

CONSTITUTION

ARTICLE I – NAME

SHOTOKAN KARATE CLUB AT THE OHIO STATE UNIVERSITY (OSUSKC)

ARTICLE II – PURPOSE

Our goal is the promulgation of true Japanese karate-do as espoused by [Gichin Funakoshi](#), the founder of modern karate. We are a non-profit organization dedicated to upholding the principles of Master Funakoshi's Dojo Kun:

- 1) Seek perfection of character
- 2) Be faithful
- 3) Endeavor
- 4) Respect others
- 5) Refrain from violent behavior.

Our karate training is a way for an individual to realize his or her potential and expand the limits of their physical and mental capabilities. Our quality training gives students, faculty, staff, alumni and community members affiliated with OSU the benefit of physical fitness and personal challenge.

ARTICLE III – MEMBERSHIP

OSUSKC does not discriminate based on race, sex, religion, or nationality.

Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

OSU students, faculty, staff, alumni, and affiliated community members are qualified for membership.

To become a member we simply ask that one trains regularly and makes an effort to pursue our club purpose as stated above. OSUSKC is a member club of the International Shotokan Karate Federation (ISKF). Any OSUSKC member who wishes to test for rank must also become a member of the ISKF.

If a member behaves in a manner that disrupts the training of others, the instructor may ask that member to leave class for the day at his/her discretion. If a member is habitually disruptive to the training of others or acts in a way to bring disrepute to OSUSKC, that member may be permanently removed from the club at the discretion of the instructor. However, this decision may be appealed to the full club leadership: officers, instructor,

coaches, and advisor, who may veto the decision to remove the member by a simple majority vote.

ARTICLE IV – MEETINGS

Meetings will be held when necessary to address matters concerning the club or club members. Meetings can be called by any club officer and are open to any club member. Club officers are also expected to attend all required meetings for their respective offices as prescribed by the University. Failure of an officer to attend a required meeting may result in dismissal of the officer from the position.

ARTICLE V – OFFICERS

OSUSKC has the following officers: President, Vice-President, Instructor, Treasurer, Secretary and Risk Manager. All club officials are voted into office by a majority vote of club members. Officers will serve until removed from office; either by leaving the Ohio State University or by being dismissed by either the club or the RPAC. Reasons for officer dismissal are discussed further in this section.

President is chief officer required by the University and he or she must be an OSU student. He or she is required to attend the university club meetings monthly and ensure the club remains in good standing with the University (Competitive Sports and Ohio Union). The President is also responsible for communicating University policies and actions to the coaches, and OSUSKC issues to the University. The president is directly responsible for notifying other officers of their responsibilities to the University, including but not limited to meetings and required paperwork.

Vice-President acts in place of the President if this person is unavailable for a certain function, or in the case of early graduation by the President. He or she will help coordinate volunteer and charity events for club members, as well as fund-raising opportunities for the club. He or she must be an OSU student.

Instructor is responsible for the training and instruction of club members. This person is responsible for leading trainings. The instructor may either lead trainings themselves or assure that the trainings are lead by a qualified instructor. The instructor is responsible for canceling trainings, if necessary. He or she must be an OSU student. This position is not the same as a coach. Even if the club has a coach who is not an OSU student, this person may not hold the instructor position.

Treasurer takes care of all issues dealing with monies and works as a liaison between OSUSKC, The Office of Competitive Sports and the Ohio Union. The treasurer is responsible for any bank accounts the club has. The treasurer is also responsible for preparing the club budget and determining the amount of due, if any, must be paid by OSUSKC members. He or she must be an OSU student.

Secretary is involved with communicating with the Mid-America region's officers, the ISKF's national officers, and helps coordinate club travel for special trainings and competitions. The secretary is also responsible for creating forms as needed and filling out compliance paperwork as requested.

Risk Manager is responsible for ensuring that all trainings and activities are safe for all group members. He or she MUST be CPR and first aid certified. If the elected officer is not first aid or CPR certified, classes are offered through the university.

Officer Term lasts until the officer leaves the Ohio State University or is dismissed from their position by the officers of OSUSKC or by members of the RPAC. There is no limit to how many semesters an individual may serve as an officer of the club; however, all officers, except the advisor, must be OSU students for Autumn and Spring semester for the year in which they serve.

Officer Removal

While every effort should be made for officers to work cooperatively in accordance with the principles of karate-do, at times it may become necessary for an officer to be removed for failure to meet their responsibilities to the club. Club officers are expected to: (1) regularly attend trainings as active members of the club, (2) attend meetings of officers and club leadership as necessary, and (3) adequately fulfill their duties described above as their contribution to the club. A club officer who egregiously fails to meet two or more of these expectations is subject to removal from office.

There are three steps in the process that may culminate in the removal of an officer who is not meeting expectations. First, the other officers should give a verbal or written warning that the officer in question is not performing their duties, and the officer in question should be given a good-faith opportunity to correct the problem. Second, if the problem persists after a period of at least two weeks, the other officers should consult the rest of the club leadership: the advisor, the coaches, and the instructor, as availability permits. If the club leadership agrees that the officer in question is not meeting expectations, then a second verbal or written warning should be given indicating that, in the judgment of the club leadership, the officer in question is not performing their duties and is subject to removal if the problem continues. Finally, if after two warnings the officer in question is still failing to meet expectations, then a vote can be called among the officers, advisor, coaches, and instructor. A 2/3 majority vote among the club leadership is sufficient to remove the offending officer from their position.

If an officer is removed through such a process, an election should be held as soon as reasonably possible to find a replacement. In the interim, another officer may assume the duties of the removed officer until an election can be held. An officer should not be removed if doing so would leave the club unable to meet the requirements of the University.

ARTICLE VI- ELECTIONS

The process for electing officers will be a two stage process: Stage 1 is nominating club members to an officer shadowing position and Stage 2 is an official election where the club officially elects members to the position they shadowed.

Stage 1 will take place during the first week of November. The process works by club members nominating people for each officer position. Club members can either nominate themselves or another person to the position. The club will then vote on which members will get to shadow the position. Only two club members can shadow a position at a time. Voting will encapsulate members raising their hands for who they want to hold the position. Votes shall be tallied for each individual with the people receiving the most getting the position. A single club member can be nominated to any number of positions, but can only be selected to hold at most two shadowing positions.

Should a club member no longer wish to be an officer they can drop out of the shadowing position at which point one of the other nominated members will be given the choice of shadowing the position. If none of the nominated people wish to fill the vacated position then an election will be held to select a new candidate

The shadowing position will consist of the nominated club members meeting once every two weeks with the officer they are shadowing and learn about an aspect of the officer's job. This will continue until the tenth week of Spring Semester when official elections take place.

During the tenth week of the semester, after one of the club's trainings, the club members shall meet to elect the new officers. An e-mail will be sent out, starting the seventh week of Spring Semester, each week notifying the club of the upcoming election. Anyone not present at the election will be considered as abstaining.

Each club member that participated in the shadowing position will be allowed to give a short speech on what they learned from the officer they worked with and why they think they are the best candidate for the job. Afterward the club will vote for who they want to fill the position by raising their hand for the member they feel will do the best. Votes for each member will be tallied with the one receiving the most votes getting the position. The officer whose position is being filled cannot vote unless there is a tie. For example if the position of treasurer is being selected to be filled the current treasurer cannot vote for one of the people that shadowed them unless they both receive the same number of votes from the club.

ARTICLE VII – FUNDS

Any funds received from the office of Competitive Sports, the Ohio Union or by fund raising will go into an account specifically for OSUSKC. This money will only be spent on club activities and equipment, such as offsetting transportation costs, or purchasing

pads for training. The coaches and elected officers do not receive any compensation from the club.

ARTICLE VIII – ADVISOR

The Advisor must be a faculty or staff member of OSU. The Advisor acts as a liaison for the club to The Department of Competitive Sports and the OSU community. The Advisor does not have to be a member of the club.

ARTICLE IX – COACHES

The head coach and assistant coaches of OSUSKC must meet the approval of the Mid-America region's head instructors, and must teach Shotokan Karate to ISKF standards. Any person who attempts to lead OSUSKC trainings in any fashion without direct approval of the ISKF's Mid-America region is in violation of club policy, and subject to removal by club members or RPAC staff.

ARTICLE X – TRAVEL

Occasionally the club will travel to attend a special training or tournament. All travel is optional for club members, and each club member is responsible for coordinating and paying for his or her own transportation. However, OSUSKC will help offset the cost of student travel when funds allow, and will help students coordinate transportation. Travel itineraries will be turned in by the club Secretary the Wednesday before travel to the Competitive Sports Office.

ARTICLE XI – AMENDMENTS

Amendments to the Constitution can only be made after a question and response period with the coaches, officers, and club members. Any amendment to the constitution must be e-mailed to all current club members, and ratified by a simple majority vote. Only after 51% of active club members have voted in favor of the amendment will it take effect in club policy.

ARTICLE XII – CODE OF STUDENT CONDUCT

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

ARTICLE XIII – 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 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 XIV – 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 XIII.