

CONSTITUTION FOR OKLAHOMA STATE UNIVERSITY RACQUETBALL CLUB

ARTICLE I

Name: The name of this club is the Oklahoma State University Racquetball Club.

ARTICLE II

Purpose: The purpose of this organization shall be to promote interaction among and between members in order to become more familiar with racquetball. This will be accomplished by encouraging competition within the OSU community, as well as through the creation of a travelling team to compete with other schools.

ARTICLE III

Officers:

Section 1: The officers of the organization shall include president, vice president, treasurer, and secretary.

Section 2: The qualifications for officers in this organization shall be that the officers must be full-time students in good standing. This requires a 2.0 GPA for Undergrads and a 3.0 for Graduates.

Section 3: The duties and responsibilities of the executive officers shall be as following:

a. President:

1. Be the principal officer of the Oklahoma State University Racquetball Club and shall preside at all monthly club meetings, and at the executive committee meetings.
2. In conjunction with the vice president, reviews and proposes amendments to the constitution.

b. Vice President:

1. In the absence of the President, be the principal officer of the Oklahoma State University Racquetball Club and shall preside at all monthly club meetings where the President is absent.
2. In conjunction with the president, reviews and proposes amendments to the constitution.

c. Treasurer:

1. Responsible for completing the Treasurer's workshop once during the year, depositing monies (according to procedures deemed appropriate by the University), and disbursement of funds only upon the presentation of original bills and voucher authorizations.

2. Maintains ledger sheets for the club and the committees and advises the president and committee chairs of the balance of money remaining in the club's account and the balance allotted to each committee.
3. In conjunction with the faculty advisor, prepares and presents the Activity Fee Allocation Process (AFAP) application due at the beginning of the spring semester.
4. Prepares and presents the Oklahoma State University Racquetball Club budget, wherein he/she must receive unanimous approval from the other executive officers and advisors upon completion; the budget must be updated biannually, or when necessary.
5. Meet at least once a month with the academic advisor to review the club's official account statement, as provided by the Student Organization Accounting office.

d. Secretary:

1. Preserves and maintains all records of the Oklahoma State University Racquetball Club, including: a current constitution, agenda, meeting minutes (minutes must include members who were present), flyers published for all club's event, publicity in the Daily O'Collegian, current membership list with contact information (e.g. email addresses, phone numbers, etc.), member attendance at the Oklahoma State University Racquetball Club events, committee membership, etc.
2. Serves as the liaison between executive officers and members, advisors, and professors, notifying aforementioned parties of the Oklahoma State University Racquetball Club events (e.g. general meetings, socials, fundraisers, philanthropies, banquet, etc.) through email distribution.
3. Takes minute's at all general and executive meetings and prepares duplicated copies for distribution to all members.
4. Distributes and collects membership packets and dues, which are referred to the treasurer for immediate deposit.

e. Advisor:

1. Must be a full-time staff or faculty member.

Section 4: The elections of this organization shall be held at the annual meeting in August and shall be conducted by secret ballot. Officers will serve for one year and may not serve for more than two consecutive years in the same office. Vacancies of executive committee offices will be filled by presidential appointment contingent on approval by the remaining executive committee.

Section 5: All officers shall be responsible for a notebook of their office and for passing it on to the new officer along with a copy of their final report at the time of installation. All retiring officers should acquaint and inform incoming officers of responsibilities and special aspects of their positions.

Section 6: If an executive officer does not fulfill his/her obligations, he/she shall be subject to removal by a two-thirds vote of the Oklahoma State University Racquetball Club officers through secret ballot, and the position will become open to any member through general election. Impeachment proceedings can be initiated by any two members of the council.

ARTICLE IV

Quorum: A quorum for this organization shall be half of the membership plus one.

ARTICLE V

Membership: This organization shall be open to any student interested in the sport of racquetball enrolled at OSU.

Members may also be suspended from the Oklahoma State University Racquetball Club for the following reasons: failure to fulfill membership duties, academic suspension from the University, conviction of criminal activity (DUI), and illegally represent the club through published text, picture or forged signature.

Requirements: All members are required to attend two (2) general meetings. Voting members of the Oklahoma State University Racquetball Club must be in good standing with the University.

ARTICLE VI

Dues: Dues will be collected as specified in the by-laws. Dues will not be prorated.

ARTICLE VII

By-Laws: A by-law may be passed at any regular business meeting of the organization by a two-thirds majority vote of those in attendance provided a quorum is present. Amendments to these by-laws may be proposed by the executive committee or an individual member.

ARTICLE VIII

Reports to Leadership and Campus Life Office:

Section 1: At the beginning of the fall semester, the Oklahoma State University Racquetball Club shall report the name of officers and advisors to the Department of

Leadership and Campus Life and shall promptly report any changes that occur during the school year.

Section 2: At the beginning of the fall semester, the Oklahoma State University Racquetball Club will file with the Department of Leadership and Campus Life a signed "Affirmation of Compliance."

Section 3: The funds of the Oklahoma State University Racquetball Club, if any, will be deposited with the University banking services and these may be audited yearly, preferably at the time a new treasurer is installed.

Section 4: It is understood that failure to submit such materials, either through continued negligence or willful omission, may result in the suspension of the charter of this organization by the Committee on Student Organizations.

ARTICLE IX

Amendments:

Section 1: Amendments to this constitution may be proposed by the officers or any individual member.

Section 2: All proposed amendments shall be sent in writing to the president for consideration of the officers at any regular meeting.

Section 3: The officers shall review all proposed amendments. It shall determine those amendments to be presented to the club body for consideration.

Section 4: Proposed amendments shall require a two-thirds vote for adoption.

Section 5: All changes must be submitted to the Department of Leadership and Campus Life for approval by the Committee on Student Organizations.