

Co-Ed Field Hockey Club- Constitution

The Ohio State University

Mission:

Club Field Hockey Co-Ed at Ohio State is a semi-competitive field hockey club that follows FIH standards and regulations in conduct and play. The purpose of this organization is to increase competitive skill level in Ohio State field hockey and also allow students, faculty, and staff to play at a high level while not playing on a varsity squad for Ohio State. We aim to increase competition between Ohio and the Tri-State area clubs and foster a sportsmanlike relationship with said teams. We also provide opportunity for play to anyone affiliated with Ohio State to learn the game, play and compete.

We are considered an affiliated team with the National Field Hockey League (NFHL), a co-ed league of collegiate field hockey clubs across the nation. More information about the league can be found at www.nationalfieldhockeyleague.com

Article I- Membership

· Membership Recognition

The membership of the club shall be majorly student based with current enrollment being necessary for any and all management/leadership roles as well as voting rights. We highly encourage Ohio State staff, and faculty to be involved and active in our club. They will be able to participate and practice but will not be full competing, voting-members of Club Field Hockey.

· Level of Teams

Teams will consist of two different active levels:

Travel- This team will be the most competitive level of the two. Players on this team will be chosen based off skill, team cohesiveness, etc. These players are the team that will travel to away tournaments, including nationals, and have priority play time during home tournaments. There will be no more than 18 members on the roster at any given time. They are a voting member.

Practice- This is the least competitive level of the two. Anyone can be on the practice team and it is structured as members that come to practice. In extreme cases of low attendance, practice players may be able to travel or be allowed to participate in a home tournament. They are not allowed to participate in tournaments unless the Executive Board deems a player has attended an adequate amount of practice. Regardless of practice attendance, they must still fulfill the attendance requirements to other events as member of Club Field Hockey. They are not a voting member.

*The competitive roster (Travel) of Club Field Hockey will be capped at 25 members, subject to change at the discretion of the Executive Board as they see fit.

** The Executive Board and the coaching staff reserve the right to move a player up or down from a team level at any time based on misconduct/disciplinary action, skill level, absence from events, inappropriate behavior or any other legitimate reason.

· **Membership Responsibilities**

As a member of the Club Field Hockey team, you are expected to do more than just come to practice. All dues-paying members are expected to attend one social a semester, two volunteering events a year and two fundraising event a semester. Failure to fulfill these responsibilities may result in being downgraded a team level or being asked to leave the club.

· **Tryouts**

At the beginning of the fall season, members will select which team they would like to try out for and the executive board will select teams. The first two practices will be structured as tryouts, and all final decisions are left up to the executive board. Players will not be placed on a team level higher than the level they indicate but may be placed on a lower one.

· **Removal of a Member**

If a member does not meet their expectations for a documented reason, then their membership will be put on probation for two weeks until the executive board votes on whether or not the member should be removed from the club. Removal of membership of a person will be made if all votes cast are for removal of the member.

· **Membership Risk**

Any equipment or personal items that are volunteered for club usage are done so at the player's risk. Should an accident occur or damage to personal property, the club will not cover any costs of the damage or be liable for any damages.

Article II- Attendance

—

Excuses must be in writing sent to the club email (osuclubfh@gmail.com) or a message to the Secretary (text or email) by 48 hours before the event. The executive board reserves the right to ask for documentation for it to count as a legitimate excuse. Failure to comply with these policies will result in a non-excused absence, excluding day of event sickness, within reason.

Note: *Unless there is an emergency*, when travel is required, players will be asked to notify exec of their cancellation no later than a week beforehand.

Examples of Valid/Emergency Excuses:

- Injury/Sickness
- Death/Sickness of a Family Member

Examples of Non-Valid Excuses:

- Studying for an Exam the next day (exception: can be reasonably excused for multiple exams in the same week, with documentation)
- Going Home
- Forgetting about an Event/Not wanting to attend
- Having homework
- Couldn't find transportation

** The above excuses are examples, and not set in stone for whatever is valid or not valid. The Executive Board reserves the right to judge whether or not an excuse is valid. If there are repeat excuses, the Executive Board also reserves the right to put a member on probation and disallow a member from competition.

Article III- Dues

At some point during the summer, or the beginning of the season, a minimum of the President and the Treasurer must sit down to go over the budget and determine dues for the semester. Dues will be based off of expected travel expenses, league status, intentions to go to Nationals, apparel and other reasonable needs of the club. Players on Travel will have higher dues than Practice, but if a player does end up moving up a team, their dues will increase to that of the Travel team. If a player moves down by choice or requirement, their dues will not be refunded. In cases of injury, dues will also not be refunded.

Dues are required to be paid by a specified date of the President and Treasurer's choosing. They must be paid in full prior to the first team game in order for the player to participate. If a player pays the fall dues, they are not required to pay dues for winter or spring (unless additional optional tournament or league fees apply).

Article IV- Executive Committees

· Executive Board Roles & Duties

**Executive Members will be held to a higher standard of attendance than general members.*

President-

- Runs practices and tryouts
- Work with VP to make sure there is attendance at the monthly president's meetings
- Meets with supervisor in the Club Sports office
- Ensures all paperwork is turned in on time
- Filling out DoSportsEasy
- Scheduling games and home tournaments
- Responsible for emails and communicating necessary information to the club.
- Runs the weekly meetings with the exec board

Vice President-

- Work with president to make sure there is attendance at the monthly president's meetings
- Assists the president in any duties as assigned
- Assists president in scheduling games and tournaments
- Works with the secretary to handle logistics with travel
- Makes practice plans for practices
- Schedules two volunteering events each semester
- Runs the weekly meetings with the exec board
- Gathers interest in who wants to travel for a given tournament
- Manages email in the off-season regarding club interest

Treasurer-

- Collect dues from members
- Keep track of outstanding balances & club budget
- Schedules fundraising events
- Orders and charges for apparel for the club
- Collects receipts from club expenditures and reimburses expenses
- Turns in any necessary reimbursement paperwork to the Club Sports Office.
- Assist with travel plans/budget

Secretary-

- Responsible for keeping track of attendance at practice and other events
- Organize club member into teams for travel, teams or practice
- Schedules logistics for travel (ie. Booking hotels, reservations for food)
- Responsible for the social media campaigns of the club
- Keeps the minutes at any organization meetings
- Manages apparel/merch purchases and distribution
- Schedule executive board meeting and locations
- Helps run the Involvement Fair
- Manages email in the off-season regarding club interest

Risk Manager-

- Must be CPR certified before first practice/event in the fall semester
- Attends Risk Manager meetings
- Responsible for obtaining and restocking med kit
- Fills out accident forms
- First responder for injuries
- Assists with other duties as assigned
- Responsible for updating Club Sports Information and filling out DoSportsEasy for travel

Social Chair-

- Responsible for organizing at least 2 social events per semester
 - The team should be informed about these events through GroupMe at least one week prior to event

- Assists Secretary with managing social media pages
- Plans socials with/without other clubs
- Assists with coordinating travel plans (outside of games)
- Assists with other duties as assigned
- In charge of planning/organizing Involvement Fair; Registering and creating signage
 - **All Executive Members are expected to help with the Fair setup and attend.*

Note: The Executive Board all must meet on a specific day of their choosing (bi-weekly in season and monthly out of season). This can be changed to weekly if the President and Vice President see fit. All meetings are mandatory for the Executive Board and if a member fails to fulfill this requirement, they may be asked to step down from their position.

Note: Executive Board Members may appoint chairs to help them out with their responsibilities. Each member can have no more than two chairs below them and they will be chosen by an application process in the first week of the fall semester.

· **Selection of Executive Board**

An application will be sent out to the club to determine interest in who wants to run for the executive board for the following year. They must provide a short reasoning on why they want to run. This application will be open for two weeks.

From there, a ballot will be created and there will be a vote from all eligible voting members. The vote will be electronic via groupme or email and will be open for 48 hours.

*A current Executive Board member is allowed to run for a position again (same or different) as long as they follow the same procedures as other members.

After the new Executive Board is chosen, each officer must sit down with the new officer taking over their position to properly transition them in a minimum of two in person meetings before the end of the spring semester.

· **Removal of Executive Board Member**

If an officer does not meet their expectations, then their position will be put on probation until the rest of the executive board votes on whether or not the officer should be removed from their position. Removal of the officer from their position will be made if all votes cast are for removal of the officer from their position. However, removal from an officer position does not mean removal of that person from the club in general. The club's non-discrimination policy will protect members from removal for reasons other than members and officers not meeting their expectations.

· **Advisor**

The selection of an advisor is left up to the discretion of the executive board. The Advisor for this club must be a current faculty professor or member of Ohio State University. He/She is expected to follow the

guidelines of the no discrimination policy and is responsible for being a liaison between the Sport Club Office and the Executive Committee should problems arise in the club.

Article V- Constitution Changes

To amend the constitution, the proposed amendment must be submitted in writing to the executive board. This can be done by any voting member from the Club. From there, the executive board has two options: (Option A is ideal, but if it is not feasible, Option B allows a change to take effect when there are not regular in person meetings)

Option A- The executive board must send out an email of the proposed amendment in writing, plus a copy of the current constitution with the proposed amendment written in the correct section in red text. From there two dates must be set- a date to read/talk about the proposed amendment (this can occur at a separate meeting or the beginning/end of a practice) and a date to vote on the proposed change. These must be communicated to the general body in the first email. After this is done, the proposed change can be discussed on the first date, and then voted on by members who show up to the event at the second date. For those who choose to participate in the voting, there must be a **70% approval rating** for the proposed change to take effect. Absentee votes do not count in this option unless they have provided a valid excuse for not being at said event (see Article II for valid excuses)

Option B- The executive board must send out an email of the proposed amendment in writing, plus a copy of the current constitution with the proposed amendment written in the correct section in red text. If a whole section needs to be added or deleted, you can use red writing to add or strikethrough text. From there, the president will send out an online form that allows people to vote yes or no on the proposed amendment (identification will be required on the form to ensure members each only have one vote). This online form *should be open for a week* from when the email is sent out to the general body members. From those who vote in this time span, the results must generate a **70% approval rating** for the proposed change to take effect.

If a constitution amendment/revision should take place over the summer, it can be considered effective with the written unanimous approval of all of the executive board members. The change will be sent to them in a new draft of the constitution, and all must communicate their agreement to the club email (osclubfh@gmail.com) for it to take effect.

Article VI – Drinking Policy

It is illegal to drink if you are not of age. Members that are of the age to consume alcohol are discouraged from doing so *24 hours before a team event*. Members should also be aware that their actions are representative of Club Field Hockey and should refrain from wearing any team apparel or apparel with the organization's name on it when participating in these events.

If the club is travelling there will be no drinking allowed, even if you are of age. The Executive Board reserves the right to send anyone home or sit them from play if they violate this rule.

Article VII – Method of Dissolution of Organization

Should any organization assets exist, we will allocate these assets to the Ohio State Sports Club Director who will disperse this money among the other club sports. If debt exists, we will negotiate terms with the Ohio State Sports Club Director.

Article VIII – Code of Student Conduct

The Ohio State University Code of Student Conduct applies to the team and its individual members.

Article IX – Discrimination

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

The Ohio State Co-Ed Field Hockey Club has zero tolerance for sexual harassment as well as discrimination of race, religion, gender, or sexual orientation. Our Club fully supports The Ohio State University's non-discrimination policy. For more information see: <http://hr.osu.edu/policy/policy110.pdf>

Non-compliance with the statement listed above from any player or coach will result in immediate removal from the team and possible further action from the Ohio State University Department of Recreational Sports.

Article X – Continuity in Case of Suspension

If the team is suspended for violating the Code of Student Conduct, Competitive Sports will appoint an Interim President and an Interim Treasurer. The Interim President and Interim Treasurer may (1) transfer signatures and check writing authority for the organization's bank account to themselves within thirty days of the suspension, (2) pay existing financial obligations out of the organization's current funds, and (3) when the period of suspension ends, take appropriate steps with Student Activities to re-register as a student organization. Further, the Interim President and Interim Treasurer shall inventory the organization's equipment and write a plan for its storage and safekeeping during the suspension period. This plan must be submitted to Competitive Sports within the first thirty days of the suspension. During this suspension no new coaches or staff should be hired during this time. All club assets are frozen during this suspension period meaning nothing should be bought or sold during this time. Should the Interim President or Interim Treasurer wish to take any additional actions, they must seek advance approval from Competitive Sports.

Article XI - Sexual Misconduct

As a student organization at The Ohio State University, ___(Organization Name)___ expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article XII – Return to Competitive Sports

In order to return as a recognized Sport Club team, The Interim President must provide Competitive Sports with documentation that team is a recognized student organization. The Interim President must also provide a roster of at least 15 students to Competitive Sports along with a written plan to hold elections. This plan should, to the extent possible due to the terms, length and timing of the suspension, resemble the provisions contained in Article X.

Signature of Participant: _____ Date: _____