**CONSTITUTION OF THE UNIVERSITY OF CINCINNATI**

**Club Bowling**

## ARTICLE I- NAME

The name of the organization shall be the UC Club Bowling

## ARTICLE II- PURPOSE

The UC Bowling Club is a club sport that competes on an Intercollegiate National level. The main objective of the club is to promote the sport on campus and allow members the opportunity to improve their skill and enjoy tournament bowling.

## ARTICLE III. MEMBERSHIP

3.1 There shall be three (3) classes of members; voting, non-voting, and honorary.

3.2 Voting membership shall be open to any full/part-time graduate and undergraduate students who have paid club dues.

3.3 Non-voting membership shall be open to any student, and any member of the University faculty or administrative staff.

3.4 Honorary membership shall be open to any person desiring such membership, elected to such membership by a majority of the voting members.

3.5 There shall be NO LIMIT ON THE SIZE OF THE MEMBERSHIP of the Club Bowling Team, provided, however, that the number of the non-voting and honorary members together, shall not exceed the number of voting members.

## ARTICLE IV- OFFICERS

4.1 The officers of the Club Bowling Team shall be a PRESIDENT, VICE- PRESIDENT, SECRETARY and TREASURER.

4.2 (1) In order to run for office in your respective organization you must have a 2.5 or above accumulative GPA. (2) While in office the officer must maintain a 2.5 a cumulative GPA and rnust not have below 2.5 for more than one quarter. (3 ) Officer must be a matriculated student and be in good standing with his or her college.

4.3 All officers serve for a term of ONE (I) YEAR or until their successors shall be duly elected and qualified.

4.4 Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/ her status as a matriculating undergraduate/graduate (exception University organizations) student maintaining a 2.5 accumulative GPA, in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall he elected.

Members

4.5 Any member must maintain a 2.3 GPA and must be in good standing. Member shall be removed from team if these are not met.

## ARTICLE V- MEETINGS

5.1 Regular meetings of UC Club Bowling Team shall he held at a minimum of once per quarter, the time for such meetings shall be determined by the Executive Board, with the approval of the voting members.

5.2 Special meetings of UC Club Bowling Team may be called at any time by the Executive Board upon one week's notice to each member or by a petition of a majority of the membership, submitted one week before the scheduled meeting.

## ARTICLE VI- UNIVERSITY ADVISOR

The Club Bowling Team shall have a University Advisor who shall be a fill- or part-time member of the University faculty, staff, or administration. The University Advisor shall be selected by the president and/or vice president.

## ARTICLE. VII- AMENDMENTS

7.1 Amendments to this Constitution may be proposed by a member and shall be voted upon at the next meeting of the Club Bowling team following notice of such proposed amendment to the voting members.

7.2 Amendments to this Constitution shall be the affirmative vote of two- thirds (2/3) of all voting members and with the approval of the appropriate governing board.

## ARTICLE VIII- RATIFICATION

Ratification by two-thirds (2/3) of the charter members of the Club Bowling Team shall be sufficient to establish this constitution between said members so ratifying and with the approval of the appropriate governing board.

### BYLAWS OF THE UNIVERSITY Club Bowling Team

**SECTION 1 - STUDENT OFFICERS**

1(1) The President shall be the Executive Officer of the Club Bowling Team and shall preside over all meetings of the Club Bowling Team and the executive board. He/she shall be an ex-officio member of all standing committees.

1(2) The Vice-President, in the absence of the President shall preside at all meeting of the Club Bowling Team and of the Executive Board. The Vice-President shall also perform such other duties as are assigned him/her by the President of the E-Board.

1(3) The Treasurer shall be responsible in conjunction with the University advisor, to all fiscal matters of the Club Bowling Team.

(a) The Treasurer shall collect and receive all funds paid to the Club Bowling Team and shall deposit them in the official depository.

(b) The Treasurer, in conjunction with the University Advisor, will have final approval of all Club Bowling Team expenditures. The Treasurer will co-sign all checks with the University Advisor in payment of bills.

(c) The Treasurer will abide by all Policies and Guidelines set down by their respective Funding Board (Undergraduate Funding Board, Graduate Student Association, Medical Student Association, or Student Bar Association).

(d) The Treasurer is responsible for educating his/her successor on the obligations of this position.

(e) The Treasurer will keep the accounts and books which, at all times, must be open to inspection by the President, Executive Board, Funding Board, or any authorized auditor.

(f) The Treasurer will make reports at the quarterly meetings of the Club Bowling Team and at other such times as the President or Executive Board may direct.

(g) Failure to abide by these aforesaid policies will result in Financial Probation of the Club Bowling Team as defined by their respective Funding Board.

1(4) The Information Chair shall keep the records of the membership and the minutes of the meetings of the Club Bowling Team and the Executive Board. He/she shall make a report at the annual meeting of the Club Bowling Team and at such time as the President or the Executive Board may direct.

**SECTION 2 - ELECTIONS**

2(1) Elections will be held at the first meeting in March.

2(2) All officers shall be elected by a majority vote of those persons casting ballots.

2(3) Officers will take office IMMEDIATELY FOLLOWING THEIR ELECTION and hold their positions for one calendar year.

**SECTION 3 - EXECUTIVE BOARD**

3(1) The Executive Board shall be composed of the President, Vice President, Secretary, and Treasurer, and Club Advisor

3(2) The Executive Board shall determine the policies and activities of the Club Bowling Team, discipline members, approve the budget and have general management of the Club Bowling Team.

3(3) The Executive Board shall meet regularly at least once each month and at the call of the president.

**SECTION 4 - UNIVERSITY ADVISOR**

4(1) The University Advisor shall consult with the Club Bowling Team and ensure that the activities of the Club Bowling Team are consistent with the stated purposes of the organization

4(2) The University Advisor is required to file an official certification of academic standing of the organization's officers with the Club Bowling Team and Activities Office (Student Life Pavilion North; Suite 150). Certifications due quarterly.

4(3) The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the treasurer in all financial matters and to co-sign checks.

**SECTION 5 - SPECIAL COMMITTEES**

5(1) Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

5(2) The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.

**SECTION 6 - MEETINGS**

6(1) Meetings shall be held at Stone Lanes Bowling Ally.

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6(2) The quarterly meetings of the Club Bowling Team will be held within the first two weeks of every quarter.

**SECTION 7 - REVENUE**

7(1) A membership fee of $30 for all members shall be paid to Treasurer of the Club Bowling Team upon application for membership.

7(3) Revenue from sources other than those defined in this section may be raised as determined by the Executive Board and approved by the Club Bowling Team, along with the approval of the appropriate University office.

7(4) The disbursement of said revenue shall be determined by the Executive Board with the approval of the Club Bowling Team and in accordance with university policies.

7(5) The Treasurer shall be responsible for the accountability of the Club Bowling Team monies, and shall report to the Executive Board and the Club Bowling Team.

**SECTION 8 - DISCIPLINE**

8(1) Any member being two months in arrears in the payment of dues shall stand suspended and shall be notified immediately, in writing, by the Secretary. Such member, upon payment, and upon making application for reinstatement to the Executive Board within thirty (30) days of such notice may be reinstated by two-thirds (2/3) vote of the entire Executive Board. In the event such member is not reinstated he/she shall be dropped from membership and shall be notified, in writing by the Secretary

8 (2) Any member charged with conduct not in accord with the purposes of the Club Bowling Team and against who such charges are sustained after due and proper hearing before the Executive Board, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Board

8(3) Any student whose membership in the Club Bowling Team has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the Club Bowling Team and may not use the organization's name in connection with any further activities.

8(4) Appeal process: Any member whose membership in the Club Bowling Team has been terminated by action of the Executive Board of the organization may appeal his/her expulsion, in writing, and within two weeks of the Executive Board's action to the Disc Golf Club’s respective governing board If the expulsion is upheld by the governing board, the student may appeal to the Student Organization and Activities Office in writing, and within two weeks of the governing board's action

**SECTION 9 - IMPEACHMENT**

9(1) Petition Executive Board with signatures of 1/3 of all voting members petition should state reason for removal.

9(2) Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.

9(3) Membership shall be notified at least one week prior to removal vote rneeting.

9(4) At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.

9(5) Removal from office shall require a vote of 2/3 of all voting members.

**SECTION 10 - VACANCY OF OFFICE**

10(1) In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.

10(2) The President shall call for an election within fourteen days after vacancy of any office.

10(3) Election shall be conducted as stated in the bylaws.

10(4) Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with the provisions of Section 10(2).

**SECTION 11 - RULES OF ORDER**

"Robert's Rules of Order, Revised'' shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

**SECTION 12 - AMENDMENTS OF BYLAWS**

12 (1) Amendments to these Bylaws may be proposed by any member and shall be voted upon at the next meeting of the Club Bowling Team following notice of such proposed amendment to the voting members.

12 (2) Amendments to these Bylaws shall be by the affirmative vote of one-half (l/2) of all voting members and with the approval of the appropriate governing board.

## Section 13-DISSOLUTION

**13(1)** Upon the dissolution of (student organization) for any reason, all work, funds, and property controlled by the organization will be transferred to the University of Cincinnati or to an organization that models the organization’s purpose.

13 (2) The Advisor and executive officers of the student organization will oversee the dissolution process.

**Section 14-NON-HAZING CLAUSE/ DISCRIMINATION**

14 (1) The laws of the state of Ohio and the University of Cincinnati policies concerning hazing shall be observed.

14 (2) Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

14 (3) Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:

a. Any activity that creates a substantial risk of physical or mental harm.

b. Paddling, beating, or hitting individuals.

c. Wearing anything designed to be degrading or to cause discomfort.

d. Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.

e. Activities that interfere with an individual’s academic efforts by causing exhaustion of loss of reasonable study time.

14 (4) There shall be no discrimination within the club as it might pertain to membership, participation, or any other action and activity of the club.

14 (4) Any member of the Club Bowling Team that is accused of discrimination will be immediately suspended pending further investigation by the Executive Board. The following excerpt from Section 8 – Discipline, shall detail the manner of discipline for any so-accused member.

14 (2) Any member charged with conduct not in accord with the purposes of the Club Bowling Team and against who such charges are sustained after due and proper hearing before the Executive Board, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Board

14 (3) Any student whose membership in the Club Bowling Team has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the Club Bowling Team and may not use the organization's name in connection with any further activities.

14 (4) Appeal process: Any member whose membership in the Club Bowling Team has been terminated by action of the Executive Board of the organization may appeal his/her expulsion, in writing, and within two weeks of the Executive Board's action to the Disc Golf Club’s respective governing board If the expulsion is upheld by the governing board, the student may appeal to the Student Organization and Activities Office in writing, and within two weeks of the governing board's action

# **CLUB INDIVIDUALIZED RISK MANAGEMENT PLAN**

*To encourage a safe practice and competition environment for UC Club Sports and in order to promote student leadership and learning; the SALD Office requires each Club Sports team to develop and file an electronic risk management plan to be updated annually and submitted each year. Initially in the academic year of 2012-2013 these plans will be cultivated during one on one meetings and individual within the leadership of each club sports programs. This process recognizes that some clubs have fully realized risk management plans, while others are just considering risk management and safety concerns.*

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**These individualized club risk management plans should address the following concerns:**

1. Who provides instruction for the club?

a. Qualifications for a coach / instructor

b. Supervision standard at practices/games

2. What steps will the clubs take to provide a safe practice and competition environment (i.e. pre activity checklists)

3. How will the club address special risks associated with their sport?

4. What is the club emergency action plan for practice, game, travel, and severe weather emergencies?

5. What will be the clubs travel policy? (See University Guidelines in the outline provide)

6. What type of medical supervision will the club have for practice and games? (i.e. refer to any national or regionally affiliated organization’s guidelines with the sport) or activity

7. What is the club’s response to incidents?

8. What are personal safety members that the club’s membership will take?

9. What will constitute an appropriate first aid kit and who will be responsible for its upkeep and availability?

10. What disease prevention measures will be taken by the club? (i.e. club of equipment).

Understanding that this is an important and potentially overwhelming task the Club Sports office will provide the following resources:

1. A risk management plan outline (see below)

2. Best practice travel guidelines (see below)

3. Opportunities for CPR/FA training for safety officers at no cost to the club.

4. A stocked First Aid kit at the beginning of each semester

**The steps for compliance on the part of the club will be as follows:**

1. Generate a written risk management plan following the provided outline.

2. For those submitting new plans; meet with the UC Program Coordinator of Club Sports to submit the plan.

a. The meeting should at least be attended by the President

b. All plans will be reviewed for completeness and further recommendations may be made.

3. For those with a plan currently on file and updated copy should be submitted no later than **TBA**

4. At the conclusion of the meeting with the club sports program coordinator, a copy of the final agreed upon plan will be kept on file in the club sports office.

5. Club leadership will implement the plan.

6. Clubs will receive their stocked First Aid Kit at the Fall CSB Meeting.

7. Failure to abide by the agreed upon plan may result in the loss of funds, facility use, and club suspension.

In addition to promoting a safer operating environment for each club this plan has the added benefit of allowing each club to tailor their plan to address specific club needs. It is Campus Recreation’s hope that student involvement in the creation of the plan will improve compliance.

# **RISK MANAGEMENT PLAN OUTLINE**

These individualized club risk management plans should address the following concerns:

1. INSTRUCTION: Who provides instruction for the club?

1.1. Qualifications for a coach / instructor

CPR Certified

Knowledge of Equipment

Experience and knowledge of throwing techniques

Member of PDGA

Experience hosting and playing in tournaments

2. SAFETY MEASURES: What steps will the clubs take to provide a safe practice and competition environment (i.e. pre activity checklists)

2.1. What is your role with facility inspections during club practice?

2.1.1. List equipment that you are responsible for inspecting.

2.1.1.1. Individual Members are responsible for checking their own equipment

2.1.1.2. Team Leader is responsible for inspecting the course and determining if it is suitable for play (based on weather, most often in the case of recent rain)

2.2. Will weather ever prevent practice or games? If so who notifies members and other teams?

2.2.1. Rain will only prevent practice in the case that the field becomes too dangerous to navigate. (i.e. too muddy to have a secure footing on the course)

2.2.2. Thunder and Lightning will result in an immediate suspension of the game or practice. Members can choose to wait for the storm to stop and then re-evaluate the status of the course for playability.

2.2.3. In the case of a cancelled practice or game, the Club President will be responsible for contacting all members of the club.

2.3. Is there any equipment needed to ensure safety?

2.3.1. There is no need for extra equipment.

Where is the nearest AED? (ex. check with practice facility – for outdoor sports at UC – UCPD carries and AED in their vehicle. The Campus Recreation Center has 4 AED’s located:

i. Mt. Airy as main practice facility – check with The Nati, see if they have one

ii. Practice at Burnet Woods – Call the UCPD – each vehicle carries an AED

iii. In case of any other course – call 911 and notify of need for an AED

2.4. How would you call 911?

2.4.1. At Mt. Airy – contact the employee running the Pro Shop on site.

2.4.2. Anywhere else – We would call 911.

3. SPECIAL RISKS: How will the club address special risks associated with their sport?

3.1. Address risks associated with the sports

3.1.1. Losing footing and twisting ankle or other associated feet and leg injuries

3.1.1.1. Carry extra braces in the First Aid Kit

3.1.1.2. Warn individual members to watch their step as they walk through the course

3.1.2. Contact with poison ivy

3.1.2.1. Wear long socks when wearing shorts, wear long pants when possible

3.1.2.2. Carry Tecnu, Zanfel, rubbing alcohol, or a comparable substance to combat the poison ivy after contact

4. EMERGENCY ACTION PLAN: What is the club emergency action plan for practice, game, travel, and severe weather emergencies?

4.1. Describe response to an accident within practice facility

4.2. Describe response to an accident at an off campus location

4.3. Address weather emergencies

4.3.1. Tornado – (while traveling and while playing)

4.3.2. Snow Emergency

5. TRAVEL POLICY: What will be the clubs travel policy? (See University Guidelines in the outline provide)

5.1. Pre-Departure Safety Checklist

5.1.1. Check air in tires and for any marks already present on the vehicle

5.1.2. Assure enough drivers over 21 are present, so a single driver does not need to drive over 4 hours at a time

5.1.3. If carrying a Tow Vehicle check the following1

5.1.3.1. If carrying a trailer – make sure the wheel lug nuts/bolts on the tow vehicle and trailer are tightened to the correct torque and that the equipment that connects the trailer and the tow vehicle is properly secured and adjusted.

5.1.3.2. Check load distribution and that all items are securely fastened

5.1.3.3. Make sure you have wheel chocks and jack stands

5.2. University Travel Policy and Questions to Consider prior to Trip (will be available in September)

1 U.S. Department of Transportation – National Highway Traffic Safety Administration - Towing

6. SUPERVISION: What type of medical supervision or additional safety measures will the club have for practice and games? (i.e. refer to any national or regionally affiliated organization’s guidelines with the sport or activity)

6.1. Practice Supervision

6.1.1. Practice Supervision

6.1.1.1. At least one member certified in CPR/AED and First Aid will be present at each practice

6.1.2. Practice Safety Measures

6.1.2.1. A stocked first aid kit, 2 accident reports, SALD emergency contact information, and a cell phone to call 911 will be present at each practice. There will also be water available at the beginning of practice to fill water bottles and prevent dehydration

6.2. Game Supervision and Safety Measures

6.2.1. Game Supervision

6.2.1.1. At least one member certified in CPR/AED and First Aid will be present at each practice

6.2.1.2. Also, at least 2 member will be a certified PDGA Official (Anyone can do this – the test is 10$)

6.2.2. Game Safety Measures

6.2.2.1. A stocked first aid kit, 2 accident reports, SALD emergency contact information, and a cell phone to call 911 will be present at each practice. There will also be water available at the beginning of practice to fill water bottles and prevent dehydration

6.2.2.2. Additionally, teams will be notified of directions to UC, parking information, and local hospitals contact information and location prior to the start of the game).

6.3. Regional or Tournament Supervision as Hosts

6.3.1. Tournament Supervision

6.3.1.1. Any NCDGC will be organized through cooperation with the NCDGC and the PDGA. Supervision will be organized according to the PDGA’s requirements and standards.

6.3.2. Tournament Safety Measures

6.3.2.1. Any NCDGC will be organized through cooperation with the NCDGC and the PDGA. Safety Measures will be organized according to the PDGA’s requirements and standards.

7. INCIDENT REESPONSE: What is the club’s response to incidents?

7.1. Alcohol/Drugs

7.1.1. Definition – A person is under the influence of, or in possession of, alcohol or drugs or alcohol containers/drug paraphernalia is found.

7.1.2. Policy: No alcohol or illegal drugs are allowed in Club Sports because they contribute to an unsafe environment.

7.1.3. Club’s Response: Incidents should be reported immediately to the Program Coordinator of Club Sports or to University Judicial Affairs.

7.2. Sexual Harassment or Discriminatory Harassment:

7.2.1. Definition: Conduct that has the purpose of foreseeable effect of unreasonable interfering with an identifiable individual’s work or academic performance or of creating an intimidating, hostile, or offensive work or learning environment for that individual.

7.2.2. Policy: Incudes conduct that violates either the institutional policy on sexual harassment (Administrative Memo #60) or the policy statement on discriminatory harassment (Administrative Memo #108). Both can be referred to at [www.uc.edu/about/documents/ucrighttoknow.pdf](http://www.uc.edu/about/documents/ucrighttoknow.pdf) Club’s Response: Incidents of Harassment should be reported immediately to the Program Coordinator of Club Sports or to University Judicial Affairs.

7.2.3. Club’s Response: Incidents of Hazing should be reported immediately to the Program Coordinator of Club Sports or to University Judicial Affairs.

7.3. Hazing:

7.3.1. Definition: As defined by the University of Cincinnati Student Code of Conduct, Hazing generally means any act which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization.

7.3.2. Policy: The University of Cincinnati does not tolerate hazing.

7.3.3. Club’s Response: Incidents of Hazing should be reported immediately to the Program Coordinator of Club Sports or to University Judicial Affairs.

7.4. Theft or Vandalism

7.4.1. Definition: Taking or damaging someone else’s property, without their permission

7.4.2. Policy: University of Cincinnati does not condone either theft or vandalism.

7.4.3. Club’s Response: TBD by Club at first meeting.

8. PERSONAL SAFETY REMINDERS: What are personal safety members that the club’s membership will take?

8.1. Accident and Incident Response

8.1.1. Do not jeopardize your safety when handling incidents.

8.1.2. Check the surrounding areas first, when responding to an accident or injury.

8.1.3. Report a concern about exposure to body fluid spills to the Program Coordinator of Club Sports.

8.1.4. Utilize your protective safety equipment at all times – wear boots when playing an uneven course

8.2. Club Sport Schedule

8.2.1. Let a friend, family member or roommate know your schedule.

8.2.2. When at a club sport activity late at night, walk to your vehicle or bus stop with someone you know. Call your contact person to let them know you are on your way.

8.2.3. Use only well-lit areas and pay special attention to surroundings.

8.2.4. Use NightRide Safety Services on Campus for a lift (556-RIDE (7433))

8.2.5. Never play in the dark unless participating in an organized glow-tournament

9. FIRST AID KIT: What will constitute an appropriate first aid kit and who will be responsible for its upkeep and availability?

9.1. Content

9.1.1. Standard Content: Ice packs (2), Band-Aids, gauze, alcohol swipes, gloves, travel CPR mask, trash bag, first aid tape, antibiotic ointment, scissors, and (2) accident report forms. If items are in need of restocking, the club will contact the Program Coordinator of Club Sports.

9.1.2. Additional Contact for Disc Golf:

9.1.2.1. Tecnu or other poison ivy relief substance

9.1.2.2. Ankle and Knee braces as available

10. EQUIPMENT: What are disease prevention measures that the club will take regarding any equipment or personal items.

10.1.Personal Care: Cleaning of personal equipment will be the responsibility of each member.

10.2 Club Equipment: Any club equipment will be bleached and cleaned by the equipment manager.