rules and regulations of Indiana University, the Student Activities Office, and the Division of Recreational Sports, who may announce directives pertaining to the operation of club sports and to which this organization shall adhere. Members will represent Ballroom Dance Club at Indiana University at USA Dance and other officially recognized collegiate competitions.

Article I: Membership

- A. Ballroom Dance Club at Indiana University allows any interested student to participate in, become a member of, and seek leadership positions in the organization 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.
- B. Membership in the club shall be open to all students, faculty, staff, and community members. Membership classes in the club shall include student members and faculty/staff/community members
 - a. Student members must be currently enrolled as full-time students of Indiana University.
 - i. Student members shall be eligible for all club benefits, including student member voting rights
 - ii. In order to be a voting member in an election or removal of office, each student member must be a dues paying member for at least two months.
 - b. Faculty and staff shall be eligible for club benefits, excluding voting rights
 - c. Community Members shall be eligible for club benefits, excluding voting rights
 - i. Community members must abide by IU recreational sports facility rules, which include paying a yearly fee to use any recreational sports building. The fees are not associated with Ballroom Dance Club at Indiana University
- C. Membership is contingent on timely payment of membership dues, and where applicable, competition dues. If any dues are not paid by the determined deadlines, membership may be denied

- a. Additional Ballroom Dance Club at Indiana University fees may be required for instruction and/or club-sponsored events
- b. Members of the Executive Council shall be eligible for membership fee discounts
 - i. If the Executive Council chooses to give itself membership fee discounts, they are required to notify the club of their decision in writing as soon as the decision is final.
- D. Membership in the club may be suspended for misconduct.
 - a. Misconduct is defined as an action that violates the accepted standards of conduct for all members of club sports as defined by the club's Code of Conduct, the regulations of the Club Sports Federation, and the Indiana University Code of Student Rights, Responsibilities, and Conduct
- E. Any club members who satisfy USA Dance eligibility requirements shall be eligible to represent the Ballroom Dance Club at Indiana University at USA Dance sanctioned competitions and/or events

Article II: University Compliance

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

Article III: Executive Council

- B. The Executive Council of the Ballroom Dance Club at Indiana University shall be comprised of the following positions:
 - a. President.
 - b. Vice President.
 - c. Secretary.
 - d. Treasurer.
 - e. Marketing Manager.
 - f. Social Chair.
 - g. Team Captain.
 - h. Competition Manager.
- C. All members of the Executive Council shall be considered voting members of the Executive Council.
- D. Any full-time student voting member, in good standing with the club, may run for the Executive Council.
 - a. Members must have paid all financial debts to the club, and they may not have any behavioral or misconduct issues to be considered in good standing
 - i. Poor standing is defined as a member having anything beyond two or more separate infractions, suspension of membership, or any outstanding debts to the club
 - 1. Outstanding debt is defined by the Treasurer and approved by the Executive Council on a case by case basis
 - ii. Members may appeal poor standing by requesting a formal hearing via the Judicial Process.

- E. Officer elections shall take place at the end of March or early April each year. The term of each position shall be one year, beginning and ending on the last day of school each academic year. Each officer may serve for 3 full terms.
 - a. In the event of a mid-year vacancy, the member who fills that position shall not have that term count as a full term.
- F. Officers are elected by a vote of the eligible voting members.

Article IV: Advisor

- A. The Advisor shall be a full-time, appointed faculty member or staff member of Indiana University Bloomington
- B. The Advisor shall be a non-voting member of Ballroom Dance Club at Indiana University.
- C. The Advisor shall be appointed by a simple majority vote of the Executive Council.

Article V: Meetings

- A. The following meetings shall occur:
 - a. The President must call club business meetings for elections, impeachments, major discrepancies, or when council deems necessary. The President shall call all club meetings.
 - i. Any student member may make a request to the President to call a special meeting
 - b. Executive Council shall meet at least once per month. The President shall call all Executive Council meetings.

Article VI: Non-Hazing

- A. 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 VII: Dues and Budget

- A. Dues shall be required of all members
 - a. Dues shall be collected at the beginning of each academic semester
 - b. Dues are non-refundable
- B. Additional fees may be required
 - a. Collegiate competitors must submit their competition dues to the Treasurer by a predetermined deadline

Article VIII: Personal Gain Clause

- A. This organization 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 IX: Judicial Process

- A. The Judicial Process shall be used in cases of member misconduct or claimed misconduct that violates the IUBD Constitution, Bylaws, and/or Code of Conduct.
 - a. “All parties” will be defined as the panel (i.e. The Executive Council), claimant(s), and defendant(s). There may be no overlap between parties.
 - i. (i.e., If the president wishes to be the claimant, he/she may not also act on behalf of the panel (i.e. The Executive Council) or the defendant(s) during the case. Thus, the president will not have a role in the deliberation and voting processes later defined.)
 - ii. In cases of policy violation, the Executive Council member shall not serve as both claimant and panel.
 - iii. If a panel individual feels that due to contact with one or multiple parties they are unable to be an unbiased voice in the hearing, they should remove themselves from the process.
 - b. The defendant(s) and the claimant(s) have the opportunity to file an appeal with the Panel.
 - c. The claimant(s) will present the Executive Council with evidence prior to the hearing. The claimant along with the Executive Council will determine if a hearing is necessary and will decide which policy violations could be pursued.
 - d. All parties involved will be notified of the hearing via written statement and a date must be set for the hearing within seventy-two (72) hours of the notification. In the following order, the written statement will include:
 - i. Date of notification
 - ii. All claims being made
 - iii. Name of claimant(s)
 - iv. Name of defendant(s)
 - v. Rationale behind all claims
 - vi. Context of claims
 - vii. Expectation of response
 - e. The defendant(s) will provide written confirmation within twenty-four (24) hours of receiving the written notification of the hearing. The written confirmation will include:
 - i. Confirmation of receiving written notification
 - ii. Confirmation of full understanding of all claims presented
 - f. If the defendant(s) responds with a lack of understanding of all claims presented, claims must be rewritten and The Process, listed above, must restart. If they do

not respond within a 24 hour period, the panel will presume the defendant understands and will proceed with the process.

- g. If the defendant(s) do not confirm understanding after two attempts, the Panel will consult with the appropriate representative of the Club Sports Federation
 - h. At the hearing, both the claimant(s) and defendant(s) will have the chance to object to any evidence gathered. In order for the evidence to be dismissed, the party who objects must provide ample reasoning for objection. By a simple majority vote, the panel will approve the objection. If failure to approve, assume rejection of objection.
 - i. Ample Reasoning will be defined as:
 - 1. Lack of Relevance (defined as evidence not pertaining strictly to the case.) Thus any evidence that is not strictly relevant to the case and may serve only to skew the panel's opinion
 - 2. Lack of Reliability (defined as non-confirmable evidence)
 - i. The claimant will present first. The claimant(s) will state their case while the defendant(s) remain(s) silent.
 - j. The defense will present second. The defendant(s) will state their case while the claimant(s) remain(s) silent.
 - k. All claimants and defendants will be reminded of all evidence brought up during parts I and J, and will be given the chance to respond to any new evidence presented as outlined in part H.
 - l. After both the claimant(s) and defendant(s) have stated their case, both parties will vacate the room in order to allow the panel to discuss their decision solely based on the arguments and evidence presented. The panel will vote on each claim individually. The vote will consist of "In Violation" or "Not In Violation." In order for a decision of the panel to be valid, the decision must be simple majority based upon preponderance of evidence (meaning 51% of the evidence is found in one party's favor).
 - m. After the discussion and vote of the panel has concluded, both the claimant(s) and defendant(s) will be brought back into the room. A selected member of the panel will read the original claims being pressed in conjunction with the decision of the panel.
 - n. A written statement with all claims and the decision for each claim will be provided to the claimant(s), the defendant(s), the club advisor, and the Club Sports Federation.
- B. Appeals
- a. The defendant(s) and the claimant(s) have the opportunity to file an appeal with the Panel.
- C. Mistrials
- a. In the case of a mistrial, the process will be restarted as outlined in section A.
 - b. A mistrial will be declared if any of the following occur:
 - i. The panel is unable to reach a decision
 - ii. Evidence is presented that inappropriately creates bias within the panel so they feel they cannot make a fair decision
 - iii. There is evidence of panel misconduct:

1. i.e., considering evidence not presented in the trial, conducting an independent investigation of the matter
- iv. Any of Section A: Processes is violated at any time.

D. Claims

- a. The only acceptable decisions upon which the Panel can decide are the following:
 - i. Offenses that are subject to judicial processing under the Ballroom Dance at Indiana University Code of Conduct
 - ii. Constitution of Ballroom Dance Club at Indiana University
 - iii. Bylaws of Ballroom Dance Club at Indiana University
 - iv. The claimant(s) may present all other claims to the Club Sports Federation Appeals Board, per Club Sports Federation policy.

Article X: Amendments

- A. Any eligible voting member may propose amendments to the Constitution.
- B. The constitution should be updated by the Executive Council on an annual basis.
- C. To propose an amendment, the following process shall occur:
 - a. The President shall be notified of the proposed amendment and provided with an electronic version of said proposal.
 - b. The President shall call an Executive Council meeting. The member(s) who authored the amendment shall have the opportunity to speak at the council meeting.
 - c. A 6/8 affirmative vote of the Executive Council shall be required to pass an amendment.
 - d. The President will inform all voting members of the amendment if it is passed.
 - e. All new versions of the Constitution must be approved by at least 15 percent of student voting members excluding Council to be ratified.
 - f. The Executive Council shall update the Constitution with the Division of Recreational Sports within two weeks of ratification.

BYLAWS

Title

Bylaws of Ballroom Dance Club at Indiana University

Article I: Executive Council

- A. President. The President is a voting member of the Executive Council and has the following responsibilities:
 - a. Attend monthly CSF meetings
 - b. Call club business and Executive Council meetings
 - c. Ensure that space is reserved for all Executive Council meetings
 - d. Set agenda and preside at all club business and Executive Council meetings

- e. Serve as liaison between the club and the Division of Recreational Sports
 - f. Ensure the maintenance of the club's email and website accounts in collaboration with UITs, the club's Marketing Manager, and club advisor
 - g. Answer emails sent to the club email account(s)
 - h. Serve as liaison between the club and USA Dance
 - i. Establish special committees, and appoint committee heads and event organizers
 - j. Review the club's annual budget before presentation to the Executive Council
 - k. Delegate responsibilities to other executive officers
 - l. Keep track and inform other officers of the club's current point totals within the Club Sports Federation points system at least once every eight-week period of the fall and spring semesters
 - m. Keep the club informed of shadowing opportunities before elections
 - n. Fill in for other officers if they are unable to perform their duties
 - o. Presides over the annual elections, and any other elections as necessary per Article V
 - p. The President is the primary enforcer of member conduct related to the Constitution and Bylaws.
 - q. Required to become a safety officer
- B. Vice President. The Vice President is a voting member of the Executive Council and has the following responsibilities:
- a. Serve in place of the President in his/her absence, or if he/she is unable to perform their duties
 - b. Assist the President as necessary
 - c. Maintain and provide member access to the entire updated individual fundraising points sheet
 - d. Overseeing solicitation of sponsorships
 - e. Must propose at least two fundraising opportunities or ideas to the Executive Council each semester (not including annual Speedway volunteering)
 - f. Must propose at least three Community Service events and execute at least one Community Service event each semester.
 - g. Must propose at least 5 points worth of Alumni Engagement opportunities each year that can count towards the club's CSF point total.
 - h. Collect updated club alumni contact information and pass it on to the Secretary
 - i. Submit CSF paperwork for fundraising events, community service events, and alumni engagement opportunities
 - j. Maintain relations with other local organizations related to community service and sponsorships
 - k. Required to become a safety officer
- C. Secretary. The Secretary is a voting member of the Executive Council and has the following responsibilities:
- a. Record minutes of all club business and Executive Council meetings
 - b. Ensure that meeting minutes, once approved by the President, are made accessible to the club via weekly email and sent to the club advisor within two weeks
 - c. Maintain updated club member contact information and email list
 - d. Maintain all club documentation including attendance and practice waivers

- e. Submit monthly rosters to Club Sports
 - f. Communicate with club Advisor and invite them to a minimum of two club sponsored events per academic year
 - g. Unless otherwise specified, the Secretary is responsible for maintaining all written forms of communication between council and the club including but not limited to the Weekly Email.
 - i. Weekly email or informational document updates members on upcoming events, the lesson and practice schedule, and any other important information. All of the updates should be submitted from each council position by a predetermined time. Weekly email should be sent by a predetermined time.
- D. Treasurer. The Treasurer is a voting member of the Executive Council and has the following responsibilities:
- a. New Treasurers must complete a mandatory SOA Treasurer meeting at the beginning of the fall semester
 - b. Maintain accurate ledgers and be able to explain transactions for CSF Allocation, SOA, and IU Foundation accounts
 - c. Create the club's budget and then present it to the club's President for review, after which the budget is presented to the Executive Council for final approval
 - d. Report club financial status and all SOA paperwork to the Executive Council at the end of each eight-week period during the fall and spring semesters, including the current money amount in each account and transactions since the last update
 - e. Collect dues and other club monies responsibly
 - f. Complete check request for all necessary outgoing transactions
 - g. Communicate with club Advisor on SOA transactions
 - h. Complete the Club Sports Federation Allocation Request form
 - i. Coordinate with the competition manager regarding competition logistics and lodging costs
 - j. Reserve all rental vehicles through SOA
 - k. Manage payment for competitions.
 - l. If the Treasurer is unable to travel, the treasurer must appoint another member of council to manage payment for competitions.
 - m. Must determine semester dues amounts within a week of the club's activation or semester budget presentation, whichever comes second.
 - n. Must determine the competition costs at least one week before the competition date if all information is reasonably available.
 - o. Meets with the captain before the first day of classes to determine estimated semester coaching budget
 - p. The Treasurer must keep monies collected from the team physically separate from their personal money at all times
 - q. Is required to approve reimbursement requests with required supporting documentation, within sixty (60) days from the purchase, in order for those expenses to be reimbursed. Reimbursements submitted between 60 and 120 days submitted by the purchaser from the purchase will not be approved without

written justification explaining the circumstances that resulted in the late filing of the reimbursement claim.

- r. The Treasurer has the option to put members who consistently turn in receipts late on a “no purchase list” up to the remainder of the academic year.
 - s. Can veto any request of spending greater than \$200 or 10% of the club’s combined IUF and SOA balance, whichever is lower, before a vote happens
- E. Marketing Manager. The Marketing Manager is a voting member of the Executive Council and has the following responsibilities:
- a. Maintain the club’s web site, which must be updated at least once a semester or as needed
 - b. Organize and oversee all social media for the club including the Facebook page, YouTube channel, BeInvolved page, Instagram, Twitter and any other social media the club chooses to use
 - c. Required to bring and is responsible for the camera, video camera, and equipment to each competition and organize recording and photographer schedule
 - d. Manage all of the club photos and videos from competitions on the social media websites, including the website, Facebook page, the YouTube channel, and club BeInvolved page
 - e. Required to upload all videos and photos taken within 1 month
 - f. Must promote the Facebook page by promoting participation from people on Facebook, methods include polls and posts
 - g. Organize and oversee advertising activities by chalking, electronically creating and distributing fliers, and other appropriate means of marketing for all recruiting events. First drafts of fliers must be completed 2 weeks before the scheduled event
 - h. Research new avenues for marketing and recruiting
 - i. Manage all team attire and merchandise orders
- F. Social Chair. The Social Chair is a voting member of the Executive Council and has the following responsibilities:
- a. Determine social event schedule
 - b. Organize social events including dance socials
 - c. Must host three dance socials each semester. Each social’s theme and free dance lesson must be determined within the first two weeks of each semester
 - d. Must host two non-dance social events each semester
 - e. Must organize attendance of two events of other Club Sports organization per semester
 - f. Reserve spaces for social events
 - g. Submit CSF paperwork for social events
 - h. Submit paperwork to reserve the fall callout date during the preceding spring
 - i. Organize all callout meetings and determine the agenda up to and including lessons, professional showcases, etc
 - j. Organize showcases
 - k. Maintain relations and coordinate showcase opportunities with other clubs on the IUB campus and other local organizations

- G. Team Captain. The Team Captain is a voting member of the Executive Council and has the following responsibilities:
 - a. Determine practice schedules
 - b. Set agenda for practice
 - c. Procure professional instructors to coach the club
 - d. All professional instructors, for the upcoming academic session, shall be determined at the conclusion of each academic session.
 - e. Schedule regular coaching and workshop opportunities
 - f. Maintain contact with the members of the club for updates about schedules and information
 - g. Help and assist the Social Chair with showcases for the club or for individuals going through the club for an event
 - h. Must attend all team sponsored competitions unless exemption is approved by council through a simple majority
 - i. Coordinate the Teaching Team activities
 - j. The Captain is the primary enforcer of member conduct related to the Code of Conduct.
 - k. Required to become a safety officer
- H. Competition Manager. The Competition Manager is a voting member of the Executive Council and has the following responsibilities:
 - a. Must propose at least 3 competitions at the beginning of each semester.
 - b. Organize for travel, lodging, food, and necessary logistics of team travel unless otherwise specified
 - c. Maintain contact with the members of the club for updates and information about competitions
 - d. Responsible for registering all members for team sponsored competitions
 - e. Must create a travel packet containing the lodging, car, and contact list for all competitions at least 36 hours before the team departs
 - f. Must create a driver packet with pertinent information including, but not limited to addresses and rental car procedures
 - g. Stay up to date on all competition rules including costs, dates, attire, and registration deadlines
 - h. Submit travel forms to Club Sports for all club-related travel outside of IU
 - i. Make sure all competition drivers turn in driver release waivers (Mvr checks) and Vehicle authorization forms
 - j. Ensure that the team is properly equipped with competition attire, including shoes and team-owned attire
 - k. Ensure each traveling member has submitted an emergency contact form before club-related travel
- I. All Council members are required to attend necessary Division of Recreational Sports trainings.
- J. All Council members are required to attend all Club Business meetings and Executive Council meetings.
- K. All Council members are required to attend team-taught lessons and dance socials, except under reasonable circumstances, with notice to the other Council members.

- L. All Council members are responsible for the managing equipment, enforcing laws and regulations of the organization, and abiding by the Ballroom Dance at Indiana University Code of Conduct.
- M. If someone proposes something related to another position, they must present all requested information to that position at least 48 hours before the vote. Otherwise, that council member has the right to veto or delay the vote.
- N. If the President/Captain are unable and unwilling to attend all events during the summer, any officer remaining in Bloomington may be appointed to the President/Captain position for the summer and will resume their originally appointed position when school begins.
- O. The Executive Board shall meet at least once per month.
 - a. Officers may resign from office by notifying the President through a formal letter of resignation. If the President intends to resign, the letter must be given to the Vice-President.
 - b. Officers may be removed from office through the following procedure:
 - i. Any member may make a request to the President to call a meeting for the purpose of voting to remove a club officer.
 - ii. The Executive Council shall call a meeting of the voting members. All voting members must be notified of the meeting, and of the meeting topic, via email at least one week in advance.
 - iii. During the meeting, the member(s) who requested the meeting shall have the opportunity to speak to the club and voice his/her concerns about the officer in question.
 - iv. The officer in question shall have the opportunity to respond to the claims against him/her.
 - v. The voting members shall have the opportunity to ask questions and discuss the matter.
 - vi. The voting members shall vote on the matter of removing the officer by anonymous written vote. Voting members that attend the club meeting will be allowed to vote.
 - vii. Any voting member that cannot attend the meeting but still wishes to vote may submit a vote through email to the President. The President is required to offer this alternative.
 - viii. An officer may be removed from office through a $\frac{3}{4}$ affirmative vote of the total votes.
 - ix. If the member wishes to remove the President, the Vice President shall take over all processes within this section.
 - c. Upon resignation or termination of an officer, the President must assign someone within Council to the position until an election can be held. The election process must be held within a week of the resignation or termination.

Article II: Advisor

- A. The Advisor shall have the following responsibilities:
 - a. Meet the requirements of the Division of Recreational Sports

- b. Review all SOA check request(s)
 - c. Must be invited to a minimum of 2 club activities per year
 - d. Advise the club as needed
- B. In the event of a tie vote within the Executive Council, the advisor will be informed of the matter and will serve as the tie-breaking vote
- C. The Executive Council must send at least two members to an Advisor meeting with the Advisor at least once per semester.

Article III: Meetings

- A. The following meetings shall occur:
- a. The President must call club business meetings for elections, impeachments, major discrepancies, or when Council deems necessary. The President shall call all club meetings, and all club members shall receive at least one week notice via email. In extreme cases of emergency, club members will be notified as soon as the issue arises. The President shall set the agenda and preside at all club business meetings. The Secretary shall record the minutes and attendance at all club business meetings
 - i. Any student member may make a request to the President to call a special meeting
 - ii. For officer elections, no minutes need to be taken
 - b. Executive Council shall meet at least once per month. The President shall call all Executive Council meetings, and all Council and club members shall receive at least one-week notice, in writing. In extreme cases of emergency, club members will be notified as soon as the issue arises. The President shall set the agenda and preside at all Executive Council meetings. The Secretary shall record the minutes and attendance at all Executive Council meetings
 - i. Any club member may attend Executive Council meetings. The President has the option to require notification 48 hours prior to the Executive Council meeting. Any club member has access to public sections of these meetings.

Article IV: Elections

- A. The election process shall be held annually during late March or early April.
- B. The election process will have a committee responsible for overseeing and confirming the election. The committee members and their responsibilities will be as follows:
- a. The President, if graduating or non-returning: shall preside over the voting process along with another graduating or non-returning member. If the President is not graduating or is returning, they shall appoint someone who meets the qualifications above to fill the position. The President shall also ensure that the confirmations are done in a fair and accurate manner.
 - b. The Secretary: The Secretary's duty is to confirm that all votes shall be cast by eligible voting members as determined by the club's Constitution and Bylaws.

- c. The Captain: The Captain's said duty is to confirm that all votes shall be cast by member who have signed the most recent Code of Conduct.
- C. The election process shall be as follows:
- a. Nominations for office shall be done through email.
 - i. The President will ask for nominations starting 2 weeks prior to the elections. Members may volunteer to run for office, or may be nominated by any eligible voting member. Any eligible member can decide to run for office up to the beginning of said office's election.
 - ii. As nominations are submitted, the President will confirm with the nominated party to ensure they are wanting to run for office. If the nominated party does not wish to run for office, the President will remove the party from the nominations list.
 - b. A vote shall be held during March or April
 - c. All votes will be cast on a paper ballot. Under each position, a bulleted list of everyone who has accepted their nomination as well as an "Other" will be provided. An instant runoff vote shall be required to elect officers via written ballot.
 - i. Voting members will rank each candidate in order of preference, with one being the highest preference. If more than two candidates run and no candidate gets a simple majority vote, then the candidate with the least amount of votes will be eliminated and their votes redistributed to the second highest ranked nominee until a simple majority is reached.
 - ii. If only there is only one nominee for a position, a confirmation vote must still take place. A confirmation vote will be represented as a simple "Yay or Nay" vote on the same ballot.
 - iii. If a member is eligible to vote, but cannot attend, the member is entitled to an absentee ballot. The ballot will consist in accordance as above. All absentee ballots must be submitted before elections start. If a member attends any election, their absentee vote for that election will be voided and they will have to re-cast their vote.
 - d. All nominees shall have the opportunity to speak on their own behalf
 - i. The President, or Election Presidor has the authority to place a time limit on the nominees' speaking time.
 - e. Each student member will vote by anonymous written submission for the nominee they wish to elect into the office
 - f. The voting members in attendance have the right to ask questions to each nominees after all nominees have been provided time to speak on their own behalf.
 - i. The President, or Election Presidor has the authority to place a time limit on the question and answering time.
 - g. After the opportunity for questions has been provided, the nominees will leave the room so that a vote may be cast. Nominees may cast a vote for the same position in which they are seeking.

- h. After the completion of each vote, ballots will be counted twice--once by each Election Presidor in separate locations--and the final result will be announced. This result allows nominees to concede and run for another office.
- i. Officer elects shall take office, and outgoing officers shall vacate office, upon the last day of the current academic year
- j. Council must propose a shadowing opportunity during the second semester for members who are interested in running for executive council positions

Article V: Dues and Budget

- A. Dues (for the upcoming semester) shall be determined by a simple majority approval of the Executive Council
 - a. Dues shall be collected at the beginning of each academic semester
 - i. Two or Three trial weeks may be attended prior to payment of membership dues. Membership dues must be turned in to the Treasurer prior to participating in the following week
 - b. Dues are non-refundable
- B. Additional fees may be required
 - a. Collegiate competitors must submit their competition fees to the Treasurer by a predetermined deadline
- C. The Treasurer will create the club's annual budget and then present it to the club's President for review, after which the budget is presented to the Executive Council for final approval

Article VI: Finances

- A. The Treasurer shall oversee club finances, and the Treasurer shall carry out all financial record keeping and transactions
- B. The club shall maintain the following accounts:
 - a. Student Organization Accounts
 - b. The Division of Recreational Sports Allocation
 - c. Indiana University Foundation
- C. Should the club dissolve the following steps should occur:
 - a. Any outstanding balances shall be paid
 - b. Any remaining funds shall be housed in the SOA and/or the IU Foundation accounts to be accessed if the club re-forms.

Article VII: Policy Enforcement

- A. Membership in the club may be suspended for misconduct. Suspension shall be effective for a period of time determined by the Executive Council, and not exceeding a period of 180 days. Any consequences can be appealed through the Judicial Panel or Club Sports Federation Appeals Board
 - a. For offenses that require immediate consequences, the process is as follows:

- i. Per the Code of Conduct, the member will be asked to comply or leave the room.
 - ii. Habitual or gross violations under “Offenses that have Immediate Consequences” may result in the member being subject to a Judicial Process at the discretion of the Club’s President or another member of council.
 - b. For offenses that require use of the Judicial Process, the process is as follows:
 - i. Upon a first cumulative infraction, the member shall receive a verbal warning from an Executive Council Member as soon as possible.
 - ii. Upon a second cumulative infraction, The Primary Enforcer, or any other Executive Council Member, shall provide a written warning or other consequence as soon as possible. A written warning letter shall be provided to the member and a copy shall be sent to the Club Sports Federation email.
 - iii. Upon a third cumulative infraction or any additional infraction beyond that, the infracting member shall be subject to the Judicial Process as outlined in the Constitution.
 - iv. In cases of suspension, The Primary Enforcer, or any other Executive Council Member, shall inform the member that his/her membership is suspended. A written letter of suspension shall be provided to the member within two weeks of the meeting and a copy shall be sent to the Club Sports Federation email.
 - v. For the purposes of tracking cumulative infractions, each individual infraction expires within 180 days of the member’s notification.
 - vi. The Executive Council reserves the right to bring especially gross or egregious violations directly to the Judicial Process as outlined in the Constitution.
- B. The Primary Enforcer is a member of the Executive Council, as determined in Article I of the Bylaws, and has the following responsibilities:
 - a. Collect signed Codes of Conduct
 - b. Provide verbal and written warnings
 - c. Maintains all records of infractions
 - d. Notify the Executive Council when there has been an infraction

Article VIII: Amendments

- A. Any eligible voting member may propose amendments to the Bylaws.
- B. The Bylaws shall be updated by the Executive Council on an annual basis.
- C. To propose an amendment, the following process shall occur:
 - a. President shall be notified of the proposed amendment and provided with an electronic version of said proposal.
 - b. The President shall call an Executive Council meeting. The member(s) who authored the amendment shall have the opportunity to speak at the council meeting.

- c. A 6/8 affirmative vote of the Executive Council shall be required to pass an amendment.
- d. If the Bylaws are being edited over multiple meetings consecutively, the amendment(s) will be ratified as a whole at the final meeting.
- e. The President will inform all club members of the amendment if it is passed.
- f. The Executive Council shall update the Bylaws with the Division of Recreational Sports within two weeks of ratification.