

SHE RUNS SPORTS CONSTITUTION  
Women in sports club  
(Adopted October 2024)

**Article I: Name**

The name of this organization shall be She Runs Sports

**Article II: Purpose and Scope**

**Section 2.1.** The purpose of this association is to promote an interest working in sports for women as well as anyone else interested in the career path. It will focus on resources, networking, tips, opportunities and more.

**Section 2.2.** In the pursuit of this general purpose, She Runs Sports will work to:

- (A) host social events that provide opportunities for members enriching information on the sports realm;
- (B) build confidence in members who wish to pursue sports as their career path,
- (C) provide opportunities for networking and specialized events;

**Article III: Membership**

**Section 3.1.** Active membership in She Runs Sports shall be limited to students who are currently enrolled at Iowa State University. Active members are eligible to vote and hold office in She Runs Sports.

**Section 3.2.** Associate membership in the She Runs Sports shall be open to all faculty and staff of Iowa State University. Associate members are not eligible to vote or hold office in the She Runs Sports.

**Section 3.3.** The number of active members in the organization must be one more than 50% of the total number of all members of the She Runs Sports.

**Section 3.4.** Persons interested in becoming active members in the She Runs Sports may join after attending one consecutive meeting and paying the required dues. No formal application or interview is required to obtain active member status.

**Section 3.5.** Yearly dues of \$10 shall be paid by November 1<sup>st</sup> of each academic year, after which a member will be dropped from active status by nonpayment of dues. Individuals seeking active membership in the organization after November 1<sup>st</sup> shall pay yearly dues of \$30 at the next business meeting of the She Runs Sports.

**Section 3.6.** Membership in registered student organizations shall be open to all students of Iowa State University, without regard to race, religion, sex, pregnancy, genetic information, physical disability, mental disability, ability status, ethnicity, marital status, sexual orientation, national origin, color, age, gender identity, gender expression, sexual identity, or veteran status except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination based on sex.

#### **Article IV: Organizational Leadership**

**Section 4.01.** The officers of the She Runs Sports shall be the President, the Vice President, the Secretary, and the Treasurer. These officers shall comprise the Executive Committee. All executive officers must be current Iowa State University students.

A. She Runs Sports abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. She Runs Sports agrees to annually complete President's and Treasurer's Training.

B. Officers must be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

C. Officers must have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

D. Officers will be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (B) and (C)

**Section 4.02.** The President shall:

A. lead all meetings of the She Runs Sports;

- B. serve as the primary point of contact between the She Runs Sports and Iowa State University;
- C. assist the other officers with the completion of their responsibilities;
- D. ensure that the actions of the She Runs Sports remain consistent with the vision and purpose of the organization.
- E. Serve as the club's risk manager, helping to minimize club activities' risks
  - a. Includes responsibilities of recommending risk management policies or procedures, submitting documentation to Iowa State's Risk Management Office, and ensuring proper waivers/background checks are on file with Risk Management for events (when applicable)
- F. maintain the list of active members of the She Runs Sports
- G. archive all official documents of the She Runs Sports

**Section 4.03.** The Vice-President shall:

- (A) plan and execute all social activities of the She Runs Sports;
- (B) organize all advocacy initiatives of the She Runs Sports;
- (C) schedule and supervise community outreach/service opportunities;
- (D) oversee the social media of the She Runs Sports.
- (E) keep minutes of all meetings of the She Runs Sports;
- (F) record attendance at all meetings of She Runs Sports;

**Section 4.05.** The Treasurer shall:

- (A) attend finance meetings and trainings held by the Financial Affairs Committee (FAC);
- (B) collect, record, and deposit any funds allocated to or collected by the recorded attendance at all meetings of the She Runs Sports;
- (C) report on the financial status of the group at business meetings;
- (D) plan and organize any fundraising activities or events; and
- (E) maintain all financial records with the appointed financial institution.

**Section 5.06.** The terms of all officers of the She Runs Sports shall be one year; however, officers may serve multiple consecutive terms.

**Section 4.07.** One or more advisors shall be appointed or confirmed at the beginning of each academic year by the Executive Officers. The advisor(s) must be a full-time faculty, staff, or a full-time employee of Iowa State University. Their term will last one full academic year; however, adviser(s) may serve multiple consecutive terms.

**Section 4.08.** The Advisor shall:

- A. advise the She Runs Sports to ensure compliance with Iowa State policies and procedures;
- B. attend all meetings of the She Runs Sports;
- C. resolve internal disputes between members of the She Runs Sports.

**Article V: Elections**

**Section 5.1.** The She Runs Sports will hold officer elections annually during the month of April in Iowa State University's spring semester. This meeting shall be open to all members of the She Runs Sports. At this meeting, the only business that may be considered is the election of Executive Committee members for the next academic year. The primary advisor must be present at the election meeting.

**Section 5.02.** The President of the She Runs Sports will open the election meeting by seeking nominations for each office in the following order:

- A. President
- B. Vice-President
- C. Treasurer

**Section 5.3.** Any active member of the She Runs Sports may nominate any active member of the organization, including themselves, to any office. All nominations must be accepted by the nominee. An individual can only accept a nomination for one (1) executive officer position.

**Section 5.4.** After accepting nominations for each office, the President will close nominations. In the event that only one individual accepts nomination to an executive officer position, that individual will assume the position for the next academic year. In the event that two or more individuals accept nomination for an executive officer position, the position will be put to a vote.

**Section 5.5.** Voting shall occur by secret ballot, distributed to each active member of the She Runs Sports present at the meeting. Each active member may cast one and only one vote. Proxy voting is not allowed.

**Section 5.6.** A simple majority vote is required to elect Executive Officers. In the event that a winner cannot be determined because two or more individuals receive the same number of votes, any individual who received less than those individuals will be removed from the list of potential candidates and a new vote will be conducted until such time as one candidate receives a simple majority.

**Section 6.7.** The new Executive Officers shall be immediately installed following the selection of each office. Outgoing Executive Officers are expected to assist the new officer-elect in learning about their new role and the duties and responsibilities associated with it.

## **Article VI: Committees**

**Section 6.1.** The Executive Committee shall include the officers of the She Runs Sports. They shall supervise affairs of the organization between its business meetings, make recommendations to the organization, and perform other duties as specified in this Constitution.

**Section 6.2.** Other committees, standing or special, shall be appointed by the President of the She Runs Sports or the Executive Committee as deemed necessary to carry on the work of the organization.

## **Article VII: Vacancies and Removal of Executive Officers**

**Section 7.1.** If, for any reason, an Executive Officer steps down or is removed from the position, the vacancy shall be filled by electing a replacement officer at the next meeting of the organization by following the applicable sections of Article VI above.

**Section 7.2.** In the event that the Council President steps down or is removed from office, the Vice President will automatically assume the role of President. At which time the organization will proceed to fill the vacancy in the role of Vice President.

**Section 7.3.** Executive Officers may be removed from their position before the expiration of their normal terms for failure to satisfactorily perform the duties of office, for repeated absences from meetings, or for conduct that is improper to their office.

**Section 7.4.** A motion to remove an Executive Officer may be made at any scheduled meeting of the She Runs Sports; however, a vote shall not be taken until the next scheduled meeting. In order to remove an Executive Officer, the motion must receive an affirmative three-fourths ( $\frac{3}{4}$ ) majority vote of those active members in attendance at the meeting.

**Section 7.5.** A motion to remove an Advisor may be made at any scheduled meeting of the She Runs Sports and a vote taken at that time. In order to remove the Advisor, the motion must also contain a nomination for a replacement Advisor. In order to pass, the motion must receive an affirmative vote from a simple majority (50% +1) of the active members present at the meeting and the replacement advisor must accept the nomination to serve as Advisor.

**Section 7.6.** In the event of an officer being removed, the removed officer will be allowed to be present and speak for the final vote of removal.

## **Article VIII: Meetings**

**Section 8.1.** At least one “business meeting” of the She Runs Sports shall be held per semester during Iowa State University’s fall and spring semesters. Proper notice must be provided before all business meetings.

**Section 8.2.** At least one “social meeting” of the She Runs Sports shall be held per month during Iowa State University’s fall and spring semesters. Social meetings of the She Runs Sports should be announced and marketed in such a way as to reasonably inform the general membership of the organization of the social meeting.

**Section 8.3.** The She Runs Sports will hold a separate “election meeting” during the month of April in Iowa State University’s spring semester. This meeting shall be open to all members of the She Runs Sports. At this meeting, the only business that may be considered is the election of Executive Board Members for the next academic year. In the event that an election meeting is not or cannot be held during the month of April, the election of new Executive Board Members must take place at the next business meeting of the She Runs Sports.

**Section 8.4.** A quorum shall be required at any meeting of the She Runs Sports in order to conduct official business. A quorum shall consist of at least twenty-five (25%) percent of active members at any business meeting and fifty (50%) percent of active members at the annual Election Meeting.

**Section 8.5.** Notice of each meeting shall be provided at least seven (7) days before the scheduled date of the meeting. Notice shall be given by email to the active membership of the She Runs Sports. Notice must include the date, time, and location of the meeting, as well as an indication of any official business that will be considered and/or put to a vote at that meeting. Business items that do not appear in the meeting notice may be discussed but not considered or put to a vote at that meeting.

## **Article IX: Finances**

**Section 9.1.** All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

**Section 9.2.** In the event that the She Runs Sports becomes defunct or is terminated, all funds held in the She Runs Sports– Iowa State Association account shall be donated in full to Iowa State University Student Organization Scholarship Fund, and the account officially closed.

## **Article X: Constitutional Amendments**

This constitution may be amended at any regular meeting of She Runs Sports– Iowa State Student Organization by a two-thirds majority vote of the active members present at the meeting, provided that the amendment has been submitted in writing at the previous regular meeting.

Should the constitution and its bylaws be amended, prompt resubmission will be documented to Student Engagement.

### **Article XI: Rules of Order**

**Section 11.1.** The rules contained within the most recent edition of Robert’s Rules of Order shall govern this organization, to the discretion and better judgment of the Executive Officers, unless they are found to be inconsistent with the constitution of the organization.

**Section 11.2.** Words and phrases shall be read in context and construed according to the rules of grammar and common usage. Words and phrases that have acquired a technical or particular meaning shall be construed accordingly.

**Section 11.3.** If any section or portion of this document is ambiguous in terms of scope, application, or intent, then any such ambiguity will be presented to the Advisor for She Runs Sports Student Organization, who will recommend an interpretation. Such interpretation will be binding until such time as the constitution can be amended to clarify the ambiguity, or overturned by the Office of Student Involvement.

**Section 11.4.** In the event that an issue, dispute, or situation arises that is not contemplated by the provisions of this document, the matter will be presented to the Advisor for She Runs Sports Student Organization, who will recommend a solution, resolution, or course of action. Such recommendation will be binding until such time as the constitution can be amended to provide guidance, or overturned by the Office of Student Involvement.

**Section 11.5.** If the majority of the Executive Board disagrees with the interpretation of the advisor, as contemplated in Section 3 of this Article, or the recommendation of the advisor, as contemplated in Section 4 of this Article, then the matter can be presented to the Office of Student Involvement for consideration and final determination. The determination of the Office of Student Involvement shall be binding until such time as the constitution is amended.

**DOCUMENT HISTORY:**

Created: October 30, 2024

**AUTHORIZED:**

Signed By: *Josie Birdwell*  
*Co-President*

Signed By: *Kaylea Cummings*  
*Co-President*

Signed By: *Ava O'Brien*  
*Treasurer*