Constitution of The Penn State Boxing Club

Established 1923, Edited 2022

Article I: *Preamble*

The purpose of Penn State Club Boxing is not only to allow the student body an opportunity to safely learn and compete in the sport of boxing but also to encourage a healthy lifestyle.

Article II: *Membership*

1. Contingent on signing the Membership Agreement.
2. The organization must have a minimum of 10 full time student members.
3. Full-time Pennsylvania State University, University Park students must comprise at least 51% of the membership of the organization.
4. Only full-time Pennsylvania State University, University Park students are eligible to vote on club matters.
5. Only full-time Pennsylvania State University, University Park students may compete on behalf of the Penn State Boxing Club.
	* 1. Exemptions to this rule may be made if a student is completing his/her final semester prior to graduation and requires less than 12 credits (undergraduate) or 9 credits (graduate) for graduation.
6. Membership in the organization must be open to all Pennsylvania State University, University Park students, faculty, and staff.
	* 1. Membership is open to both genders.
		2. The organization may not exclude any Pennsylvania State University, University Park students, faculty, or staff on any basis other than disciplinary cause.
		3. Membership is contingent on the payment of dues (see. Article IV)
7. Two types of membership available
	* 1. Non-Competitive members: Can come to the practices that are twice a week to learn boxing and to get an intense conditioning workout. These members can tryout to move up to the competitive level once a semester.
		2. Competitive members: Come to the practices held in the IM Building Mat Room. Are responsible for participating in different fundraising and community service efforts throughout the year. Members must complete a certain number of community service hours per semester, as determined by the team officers. Can purchase exclusive Penn State Boxing apparel. Can compete in boxing matches with other amateur boxers.
8. Membership Removal Policy: The Club Officers reserve the right to expel a member who is not following the policies of the organization with a unanimous vote. Reasons for expulsion may include but are not limited to disrespecting coaches and teammates, not following club policy, not following the law, or being detrimental to the club itself.

Article III: *Meetings*

1. Meetings/practices for non-competitive members are twice a week.
2. Meetings/practices for competitive members are 2-4 (depending on outstanding circumstances) times a week.
3. Note: it is not required for members to be at all meetings/practices, but we ask that you stay active and let an officer know if you will be absent.
4. The frequency of meetings may be changed by a vote from the club members.
5. A special meeting may be called by an officer under circumstances where there is a need to have the team together outside of regular meetings.
6. At the beginning of each academic school year and before any special meeting, all members of the club will be informed via e-mail from the officers when meetings will take place.
7. All members will be given adequate advanced notice prior to any meeting.
8. If members have questions about meeting times they can contact an officer via the officer’s email address found on the club sports website.

Article IV: *Dues and Budgets*

1. All members of the non-competitive team must pay dues within two weeks of joining ($50 per semester or $80 per year up front)
2. Dues may be changed at the beginning of the academic year by a vote from the club executive board.
3. Failure to pay dues after the two-week time period will result in not being able to come to practice until dues are paid.
4. A member may have the deadline extended if they speak to an officer about the issue.
5. All competitive members are required to participate in fundraising activities (ie. Stadium clean up, bake sale, sponsorship program)
6. Failure to participate in fundraising efforts will result in not being allowed to compete.
7. The Treasurer collects the dues.
8. The executive board creates the budget and changes it each year based on different travel plans and donations that come in.

Article V: *Finances*

1. The Treasurer oversees all financial affairs.
2. The Treasurer is responsible for working with other members of the executive board to submit requests (i.e. Travel reimbursements, merchandise payments/orders, etc.)
3. The Treasurer must complete training with club sports after being elected.
4. The organization will maintain an ASA account and follow appropriate ASA policies and guidelines.
5. All funds are to be deposited and handled exclusively through the Associated Student Activities (ASA) in 240 HUB.
6. This organization will not have an off-campus account(s).
7. All reimbursements must be turned in within 10 days of purchase.
8. If the club dissolves, remaining funds will be allocated to the overall Club Sports account for other clubs to use.
9. The club will also maintain an account “allocation” with the money given to the club each year by Club sports.
10. See guidelines in the officer manual for how this money can be used.

Article VI: *Coach/Instructor*

1. The Penn State Boxing Club requires a coach/instructor because it is a high-risk organization.
2. Any Coach/Instructor must be approved by Club sports.
	* 1. Coach/Instructor must complete the online Coach Information form.
		2. The printed Coach/Instructor Information form must be signed by the club president.
		3. The printed Coach/Instructor Information form must be signed by a Club Sports Program Coordinator.
		4. The Coach/Instructor must complete Penn State’s Jean Clery Act Training session each calendar year; training is offered online through the University’s Compliance website/Learning Resources Network.
3. Responsibility
4. Possessing valid CPR/AED and First Aid certifications from an approved organization
5. Planning and conducting field/court practices
6. Instructing participants on proper technique for each activity
7. Planning and implementing contest strategy
8. Ensuring safety of participants
9. Monitoring performance and evaluating skill level for recognition, promotion, or selection of competitive team members
10. Any member may recommend a coach/instructor. After recommendation, the entire team will take a vote and the majority decision will win.
11. The executive board can vote to remove a coach from his/her position if they agree that the Coach/Instructor is not holding up his/her responsibility.

Article VII: *Advisor*

1. The advisor must be a full-time faculty or staff member at The Pennsylvania State University (UP campus), and that he/she should be chosen by the organization.
2. An advisor is selected every academic year.
3. The Advisor will remain the same as long as he/she agrees to continue, and the executive board agrees he/she is upholding his/her responsibility
4. If a new advisor is required members may make suggestions and the executive board will review the suggestions and will vote to decide the new advisor.
5. Responsibilities of advisor
	1. Assisting the organization’s student leaders in adherence to University, Athletic Department, and Club Sports Program policies and procedures
	2. Completing the Advisor Information form
	3. Assisting in the development and implementation of club sport organization goals and objectives
	4. Being available to club sport leaders during the development of projects and programs and to provide guidance to help ensure that activities are well planned and reflect favorably on the University
	5. Attending semester membership meetings and officer meetings when available
	6. Assisting the officers in the selection and evaluation of coaches
	7. Assisting with the documentation of pertinent information
	8. Completing Penn State’s Jean Clery Act Training online via the University’s Compliance website/Learning Resources Network every calendar year

Article VIII: *Executive Officers*

1. Eligibility
2. Only full-time, officially registered active student members are eligible to serve as appointed or elected officers.
3. A past officer can run for another position or the same position if they choose.
4. All officer responsibility
5. Officers will meet at least once a month the last 30 min of scheduled practice time.
6. An officer may suggest a meeting outside the regularly scheduled meeting if needed.
7. When accepting the officer position, you agree to serve for the next two semesters.
8. The officers reserve the right to remove any member from the club.
9. If the majority of officers do not think that a particular officer is doing his/her job they may hold a vote with members of the club to remove him/her from his/her position.
10. Officers must be at the majority of meetings/practices to maintain their officer position.
11. Four elected officers. President, Vice-President, Treasurer, and Secretary. (See Article IX. Elections)
12. President is responsible for completing paperwork relating to all club activities, ensuring compliance with Club Sports procedures, interacting with individuals within the club and those from other organizations in order to monitor and build the club. President is also responsible for all Home Events and Seminars.
13. Vice-President is responsible for assisting the president with all of the aforementioned duties, acting as another line of communication between the club and Club Sports. Vice-President is also responsible for team travel.
14. The treasurer is responsible for tracking and handling the financial activity of the club.
15. The Secretary is responsible for assisting the other officers with any task, making sure participation agreements are valid, and helping ensure the club functions smoothly. The Secretary is also responsible for overseeing community service and team apparel orders.
16. Other officers include Merchandise chair, Travel chair, Thon Chair, and Social Chair.
17. These officers may be appointed or elected.
18. Must complete the officer quiz through club sports.
19. Merchandise Chair - Assists the Secretary in ordering team apparel. This chair must work with the Treasurer to fill out financial requests to pay for merch.
20. Travel Chair – Assist the Vice-President with organizing travel for the team.
21. Thon Chair - Is trained through THON and comes up with fundraisers benefiting THON. This included the annual THON 5k.
22. Social Chair - Organizes fun events for members to participate in that complement the normal practices.
23. Captain Responsibilities
24. The Captain is appointed annually by the team coaches
25. Captain is the team leader and is responsible for keeping order and focus during practices.
26. Captain is responsible for teaching skills at Club practices (Monday and Wednesday nights).

Article IX: *Elections*

1. New Officers are Elected in February and will take office the following May, after the semester ends.
2. Members can nominate themselves or be nominated by another member.
	1. If nominated by another member the nominee can choose to decline the nomination.
	2. See eligibility in Article VIII section A.
3. Conduction of election
	1. All elections are held at a regularly scheduled meeting in February; specific dates will be announced to members with at least 1-week notice.
	2. Voting is conducted by secret ballot
	3. Only graduating officers do the counting of ballots
4. Unexpected vacancies will be filled through elections. This includes officers who need to be absent from the team for an extended period. Unexpected elections can occur whenever the team meets together.
5. At least 66% of eligible voting members must be present to hold an election.
6. Out of eligible voters present a candidate must get at least 60% of votes
	1. If less than 60%, the current officers will then make their own vote.  If still tied, then the current President decides who gets elected.
	2. If there are more than 2 candidates, the officer who is elected must have at least a 10% lead over other candidates.

Article X: *Voting*

1. Executive Officers
2. A 75% attendance of officers is required to make a vote.
3. 51% of quorum is required to decide a matter
4. Officers will vote on
	1. New competitive team members
	2. Amendments to club policies/Constitution
	3. Events club wants to participate in (i.e. different trips)
	4. Club dues
	5. If a member needs to be revoked of his/her membership (note: this must have a unanimous vote)
	6. Removal or addition of a coach or an advisor from the club (also must be unanimous)
5. General membership voting
6. 66% attendance of eligible voting members is required to hold a vote
7. 60% is needed to decide a matter
8. Election of officers
9. Removal of officer
10. Frequency of membership meetings
11. Amendments to Constitution

Article XI: *Amendments*

1. Amendments to the Constitution may be introduced by officers only but must have a 66% majority of the entire club to pass.
2. All amendments are subject to approval by the Club Sports Program Office.
3. Approved amendments go into place the following semester.
4. All club members will have access to the club Constitution upon request.

Article XII: *Safety Considerations*

1. All team members will complete the Club Sports Program Participation Agreement, Release of Claims, and Liability Waiver. All team members will be added to the online club roster before participating in any physical activity with the team.
2. The team will not conduct any physical activity without the presence of approved Safety Officers. The responsibilities of the Safety Officers include:
3. Possess valid CPR/AED and Standard First Aid certifications from an approved organization
4. Attend team practices, competitions, and activities - both home and away
5. Check the safety of facilities and equipment before allowing members to participate
6. Attend to injured participants in a manner consistent with the information outlined in the responding to injures session
7. Complete a University Incident/Accident Report form for all accidents, regardless of severity and return it to the Club Sports Program Office as soon as possible following the event
8. Call 911 when necessary
9. The team will not conduct any physical activity without the presence of a Club Sports Program approved Coach.
10. No team member will use any “undue force” in any contact activity. This includes going for knockouts during sparring or punching with more force than agreed upon at the beginning of the sparring match. No team member will use weapons in conjunction with the team’s activities unless approved by the Club Sports Program for specific activities. All team members will wear proper safety equipment required for this sport. The team will engage in physical contact through practices, games, and scrimmages. Any violations of stated safety guidelines are grounds for immediate dismissal from the team.
11. All members will wear proper safety equipment required.
12. Any club members who make the competitive team are required to wear headgear, a mouthpiece and male participants must wear a groin protector during all sparring activities. For competition, USA Boxing safety guidelines will be followed.
	1. All equipment must be wiped down with bleach after each use.
	2. Any item with blood must be disposed of in the Bio-Hazard bin.
13. The Boxing Club teaches members the techniques and rules of the sport of boxing. Time will also be spent on sport-specific exercises to improve members’ physical fitness, which increases safety in the ring.
14. Members must be attending at least 4 practices per week 2 weeks prior to a competition to ensure they are prepared.

Article XIII: *Compliance*

1. The organization will accept and abide by the policies and procedures found in the Club Sports Manual and the University Code of Conduct.
2. The organization understands that the consumption of alcohol is strictly prohibited at all club activities, regardless of location, including but not limited to socials, parties, recruitment meetings, community service/philanthropic trips/events, and competitive trips/events, regardless of member age. Disciplinary actions will be taken on any individual engaging in such behavior.
3. Non-prescribed drugs, performance enhancing drugs, or any other substances that might be dangerous or detrimental to the participant’s health, or performance as a member of this team are also prohibited.
4. The organization understands that hazing is strictly prohibited and illegal, and the club will refrain from any hazing activities. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization.
5. Members of the organization understand there may be requirements of club members and officers. These requirements may be outlined in advance of the academic year or as the academic year progresses. Any members choosing not to comply with these requirements within a timely manner may be subject to removal from the club’s roster. See the section on Membership and Voting for information about removing members from the club’s roster.

Article XIV: *Accessibility*

1. Copies of this Constitution shall be made available to anyone upon request.