

# Constitution of the Inter-Collegiate Bowling Club at The Ohio State University

## Preamble

The Inter-Collegiate Bowling Club at The Ohio State University (the club) will teach and practice the fundamentals of bowling and sportsmanship. This will be accomplished through a disciplined instructional program combining basic and advanced bowling techniques. While the goals of the individual will be important, overall emphasis will be placed on teamwork. This will strengthen both the team and the individual.

## Article 1. Name

The official name of the organization will be The Inter-Collegiate Bowling Club at The Ohio State University.

## Article 2. Purpose

The club will further the goals of physical activity. In cooperation with University officials and the Sports Club Council, it will promote the sport of bowling, along with sports competition in the spirit of fair play. Further, it will be known that all equipment in possession of the club will be used by the competitive members, having priority over non-competitive members during the competitive seasons of Autumn and Spring semesters.

## Article 3. Membership

- 1 All members must be affiliated with The Ohio State University during the semester in which the club is holding its formal activities. To participate in competition, all members must be OSU students still within their four years of eligibility.
- 2 All members must pay dues, as assessed by the Executive Board. Officers may suspend any member who has failed to pay their dues. The Executive Board shall notify club members of any financial payments no less than one week (seven days) prior to the established due date.
- 3 All competitive members will be expected to attend all scheduled practices and meetings, as determined by the coaches, or will provide an acceptable excuse for missing the meeting or practice to the coaches. Participation in any tournament is at the discretion of the coaching staff. Their decision is final.
- 4 Members must participate in all group fund-raising approved by the Executive Board. These activities increase funds to help finance the club. A missed group fundraiser(s) will result in punishment as decided by the Executive Board.
- 5 All new bowlers will be required to sign a contract acknowledging their obligation to pay non-refundable dues, and follow the laws contained within this constitution. All bowlers are annually required to sign a Sports Club waiver before they can participate in any team event (practices, tournaments, etc.).
- 6 The club membership is not limited by, nor shall any person be denied membership due to his/her: race, sex, creed, national origin, or sexual orientation.

## Article 4. Executive Board

1. The Executive Board will act as the administrative body of the club and will include a President, Vice President, Secretary, and Treasurer.
2. These officers will be elected each spring by and from the active membership.
  - a. Elections will be held during Spring Semester at a date determined by the Executive Board with no less than two weeks advance notice given to club members. .
  - b. Elections will be held in a formal setting or meeting room.
  - c. All candidates may nominate themselves in a letter (written or electronic) to the current active president, or club Program Director at any point prior to the day of elections. Club members may also be nominated as a candidate for any board position by a motion of one of their peers at the time of the election, and may choose to accept or decline their motion

- d. Nominees will be publicly announced no earlier than the Monday of election week. This is done to avoid discouraging individuals interested in running.
3. Election Procedure:
- a. The President, acting President, or Program Director will declare the election open at the designated time, unless a quorum (see Article 8, section 1) is not present. If a quorum is not present, the election must be rescheduled at a new date to be decided by the President.
  - b. President, acting President, or Program Director will run the election.
  - c. Voting for offices will be done one office at a time.
    - 1<sup>st</sup> President
    - 2<sup>nd</sup> Vice President
    - 3<sup>rd</sup> Secretary
    - 4<sup>th</sup> Treasurer
  - d. The president will designate those who distribute and collect ballots election night.
  - e. Each candidate will have 2 minutes to speak on any topic they choose. The candidates will be presented in the order in which they delivered their nominations to the President or Program Director.
  - f. After each of the offices have been voted on, the coaches, Program Director, or officers not running for said office position will be designated to count the ballots.
    - i. A majority vote is required to take office.
    - ii. A recount will be required for all ballots.
    - iii. Recounts will be done by current officers not running for re-election.
    - iv. If there are an equal number of votes for two candidates, there will be a re-vote between only the two majority vote holding candidates.
    - v. If the re-vote does not decide the election, the officers will make the final decision.
    - vi. All vote tallies will be signed off on by one coach and one officer.
    - vii. Any candidate who did not receive a majority vote of the currently voted upon office position may elect to nominate his/herself as a candidate for any office positions that have yet to be voted on.
    - viii. Records of the election results will be kept by the Secretary for future reference.
  - g. The president will announce the close of the election.
4. Candidate Stipulations for President, Vice President, Treasurer, and Secretary.
- a. All candidates must be dues paying members and be currently paid up on all dues, or have been granted immunity from the treasurer and president at the time of election.
  - b. Any 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> year member may be a candidate for the offices of President, Vice President, Secretary, or Treasurer.
  - c.
  - d. If an office is empty after the elections, the acting President will be required to appoint a club member to fill the office.
  - e. An officer's term will begin June 1<sup>st</sup> after the election and will end June 1<sup>st</sup> the following year.

**Section A. President**

1. Job Responsibilities

- a. Overseeing and mediation between:
  - 1. Vice President
  - 2. Treasurer

3. Secretary
  4. Coaches and Program Director
- b. All contact with Sports Clubs head.
  - c. All contact with the administration, faculty, and faculty advisor.
  - d. Controls all committees.
  - e. Chairs all meetings.
    1. Sets meeting agenda and runs weekly meetings for club.
    2. Presides over all Executive Board meetings.
    3. E-mails regular updates to Executive Board, coaches, and club members.
  - f. Maintains relationship with host center.
  - g. The President may appoint any new club position if he/she deems necessary. The appointed individual and the club position itself must be approved by the Executive Board.
  - h. The President is responsible for all other issues addressing the club not assigned to the officers or coaches.
2. Job Qualifications
    - a. Second year member or above.
    - b. Demonstrate leadership
    - c. Time to devote to presidential activities
      1. Must demonstrate ability to approach this position as a part time job.
      2. Be able to meet with contacts and make time for meetings with faculty advisor, officers, coaches, and alumni as well as outside sources.
        - a. Ability to transport self off campus. (Does not mean person needs a car, but must know how to get from point A to point B when club needs it.
    - d. Team Leader
    - e. Respect of bowlers
    - f. Organization abilities
    - g. Strong will and patience
    - h. Have time to do the job properly

### Section B. Vice-President

1. Job Responsibilities
  - a. Fill in as club representative in the president's absence
  - b. Act as fundraising coordinator
    1. Consider possible fundraising opportunities and present them to Executive Board
    2. Plan for, set up, and promote fundraisers agreed upon by Executive Board
    3. May appoint a fundraising committee to help organize and run fundraisers
    4. Organize all Club Tournaments with the help of the Program Director
    5. Work with treasurer to balance budget and fundraising
  - c. Manage and maintain social media for the club
2. Job Qualifications
  - a. Second year club member
  - b. Have ample time to perform tasks
  - c. Strong leadership and promotional skills
  - d. Strong organizational skills

### Section C. Treasurer

1. Job responsibilities
  - a. In charge of club bookkeeping
  - b. In charge of Student organization fund.
  - c. In charge of bank account, along with President
  - d. In charge of making all payments
  - e. Collects all dues, fund-raising money, and donations
  - f. Publishes monthly, semester-end, and annual financial statements

- g. Assist Vice-President with fundraising
  - h. Prior to each semester, submits a budget for the upcoming semester to be approved by the officers.
2. Job Qualifications
- a. Well organized
  - b. Have time to do the job properly

**Section D. Secretary**

1. Job Responsibilities
- a. Assist officers, faculty advisor and coaching staff with club tasks
  - b. Create plans for tournament trips
  - Find housing for overnight trips
  - 6. Find transportation for trips
  - 7. Create maps to tournament sites
  - 8. Prior to departure, consolidate pertinent information and distribute to all squad members and coaches.
  - c. Issue club correspondence
  - d. Any other correspondence deemed necessary
  - e. Thank you notes
  - f. Prepare and distribute minutes to executive officers, faculty advisor, head coach, alumni.
  - c. Club historian
    - 1. Collect/save photos and historical documents for club
    - 2. Organize and protect all documents
  - g. Post all announcements and minutes of team and officer meetings.
  - h. Main all active member and parent information
2. Job Qualifications
- a. Well organized
  - b. Ability to write well
  - c. Ability to communicate well
  - d. Have time to do job properly.

**Article 5. University Regulations**

The Inter-Collegiate Bowling Club at The Ohio State University and its members and coaches are responsible to uphold all regulations of The Ohio State University, pertaining to the clubs existence and operation.

**Article 6. Amendment(s)**

Any amendment to this constitution must be approved by a two-thirds majority vote of the active, dues paying membership.

**Article 7. Laws of the Inter-Collegiate Bowling Club at The Ohio State University**

**Section I: Quorum**

A quorum of the club is necessary to conduct official business at a Club meeting. The quorum will consist of one-half the active, dues paying membership and at least one Executive Board member. The Secretary, or the single Executive Board member present, will insure that a quorum exists at the opening of each meeting.

**Section II; Meetings**

**A. Club Meetings**

The club will meet once per week before a scheduled practice. The executive board will announce when club meetings will be held and must notify all club members no less than 48 hours in advance to any changes in the times club meetings are held. Discussion will be open to all and will be moderated and closed at the President's discretion.

#### B. Executive Board Meetings

Executive Board meetings will be held thirty minutes prior to club meetings. Executive Board meetings are open to all dues paying members at least once a month. Discussion by the membership at that meeting is limited to brief commentary on the subjects being discussed and voted on by the Executive Board members. Commentary is limited and strictly controlled by the President, and only the Executive Board members can vote. The head coach is expected to attend the meetings unless they are told otherwise by the president.

### **Section III: Sports Club Council Participation**

The club will have at least one member of the Executive Board attend all Sports Club Council meetings. In addition, the club will support policy set forth by the Council body and cooperate in Council coordination of sports club events. It is understood that expertise found in the club will be made available to all students, faculty, and staff at The Ohio State University both as members of the club or as spectators at Council programs.

### **Section IV: Funds and Facilities**

A. The club will submit criteria each year regarding necessary funds, fund allocations, and facilities, and the purposes to be made of such facilities and funds. This criterion will be submitted to the appropriate committee of the Ohio State Sports Council as required by the Council, on such dates as specified by the Council.

B. Funds for the club will be obtained from approved University or Council sources or from activities not in violation of University or Sports Club Council regulations.

C. The Executive Board has the authority to cancel any practice for purposes of fundraising.

### **Section V: Disciplinary Action**

#### A. Team Rules

All members of the club must abide by the rules and regulations of the constitution, these by-laws, or any others deemed necessary and proper by the Executive Board. Discipline ranging from a drop in status within the club to permanent dismissal from the club, can and will be pursued by the Executive Board when necessary, with input from the Head Coaches and Program director. The disciplined members may request a rehearing from the Executive Board at which time a simple majority of the officers can overturn the disciplinary action. In cases of dismissal, the former club members must have an active dues-paying member sponsor them before the Executive Board. In the event that officers of the Executive Board are involved in violations of regulations outlined by the constitution, penalties will be assessed by remaining Executive Board members and the Program Director, with input from the Head Coaches.

#### B. Training Rules

The coaches have the authority to establish and enforce all training rules. The coaches can also recommend suspension or dismissal for any member of the club. These recommendations are required to be in written form. Suspension or dismissal recommended by any coach must be supported by a simple majority of the officers in order to take effect.

#### C. Officer Impeachment

Any Executive Board or club member may initiate impeachment proceedings of a club officer by presenting enough supporting evidence in writing to the Executive Board and coaches. Reasons for dismissal may include, but are not limited to: a slack in required duties; disciplinary or academic probation by the University; criminal activity; suspension or expulsion from the University; or being guilty of any other behavior(s) or action(s) deemed inappropriate. After necessary evidence has been presented to the Executive Board and coaches, the Officer(s) under review will have a hearing before the other members of the Executive Board, coaches and faculty advisor. A majority vote of all Executive Board members to impeach will result in an inquiry before the club. All evidence for and against impeachment will be presented to the club membership at a scheduled Club Meeting, where a two-thirds vote of all the active, dues paying membership in attendance will be necessary to remove the accused officer from his/her position. In the event of the President or Vice President being impeached, the next ranking officer will be in control of the club. (See Section VI below).

## **Section VI: Club Hierarchy**

The club government hierarchy is as follows (in descending order):

The Executive Board

President

Vice President

Treasurer

Secretary

Head Coach(es)

First Assistant Coach

Notes: The faculty advisor works with the officers as an intermediary between the University and the club, so he/she does not need to be listed in the hierarchy above. Similarly, the Program Director works with the officers as an intermediary between the USBC and the club. As this is a representative government, the membership is actually in control of the club because they elect five of their own to control the club as its highest authority.....In the head coaches absence the First assistant coach is in charge, followed by the second and third assistants respectively.

## **Section VII: Coaching**

### **A. Head Coach(es)**

The Head Coach of both the men's and women's team is under contract with the club, and is expected to teach the fine points of bowling and good sportsmanship to the members of the club. Team business (i.e. practices, managing equipment, picking lineups for tournaments, etc) is under the control of the head coach. The Head Coach is to request any assistants in the coaching proposal he/she will turn in with a signed contract by July 1<sup>st</sup> of each year. The Head Coach is authorized to create team positions, and to promote club members into those positions. The Head Coach is expected to act professionally in all circumstances when the club/university members or the club's name and reputation are concerned.

### **B. Coaching Staff**

The coaching staff is to maintain and get bowlers ready for tournaments. To do this the coaching staff is expected to: develop a strategy for getting the team physically and mentally ready to compete, plan and attend all team practices, attend all team meetings they are invited to, advise the officers on all necessary team purchases, decide on and apply to all tournaments that they want the team to compete in, and any other responsibilities the officers decide to include in the head coach's contract for that year.

### **C. Coaching Contract**

The Executive Board will deliver a contract to the Head Coach on June 1<sup>st</sup> every year. Outlined in the contract will be: responsibilities, conduct, salary, and a signed statement showing that he/she has read this Constitution and agrees with all contained within it. The Head Coach will be required to sign the contract by July 1<sup>st</sup> or he/she will have to reapply for the job. A new coach will be required to sign a contract with the club before he/she is paid. At the end of every year, the Quorum of each team will have the opportunity to vote to renew their respective coach's contract. A majority vote of men will ensure the Executive Board delivers a proposal for contract renewal to the men's head coaching position, and likewise for the women and the women's head coaching position.

### **D. Assistant Coaches**

When the head coach submits his/her signed contract, he/she will also be required to submit a coaching proposal. The coaching proposal will be a formal request for assistant coaches. The head coach will request his 1<sup>st</sup> assistant coach, and any other assistant coaches at this time. The head coach will outline the responsibilities he/she expects the 1<sup>st</sup> and other assistant coaches to have during the upcoming year. Based upon what they receive, the Executive Board will approve/disapprove of the number of assistants the head coach requests. The head coach will be in direct control with his/her assistant coaches. The officers can recommend that an assistant coach be fired.

### **E. Program Director**

The Program Director is a position established to aid in the communication among officers, club members, coaches, and governing bodies (USBC and the University). He/she is to act in faith according to the

constitution proposed to him/her at the beginning of every year. The Program Director is expected to aid in the paperwork required to maintain the aforementioned relationships. The Program Director is expected to act professionally in all circumstances when the club/university members or the club's name and reputation are concerned. He/She is expected to be present to a majority of club meetings, and any Executive Board meetings when requested.

**F. Disciplinary Actions Against Coaches and Program Director**

Coaches are required and expected to attend all scheduled practices. Missing one scheduled practice per year without notifying a member of the Executive Board and/or the captains will be excused. A written memo from the Executive Board will be given to the coach documenting the failure to attend practice. Upon missing two unexcused practices, he/she will be required to attend a mandatory, closed meeting with the officers to discuss future of his/her contract with the club.. The officers have the power to terminate the coaches contracts if they feel the coaches have failed to meet their obligations to the club, with a 2/3 vote of the majority of the affected team (i.e. 2/3 vote of the men to terminate the men's head coaching contract, 2/3 majority vote of the women in the club to terminate the women's head coaching contract).

Likewise, the Executive Board has the power to terminate the contract with the Program Director with a 2/3 vote of the entire club, if they feel he/she has failed to meet their obligations to the club according to the contract,

**G. Intimate Relationships**

Coaches and the Program Director will not be permitted to pursue intimate relationships with bowlers outside of the bowling centers, or any other facility where the entire board or club meets. This is to prevent favoritism and sexual harassment. The Executive Board will take each instance on a case by case basis and will decide the coach's future with the club at that point.

**H Appointment of a New Program Director and/or Head Coach**

**1. Program Director**

All individuals interested in becoming Program Director will be interviewed by the Executive board, and will then be appointed by the executive board no later than one week after all interviews have been conducted.

**2. Head Coach**

All individuals interested in becoming a Head Coach will be interviewed by the Executive Board. The Executive Board will then present the candidates for the Head Coaching position.

A vote will then be held with the affected team and a 2/3-majority vote will decide who will become the head coach.

The President reserves the right to change the voting procedure depending on the number of candidates for the position.

**Section VIII: Purchases**

Purchases totaling over one hundred dollars (\$100) proposed by the coaches are to be approved by a simple majority of the Executive Board.

**Article 8 – Code of Student Conduct**

The Ohio State University Code of Student Conduct applies to the team and its individual members.

**Article 9 – Continuity in Case of Suspension**

If the team is suspended for violating the Code of Student Conduct. Competitive Sports will appoint an Interim President and an Interim Treasurer. The Interim President and Interim Treasurer may (1) transfer signatures and check writing authority for the organization's bank account to themselves within thirty days of the suspension, (2) pay existing financial obligations out of the organization's current funds, and (3) when the period of suspension ends, take appropriate steps with Student Activities to re-register as a student organization. Further, the Interim President and Interim Treasurer shall inventory the organization's equipment and write a plan for its storage and safekeeping during the suspension period. This plan must be submitted to Competitive Sports within the first thirty days of the suspension. During this suspension no new coaches or staff should be hired during this time. All club assets are frozen during this suspension

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period meaning nothing should be bought or sold during this time. Should the Interim President or Interim Treasurer wish to take any additional actions, they must seek advance approval from Competitive Sports.

**Article 10 – Return to Competitive Sports**

In order to return as a recognized Sport Club team, The Interim President must provide Competitive Sports with documentation that team is a recognized student organization. The Interim President must also provide a roster of at least 15 students to Competitive Sports along with a written plan to hold elections. This plan should, to the extent possible due to the terms, length and timing of the suspension, resemble the provisions contained in Article 9.