

Ohio State University Women's Ice Hockey Club, Inc.
CONSTITUTION
2014-2015

ARTICLE I

Section I--Name

As ordained by this article, the official name of our organization is "The Ohio State University Women's Ice Hockey Club. Inc."

Section II--Purpose

The purpose of the Women's Ice Hockey Club is as follows: (1) to promote women's ice hockey at a competitive level; (2) to provide opportunities to enhance playing ability; (3) to encourage good sportsmanship and teamwork.

Section III—Non-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) for Reasons of race, color, creed, religion, personal bias, sexual orientation, national origin, sex, age, Handicap, or veteran status.

ARTICLE II—Membership

The membership of this club is open to any full time female student of The Ohio State University. The eligibility policies follow those stated in the bylaws of the American Collegiate Hockey Association.

All eligible rostered players that have paid their team dues have the right to attend practices and team meetings; this includes nominating and electing a governing committee and team captains. As defined by the ACHA, a rostered player will have been a part of or at 20 percent or more of the games played during that season. Players also have the privilege of participating in games and tournaments, dependent on dedication to the team, skill level, and seniority. All members are guaranteed participation in practice and team functions. Game time is considered a privilege and is therefore not guaranteed under the term "participation".

ARTICLE III—Organization Leadership

Section I—Officers' Titles

The administration of the team shall be the responsibility of the team executive board. The executive board consists of (1) president, (2) vice president, (3) treasurer, and (4) ACHA Compliance Officer. There is also one other position, the Fundraising Chair.

Section II—Roles of the Executive Board

(1) *President* The president shall be responsible for scheduling games, practices, and meetings. The president shall also be a liaison between the club and the Central Collegiate Women's Hockey Association and the Department of Recreational Sports at The Ohio State University.

(2) *Vice President* The vice president shall be responsible for overseeing all game-day operations. This includes coordination of referees, trainers, and volunteers as well as visiting team accommodations at the ice rink. The vice president shall also be responsible for arranging lodging accommodations for all away trips and the securing of all travel plans including transportation for away contests.

(3) *Treasurer* The treasurer shall collect money from all participating members

and maintain proper disbursement of funds throughout the season. The treasurer shall also be responsible for monthly reports to other executive board members on financial standings of both individual players and the club as an entity.

(4) *ACHA Compliance Officer* The Compliance officer shall be the liaison between the team members and coaching staff and the American Collegiate Hockey Association. This includes but is not limited to team registration and official weekly game statistic/score reports.

(5) *Fundraising Chair* The Fundraising chair will work closely with the board on methods of fundraising and coordinating team efforts to raise funds for the team.

Section III-On-Ice Leadership

The on-ice leadership shall consist of a captain and two assistant captains. They are to act as liaisons between team members and the coaching staff. They shall also be team representatives in conversations with officiating staff during games. Captains should lead by example at all practices and games through their dedication, work ethic, and attitude. In the event that a goaltender is elected captain, there shall be another on ice speaking captain who can take the place of a goaltending captain. This does not mean that goaltenders cannot be captains, only that they are to have an on ice representative.

Captains will be elected at the conclusion of the season, with each team member casting a vote. The votes will then be counted by the board members and one outside party who is not affiliated with the team. Players will vote for three (3) people who they believe should be captains, and the person with the most votes will be the captain, and the two players with the next highest votes will be assistants.

A captain or assistant caption can be removed from her position if she does not fulfill her duties as a team leader and representative of the club and its members. A captain or assistant captain can only be removed by a 2/3 vote of the players on the team, with every team member casting a vote. After the removal of a captain or assistant, the team will have a new vote to replace the player with another player on the team who meets the requirements.

Section IV—Selection of Officers

Officers shall be elected upon nomination and voting annually at the conclusion of the season. Positions are limited to one-year (defined as a school year) terms and are repeatable upon re-nomination and re-election. New officers will be instated if current officers leave the club or are no longer able to fulfill their role as an officer.

Nominations are accepted at the team meeting by the president at the conclusion of the season and current officers must be re-nominated in order to be eligible for re-election. Players must be nominated by another member of the team and that nomination must be seconded by another member of the team in order to run for a position. Only players who have been active with the club for the entire previous season may be considered for an executive position.

Elections will take place in a meeting with no less than 2/3 of remaining players in attendance. Each returning player will cast one vote for each position; all votes will be counted by the current team president and a third party if one is available.

If an officer leaves the club mid-season, the executive board is responsible for nominating and electing a replacement for the remainder of that season.

Section V-Disciplinary Actions

Executive board members and team captains are required to work together to preserve the harmony of the club and its members. Should a complication arise where a team player is behaving outside the rules set down by the club, the board members and/or team captains have the responsibility to address the player's transgression. If the transgression occurs on the ice, it is the duty of the team captains to address it; if the transgression occurs off ice, it is the duty of the board members. In either situation the board members or team captains must refer to this document and assure that the player's actions were not protected by the Constitution and that there is already no set plan to deal with the transgression.

ARTICLE IV-Organization Advisor

The club shall have an advisor that is a member of The Ohio State University faculty or staff. The advisor oversees the general well-being of the club and its affiliation with the university.

ARTICLE V—Amending the Constitution

This constitution can be amended at any time if members of the team or coaching staff feel it is necessary. The club executive board must approve all amendments with a (3) out of (4) vote. The Constitution should be updated and reviewed at the beginning of each season by the board members. All changes should be made and the document should be provided to every member of the club.

ARTICLE VI—Dissolution of Organization

Dissolution of the club shall take place only if deemed necessary and appropriate by the officers' board. All outstanding expenses will be paid in full and the remaining assets shall be divided as decided upon by Article VI under the club bylaws.

Article VII- Code of Student Conduct

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

Article VIII – 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 IX – 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 VIII.

BY-LAWS

Article I—Membership and Good Standing

Membership is open to any full-time female student of The Ohio State University who fulfills the requirements as stated in the by-laws of the American Collegiate Hockey Association. Any student who no longer meets eligibility requirements may not be allowed to participate in inter-collegiate competition.

Dues will be determined annually by the executive board dependent on competition, travel, and other expenditures. Players will be responsible for maintaining an even balance with the team at the end of each week. Failure to do so may result in suspension from ice time or termination of membership. Consequences for those players not paying dues will be determined on a case-by-case basis by the executive board. No team member's membership with the club can be terminated without the approval of (3) out of (4) of the executive board members.

Article II—Election of Executive Board

Officers shall be elected upon nomination and voting annually at the conclusion of the season. Positions are limited to one-year (defined as a school year) terms and are repeatable upon re-nomination and re-election. New officers will be instated if current officers leave the club or are no longer able to fulfill their role as an officer.

Nominations are accepted at the conclusion of the season and current officers must be re-nominated in order to be eligible for re-election. Only players who have been active with the club for the entire previous season may be considered for an executive position.

Elections will take place in a meeting with no less than 2/3 of remaining players in attendance. Each returning player will cast one vote for each position; all votes will be counted by the current president and a third party.

If an officer leaves the club mid-season, the executive board is responsible for nominating and electing a replacement for the remainder of that season.

An elected team officer can be removed from their position if they do not meet the following

requirements: (1) Outstanding unpaid dues to the team, (2) Academic Ineligibility, (3) Failure to uphold duties as an elected officer. Executive board members can only be removed from their position by a majority vote of the remaining board members.

Article III-Collection and Distribution of Funds

The club president, vice president, and treasurer are authorized to spend team monies. Any other officer or coach wishing to purchase items on the team's behalf with team funds must first receive approval from (3) of the (4) executive board members.

Any personal expenditure made on behalf of the team will not be reimbursed without officers pre-approving the purchase based on need and also current financial status of the organization.

Any revenues created, either through dues or fundraising efforts, shall only be collected and deposited by the treasurer or the executive board members. It is the treasurer's responsibility to maintain current records of all revenues generated.

Article IV—Coaching Staff

The job of the coach shall be held by a USA Hockey certified coach. It is his/her responsibility to oversee and direct practices and games. It is also his/her responsibility to nominate the appropriate assistant coach(es). The assistant coaches need be certified by USA Hockey and approved by (3) out of (4) of the executive board members before they can become an on-ice or off-ice coach.

Coaches must retain a professional attitude with other members of the coaching staff, the university staff, and the team players. This includes upholding ARTICLE I, Section III of this document as well as treating team staff and players fairly and with respect.

If a coach does not fulfill his duties, he/she may be removed by a majority vote of the team players. It is the responsibility of the captains to reprimand coaches if players are not satisfied with their leadership.

Coaches are not considered members of the executive board and will have no official vote in off-ice decisions made by the executive board. Included in this is the spending of team finances. Coaches cannot make any purchases with team monies without the approval of three (3) members of the executive board. If a coach repeatedly spends money without the approval of the board members, he/she will not be reimbursed by the club and will be responsible for paying for any purchase he/she makes.

Article V--Travel

Travel arrangements will be determined by location of competition and funds available. Carpools, university vehicles, and buses may be used depending on the distance. It is the responsibility of the team president to secure directions and secure travel plans to all away contests. A sanctioned report will be submitted to the Department of Recreational Sports before and after every away game.

Players attending away games with team shall travel to said games with other members of the team or immediate family. Players are not permitted to travel to games with friends outside the team or anyone not approved by the executive board. Lodging for away games will be provided for all players and coaches (see below), with the exception of players staying with their immediate families. Players choosing to stay with other family members or in a hotel room other than one they are designated within the team are responsible for informing the Vice President a week in advance, and will not be reimbursed for any travel costs outside of the team.

In the event of hotels for away travel, players will only be permitted to stay with other players unless they have already had their own travel plans approved by the board members. Coaches will not be permitted to stay in rooms with players under any circumstances.

Only three coaches will be paid for by the club to travel to away games with the team. Any additional coach or team staff member will have to provide their own transportation and lodging to away games.

All players, unless academically ineligible or injured, are permitted to travel with the team to away games at their own discretion. Injured players that continue to pay dues during the duration of their injury are also permitted to travel. Game play time is determined by a player's attendance to practices as well as previous games, and any player choosing to refrain from attending an away trip or practice at home should be aware of this. Any player that cannot travel to a certain game must inform the head coach at least one week in advance of the trip, or as soon as the event causing them not to travel occurs.

Article VI-Meeting Requirements

Any issues requiring decisions or changes will be discussed and voted on by the executive board. No decision can be final without the president, vice president, and at least one other member of the executive board in attendance. Any decisions brought before the entire team requires a minimum of 2/3 of the team present before a vote is taken.

Article VII-Financial Organization

The club operates under a Calendar tax year, which is defined as a period of twelve consecutive months beginning January 1 and ending December 31.

The name of the Corporation shall be The Ohio State University Women's Ice Hockey Club.

The place in this state where the principal office of the Corporation is to be located is the City of Columbus, Franklin County.

Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The names and addresses of the persons who are the initial trustees of the corporation are as

follows:

Brian Shaw, Head Coach

Tim Little, Assistant Coach

Melinda Vercollone, Team President

Emilie Dunlap, Team Vice-President

Brittany Brandon, Team Treasurer

Allison Lindsey, Team ACHA Representative

Jessica McCoy, Fundraising Chair

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.