**Men’s Volleyball Club- University of Wisconsin-Madison**

**Constitution**

 **Table of Contents**

1. **Name of the Club**
2. **Purpose of the Club**
3. **Club Membership**
4. **Club Structure**
5. **Board of Officers**
6. **Board Meetings**
7. **Special Committees**
8. **Club Finances**
9. **Appropriate Club Conduct**
10. **Transportation**
11. **Complaints Procedure**
12. **Club Constitutional Amendments**
13. **Declaration**

Article I: Name of the Club

1. This organization will be known and recognized as the Men’s Volleyball Club - University of Wisconsin, referred to as the “Club.”

Article II: Purpose of the Club

1. This Club has been formed to allow men associated with the University of Wisconsin-Madison to play volleyball at a competitive level.
2. Participants at any level of playing skill (ability) will learn and improve basic and competitive volleyball skills in a fun and challenging atmosphere.
3. Competitions will include tournaments through the Big Ten Men’s Volleyball Association, the Wisconsin Volleyball Conference, the Midwest Intercollegiate Volleyball Association and the National Collegiate Volleyball Federation, in addition to other surrounding Midwest collegiate institutions.
4. Other volunteer events are expected throughout the year to show the community both the benefits of volleyball and the benefits of education, the two primary items that originally caused the Club to be formed.
5. Under no circumstances shall the safety of any person or groups of people be compromised in relation to pursuing any of the aforementioned Club purposes.

Article III. Club Membership and Dues

1. To be considered active, members will be required to pay dues at the beginning of each semester, complete the informed consent agreement and form, signed the most current Men’s Club Volleyball Risk Management Plan, as well as attend all practices unless otherwise excused.
2. Active members, and only active members, will be allowed to compete.
3. Active members, and only active members, will be allowed to vote and run for officer positions. If a person whom is not currently an active member wishes to be elected as an officer for the following year, they must receive approval by a two-thirds majority of all active members present at the elections meeting.
4. Active membership will be granted to those members who meet all eligibility requirements set by NCVF for intercollegiate Club competition.
5. Membership will be restricted to men who have direct ties to the University of Wisconsin-Madison, i.e. undergraduate students, graduate students, faculty or staff unless otherwise approved by the Club Sports Director.
6. Dues will be determined by the budget set by the treasurer and approved by the Board, taking into account the amount of tournaments being considered to attend and fundraising projected by the fundraising committee. Each team’s dues will be different if the amount of tournaments per semester differs. Dues are to be submitted at the times designated in the budget based on the specified projections.
7. All Club members are expected to pay dues. If Club members are unable to pay dues, arrangements for payment such as an installment plan will be setup by the Treasurer and overseen by the President and in collaboration with the Recreational Sports Department.

Article IV. Club Structure

1. The Club will be divided into two teams, the A Team, the higher level of the two, and the B Team. The officers will divide the teams according to skill level, attitude, and dedication. Should the aid of a coach or experience alumni, if available, be desired, the officers may solicit the coach to help in the selection of members.
2. No returning player is guaranteed to be placed on the same team as the previous year or previous semester.
3. Positions on the A Team will be limited to a number decided on by the officers. The B Team will not be limited as to the number of players. Should it be necessary, the officers may form a new team, the C Team, to accommodate an abundance of active members. The A and B teams will be representatives of the Club at outside tournaments while the C Team will focus on developing skills and level of play as well as participate in any home tournaments.
4. Both teams will share use of allotted gym time and will share the same bank account and all funds equally.

Article V. Board of Officers

1. Offices and Duties
	1. All official positions are to be filled by UW-Madison students. They are to be selected following the guidelines posted below (V.B.)
		1. *President*
			1. Delegate duties to fellow officers and follow up on those duties to make sure they are completed. If the duties remain uncompleted it is the president’s responsibility to make sure they are completed.
			2. Responsible to present or publish all Board meeting minutes to all members.
			3. Represents the Club in any BTMVA, MIVA, or NCVF meetings.
			4. Team contact for all outside inquiries.
			5. Responsible for keeping and maintaining the binder of Club guidelines.
			6. In addition to the Scribe, is responsible for ensuring that all active Club members have signed all necessary driving forms.
			7. In addition to the Scribe, is responsible for all administrative forms throughout the year required by the Recreational Sports Office.
			8. Must have held one of the following positions: Jr. President, Alternate Team President, Treasurer, Club Liaison, or Scribe position. If a particularly strong candidate for President is nominated due to his previous leadership experience in other organizations on campus, then they can be elected as President with at least a two-thirds majority of all active members at the elections meeting.
		2. *Jr. President*
			1. Assumes all presidential responsibilities in the president’s absence.
			2. Attends all Club Sports Council Meetings throughout the year.
			3. Assists all other officers with their responsibilities as needed.
			4. Responsible to communicate to the Scribe all necessary updates and changes to the Club’s website.
			5. Must be intending to be a part of the Club for at least two more years at the time of election, as it’s the intent for this elected member to become elected President the following year to establish a trend of Presidents whom are knowledgeable about Club rules, regulations, and practices.
			6. The Jr. President is not guaranteed the Presidential position the following year, but rather needs to be voted in in accordance to the elections meeting in Article V, Section B.
		3. *Alternate Team President*
			1. Attends all Club Sports Council Meetings throughout the year.
			2. Acts as the official representative of the B team.
			3. Assumes Presidential responsibilities if the President nor Jr. President are able (i.e. B Team tournament where the President and Jr. President are not available to contact).
			4. Responsible for organizing all arrangements for the B Team’s travel.
			5. Required to be in regular contact with the Officer Board about important Club information.
			6. Makes all volleyball decisions in terms of playing time and strategy unless otherwise decided by the B Team.
		4. *Treasurer*
			1. Creates a budget each season, which needs to be ratified by the Board, and submits it as the next fiscal year’s budget to the Club Sports Director.
			2. Collects membership dues at times designated by the budget.
			3. Maintains the finances of the Club in an organized fashion.
			4. Required to be in regular contact with the Officer Board about important Club information.
		5. *General Manager/Coach (as applicable)*
			1. Responsible for overseeing practice and tournament play/decisions.
			2. Maintains an open forum during all practices and tournaments.
			3. Responsible for making all volleyball decisions that cannot be voted on, i.e. playing time, timeouts etc.
		6. *Scribe*
			1. In addition to the President, is responsible for ensuring that necessary administrative forms required by the Recreational Sports Office are completed and handed in by the appropriate deadlines.
			2. In addition to the President, is responsible for ensuring that all active Club members have signed and completed all necessary driving forms.
			3. Responsible for keeping and updating necessary contact information of Club members as well as appropriate UW Rec Sports, MIVA, and NCVF administrators.
			4. Responsible for maintaining the Club’s Websites.
			5. Updates the Club calendar for Recreational Sports which details the events of the Club each month.
			6. Assists the President with any unforeseen tasks not covered by the other officers.
		7. *Freshman Representative*
			1. Acts as a representative for the active freshman members to provide feedback to the Officer Board from the new members.
			2. Helps ensure continued membership and success for the Club.
		8. *Fundraising Coordinator*
			1. Responsible for working with the treasurer in setting a goal for the amount to be fundraised by the Club during the year.
			2. Responsible for finding and coordinating fundraisers for the Club.
			3. Responsible for assisting in running home tournaments.
			4. Is the chair of the fundraising committee.
		9. *Outreach Ambassador*
			1. Responsible for finding and coordinating outreach events throughout the semester to positively impact the community in accordance with Article II, Section 4.
			2. Responsible for seeking out any events put on by Recreational Sports or the University that promotes the Club, Club Sports, or UW-Madison.
		10. *Recruiter*
			1. Responsible for contacting potential future members of the Club.
			2. Responsible for any Student Organizational fairs on campus in which our involvement could increase future membership.
		11. *Club Liaison*
			1. In addition to the President, responsible for enforcement of all rules and regulations including but not limited to the Constitution, the Men’s Club Volleyball Risk Management Plan, Rec Sports Handbook, and NCVF Rules and Regulations.
2. Elections
	1. Officers will be elected the first week of February every year, with the exception of the Freshman Representative, the General Manager/Coach, and the Alternate Team President, who will be elected at the beginning of the fall season.
	2. Current officers will complete their terms and new officers will assume their offices on May 15 to begin working on the future season. The February – May time period allows the newly elected officer time to understand what will be required of them in their future terms.
	3. Any active member may be nominated, either by himself or by another active member, for election to office.
	4. A member may only hold one officer position per year.
	5. Election meetings must be attended by no less than three-fourths of the active members.
	6. A nominee must be elected by a majority vote of the active members present.
	7. The President shall preside over the election meeting.
	8. Any specific requirements stated in Article V, Section 1 apply.
3. Officer Negligence
	1. If an Officer does not perform the stated responsibilities to the level the Club desires, the Board may decide their continuation of holding office by a two-thirds majority vote.
	2. If an officer is to be removed, there will be an emergency election to nominate and vote a new officer onto the Board. The officer to be removed will hold office until the emergency election is completed. This process has no effect on the membership of the removed officer.

Article VI. Board Meetings

1. There will be a minimum of 1 Board meeting per month: any officer can call additional meetings if they deem it necessary.
2. Meetings will consist of discussing necessary Club tasks (such as registration for tournaments, fundraising tasks, equipment purchases, and paperwork for the University and NCVF), discussing current financial status, going over new policies set forth by RecSports, NCVF, or any other governing body, and discussing decisions impacting the entire Club.
3. A majority vote will determine the approval or rejection of any decision to be made. Meetings with an active vote must be attended by at least 5 Board Members. In the event of a tie, the president will make the ultimate decision.
4. There will be a minimum of 2 team meetings per year: one at the beginning of the fall season and one at the beginning of the spring season where all active members are encouraged to come and discuss the upcoming semester and participate in the next season’s elections.
5. The President, along with at least one other Board Member, must attend monthly meetings with the Recreational Sports Liaison to discuss any decisions or policies that will take place within the following month.

Article VII. Special Committees

1. Committees may be formed if the officers wish for additional help.
2. The member who will preside over that committee may hand-select the committee members, that may include any active member, but the President must first approve this before the committee can become active,
3. Examples of committee subjects that have proven useful in the past include: fundraising, home tournament, and apparel.

Article VIII. Club Finances

1. Club Finances primarily consists of member dues, fundraising money, and support from Recreational Sports, but includes all monies collected that are intended to be used for the benefit of the Club.
2. Finances shall be kept by the Treasurer in an organized manner so that the President can view the financial situation of the club within one business day of contacting the Treasurer.
3. Students shall receive no direct or indirect payment except for legitimate expenses incurred in connection with the Club and approved by at least half of the Club Board.

Article IX. Appropriate Club Conduct

1. If any player should compromise the integrity of the Club or our school by some action either on campus or at any away tournament, the Board has the right to vote on the continuation of that player’s membership. If there is a two-thirds majority vote, the specified player will no longer be an active member of the Club and will be refunded the remaining balance of their dues paid at the beginning of the semester.
2. Refer to the most recent copy of the Men’s Club Volleyball Risk Management Plan for more information about Club conduct. All members must sign the plan and abide by it during the entirety of the calendar year in order to become a member as discussed in Article III.

Article X. Transportation

1. Teams will drive to tournaments as necessary.
2. All insured active members are required to sign all necessary driving forms at the beginning of the year.
3. The Club President is responsible for ensuring that all such forms are in order as discussed in Article V, Section 1.
4. In the event that the Club loses the privilege to use University Fleet vans, the following are provisions for use of personal vehicles. An agreement will be made between the Club and any member willing to provide a personal vehicle, reimbursement will be based upon the following: gas, mileage depreciation, transaction fees, and other necessary expenses. If there are more vehicles available than required, the Club will negotiate and take the most cost effective offer.

Article XI. Complaints Procedure

1. If issues arise throughout the year, it is the responsibility of the members to address their complaints to the President, whom in turn discusses the complaint with appropriate figures involved in order to work towards a solution. Complaints consist of, but are not limited to, leadership, equipment, Club administration, level of competition, and equal opportunities policy.
2. If the member feels uncomfortable addressing the complaint to the President, than he can address the issue with another of the Board Members. That Board Member is responsible to discuss the complaint with appropriate figures involved in order to work towards a solution.
3. All complaints are confidential, and should not negatively affect the image of the Club member. Discussions of issues are highly encouraged in order to constantly improve the Club.

Article XII. Club Constitutional Amendments

1. This constitution may be amendable by the Board at any point during a semester, but will not go into effect until the following semester.
2. Active members may suggest amendments in writing to the President at any time throughout the semester and two-thirds of the Board must agree to the amendment.
3. If there is a two-thirds Board vote on a given amendment, then the amendment will be voted on by all active members. If this also results in a two-thirds majority vote the new amendment will take effect at the start of the following semester.

Article XII. Declaration

As a Club Officer, I agree to abide by and enforce the rules laid out in the Constitution.

 **Signature Date Signed**

**President**

**Jr. President**

**Alt. Team President**

**Treasurer**

**General Manager/Coach**

**Scribe**

**Freshman Representative**

**Fundraising Coordinator**

**Outreach Coordinator**

**Recruiter**

**Club Liaison**