**The Constitution of Gymnastics Club**

**Article I - Name**

**Section 1. Name**

The official name of this organization shall be Gymnastics Club at Ball State, henceforth referred to as Gymnastics Club. Gymnastics Club is an affiliate of the National Association of Intercollegiate Gymnastics Clubs (NAIGC).

**Article II – Purpose**

**Section 1. Purpose Statement**

The purpose of Gymnastics Club shall be to extend the opportunity to practice and compete in the sport of gymnastics, and to experience the benefits the sport of gymnastics has to offer to the Ball State community.

**Section 2. University Mission**

The purpose of this organization supports the educational mission of the University and the Division of Student Affairs and Enrollment Services: to provide distinctive opportunities for student learning; to develop innovative experiential programs that support student academic success, wellness, and personal growth; to foster an inclusive, diverse, safe, and accessible campus community; to cultivate individual, campus, civic, and global responsibility; and ensure opportunities for the development of leadership skills.

**Section 3. Private Financial Gain**

This organization shall not exist to provide access to campus resources for external entities, sell goods or provide services for commercial enterprises, or for the private financial gain of any of its individual members.

**Article III – Membership**

**Section 1. Eligibility**

Membership in Gymnastics Club shall be limited to Ball State University students currently enrolled at the University. Additionally, our practices are open to interested Ball State faculty and staff. Individuals interested in joining the organization can attend a call-out meeting or contact the gymnastics club email, bsugymclub@gmail.com. Participants are required to pay membership dues or drop-in fees in order to practice with the team.

**Section 2. Non-Discrimination**

This organization shall not discriminate against any individuals by refusing membership based on based on race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information or any other basis prohibited by applicable law – unless the student organizations’ membership restriction is shown to be specifically allowed by law.

**Section 3. Responsibilities**

Members of the Gymnastics Club shall attend meetings once per semester, attend practices weekly, and either pay membership fees at the beginning of the semester or drop-in fees at the beginning of practices up until full payment deadline is required. Those interested in competing at the NAIGC Nationals competition are required to compete in two meets prior to Nationals.

**Section 4. Revocation**

Membership will be revoked if a member fails to pay dues or fails to abide by the rules designated by the constitution and by-laws. The member in question will be notified of their revocation charges by an executive board member in-person prior to the vote. Then, the member will have the opportunity to meet with the executive board to discuss their charges and come up with an action plan to amend their behavior. If the member fails to meet the requests of their action plan, the team will vote to remove them. A quorum of 3/4 of the voting membership must be present in order to conduct a vote to request expulsion of a member, with a majority vote needed to pass the vote.

**Section 5. Member Resignation**

Members may resign at any time. If a member fails to attend at least 4 practices in a month, they are subject to removal from club Bennylink. Members may request to re-join at any point if they are removed and seek to continue club participation.

**Article IV – Officers**

**Section 1. Officer Positions**

Officers of the Gymnastics Club and their powers and duties shall be:

1. Co-Presidents
   1. Shall attend Sports Club meetings held by Recreation Services.
   2. Shall organize, schedule, and conduct meetings, practices, meets and events.
   3. Shall know, understand and communicate contents of the Sport Club and Organization Handbooks and Gymnastics Club Constitution.
   4. Shall supervise election procedures.
   5. Shall monitor and ensure club Cardinal Check Up (CCU) report card remains in good standing.
   6. Shall serve as the primary liaison to the Office of Recreation Services and staff of Cole Academy.
   7. Shall maintain contact with all officers, members, and the academic advisor.
   8. Shall serve as NAIGC and other university club gymnastics teams primary liaison, communicating any and all information to and from organizations.
   9. Shall assume the roles of vacant officer positions due to lack of membership.
   10. Shall assist treasurer in preparation of allocation requests, rental payment, and any other pertinent fees.
   11. Shall notify members of meetings, events, or any other relevant announcements via groupme communication.
2. Secretary
   1. Shall prepare and submit daily practice attendance and practice logs following each practice held by the club.
   2. Shall prepare and submit all required travel forms and meet itineraries for dissemination prior to required deadlines.
   3. Shall assist co-presidents in coordinating, planning, and assignments for meets and competitive team travel.
   4. Shall check mailbox weekly and distribute mail to appropriate people.
   5. Shall record minutes of all executive board meetings.
   6. Shall maintain club membership roster and ensure members have the appropriate forms turned in before practicing, keeping physical copies of forms for all members for the duration of the school year.
   7. Shall maintain club records and files.
   8. Shall prepare and submit club semester reports to the Office of Recreation Services.
3. Treasurer
   1. Shall maintain accurate and current financial records in communication with executive board.
   2. Shall collect membership dues and drop in fees and communicate with members who may be behind on payments.
   3. Shall serve as primary liaison to club faculty advisor.
   4. Shall ensure payment of all financial obligations in conjunction with co-presidents, including obtaining required signatures for withdrawals.
   5. Shall prepare purchase requests for approval.
   6. Shall collect, organize and turn in all receipts for reimbursable expenses.
   7. Shall prepare and present semesterly allocation presentations in conjunction with club co-presidents.
4. Fundraising Chair
   1. Shall become the duty of the club treasurer in the event of position vacancy.
   2. Shall organize and execute a variety of monthly fundraising efforts, keeping detailed record of fundraisers and resulting funding.
   3. Shall serve as primary liaison to the Office of Recreation Services regarding university club fundraising opportunities.
   4. Shall communicate and promote any and all club fundraising efforts to active club members via groupme communication, flyers, and in-practice reminders.
   5. Shall organize and ensure club meets university fundraising requirements if participating in university fundraising opportunities.
5. Social Media & Apparel Chair (maximum 2)
   1. Shall create, post, and monitor content for all club social media accounts throughout the year.
   2. Shall monitor and frequently update club website as needed.
   3. Shall monitor and communicate with club email account, communicating any necessary information to executive board members.
   4. Shall take frequent pictures and videos for members during practices, meets, and social events for posting and sharing.
   5. Shall plan and coordinate club social events and activities upon majority approval by other executive board members.
   6. Shall keep organized inventory of all club apparel, including uniforms, t shirts, and other club merchandise.
   7. Shall design and obtain approval for club apparel orders before purchasing and distributing.
6. Practice Coordinator
   1. Shall lead warm ups at all practices and meets.
   2. Shall keep practices organized and on schedule, as well as ensure members are focused and working during practice.
   3. Shall design and lead conditioning workouts during the last 15-20 minutes of all practices aside from competition season.
   4. Shall communicate with members daily regarding carpool and special practice information via groupme communication.
   5. Shall ensure in conjunction with co-presidents that club members are out of practice on time and respectful of other participants and classes in the gym at all times.
   6. Shall have knowledge and understanding on adjustment and use of all relevant gymnastics equipment for assisting club members.
   7. Shall assist co-presidents in organization and coordination of practice mock meets.
7. Safety Officers (2)
   1. Shall hold current Red Cross CPR/First Aid Certification.
   2. Shall ensure at least one Safety Officer is present at all practices, meets and necessary events.
   3. Shall fill out and return Accident Report Forms to the Office of Recreation Services within 24 hours.

**Section 2. Qualifications**

To qualify to be an officer, a candidate must have been a member of the organization for at least one academic semester. To qualify for a presidential position, candidate must have been a member of the executive board in an alternative position for at least one academic year.

**Section 3. Election of Officers**

Officers will be elected by a vote of membership. Nominations for candidates will be made during the final month of spring semester practices. Candidates are self-nominated. Voting will take place via electronic survey. A quorum of more than ¾ of voting membership must be present in order to elect officers, with a majority vote needed to pass the vote. Selection of Safety Officers will be determined by whoever has the correct certification. If only one candidate runs for a position, the position is automatically given to them. If current executive board members wish to retain their position for subsequent years after becoming elected, they may do so upon majority positive vote by the current executive board members. If an executive board member wished to serve in an alternative role, they must run in the general election voted on by all club members. The election/retainment of club co-presidents must occur with a quorum of at least ¾ of active club members regardless of previous service in the presidential role.

**Section 4. Term of Office**

Elected officers shall serve a term of one full academic year, commencing the first date of fall semester and ending on the last day of spring semester; therefore, one graduating at fall semester is prohibited from running for office. If an officer begins their term mid-year, they will remain in that position until the next election, and will have to re-run for that position.

**Section 5. Vacancies**

An officer may resign from their duties as an officer and/or resign from membership in the organization, at any time, by submitting a letter in writing to the President of the organization or the faculty/staff Advisor. Should vacancies occur before the completion of a term of office, the president can recruit a member to fill that position until the end of the term, at which the person will need to re-run. The member must have been a part of the club for one academic semester. Until the election, the President shall assume roles of vacant positions.

**Section 6. Removal**

Charges can be brought against any officer for the following reasons including, but not limited to: failure to pay dues or violating organizational membership expectations as defined in writing in the organization’s by-laws. In the event involuntary removal of the officer is desired, the following impeachment procedures will be followed:

1. The officer in question will be notified of the charges in writing or email.
2. A special meeting shall be set up to discuss the charges where all parties are allowed to respond.
3. For an impeachment process to occur, the entire active membership must be present.
4. If a decision is made to proceed, a vote should be taken by the entire membership where a 2/3 vote is necessary for removal of the officer.
5. The president will nominate a replacement as defined in Article IV section 5.

**Article V – Organizational Structure**

**Section 1. Executive Board**

The Executive Board shall consist of two Co-presidents, secretary, treasurer, fundraising chair, social media and apparel chair, and practice coordinator. The Executive Board shall oversee the operations of the club. The Executive Board reserves the right to assign duties to any non-officer in the club.

**Article VI – Rules and Organizational Procedures**

**Section 1. Attendance**

One introductory meeting and one competitive meeting during fall semester will be held for the general club members, and practices are held weekly. Executive Board Meetings will occur at the discretion of the club co-presidents. The dates and times of meetings will be determined by the Executive Board on a year-to-year basis. All officers must be present unless specific permission has been given by club co-presidents for excused absence.

**Section 2. Quorum**

A quorum of 2/3 of the active voting membership, two of whom must be officers, is required for all meetings and is the minimum number of members who must be present in order for the organization to conduct business.

**Section 3. Parliamentary Authority**

The rules contained in the current edition of *Robert’s Rules of Order* shall govern the Gymnastics Club. In the event of conflict concerning proper rules of procedure, *Robert’s Rules of Order* will serve as the recognized authority.

**Section 4. Dress Code**

The executive board reserves the right to ask a member to change their apparel if their apparel is deemed inappropriate. Inappropriate is defined as the over-revealing or over-exposing of reproductive organs.

**Section 5.** **Injury**

The Gymnastics Club will encourage members to follow their doctor’s orders if they are injured. If this means excessively missing meets or practices, the executive board will work with the injured member to determine eligibility for other meets and the nationals competition.

**Article VII – Finance**

**Section 1. Dues**

The dues for members of this organization shall be paid by the fourth week of fall and spring semester. Those attending practices as a drop-in must pay their dues at the beginning of the practice they attend.

**Section 2. Financial Responsibility**

The Gymnastics Club shall be solely responsible for management of its finances in compliance with the rules and regulations prescribed by Ball State University, and any applicable local, state and federal laws.

**Article VIII – Campus Advisor**

**Section 1. Qualifications and Duties**

The faculty/professional staff Advisor of Gymnastics Club shall be a full-time faculty or professional staff member currently employed by Ball State University. The Advisor will serve as a liaison to the Office of Student Life. The Advisor will attend meetings of the organization when possible and advise the Executive Board in overseeing the operations of the organization.

**Section 2. Term of Office**

The term of office for the Advisor will be from the start of fall semester to the conclusion of spring semester.

**Section 3. Resignation and Removal**

The Advisor may resign at any time by written notification to the chapter President and the Office of Student Life. In the event that the Advisor fails to meet the organization’s requirements outlined in Article VIII, Section 1, the following procedure shall be taken for removal of office:

1. The Executive Board shall notify the organization at a meeting where a quorum of 2/3 of the active membership must be present.
2. The membership will hold a vote of confidence for the faculty/professional staff Advisor.
3. If the Advisor receives a vote of “no confidence” from a majority of the membership, they will be notified in writing and shall be removed.

**Section 4. Advisor Vacancy**

In the event of a resignation or vacancy within the position of Advisor, no business shall be conducted until a new Advisor has been appointed by the organization and approved through the Office of Student Life.

**Article IX – Amendments and Revisions**

**Section 1. Amendment Procedures**

In order to amend this constitution, the following applies:

1. Any proposed amendment must be presented in writing to the membership at the meeting preceding the meeting where the amendment vote will occur.
2. Discussion shall occur at a full meeting.
3. A vote for acceptance shall occur at the following meeting.
4. A quorum of 3/4 of the voting membership must be present in order to conduct a vote to request an amendment, with a majority vote needed to pass the vote.

**Section 2. Revisions**

The constitution shall be reviewed for revisions at least biannually by the Executive Board.

**Article X – University Policy Agreements**

**Section 1. Code of Student Rights and Responsibilities**

This organization and its individual members are expected to comply with the Code of Student Rights and Responsibilities (which governs both on and off-campus conduct by individuals and student organizations), the terms of the Student Organization Handbook and all university policies, and federal, state and local laws.

**Section 2. Hazing**

Hazing is prohibited under the Code of Student Rights and Responsibilities. The University Hazing Policy defines hazing as any mental or physical requirement, request, or obligation placed upon any person (including but not limited to a pledge, associate member, affiliate, prospective member, guest, initiate, or team member) which could be harmful to the health and/or welfare of the person, or which is personally degrading to the individual involved, or which has an adverse effect on the academic progress of the person, or which violates any federal, state, or local laws or University policy. Individual acceptance of or acquiescence to any activity covered by the foregoing definition in no way validates or excuses the activity.

**Section 3. Sexual Misconduct**

Sexual misconduct, including harassment and discrimination, is prohibited under the Code of Student Rights and Responsibilities, and Sexual Misconduct policies.

**Section 4. Weapons**

Possession or carrying weapons of any kind while on University property, regardless of whether an individual is licensed to carry the weapon or not, is prohibited. In addition, possession of weapons is prohibited from student organization activities on or off-campus.

**Section 5. Annual Recognition Update**

This organization shall at all times maintain with the Office of Student Life current officer, advisor, and membership information, and the most recently amended constitution.