

Constitution of the Billiards Club at Iowa State University

- ***Article I: Name***

Section One: The name of this organization shall be Billiards Club at Iowa State University (hereinafter referred to as the “Club”).

Section Two: The name of this organization shall be recognized on the Iowa State student organization database as the Billiards Club at Iowa State University (BCISU).

Section Three: The Club shall use its name for all official correspondence, promotional materials, and legal documents.

Section Four: The Club may develop and utilize trademarks, logos, or other distinctive visual representations concerning its name, subject to Iowa State University guidelines and applicable laws. The trademarks and logos associated with the Club shall remain the property of the Club and may not be used by individuals or entities outside the club without prior authorization.

Section Five: In the event of the Club’s dissolution, any further use of the Club’s name or trademarks shall be discontinued, and all rights associated with the name and trademarks shall revert to Iowa State University or as otherwise determined by applicable laws and regulations.

- ***Article II: Purpose:***

Section One: The Club was established to fulfill the following mission: To promote the sport of billiards at Iowa State University and expand the diversity of its players and fans.

Section Two: To fulfill its mission and objectives, the Club may engage in various activities, including but not limited to:

- (a) Organizing educational workshops, seminars, and conferences related to billiards.
- (b) Facilitating networking opportunities and fostering professional connections among members.
- (c) Undertaking community service projects or initiatives that align with the Club’s missions and values.
- (d) Collaborating with other student organizations, academic departments, and external entities to enhance knowledge and engagement in billiards.
- (e) Any other activities deemed appropriate and beneficial by the Club’s executive board and general membership.

Section Three: The Club shall conduct its activities following all applicable university policies, regulations, and codes of conduct. The Club shall adhere to the guidelines set forth by Student Engagement or any other relevant administrative body.

Section Four: Billiards Club at Iowa State University will reinstate their Iowa State Sports Club Council membership.

- ***Article III: Statement of Compliance:***

Section One: The Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section Two: The Club recognizes the importance of the Student Organization Handbook and other forms of documentation as resources provided by Iowa State University to guide the operations and conduct of student clubs.

Section Three: The Club members shall behave consistent with the principles of honesty, integrity, respect, and inclusivity. The Club shall adhere to the university's code of conduct and promote a safe and welcoming environment for all members and participants.

Section Four: The Club agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

- ***Article IV: Non-Discrimination Statement:***

Iowa State University and Billiards Club at Iowa State University does not discriminate based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. Veteran.

- ***Article V: Membership:***

Section One: Membership shall be open to all registered students, faculty, and staff in good standing at Iowa State University. The club is also open to the public so long as the students, faculty, and staff of Iowa State hold majority of the club and the President of the club allows the individual to join.

Section Two: As a member, one is required to attend organization meetings regularly, pay dues, and actively support organization projects. Membership will be revoked by 1/2 vote of officers plus 3/4 vote from general membership and advisor approval if actions are deemed inappropriate by the membership.

Inappropriate actions that can be cause for removal from the club may include but are not limited to: Continued unexcused absences from meetings, Failure to pay dues or other financial obligations with the club, and any conduct that is deemed harmful to the wellbeing of the club or club members.

- ***Article VI: Officers:***

Section One: Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most voted. Advisors are Members interested in becoming an officer must meet the following requirements:

(a) 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.

(b) 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) Be ineligible to hold and office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section Two: The term of office will be one full year. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint committees needed to carry out organization goals.

Section Three: The officer elections will be held every year within the second half of Spring semester around the end of April. It will be done by hand and by a simple majority. In a vacant position's case, a small and informal election will be held for that position the same way as choosing the other officers.

In the event that two individuals wish to co-chair an officer position, such as President, they may run as a unit provided that:

(a) They are both qualified people according to Article VI Sections (a-c).

(b) Their names appear jointly, occupying only one space on the electoral ballot, thereby preserving the fairness and integrity of the election process.

(c) A Vice President will be determined via the traditional process described above, notwithstanding the determined President-elect.

(d) Individuals currently seeking or occupying a co-chaired position may only cast one collective vote in the election for their desired position, and in other decisions which require a majority vote of club officers. (e.g.: Co-Presidents may only cast one vote for the Presidential election, when ratifying this constitution, or when impeaching another officer). However, co-chaired positions may vote individually in the election of positions other than their own or in decisions requiring a portion of the club's vote. (e.g.: Co-Presidents may vote separately in the election of any officer position other than their own, and any decision which merely requires a simple majority of active club members).

Section Four: The primary individual officer duties are as follows, but are not limited to:

(a) President:

- Preside over all meetings.

- Represent organization on campus.

- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student.

- Maintain communication with organization adviser.

- Communicate with Risk Management (as risk management officer) about policies and procedures that must be implemented.

This involves:

- helping minimize potential risk for club activities

- recommending risk management policies or procedures

- submitting documentation to ISU's Risk Management Office

- ensure proper waivers and background checks are on file with

Risk Management for events when applicable

- Advise club members and enforce risk management procedures with club members.

- External communication.

(b) Vice-President:

- Preside over meetings in the absence of the President.
- Coordinate organization promotion and publicity of events.
- Attend Sports Club Council meetings.
- Assist the President in any task beneficial to the club.
- Internal communication.

(c) Secretary:

- Maintain an accurate record of all organization meetings and send to all members.
- Maintain membership directory, attendance records, and social media sites.
- Assists the President with outreach.

(d) Treasurer:

- Maintain accurate records of organization transactions.
- Collect dues.
- Develop organization budget and present to members.
- Solicits additional funding if needed from the Government of the Student Body or outside of ISU.

(e) Advisor: *not elected by the club, but appointed by Jim Brockpahler

- Approves and signs appropriate paperwork required for club operation
- Gives advice on club direction, provides oversight for the financial operation of the club, and is the liaison with the University.
- Represent the club at internal and external functions of the club.
- The advisor is a non-voting member of the club.
- Appointed advisors will serve all year long, every year

(f) Membership Chair:

- Maintain a roster of existing members on the Student Organization website.
- Develop and employ creative methods of recruiting new members.

(g) Social Media:

- Maintains any existing social media (i.e., Instagram...).
- Design media in good representation for the public eye.

-May collaborate with other student organizations regarding media and designs.

Section Five: Officers are expected to attend meetings regularly. Three unexcused absences will result in removal of position. Officers may be removed from the office by 1/2 vote of the other officers and 3/4 of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. The method of replacing a resigned or removed officer is the same as the apportion method in Section Three. Advisors are expected to be informed of club events and stay connected with the current President regarding issues within the club. Advisors will be impeached if they fail to keep up with their responsibilities or are found to be in issue with the club or club procedures. Impeachment will begin by informing the President of any issue, the President will then take a vote at the next meeting for an impeachment of the Advisor. Impeachment will require 1/2 of club officers and a 2/3 vote of the general membership in favor of the impeachment. The Executive Committee will then deliberate on the impeachment. Should the impeachment be accepted, the Advisor will have a chance to appeal the allegations before the Executive Committee. If the Advisor is impeached another Advisor will be appointed by the Executive Committee.

- ***Article VII: Finances:***

Section One: The University Club recognizes the importance of sound monetary management to support its activities and ensure its long-term sustainability. 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 (about 2 days) after collection. The Treasurer, Secretary, or President must approve and sign each expenditure before payment at their most convenient time.

Section Two: Each Club member must pay semesterly/annual membership dues. The dues collected by the club will be used for the rental of the pool tables, purchase of apparel, and other expenditure as the club sees fit for the club's betterment. The maximum amount for dues will be \$40 dollars a school year. A 2/3 vote by the club must be reached to increase this amount.

Section Three: The Club may engage in fundraising activities and seek sponsorships from external entities to supplement its financial resources. Fundraising initiatives and sponsorship agreements must align with the club's mission, values, and any relevant policies and procedures that follow suit of Iowa State University.

Section Four: In the event of the Club's dissolution, any remaining funds or assets shall be donated to a charitable organization or used for a purpose consistent with the club's mission, as decided by many of the officers and approved by the general membership.

- ***Article VIII: Special Rules:***

Section One: The rules of play in club sponsored tournaments, in-club tournaments, and standard play are based on the Billiards Congress of America Rules and Specifications.

Section Two: There must be a quorum present to vote on any official business. Quorum in this organization is recognized as $2/3$ of active membership. If the quorum is not met, the vote shall be delayed one week. If after that week the quorum is still not met, a majority vote of members present can allow for quorum to be changed for that meeting only.

- ***Article IX: Amendments and Ratification:***

Section One: This constitution may be amended and subsequently ratified at any time, with a majority approval of the officers elected and a simple majority of the members, not counting abstainers.

Section Two: Ratified amendments to this constitution must be submitted to Student Engagement within (10) days.