



Constitution of The Ohio State Women's Club Volleyball

Article 1. Name

The official name of the organization will be The Ohio State Women's Club Volleyball.

Article 2. Purpose

Physical fitness, competition, and teamwork are vital to the overall health of the individual. The Ohio State Women's Club Volleyball Program is formed to teach and practice the fundamentals of volleyball, sportsmanship, competition, and good health. The goals are pursued through disciplined, instructional practices combining basic and advanced volleyball skills with high level physical fitness training as well as participation in national caliber volleyball tournaments.

The Ohio State Women's Club Volleyball Program wishes to provide access to the sport of volleyball at a competitive level to all interested members of the Ohio State University. The club seeks to become not only the best collegiate volleyball team, but to also provide women with an opportunity to network with other students.

The club will provide a positive atmosphere for collegiate athletes to compete and form a sense of team, as well as to promote the idea of fair competition and sportsmanship.

Through volleyball, the club will strive to promote leadership, commitment, and teamwork. Above all, our goal is to provide women with an opportunity to stay in shape, have fun, and lead with their peers.

Article 3. Organizational Overview

The Ohio State Women's Club Volleyball Executive Board will be the administrative body for the competitive teams. All member of The Ohio State Women's Club Volleyball Program must abide by the rules of the Constitution or any others deemed necessary and proper by the executive board. A contract must be signed at the beginning of every season by all participants, covering issues such as travel, dues, commitment, etc.

Section 1. Club

The Club is run by the Executive Board, which consists of the following officers: President, Vice President, Secretary, Treasurer, Tournament Directors, and Social Chair. The club will have the responsibility to provide its teams, formed from the Club members

with the following: funding (through dues and fundraising), coaching, equipment, transportation, housing for events, facilities, new members, status within the university, and other duties deemed necessary.

Section 2. Teams

The team(s) consists of the competitive members of the Club, the Head Coach and Assistant coaches. The team will provide the following to Club: A competitive, safe and fun atmosphere, maintenance of equipment, respect of Club rules, policies and reputation, the establishment of competitive goals and other duties as deemed necessary.

Section 3. Head Coach and Assistant Coaches

The President of the Ohio State Women's Club Volleyball Program is responsible for hiring a Head Coach for each team, and any assistant coaches deemed necessary. Coaches and requested individuals will organize and run tryouts and determine which women will fill the spots on each of the three teams.

Section 4. Club Hierarchy

The Club Executive Board Hierarchy is as follows (in descending order):

A.Executive Board

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Tournament Director(s)
6. Social Chair

B.Coaches are not part of the club hierarchy as they are employees of the club, reporting to the executive board.

C.This is a representative Executive Board. The membership is in control of the Club because they elect officers to control the Club as its highest authority.

Article 4. Club Membership

Section 1.

The Ohio State Women's Club Volleyball Program is open to any member of The Ohio State University. Membership is not limited by, nor shall any person be denied membership due to, her: race, creed, national origin, or sexual orientation.

Section 2.

All competing members must be registers as full-time students at The Ohio State University. According to the NCAA rules, all members have six years of eligibility,

which may be used as undergraduates, graduates, or faculty at any educational collegiate institution.

Section 3.

All members must sign an annual contract regarding tournament participation, practice participation, fundraising events, dues, and any other matter deemed necessary by the Executive Board.

Section 4.

All members will be expected to attend all scheduled practices and meetings, as determined by the Executive Board. An absence from a meeting or practice requires an acceptable excuse, which will be provided prior to the absence. Excuses must be e-mailed to the coach of the team and the club e-mail account for the President to have access to.

Article 5. Dues

Section 1. Membership Dues

All members are responsible to pay the quarterly dues set forth by the Constitution signed at the beginning of the season. Regular membership dues will be paid two weeks after tryouts in Autumn Quarter, and by two weeks into the Winter Quarter. Dues may vary depending on what Executive Board deems necessary, but should be \$100-200.

Section 2. National Dues

The women chosen to attend the National Intramural-Recreational Sports Association's (NIRSA) National Campus Championship Series (NCCS) or NCVF Collegiate Club National Volleyball championship Tournament will pay additional dues to cover costs of transportation, tournament fees, and lodging.

Article 6. Executive Board

Section 1.

The Executive Board will act as the administrative body of The Ohio State Women's Club Volleyball Program and will include President, Vice President, Treasurer, Secretary, Tournament Director(s), and Social Chair.

Section 2. Elections

Officers will be selected each spring by and from the active members. Elections will be held before NIRSA's NCCS Tournament or NCVF's Tournament in Spring Quarter. Elections will be held in a formal setting somewhere other than the gym. All candidates must present a paragraph summary of why they are interested in the position, and what qualifications they possess. This will be presented at the elections in the form of a short, pithy speech.

Section 3. Election Procedure

- 1.The President will declare election open at a designated time and will run the election.
- 2.Voting for offices will be done one office at a time.
- 3.Any nominee who does not win one position is entitled to nominate self for another position.
- 4.The President will distribute ballots to the members.
- 5.A majority vote is required to take office.
- 6.A recount will be required for all ballots.
- 7.Recounts will be performed by the President.
- 8.If there is an equal number of votes for two or more candidates, there will be a re-vote between/among only the two majority vote holding candidates.
- 9.The President will announce the close of the election.
- 10.The newly elected officers will be announced immediately after the voting is complete.

Section 4. Officer Positions

A.President

The President has responsibility for oversight of the Club and Executive Board and the delegation of its duties. The President has the following specific responsibilities:

1. Develop and maintain Club goals in accordance with Officers and coaches
2. Review coaches to ensure team goals match Club goals
3. Run meetings with the Executive Board, including making agendas
4. Maintain good standing among the Ohio State University Department of Recreational Sports and The Ohio State University
- 5.Oversight of internal and external Club relations
- 6.Oversight of Club communications, internal and external
- 7.Plan practice times
- 8.Hire coaches
- 9.Schedule away tournaments
- 10.Complete Nationals paperwork and any other paperwork
- 11.Attend all Sport Club meetings, or arrange for a representative to attend
- 12.Plan End of the Year Party, including Senior Gifts, Club Gifts, and Awards
- 13.Complete other duties as needed

B.Vice President

The Vice President is in charge of fundraising, including PDPs, Schottenstein Center Cleanings, Sand Volleyball Tournament, t-shirt design, uniforms, and recruitment. She will also assist the President in any way necessary. The Vice President also has the following specific responsibilities:

1. Organization of fundraisers
2. Organize/order Club warm-ups, sweatshirts, t-shirts, etc.

3. Order new uniforms, also in charge of distribution and collection
4. Act as substitute President
5. Create fliers for Involvement Fairs
6. Complete other duties as needed

C. Treasurer

The Treasurer is in charge of the Club's financial well being, managing the Club account and budget. The Treasurer has the following specific responsibilities:

1. Keep both internal and external records of all Club financial transactions
2. Prepare the annual budget for The Ohio State University Sport Club office
3. Determine and maintain the Club's up-to-date financial position
4. Manage account and enforcing members' payments
5. Attend all Sport Club Treasurer meetings
6. Complete other duties as needed

D. Secretary

The Secretary is in charge of record keeping, hotel reservations, flights reservations, and general communication within the Club. The Secretary has the following specific responsibilities:

1. Take minutes at meetings
2. E-mail minutes after the meetings
3. Contact Club members that miss practice
4. Create an emergency contact list and phone list for members
5. Make hotel reservations when needed
6. Make flight reservations when needed
7. Write thank you notes
8. Collection of scores from each of the three teams for the website
9. Maintain and update Facebook page and website information
10. Complete other duties as needed

E. Tournament Director(s)

The tournament director(s) is in charge of running two home tournaments every year, one during autumn semester and one during spring semester. The Tournament Director(s) has the following specific responsibilities:

1. Notify womensclubvolleyball.com and NCVF of home tournament dates
2. Notify Anne Pufahl of home tournament outcomes
3. Create a list of teams in the tournaments, and then a waitlist if necessary
4. Communicate with the teams interested in the tournaments
5. Make all tournament day arrangements (balls, whistles, pens, score sheets, referees, and tournament packets)
6. Create pools and tournament play brackets for all to see
7. Organization of set up and clean up
8. Complete other duties as needed

F. Social Chair

The Social Chair is in charge of the social aspect of networking within the Ohio State Women's Club Volleyball Program, as well as externally with our Men's Club Volleyball Program and other Sports Clubs. The Social Chair has the following specific responsibilities:

1. Organize Club dinners
2. Organize Christmas party
3. Organize Socials with the Men's Club Volleyball Program
4. Organize Socials with other Sports Clubs
5. Complete other duties as needed

Article 7. Non-Profit

The Ohio State Women's Club Volleyball Program is a non-profit organization and will only accept funds, donations, contributions, etc. as a means to maintain and expand its existing program.

Article 8. University Regulations

The Ohio State Women's Club Volleyball Program and its members and coaches are responsible for upholding all regulations of the Ohio State University pertaining to the Club's existence and operation.

Article 9. Code of Student Conduct

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

Article 10. 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 11. 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 10.

Article 12. Amendment(s)

Any amendment to this constitution must be approved by a two-thirds majority vote of the active, dues paying members. The Executive Board will do a full analysis of the constitution every year at the beginning of the autumn season.

Article 13. Laws of the Ohio State Women's Club Volleyball Program

Section 1. Executive Board Meetings

Executive Board meetings will be held at the president's discretion, but should be conducted at least twice during the quarter. All Executive Board members are expected to be there unless they have a valid excuse, such as illness, class, another academic related reason, or an excuse deemed valid by the president. The president is expected to create an agenda which allows for reports from each Executive Board member.

Section 2. Funds and Facilities

- A. Each year the Executive Board will outline a proposed budget with no less than coaching salary, tournament costs, dues, etc.
- B. Funds for the Ohio State Women's Club Volleyball Program will be obtained from approved University sources or from activities not in violation of University or Sports Club regulations.
- C. All Club members are expected to participate in the various fundraisers during the year such as PDP's (at least 5 addresses), Schottenstein Center Cleanings, Sand Tournament, and others. If a member fails to participate, they will be subject to the fine set by the Executive Board for that specific event.
- D. The Executive Board has the authority to cancel any practice in order to fundraise.
- E. Facilities will be provided by the Ohio State University and will be requested by the President through Rec Sports.

Section 3. Disciplinary Action

A. Club Rules

All members of The Ohio State Women's Club Volleyball Program must abide by the rules and regulations of the constitution and any other policies deemed necessary and proper by the Executive Board. Discipline, ranging from a drop in status within the Club to permanent dismissal, can and will be pursued by the Executive Board when necessary. If the Executive Board decides that a suspension or dismissal from the Club is

necessary, the Club member may be dismissed by a majority vote of the Executive Board.

B. Officer Impeachment

Any club member may initiate impeachment proceedings of a club officer by presenting evidence, in writing, to the Executive Board. Reasons for dismissal may include, but are not limited to: a slack in the required duties, disciplinary or academic probation by the University, criminal activity, suspension or expulsion from the University, or any other behavior(s) or action(s) deemed inappropriate. After evidence has been presented to the Executive Board, the officer(s) under review will have a hearing before the other members of the Executive Board. A two-thirds vote of all Executive Board members will result in an inquiry before the Club. All evidence for and against impeachment will be presented to the Club at a scheduled meeting, where a two-thirds vote of all active members in attendance will be necessary to remove the accused officer from her position. In the event of the President being impeached, the next ranking officer will be in control of the Club. The new President will appoint club member(s) to fill any empty position(s) in a timely manner.

Section 5. Coaching

A. Coaches

The coaches are paid employees of the Club and have the following responsibilities:

1. Choose the members of the Club through try-outs that occur in the beginning of the autumn quarter
2. Create practices for their respective teams
3. Act professionally in all circumstances where the Club's and University's names and reputations are concerned

B. Disciplinary Action

1. Warnings

The President will bring the offense up in a manner deemed appropriate (e-mail, in person, etc.). If the President needs support on the issue, the Vice President will also be present. If necessary, a meeting can be scheduled with the entire Executive Board to discuss the issue at hand.

2. Termination

The Executive Board of The Ohio State Women's Club Volleyball Program has the power to immediately terminate any coaches with a two-thirds vote of the Executive Board. A coach can be terminated for any of the following reasons:

- a. Failure to meet obligations to the Club as defined in this Constitution
- b. Sexual harassment

- c. Repeatedly missing practice without notice and approval
- d. Failure to comply with University policies
- e. Other actions as deemed by the Executive Board

C. Intimate Relationships

Coaches will not be permitted to pursue intimate relationships with Club members. 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

D. Replacement and Recruiting of Coaches

In the event that a coach resigns, is terminated, or not offered a renewal for the following year, the President with the help of the Executive Board will be responsible for identifying and recommending a new coach.

E. Extended Absence of a Coach

In the event that there is no coach, the President of the Club will either appoint a member to run practices for that team or have another coach include that team in their practices.

Section 6. By-Laws

The by-laws of The Ohio State University Women's Club Volleyball Program will guide daily running of the Club and Executive Board meetings. The following section can be edited, added, or subtracted by a two-thirds vote of the Executive Board:

Expenditures

1. Any expenditure of \$100-\$1,000 must be approved by a simple majority of the Executive Board (This does not include tournament fees)
2. Any expenditure more than \$1,000 must be approved by at least a two-thirds vote of the Executive Board
3. Any expenditure less than \$100 must be approved by the President and Treasurer