

Constitution of Calamity Jane Ultimate Frisbee

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Preamble

Calamity Jane Ultimate Frisbee provides women at Indiana University with the opportunity to play our sport at the competitive level against other women's teams around the Midwest. The team is rooted in respect, teamwork, and love of the game. When a female athlete becomes a Jane, she not only joins an athletic group of girls with a history of success, but a sisterhood of women she can rely on whether she's on or off the field. During the fall semester Calamity Jane focuses on recruiting enthusiastic, open, and hardworking women to join the team. No previous experience with Ultimate is required as we take any amount of time necessary to teach new players the basics. The fall is mostly dedicated to fun "learning" tournaments (approximately 3-5 tournaments; always on weekends and always within driving distance of campus) and skill development. The spring semester, on the other hand, is our real season. The Janes usually compete in around 5 tournaments leading up to sectionals, regionals, and nationals.

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. All Calamity Jane Ultimate officers and team members must be students enrolled at Indiana University [section I.D. 3(b)].
3. There are two classes of membership: Captains and Team Members. Team members may only become captains after at least two years of consistent participation in team practices, tournaments, and events. Captains are chosen by team vote.
4. Membership Selection: students who desire to become members of Calamity Jane Ultimate must attend at least one week of practice (2 practices) – at this point, membership will be instated. Should this student fail to attend practice or tournaments consistently from this point forward (at least one practice a week and at least 3 tournaments during the spring semester), their membership will be revoked. All members must pay dues and/or make good faith efforts to fundraise for team costs. Should a team member fail to do either of these, their membership will be up for review.

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:** The President is the chief officer of each Club Sport. S/he is the primary contact and coordinator of all Club Sport activities.

Duties:

- A. Attend the Club Sport Officer's Workshop.
- B. Read and understand the contents of this website.
- C. Maintain a current list of emails and phone numbers for the club officers and members.

- D. Complete an Acknowledgment of Responsibility form for each club officer. These forms must be kept on file in the Club Sport office.
- E. Submit a monthly and an annual report of Club Sport activities.
- F. Determine the location of all Club Sport equipment and submit inventory to the Club Sport office in March.
- G. Remain aware of the club's financial status - income and expenses.
- H. Ensure that the Club Sport Office has an up-to-date constitution.
- I. See that all club members have signed the Conditions of Participation and Release Form. They are kept on file in the Club Sport office.
- J. Learn what services are available through the Club Sport office – See the section on Benefits.
- K. Notify the Club Sport office of changes in leadership.
- L. Meet with the Club Sport Advisor periodically to update him/her on Club Sport activities.
- M. Work with the Club Sport Treasurer to prepare an annual budget.
- N. Attend or send a representative to monthly Club Sport Federation meetings.
- O. Ensure that a certified safety officer is in attendance at all Club Sport practices, competitions or activities home and away.
- P. Complete all required university forms.
- Q. Promote good sportsmanship on and off the field or court.
- R. Implement proper disciplinary action procedures when necessary.
- S. Hold monthly meetings with the Club Sport officers and semesterly meetings with the Club Sport members.
- T. Notify the Assistant Director of Club Sports of travel, fund raising and program plans.
- U. Submit semester facility requests by the designated deadline.
- V. Understand and adhere to the insurance policies and procedures.
- W. Check the Club Sport mailbox (Member Services, HPER Wildermuth) weekly.
- X. Supervise fund-raising projects.

2. Vice President

Duties:

- A. Assist club with scheduling games and special events.
- B. Assist club with travel, transportation, lodging and food.
- C. Assist Club Sport coach/instructors.
- D. Arrange for officials, supervisors and field lining when necessary.
- E. Develop criteria for Club Sport recognition/awards for membership approval.

3. Treasurer

Duties:

- A. Attend a training session at the student organization accounts office at the beginning of each fall.
- B. Submit bills, receipts, invoices and/or three bids with purchase requests.
- C. Ensure that all club members have paid their membership dues, if required.
- D. Prepare ledger sheets for recording all income and expenses for SOA, Allocation and IUF Accounts.
- E. Present budget requests to the Assistant Director of Club Sports by the Spring deadline.
- F. Prepare a revised CSF budget each fall.
- G. Deposit funds (dues, fund raising income etc.) in the SOA account.

4. Secretary

Duties:

- A. Keep records of all Club Sport activities, meeting minutes, forms, etc.
- B. Call club or email members to remind them of upcoming meeting, events, tournaments, etc.

5. Safety Officer

Duties:

A. Possess valid CPR/AED, First Aid and PDT certifications and attend Recreational Sports Safety Workshop.

B. Attend all Club Sport practices, competitions, and activities, home and away. Safety officers are the only members allowed to access facilities and/or equipment.

C. Check the safety of facilities and equipment before allowing members to participate. Members shall not be allowed to utilize unsafe facilities or equipment.

D. Ensure members are educated on the following topics prior to their participation:

- a. Overview of the sport
- b. General rules of the game/activity
- c. Inherent risk of participating
- d. Practicing correctly and incorrectly
- e. Difference in practice and a game
- f. Roles of the safety team (Coach/Instructor, Safety Officer, Assistant Director)
- g. How to bring facility/equipment issues to the attention of the club leadership
- h. Emergency procedures
- i. Alcohol, non-prescribed controlled substances, and hazing are not permitted

E. Should an accident occur, attend to the injured participant in a manner consistent with information outlined in the CPR/AED/SFA/PDT sessions.

a. Complete accident report forms on all accidents, regardless of severity, in accordance with the Campus Recreational Sports Risk Management plan.

b. In the event that IUPD and/or ambulance personnel need be called, calls should be made from the following locations:

- 6. Calamity Jane Ultimate looks for team members who have demonstrated leadership, responsibility, initiative, and personal academic success to be team officers.
- 7. Officers serve for one academic school year and take office at the end of the school year previous to their actual term. Officers turn over their positions at the last tournament of the season. Past officers are expected to teach future officers any skills or systems they utilized during their term.
- 8. Officer vacancies are filled by team nomination and vote.
- 9. Officers may only resign after finding a suitable replacement and agreeing to teach that replacement the basics of the position.
- 10. Executive Officer meetings will be held once a month (except for winter break) and will be called by the President. The advisor is not considered to be an executive officer and does not need to be present. Decisions are made by majority vote at these meetings.
- 11. A team member may be removed from office if they fail to fulfill 90% of their duties as aforementioned in officer duty descriptions. Once it has been established by any of the team officers or captains that the officer in question is not adequately meeting the demands of her position, her removal will be decided by officer/captain majority vote.

Article IV: Advisor

An advisor is a full-time faculty/staff member at Indiana University-Bloomington.

Duties/Responsibilities:

- A. Attend the annual Fall Advisor Workshop the first year as an Advisor and then every third year after That.
- B. Assist in the development and implementation of club sport goals and objectives, an evaluation process and documentation of pertinent information.
- C. Be available to club sport leaders during the development of projects and programs; to provide expertise and direction to help insure that activities are well planned and reflect favorably on the University.
- D. Attend semester membership meetings and executive committee meetings when available.
- E. Advisors are encouraged to participate in the club's activities.
- F. The advisor must approve all expenditures of Student Organization Account funds.
- G. Assist with the development of annual reports and budgets.

Article V: Meetings

1. There are no regular membership meetings – all meetings, whether standard, emergency, or special are called at the discretion of the team captains and by the team captains. Meetings will be advertised on the team website
2. Team captains set the agendas for all team meetings and all team members are expected to be respectful and cordial.

Article VI: Elections

1. Elections for team captains and officers are held at the last tournament of each season.
2. All nominations must be announced by a team member at these elections
3. Voting is by secret ballot or hand raising with eyes closed. 70% of members must be present and voting for a candidate to be elected.

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 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 VIII: 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 from for-profit companies if acting as a representative of a student organization.

Article IX: Dues and Budgets

1. Dues are charged by Calamity Jane Ultimate at least twice a semester. The amount is determined by the treasurer based upon projected tournament/equipment costs for the season and the success of fundraising initiatives.
2. Members who have not paid dues by the second week after dues are announced are expected to speak with the treasurer to discuss a payment plan and/or fundraising opportunities
3. The treasurer collects dues

4. The treasurer creates and maintains the group's budget – the budget is revised at the discretion of the treasurer and the president.

Article X: Finances

1. The treasurer is in charge of all team financial affairs
2. The treasurer will act in accordance with all SOA office policies and procedures.
3. If the group dissolves, the remaining money in the team's SOA account will be given to Hoosiermama Ultimate to be held until another women's Ultimate Frisbee club team is established.

Article XI: Amendments

1. All eligible voting members will be notified of proposed amendments via announcement at team practices, meetings, or e-mail.
2. A 3/4 vote of present members is 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.