

Rodeo Club Constitution

Revised December 10, 2004

Article I. Name and Purpose

Section 1: This organization shall be known as the Rodeo Club.

Section 2: Purpose

- 1) Promote the sport of Rodeo
- 2) Create a greater understanding among our members through fellowship in a club that represents the agriculture sport of rodeo.
- 3) Promote agriculture education.

Article II. Constitution

Section 1: Updating

The constitution shall be updated each year no later than April 15.

Section 2: Amending

The constitution may be amended at anytime with two-thirds vote from active membership.

Article III. Membership

Section 1: Requirements

Membership of this organization shall be limited to students, faculty, and staff of North Carolina State University, who have an interest in the sport of rodeo and who are in good standing with the University.

Section 2: Compliance

- 1) All individuals must comply with the University requirements as well as the Intramural-Recreational Sports officer requirements concerning health, insurance, release, and assumption of risk forms.
- 2) All members must show sportsmanlike conduct as defined by the Intramural- Recreational Sports requirements.

Section 3: Responsibility of Active Members

- 1) Properly represent the Rodeo Club at all functions attended.
- 2) Promote the purposes of the club.
- 3) Maintain active status and participate in as many Rodeo Club events as possible.
- 4) Help raise money to support the club.
- 5) Submit articles to reporter from events participated in by members.

Section 4: Senior Standing

Second year Agricultural Institute Students shall be considered seniors in matters concerning the club.

Article IV. Definition of Active Member

In order to be considered an active club member in the upcoming semester, a student must meet a specific list of criteria. You must obtain six (6) points from the following activities during the semester. Not all events will be held both semesters, the events will be determined by the current officer team.

Activity	Number of Points
Attend 2/3rds Club Meetings	1 point
Club Fundraiser	1 point
Farm Animal Days	1 point per shift
Community Service	1 point
Attend three club sports meetings (except club representatives)	1 point
Participate in three rodeos and give a write up to Reporter on each event. Only obtain two total points by participating in rodeos.	1 point
Club Trailride	1 point per shift
Club Sponsored Rodeo	1 point per shift
Serve on Officer Team	1 point
State Fair	1 point per shift
Serve on Committee	1 point
Any other activity deemed appropriate by officer team	

Article V. Officers

Section 1: List of Officers

The officers shall be President, Vice-President, Secretary, Reporter, Treasurer, Points Chairman, and Club Representative (2).

Section 2: Requirements

The officers of this organization shall be chosen from and by active members of the club. Officer must have active status and in good standing with the University.

Good standing is defined as:

- (1) Clear of a disciplinary probation
- (2) Clear of present suspension
- (3) Clear of academic integrity violation

Section 3: Elections

- 1) Elections of the officers shall be the last business meeting of the semester.
- 2) Nominations for officers may be made from the floor during a meeting set by the Officer Team, usually the next to last business meeting of the semester and will remain open until the following meeting when they will be closed and voted upon. Nominees must be present to be elected except in extenuating circumstances exist. The Officer Team should review the situation and decide prior to elections if the candidate is eligible.
- 3) No member shall hold more than one office per semester. No one shall hold the same office for more than two terms. A term shall be one semester for all offices.
- 4) Any officer unbecoming his or her officer may be removed by two-thirds majority of Active Members of the club present and voting at a regular meeting, but only after specific charges have been filed and reviewed by a committee appointed by the officer team.

Section 4: Duties and Responsibilities

A. President

1. The President shall be an active Rodeo Club member for two semesters prior to election.
2. Is bound by the constitution and is responsible for upholding the rules of this constitution.
3. Presides over regular club meetings.
4. Keeps in close in contact with all officers assuring that they carry out their duties.
5. Responsible for organizing all NCSU Rodeo Club activities and approving all plans for club activities along with the other officers.

6. Has the power to appoint a committee for the purpose of recommending bylaws for this organization. The bylaws will become effective when passed by two-thirds vote of present club members and with the consent of Club Sports Coordinator.
7. Appoints committees when needed.
8. Acts as liaison with other clubs, the University, faculty and advisors.
9. Will call officer meetings when needed and will preside over such meetings.

B. Vice President

1. The Vice President shall be an active member for the Rodeo Club for two semesters prior to being elected.
2. Is bound by the provisions of the constitution.
3. Is an ex-officio member of all standing committees and should keep in close contact with committee chairpersons and attend the meetings when necessary.
4. Presides over the meeting in the absence of the President.
5. Shall assist the President
6. Is in charge of Community Service activities.

C. Secretary

1. Takes minutes at all regular club meetings.
2. Reads minutes from the previous meeting at all regular Club meetings and allows for revisions.
3. Receives all general Club mail.
4. Will conduct correspondence for the club and thank you letters.
5. Will notify members of club functions.
6. Webpage Upkeep
7. Supplies members with important forms such as calendar of events and a club roster.
8. Turns over all materials to the newly elected secretary at the close of semester.

D. Reporter

1. Responsible for club publicity.
2. Assist in webpage upkeep.
3. Provides a description of Club activities for inclusion in the Undergraduate Newsletter each month.
4. Submit article to club sports office about club activities.

E. Treasurer

1. Will keep an accurate record of all accounts and will be responsible for collecting dues.
2. Will be responsible for budget preparation with officer team and present it to the club sports office.
3. Submit statement at the end of semester to club.
4. Provide books to advisor to be audited at the end of semester.
5. Receives all incoming money and keeps an accurate record of all receipts.
6. Arranges to pay bills promptly.
7. Approves all fundraisers in accordance with University Solicitation Policy.

F. Points Chair

1. Will attend each meeting and record attendance.
2. Will be responsible for keeping up activity points.
3. Will be responsible for creating a point's chart.
4. Submit attendance record to club sports office each month.

G. Club Sports Representatives

1. There will be two representatives from the club.
2. Attend round table meetings for the Intramural Club Sports Recreation.
3. Give a report from Club Sports at each Rodeo Club meeting.

4. Act as a liaison between Club Sports and Rodeo Club.
5. Responsible for submitting medical, insurance, and assumption of risk forms to the Intramural-Recreational sports office.
6. Submit an inventory of all equipment, which has been purchased for club use by the Intramural- Recreational Sports office.
7. Submit a list of all club members who are eligible to drive state vehicles.
8. Attend Club Sports banquet.

H. Faculty Advisor

Section I.

The club advisor will be a member of the faculty or staff of North Carolina State University and will be selected by the members of the club during elections.

Section II. Duties

1. To attend a minimum of three business meetings of the club (preferably the first business meeting of the fall and spring semesters and the last meeting of the spring semester).
2. To be the first approval for all club activities.
3. To assist the members in their organization the planning of projects, and refining their programs to a point where they are effective and realistic.
4. To serve as an information source for providing guidance.
5. To advise the members in making they're yearly budgets.
6. To accompany the club on outings whenever possible.

Article VI. Meetings

Section 1: Regular Meetings

The regular meetings of the Club shall be held every first and third Tuesday of each month during the school year, except during regularly scheduled exam periods. Meeting dates may be adjusted to accommodate scheduling conflicts such as State Fair, spring break or other events.

Section 2: Special Meetings

Special Meetings can be called anytime by the officer committee.

Section 3: Order of Business

The following order of business shall be followed at any regular meeting when possible:

- a. Call to order
- b. Reading of the Secretary's minutes
- c. Treasurer's report
- d. Report of standing committees
- e. Report of special committees
- f. Unfinished business
- g. New business
- h. Announcements
- i. Program
- j. Adjournment

Section 4: Conducting Meetings

All meetings should be conducted according to Robert's Rules of Order.

Article VII. Dues

The amount of dues will be determined by a majority vote of members present at the first business meeting of the fall semester in agreement with Club Sports Coordinator.

North Carolina State University Club Sports
Rodeo Club at NCSU Constitution

Article I: Name

Section I: This organization shall be known as the Rodeo Club at NCSU.

Section II: Any team that forms from members of this club shall be known as the North Carolina State University Rodeo Team.

Article II: Purpose

Section I: The purpose of this club shall be:

- A. To provide for all North Carolina State University students an opportunistic atmosphere in which they may learn about and experience the sport of rodeo through educational and participation experiences.
- B. To improve team member performance through instruction, practice, and competition.
- C. To maintain this club and carry out its activities in a way that is both enjoyable for its participating members and at the same time will bring credit to the club, the intramural sports office, and North Carolina State University.

Article III: Membership

Section I: The membership of this organization will be limited to full time students, graduate students, and faculty and staff of North Carolina State University who are interested in the sport of rodeo.

Section II: To become and remain an active member, all members shall:

- A. Comply with the university requirements as well as the intramural-recreational sports requirements concerning health insurance, physical examinations and risks, hazards, and physical stress forms.
- B. Agree to abide by this constitution and university rules, which apply to campus organizations.
- C. Actively participate throughout the semester through meetings, fundraisers, and other approved club events.
- D. Behave in a manner that will bring credit to the club, the intramural sports office, and North Carolina State University.

Article IV: Officers

Section I: The officers of this organization will be chosen from and by the active members of this club.

Section II: The officers of this organization will be President, Vice-President, Secretary, and Treasurer.

Section III: Appointed positions may include, but are not limited to, Fund Raising Chair, Sponsor Chair, Historian, and Web Page Coordinator.

Article V: Duties of Officers

Section I: The President will:

- A. Enforce all provisions of this constitution.
- B. Be responsible for submitting all appropriate forms to the Intramural Recreational Sports Office.
- C. Be responsible for representing the club at all club sporting events.
- D. Preside at all club meetings.
- E. Form committees and appoint members for reasons deemed necessary.
- F. Be responsible for complying with the presidential job responsibilities as identified in the Club Sports Handbook.
- G. Schedule club meetings.
- H. Prepare a club budget at the start of each semester.

Section II: The Vice-President will:

- A. Preside at all club meetings when the President is unable to attend.
- B. Assist the president when needed.
- C. Be responsible for all facility reservations.
- D. Be responsible for recruitment.
- E. Be responsible for publicity.
- F. Schedule educational / informational meetings that are not included in the regular meetings schedule.

Section III: The secretary will:

- A. Take the minutes of each meeting and e-mail them to all club members who are in the list serve.
- B. Conduct correspondence for the club and update the club roster.
- C. Be responsible for maintaining club attendance reports.
- D. Keep up to date member emergency contact information for competing members who are traveling, or club members who are participating in off-campus club activities.
- E. Prepare a typed list of all members with their pertinent information and make copies available to all members.

Section IV: The treasurer will:

- A. Keep an accurate record of all accounts.
- B. Collect all club earned funds for deposit.
- C. Make all deposits in a timely fashion.
- D. Provide a treasurer's report at least once a month at meetings.

- E. Be responsible for the completion and submission of all appropriate forms concerning member reimbursement, so that all owed members are reimbursed in a timely manner.
- F. Assist the President in budget preparation.
- G. Work with designated fund-raising committees so that fundraisers are managed properly for the good of the club.

Article VI: Advisor

Section I: The Club Advisor will:

- A. Be a member of the faculty or staff of North Carolina State University and will be selected by members of the club.
- B. Attend a minimum of three business meetings of the club.
- C. Approve club functions.
- D. Serve as an information source and provide guidance.

Article VII: Elections

Section I: Quorum must be present for elections to be held.

Section II: Quorum is defined as more than half of all active members.

Section III: Officers must be nominated by active club members and will be elected by a majority vote.

Section IV: Members must be present to vote.

Section V: The officers will serve for one full year that begins in August and ends in May.

Section VI: New officers will be elected at either the last business meeting of the school year or the first business meeting of the next school depending on influential circumstances.

Section VII: Officers may be removed from office by a majority vote of a least two-thirds of the total membership, providing that all members have been notified of the impeachment proceedings.

Section VIII: Officers may succeed themselves as long as the members of the club continue to elect them.

Article VIII: Executive Committee

Section I: The executive committee shall consist of President, Vice-president, Secretary, and treasurer.

Section II: Powers of the executive committee will include:

- A. Making recommendations on policy and policy changes.
- B. Making recommendations on purchases and expenditures.
- C. Enforcing the provisions of the constitution.

Article IX: Activities

Section I: Club activities will include club meetings, workshops, fund raising events, social events, and team building exercises. Additionally, team events will include these events as well as competitions.

Section II: All club activities are subject to approval by the club sports coordinator.

Article X: Amending the constitution and by-laws.

Section I: The constitution can be amended by a majority vote of at least one-half of the total membership, or quorum, and the club sports coordinator.

Section II: All amendments will be in accordance with university policy and subject to approval by the club sports coordinator.

Article XI: By-Laws

Section I: Policies and procedures will be approved by a majority vote of at least one-half of the total membership, or quorum, and the club sports coordinator.

Section II: A member exhibiting unsportsmanlike conduct may be voted out of the club by a majority vote of at least one-half of the total membership, if first approved by the faculty advisor and the club sports coordinator.

Section III: All club activities must be in compliance with the guidelines of the club sports program of the intramural-recreational sports coordinator.

Section IV: The section will be updated as needed.

Section V: Should the Rodeo Club at NCSU become inactive or disband and a new Rodeo Club has not formed within one year, all of the property of the club shall become property of the intramural club sports office.

Revised February 2002