

## **Title**

### Constitution of the Indiana University Ice Hockey Club

## **Preamble**

The Indiana University Ice Hockey Club will strive to give hockey players the experience of being on a competitive team and provide members leadership opportunities. The Ice Hockey Club shall sponsor the Indiana University Ice Hockey Team. It will provide a means for team members to continue in their sport and represent their school at competitions.

## **Article I: Membership**

- A. Statement of Non-Discrimination: Indiana University Ice Hockey Organization 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 may be involved as non-competitors.
- C. Membership classes in the club shall include players, managers, coaches, trainers, and other supportive roles as necessary.
  - a. Only competitive team players shall be eligible to vote on club matters.
  - b. Players and contracted employees are eligible receive travel funding.
- D. Players shall be selected for the competitive team through an annual try-out process determined by the officers and coaches. The Head Coach shall have final authority in determining selection of the competitive team. Students who are not selected for the competitive team, as well as faculty, staff, and community members shall be eligible to serve in administrative capacities.
- E. Club members shall abide by the club by-laws. Club members may be removed from the club due to infractions of the By-Laws through the following process:
  - a. Upon a first infraction, the member shall receive a warning from the officers. The President, or any other Executive Officer, shall call a meeting with the member, for the purpose of providing a warning. A written warning letter shall be provided to the member and a copy shall be placed in the club's documentation at the Division of Recreational Sports.
  - b. Upon a second infraction, the officers have the option of providing a second warning, or terminating membership in the club. The President, or any other Executive Officer, shall call a meeting with the member, for the purpose of providing a second warning or informing the member that his membership is terminated. A written warning/termination letter shall be provided to the member and a copy shall be placed in the club's documentation at the Division of Recreational Sports.
  - c. Upon a third infraction, the infracting member must be terminated. The President, or any other Executive Officer, shall call a meeting with the member, for the purpose of providing informing the member that his membership is terminated. A written termination letter shall be provided

to the member and a copy shall be placed in the club's documentation at the Division of Recreational Sports.

- d. Membership in the competitive team shall be contingent upon timely payment of dues. If dues are not paid by the annually determined deadlines, membership may be revoked.

## **Article II: University Compliance**

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

## **Article III: Executive Officers**

- A. The Executive Board of the Indiana University Ice Hockey Club shall be comprised of the following positions:
  - a. President. The President shall be a voting member of the Executive Committee and have the following responsibilities:
    - i. Attend necessary Division of Recreational Sports trainings
    - ii. Enforce laws and regulations of the organization
    - iii. Call club business meetings
    - iv. Set agenda for club business meetings
    - v. Preside at all club and officer business meeting
    - vi. Serve as liaison between the club and the Division of Recreational Sports
    - vii. Maintain the club's email and website account with UITS
    - viii. Serve as liaison between the club and the ACHA
    - ix. Establish special committees, and appoint committee members
    - x. Establish the club's annual budget
    - xi. Communicate with Bloomington Parks and Recreation
    - xii. Delegate responsibilities to other executive officers
  - b. Vice President. The Vice President shall be a voting member of the Executive Committee and have the following responsibilities:
    - i. Attend necessary Division of Recreational Sports trainings
    - ii. Serve in place of the President in his absence
    - iii. Oversee special committees
    - iv. Set practice and game schedules
    - v. Manage equipment
    - vi. Assist the President as necessary
  - c. Secretary. The Secretary shall be a voting member of the Executive Committee and have the following responsibilities:
    - i. Attend necessary Division of Recreational Sports trainings
    - ii. Record minutes of all club business and Executive Board meetings
    - iii. Distribute minutes of all club business and Executive Board meetings via email
    - iv. Record meeting attendance
    - v. Maintain updated club member contact information
    - vi. Maintain updated club alumni contact information

- vii. Communicate with club Advisor
  - viii. Maintain all club documentation
  - ix. Organize and oversee production of season and Big Ten Tournament programs.
- d. Treasurer. The Treasurer shall be a voting member of the Executive Committee and have the following responsibilities:
- i. Attend necessary Division of Recreational Sports and SOA trainings
  - ii. Maintain accurate ledgers for CSF Allocation, SOA, and IU Foundation accounts
  - iii. Collect dues and other club monies
  - iv. Complete check request for all necessary outgoing transactions
  - v. Communicate with club Advisor on SOA transactions
  - vi. Report club financial status to the officers on a regular basis
- e. Public Relations/Marketing. The Public Relations/Marketing officer shall be a voting member of the Executive Committee and have the following responsibilities:
- i. Attend necessary Division of Recreational Sports trainings
  - ii. Organize and oversee all club Fundraising activities
  - iii. Maintain the club's web site
  - iv. Organize and oversee advertising activities
  - v. Organize and oversee solicitation of sponsorships
  - vi. Organize and oversee club merchandising
- f. Advisor. The Advisor shall be an ex-officio member of the Executive Committee and have the following responsibilities:
- i. Meet the requirements of the Division of Recreational Sports
  - ii. Review all SOA check request
  - iii. Advise the team as needed
- A. Any competitive team player, in good standing with the club, who is also eligible for ACHA competition, may serve in an officer position.
- B. Officer elections shall take place in February each year. The term of each position shall be one year, beginning and ending at the conclusion of the competition season. Each officer may serve an unlimited number of terms.
- C. The Executive Board shall meet at least once per month.
- D. Officers are elected by a vote of the competition team players.
- E. Officers may resign from office by notifying any member of the Executive Board.
- F. Officers may be removed from office through the following procedure:
- a. Any player may make a request to any member of the Executive Board to call a meeting for the purpose of voting to remove a club officer.
  - b. The Executive Board calls a meeting of the team players. All players must be notified of the meeting, and of the meeting topic, via email at least one week in advance.
  - c. During the meeting, the player(s) who requested the meeting shall have the opportunity to speak to the team and voice his concerns about the officer in question.

- d. The officer in question shall have the opportunity to respond to the claims against him.
  - e. The players shall have the opportunity to ask questions and discuss the matter.
  - f. The players shall vote on the matter of removing the officer (a quorum of the eligible voting members must be present to vote)
  - g. A quorum shall be defined as  $\frac{3}{4}$  of the eligible voting membership.
  - h. An officer may be removed from office through a  $\frac{3}{4}$  affirmative vote of the quorum.
- G. Upon resignation or termination of an officer, the election process shall immediately begin to fill the vacant position.

#### **Article IV: Meetings**

- A. The following meetings shall occur:
- a. Regular team practices shall be determined at the beginning of each season.
    - i. The Head Coach shall set the agenda and preside at all practices.
  - b. At least one team business meeting shall occur every semester, with two meetings occurring in February. The President shall call all team meetings, and all club members shall receive at least one week notice via email. The President shall set the agenda and preside at all team business meetings. The Secretary shall record the minutes and attendance at all team business meetings.
    - i. Any member may make a request to the President to call a special meeting.
  - c. Executive Board shall meet at least once per month. The President shall call all Executive Board meetings, and all board members shall receive at least one week notice via email. The President shall set the agenda and preside at all Executive Board meetings. The Secretary shall record the minutes and attendance at all Executive Board meetings.

#### **Article V: Elections**

- A. The election process shall be held annually during the month of February.
- B. The election process shall be as follows:
- i. Nominations shall occur at the first business to stand for office, or may be nominated by any eligible voting member.
  - b. A vote shall be held during the second business meeting in February.
    - i. A quorum of the eligible voting membership must be present to hold a vote.
    - ii. All nominees shall have the opportunity to speak on their own behalf.
    - iii. Each player shall receive one ballot listing the candidates for each office.
    - iv. The ballots shall be collected and counted by the Advisor.
    - v. A simple majority affirmative vote shall be required to elect officers.

- vi. The Advisor shall announce the results.
- C. Officer elects shall take office, and outgoing officers shall vacate office, upon the conclusion of the competition season.

#### **Article VI: 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 VII: Dues and Budget**

- A. Dues shall be required of all players on the competitive team.
- B. Dues shall be collected at the beginning of each academic semester.
- C. Dues must be turned in to the Treasurer by the first game of each semester.
  - a. Players who do not pay dues by the deadline shall not be eligible for the competition roster.
  - b. Players who pay dues after the deadline may be returned to the competition roster, at the discretion of the Head Coach.
- D. The Treasurer, in conjunction with the President shall determine the club's budget. The Treasurer and President may revise the budget as necessary.
  - a. Additional dues may be collected to fund special activities such as participation in the ACHA National Tournament.

#### **Article VIII: Finances**

- A. The President shall oversee club finances, and the Treasurer shall carry out all financial record keeping and transactions.
- B. The club shall maintain an account at the office of Student Organization Accounts, the Indiana University Foundation, and the Division of Recreational Sports, and abide by the policies and regulations of each office.
- C. Should the club dissolve the following steps should occur:
  - a. Any outstanding balances shall be paid
  - b. In case of an incomplete season, player dues shall be prorated and the balance refunded
  - c. Any remaining funds shall be housed in the SOA and/or the IU Foundation accounts to be accessed if the club re-forms.

#### **Article IX: Contracted Employees**

- A. All employees of the club shall be determined on an annual basis.
- B. The process for selecting employees shall be as follows
  - a. Any eligible voting member may recruit employees and propose them to the Executive Board.
  - b. Any proposed employees shall be presented to the Executive Board.
  - c. The President shall call a business meeting at the completion of the season to select employees for the following year.

- i. Each candidate, identified by the Executive Board or any team player, may have the opportunity to speak to the team.
- ii. The team has the opportunity to discuss the candidates.
- iii. A quorum shall be required to hold a vote.
- iv. A simple majority vote shall be required to appoint employees.

#### **Article X: 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 directly from for-profit companies if acting as a representative of a student organization.

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

- A. Any eligible voting member may propose amendments to the constitution.
- B. 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 a business meeting. Eligible voting members must receive at least one week notice via email, including an electronic version of the proposal. The member(s) who authored the amendment shall have the opportunity to speak at the business meeting.
  - c. A quorum must be present to vote on the amendment.
- a. A  $\frac{3}{4}$  affirmative vote of the quorum shall be required to ratify an amendment.
- b. Executive Board shall update the constitution with the Division of Recreational Sports within two weeks of ratification.