

# **THE CONSTITUTION OF THE PURDUE INTERCOLLEGIATE BOWLING CLUB**

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## **ARTICLE I**

### **Name and Governance**

The name of this organization shall be the Purdue Intercollegiate Bowling Club. The Purdue Intercollegiate Bowling Club shall be governed by the Purdue Intercollegiate Bowling Club Constitution and Bylaws. The acronym for the Purdue Intercollegiate Bowling Club shall be PIBC.

## **ARTICLE II**

### **Mission Statement**

The PIBC is committed to serving students interested in competitive bowling at Purdue University. The PIBC shall be devoted to the following three tenets:

#### **I. Education**

The primary purpose for all student-athletes involved with the PIBC should be the successful achievement of a Purdue University degree. Moreover, every student-athlete should demonstrate a desire to improve his/her understanding of the sport of bowling.

#### **II. Development**

The secondary purpose for all student-athletes involved with the PIBC should be individual growth and development through opportunities presented to him/her by actively participating in the club. Moreover, every student-athlete should be dedicated to the development of his/her physical as well as mental bowling skills.

#### **III. Excellence**

Every student-athlete involved with the PIBC should strive for excellence in all that they do, both on and off the lanes.

## **ARTICLE III**

### **Purpose**

The purpose of this organization shall be:

- a. To stimulate and to foster interest in amateur competitive bowling at Purdue University by holding both inter-club and intercollegiate competition.
- b. To establish Competitive and Developmental teams to participate in intercollegiate competition governed by the United States Bowling Congress in both the women's and men's collegiate divisions when possible.
- c. To establish an Associate Member program for continued involvement and interest for members not selected and/or eligible for the Competitive or Developmental teams.

- d. To aid in the progress of amateur bowling in accordance with a tradition of fine sportsmanship.

## **ARTICLE IV**

### **Membership**

#### **Section 1**

Membership and participation in this organization shall be open to undergraduate and graduate students who are interested in the progress of bowling in any of its various phases and meet the following requirements. Participants must possess a valid Purdue ID. Participants may bowl on the Competitive or Developmental teams for a maximum of four years. Associate membership shall also be open to any undergraduate or graduate student who has exhausted his/her competitive eligibility through USBC, but remains a student at Purdue University. Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. Physically challenged persons will be accommodated in participation to the extent that the sport allows. This organization complies with all State and Federal laws and Purdue University Hazing Policy (see University Regulations). Further, the members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action by the Office of the Dean of Students.

#### **Section 2**

A faculty advisor shall be elected by the active membership by majority vote and shall maintain said position upon annual approval by the Executive Board. The faculty advisor shall be a non-student member of the organization, with all rights and privileges therein, except for the right to vote or hold office. The Advisor must be a member of the faculty, a graduate student with a staff appointment, or a member of the Purdue University staff. The advisor must be either full-time faculty or administrative/professional staff at Purdue University or otherwise approved by the Office of the Dean of Students.

#### **Section 3**

Head Coach and any Assistant Coach(es), if deemed necessary, shall be selected or affirmed for continuation by each newly elected Executive Board upon their appointment. The Executive Board shall select coach(es) by a three-fourths affirmative vote. Coach(es) wishing to be considered for involvement with the Purdue Intercollegiate Bowling Club must submit a Statement of Interest to the Executive Board prior to the board meeting.

#### **Section 4**

Students eligible for membership shall become active members of the Purdue Intercollegiate Bowling Club upon payment of the required dues. Voting members shall be comprised of student members who are active at the time of a vote. They must be present at the meeting in order to vote. The Faculty Advisor, Head Coach, and Assistant Coach(es) shall be afforded speaking privileges as recognized by the President. All formal meetings are governed by Parliamentary

Procedure as dictated by Robert's Rules of Order, or as modified by a Purdue Intercollegiate Bowling Club Executive Board's majority vote.

### **Section 5**

Any member may be expelled from this organization by a majority vote of the executive board. The failure to observe Purdue University or Purdue Intercollegiate Bowling Club regulations shall be considered cause for expulsion.

### **Section 6**

No alcohol or drugs will be permitted at any Purdue Intercollegiate Bowling Club event. If a member is found engaged in drugs or alcohol that member will come up for review by the Executive Board and face immediate disciplinary action. The PIBC adheres to Purdue University's rules and regulations on alcoholic beverages, as set forth by the Student Activities and Organizations (SAO) handbook, which can be found here:

<http://www.purdue.edu/sao/documents/SAO-Handbook.pdf>

### **Section 7**

If any member chooses to terminate their membership from the PIBC, the exiting member must write a formal letter to Club Officers officially documenting their departure from the club. Through a board vote, exiting members may be reimbursed for their personal team fees in extreme circumstances (e.g not traveling to any tournaments). Any member not writing a formal exit letter is subject to expulsion from the club in the future.

## **ARTICLE V**

### **Officers**

#### **Section 1**

The officers of the organization shall be President, Men's and Women's Vice President, Secretary, Treasurer, and Fundraising Chair. Optionally, the office of Fundraising Chair may be held by the Vice President if he so chooses, and is selected by PIBC for said office. Unless otherwise noted, the term of all officers shall be one year, beginning at the end of the spring tournament season following the officers' election and continuing until the end of the following spring tournament season. The office of Treasurer shall be elected each fall semester prior to winter break. The term shall be from the election until the end of the spring tournament season the following year. The time from being elected until the end of the current spring tournament season will serve as a training period.

#### **Section 2**

A candidate for Executive Board must have been an active member of the PIBC for at least one year. To be eligible to run for the Executive Board, candidates must be at least third semester students by the time their term would begin if they were elected. Candidates for the office of Treasurer must have at least three semesters remaining before graduation.

#### **Section 3**

Current Executive Officers, the Head Coach, and the Faculty Advisor shall constitute the Selection Committee for Executive Officers.

- a. Candidates for an Executive Office shall submit a written petition and be interviewed by the Selection Committee.

- b. Candidates for an Executive Office shall meet the eligibility requirements set forth in Article IV and V, and such additional petitioning requirements as the Selection Committee may determine.
- c. Candidates for an Executive Office shall be selected from the petitioning candidates by a three-fourths affirmative vote of the Selection Committee.

**Section 4**

Current members cannot participate on a selection committee that determines their selection.

## **Section 5**

An off cycle petitioning process may be conducted under normal petitioning procedures subject to a majority vote of the PIBC Executive Board.

## **Section 6**

Management of this organization shall be vested in an Executive Board consisting of the elected officers and an Advisory Board consisting of the Faculty Advisor, and the Head Coaches of the PIBC. The Faculty Advisor and Head Coaches shall have non-voting advisory rights only.

## **ARTICLE VI** Officers and Duties

### **Section 1**

The following are the basic duties required of the Executive Board of the PIBC.

#### **The duties of the Executive Board shall be:**

- a. To budget and approve major expenditures for all club travel, programs, and equipment purchases.
- b. To formulate, adopt, and enforce policies, procedures, rules and regulations for the PIBC.
- c. To develop and support policies and procedures relating to internal operations of the Executive Board.
- d. To direct, motivate, reward and advise members in the fulfillment of their responsibilities and personal development.
- e. To direct and participate in the recruitment and training of new members.
- f. To direct the petition and selection process for the PIBC Executive Board.
- g. To handle appeals regarding the eligibility of members.
- h. To present and interpret the role, philosophy, and policies of the PIBC to students, faculty, staff, alumni, and others as needed.
- i. To select and hire the coaching staff, paid and/or volunteer.
- j. To negotiate and contract practice lane time, equipment discounts, equipment sponsorships, lineage rates for host tournament and camp(s), etc. with bowling center(s) and/or bowling equipment manufacturers.

#### **The duties of the President shall be:**

- a. To accept overall responsibility for the functions, including but not limited to fiscal responsibility and the safety of student members, of the PIBC and to ascertain that the regulations of Purdue University and the PIBC are adhered to by all active members.
- b. To preside over the meetings of the PIBC and the Executive Board.
- c. To act as a link between the PIBC, the Office of the Dean of Students, and the Business Office of Student Organizations as well as all other University departments associated with running the program.
- d. To accomplish all within his/her ability to further the interest in the sport of bowling at Purdue University.
- e. To ensure all USBC required paperwork is completed and submitted by posted deadlines.
- f. To accept responsibility for the organization of the Fall Callout and assist Head Coach in the organization of the Team Tryout Process.

- g. To accept responsibility for the organization of the Spring Awards Banquet.
- h. To assist the Head Coach with the organization and planning of the Summer Youth Camp Program.
- i. To assist the Head Coach with the organization and planning of the annual Boilermaker Classic Collegiate Tournament.
- j. To hold signature authority for club events and expenditures.

**The duties of the Vice Presidents shall be:**

- a. To assist the President in any of his/her duties.
- b. The Vice President appointed by the President will preside over meetings in the absence of the President.
- c. To accept the duties of the President in his/her absence.
- d. To assist the Head Coach by providing information and feedback for competition decisions including but not limited to tryout process, tournament schedule, and practice requirements.
- e. To maintain and update the club web site.
- f. To publicize all Bowling Club activities under the auspices of the Executive Board.
- g. To publicize local events via the appropriate Purdue Advertising/Marketing mediums.
- h. To record all tournament results, to keep a copy of all tournament material, and to keep a general historic record of all Bowling Club activities.
- i. To maintain and publish all player statistics.
- j. To ensure the safety of club members during competition, practices, travel and team events (fundraising, community service, etc.)
- k. To maintain the first aid box, monitor facility conditions, complete and submit injury reports, and ensure that at least one CPR/FA/AED certified member is present at all club events.

**The duties of the Secretary shall be:**

- a. To assist the President in any of his/her duties.
- b. To act as a link between the Bowling Club, the Office of the Dean of Students, and the Business Office of Student Organizations as well as all other University departments associated with running the program.
- c. To keep minutes of all meetings.
- d. To initiate and to answer all correspondence.
- e. To be responsible for all clothing orders.
- f. To keep a current roster with names, addresses, and phone numbers which shall be updated as needed.
- g. To be in charge of distributing, collecting, and organizing team uniforms and team apparel.
- h. To plan and conduct service events for the Purdue Intercollegiate Bowling Club.
- i. To be responsible for registering community service events with the Business Office for Student Organizations.
- j. To complete all pre and post-event paperwork associated with each community service event.

**The duties of the Treasurer shall be:**

- a. To assist the President in any of his/her duties.
- b. To act as a link between the Bowling Club, the Office of the Dean of Students, and the Business Office of Student Organizations as well as all other University departments associated with running the program.
- c. To maintain an accurate list of paid members, to maintain an account of the Bowling Club expenditures and income, to deposit the organization's funds, and to make expenditures in a manner approved by the Business Office of Student Organizations.
- d. To be prepared at scheduled meetings to present a complete and timely financial report.
- e. To be in charge of distributing, collecting, and organizing completed Financial Agreements, Liability Release forms, and Grade Release forms for all active members.
- f. To accept responsibility for the organization of transportation to and from tournaments.
- g. To hold signature authority for club events and expenditures.

**The duties of the Fundraising Chair shall be:**

- a. To assist the President in any of his/her duties.
- b. To be responsible for registering fundraising events with the Business Office for Student Organizations.
- c. To complete all pre and post-event paperwork associated with a fundraising event.
- d. To plan and initiate fundraising efforts.
- e. To coordinate member involvement for each fundraising event.
- f. To oversee and chair the Fundraising Committee.

**Section 2**

The following are the basic duties required of the Advisory Board of the Purdue Intercollegiate Bowling Club.

**The duties of the Faculty Advisor shall be:**

- a. To participate in Bowling Club activities and functions.
- b. To work with the officers as a link between the PIBC, the Office of the Dean of Students, and the Business Office of Student Organizations.
- c. To publicize his/her availability for consultation by club members including, but not limited to, conflicts with class schedules and the proposed travel schedule for that particular semester.
- d. To be a member of the Advisory Board as a non-voting member.
- e. To hold signature authority for club events and expenditures

**The duties of the Head Coach(es) shall be:**

- a. To accept overall responsibility for the training and the competitive activities of the Purdue Intercollegiate Bowling Club and to ascertain that the regulations of Purdue University, the PIBC, and the United States Bowling Congress are adhered to by all active members.
- b. To accomplish all within his/her ability to further the interest in the sport of bowling at Purdue University.
- c. To provide for the safety of all members while in training or in competition.

- d. To assist the President with USBC paperwork and ensure submission by posted deadlines.
- e. To properly maintain all PIBC property and to make all necessary repairs of said property.
- f. To be a member of the Advisory Board as a non-voting member.
- g. To supervise proper team conduct at all times.
- h. To create and send rosters to competitive and developmental team members. If applicable, the head coach will collaborate with assistant coach(es) on roster decisions based on the following criteria (not necessarily in order of importance):
  - Academic success
  - Ability to adjust
  - Solid physical game
  - Solid spare shooting
  - Strike potential
  - Accuracy
  - Coach-ability/Desire to learn
  - Enthusiasm for the sport
  - Sportsmanship/Attitude
  - Bowling experience
  - Scoring ability & overall scoring potential
  - Work ethic
  - Emotional stability
  - Attendance in classes, meetings, leagues, & practices
  - Ability to get along with others in a team format
  - Behavior in leagues and practices

The head coach has the final say in all roster decisions.

**The duties of the Assistant Coach(es) shall be:**

- a. To accept responsibility for the training and the competitive activities of their teams and to ascertain that the regulations of Purdue University and the PIBC are adhered to by all active members.
- b. To accept the duties of the Head Coach in his/her absence.
- c. To accomplish all within his/her ability to further the interest in the sport of bowling at Purdue University.
- d. To provide for the safety of all PIBC members while in training or in competition.
- e. To assist the Head Coach in maintenance of all PIBC property and necessary repairs of said property.
- f. To supervise proper team conduct at all times.
- g. To give the Head Coach feedback and advice about roster decisions, following the same criteria provided under the duties of the Head Coach.
- h. To be prepared to explain a roster decision to a team member that has any questions about a roster choice.

**Section 3**

Any officer who does not show active participation is subject to removal by the Executive Board by a two-thirds majority vote of the officers. Upon removal of an officer, the President shall declare a special election to be held for that position only.

**Section 4**

Any officer who does not return to the PIBC in the fall of their term for any reason shall be

replaced for the duration of that term. The President shall declare a special election to be held for that position only in accordance with Article V.

## **ARTICLE VII**

### *Amendments*

Proposed amendments to the Constitution must be submitted to the Purdue Intercollegiate Bowling Club Executive Board in writing for discussion at the next club meeting. The Constitution may then be amended by a two-thirds vote of the general active membership present at the following meeting. All amendments to the constitution and bylaws are subject to the approval of the Student Activities and Organizations (SAO) Office. They MAY NOT take effect until they have been approved.

# **BY-LAWS OF THE PURDUE INTERCOLLEGIATE BOWLING CLUB**

## **ARTICLE I** General Provisions

### **Section 1**

1. All students who participate as Competitive and/or Developmental members of the PIBC must have maintained a scholastic average at Purdue University in accordance with the requirements of USBC Collegiate and the Office of the Dean of Students for scholastic eligibility. The President should obtain from the Dean of Students, prior to competition, verification of the fact that all participants qualify in this respect. Those members that are deemed ineligible by USBC Collegiate can participate in the club only through the Associate Member program.
2. For all intercollegiate participation, the PIBC shall be governed by the travel and other specifications as set forth by the Office of the Dean of Students.

### **Section 2**

Meetings shall be called whenever deemed necessary by the President, the Head Coach, or the Faculty Advisor.

### **Section 3**

1. A quorum shall constitute of one hundred percent of the current Executive Board.
2. A quorum shall be required to vote on any business or to pass any resolution. At minimum one non-voting member of the Advisory Board must be present.

### **Section 4**

1. The amount and date of dues of the PIBC shall be decided upon by the Executive Board during the last meeting of the spring semester for the following year.
2. All required uniforms must be purchased prior to fall competition and must be in accordance with USBC Collegiate regulations.
3. All clothing designs, in addition to the required uniforms, must be approved by the Executive Board.

### **Section 5**

All members shall be obligated to participate in all mandatory PIBC activities including, but not limited to, fund-raisers, travel preparations, and community service events. Excused absences shall be defined by the Executive Board.

### **Section 6**

Members who do not participate in fund-raisers shall be required to pay funds to the PIBC in the amount that they were expected to earn for the PIBC by participating. Members who do not participate in other mandatory PIBC activities shall be subject to disciplinary action as set forth by the Executive Board.

### **Section 7**

Financial responsibilities of club members will be detailed in the Financial Agreement which will be signed by all Competitive and Developmental members before the end of the team tryout process and by all Associate Members before the first tournament of the Fall Semester.

### **Section 8**

All members must read the Constitution of the PIBC and sign the Code of Conduct before membership to the PIBC is executed.

## **ARTICLE II**

### **Executive Board Petitioning Requirements**

#### **Section 1**

A Candidate for an Executive Office must:

1. Have served a full term as an active member of the PIBC, and must repetition each year to be eligible for continued membership
2. Have an official University classification of no less than 3 at the time of selections and should have at least two full consecutive semesters remaining prior to graduation.
3. Achieve no less than a 2.00 grade index the previous semester and carry no less than a 2.50 graduation index.
4. Not currently be carrying a University disciplinary penalty of "Disciplinary Probation."
5. Comply with the University's eligibility requirements for campus activities.
6. Complete all petitioning requirements deemed necessary by the Selection Committee.

#### **Section 2**

Exceptions to Petitioning Requirements:

1. Requests for exceptions to petitioning requirements for the PIBC Executive Board shall be submitted in writing to the Selection Committee at the time of application.
2. Decisions to grant exceptions to the petitioning requirements must be reviewed and approved by a simple majority vote of the Selection Committee.

## **Article III**

### **Requirements to Retain Membership on the Executive Board**

#### **Section 1**

A Member of the PIBC Executive Board must:

1. Achieve no less than a 2.00 grade index the previous semester and carry no less than a 2.00 graduation index.
2. Not currently be carrying a University disciplinary penalty of "Disciplinary Probation."
3. Comply with the University's eligibility requirements for campus activities.
4. Fulfill the responsibilities as a member of the Purdue Intercollegiate Bowling Club Executive Board.

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**Article IV**  
Amendments to the Bylaws

Proposed amendments to the Bylaws must be submitted to the PIBC Executive Board in writing for discussion at the next club meeting. The Bylaws may then be amended by a two-thirds vote of the general active student membership of the PIBC at the following meeting, subject to the final approval by the Student Activities and Organizations (SAO) Office. They MAY NOT take effect until they have been approved.

Current President Signature

Current Advisor Signature

Current President Printed

Current Advisor Printed

Date

Date