***CONSTITUTION***

**ARTICLE I – NAME**

THE KARATE CLUB AT THE OHIO STATE UNIVERSITY (”KC@OSU” thereafter)

# ARTICLE II – PURPOSE

Our goal is the promulgation of true Japanese karate-do as espoused by Gichin Funakoshi, the founder of modern karate. We are a non-profit organization dedicated to upholding the principles of Master Funakoshi's Dojo Kun:

1. Seek perfection of character
2. Be faithful
3. Endeavor
4. Respect others
5. Refrain from violent behavior.

Our karate training is a way for an individual to realize his or her potential and expand the limits of their physical and mental capabilities as well as benefit from physical fitness and personal challenge.

# ARTICLE III – MEMBERSHIP

KC@OSU 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.

**Participation**

OSU students, faculty, staff, alumni, and community members may participate in trainings provided they meet any requirements of the RPAC, Office of Competitive Sports, and Ohio Union.

**Active Club Members**

OSU students, faculty, staff, alumni, and community members are considered KC@OSU active club members for up to the ninetieth (90th) day after the date meeting the RPAC, Office of Competitive Sports, and Ohio Union requirements once 10 scheduled training sessions have been attended.

To remain an active club member in good standing after having met the initial requirements, members must attend a minimum average of one (1) training per week over each rotating ninety (90) days period.

For the purposes of voting in Officers’ elections, only active club members are eligible.

**International Shotokan Karate Federation**

KC@OSU is a member club of the International Shotokan Karate Federation (ISKF). Any KC@OSU member who wishes to test for rank must also become a member of the ISKF.

**Disruptive Behavior**

If a member behaves in a manner that disrupts the training of others, the instructor may ask that member to leave class for the day at his/her discretion. If a member is habitually disruptive to the training of others or acts in a way to bring disrepute to KC@OSU, that member may be permanently removed from the club at the discretion of the instructor.

However, this decision may be appealed to the full club leadership: Officers, coaches, and advisor, who may veto the decision of the instructor to remove the member by a majority vote.

# ARTICLE IV – MEETINGS

Meetings will be held when necessary to address matters concerning the club or club members. Meetings can be called by any club Officer and are open to any club member. Club Officers are also expected to attend all required meetings for their respective offices as prescribed by the University. Failure of an Officer to attend a required meeting may result in dismissal of the Officer from the position.

# ARTICLE V – OFFICERS

KC@OSU has the following officers: President, Vice-President, Treasurer, Secretary and Risk Manager. All club officials are voted into office by a majority vote of club members. Officers will serve a term of one year, from August 1st through July 31st. An individual may only hold one Officer position at a time, with the exception of the Risk Manager, who may also hold one of the other positions with permission from the Competitive Sports Office.

All Officers must be OSU students for Autumn and Spring semester for the years in which they are serving.

President serves as chief liaison between the club and the University and is responsible for communicating the University's expectations to the club, delegating duties as appropriate, and ensuring that these expectations are met. He or she is required to attend the university club meetings monthly and ensure the club remains in good standing with the University (Office of Competitive Sports and Ohio Union). The President is also responsible for communicating University policies and actions to the coaches, and KC@OSU issues to the University. The president is directly responsible for notifying other Officers of their responsibilities to the University, including but not limited to meetings and required paperwork.

Vice-President acts in place of the President if this person is unavailable for a certain function, or in the case of early graduation by the President. He or she will help coordinate volunteer and charity events for club members, as well as fund-raising opportunities for the club.

Treasurer takes care of all issues dealing with monies and works as a liaison between KC@OSU, The Office of Competitive Sports and the Ohio Union. The treasurer is responsible for any bank accounts the club has, and only the Treasurer and other Officers may have access to the club bank account(s). The treasurer is also responsible for preparing the club budget and determining the amount of due, if any, must be paid by KC@OSU members.

Secretary communicates between the club's Officers and its members. This may include sending official KC@OSU email, bringing members' issues to the officers' attention, and/or taking attendance. The secretary is also responsible for creating forms as needed and filling out compliance paperwork as requested.

Risk Manager is responsible for ensuring that all trainings and activities are safe for all group members. He or she MUST be CPR and first aid certified. If the elected Officer is not first aid or CPR certified, classes are offered through the university.

**Removal from Office**

While every effort should be made for Officers to work cooperatively in accordance with the principles of karate-do, at times it may become necessary for an Officer to be removed for failure to meet their responsibilities to the club. Club Officers are expected to:

1. regularly attend trainings as  active club members of the club;
2. attend meetings of Officers and club leadership as necessary; and
3. adequately fulfill their duties described above as their contribution the club.

A club Officer who egregiously fails to meet f these expectations is subject to removal from office.

There are three (3) steps in the process that may culminate in the removal of an Officer who is not meeting expectations.

Step 1 — the other Officers should give a verbal or written warning that the Officer in question is not performing their duties, and the Officer in question should be given a good-faith opportunity to correct the problem.

Step 2 — if the Officer is still not meeting expectations after a period of at least two (2) weeks, the other Officers should consult with the advisor and coaches, as availability permits. If the club leadership agrees that the Officer in question is not meeting expectations, then a second verbal or written warning should be given indicating that, in the judgment of the club leadership, the Officer in question is not performing their duties and is subject to removal if the problem continues.

Step 3 — if after two (2) warnings the Officer in question is still failing to meet expectations, then a vote can be called among the Officers, advisor, and coaches. A 2/3 majority vote among the club leadership is required to remove the offending Officer from their position.

If an Officer is removed through such a process, an election should be held as soon as reasonably possible to find a replacement. In the interim, another Officer may assume the duties of the removed Officer until an election can be held. An Officer should not be removed if doing so would leave the club unable to meet the requirements of the University.

# ARTICLE VI – ELECTIONS

Each Officer will be elected during the club elections, typically between the months of January and March, and will serve beginning August 1st of the same year. There is no limit to how many semesters an individual may serve as an Officer of the club. In addition to any voting procedures herein, KC@OSU will also follow any established Office of Competitive Sports procedures or requirements for voting.

Only active club members may vote. Each active club member has one vote per round of voting, as appropriate.

**Election Announcement**

Elections will be announced to the active club membership at least three (3) weeks prior to them by way of email, social media, scheduled training announcements, and other means that are deemed widely accessible and in use by the active club members.

**Nomination**

Active club members may nominate another active club member, including themselves, for a particular Office.

**Proxy Voting**

The Club will provide a method for absentee proxies to be made available to active club members who desire to vote but cannot attend the in-person voting.

# ARTICLE VII – FUNDS

Any funds received from the Office of Competitive Sports, the Ohio Union or by fund raising will go into an account specifically for KC@OSU. This money will only be spent on club activities and equipment, such as offsetting transportation costs, or purchasing training equipment. The coaches and elected Officers do not receive any compensation from the club. As per the Sports Club policy, no coach is to have access to the KC@OSU bank account.

# ARTICLE VIII – ADVISOR

The RPAC Sports Club requires an Advisor. The Advisor must be a faculty or staff member of OSU. The Advisor acts as a liaison for the club to The Office of Competitive Sports and the OSU community. The Advisor does not have to be a member or active club member of the club.

# ARTICLE IX – COACHES

The head coach and assistant coaches of KC@OSU must meet the approval of the Mid-America region’s head instructors, and must teach Shotokan Karate to ISKF standards. Any person who attempts to lead KC@OSU trainings in any fashion without direct approval of the ISKF’s Mid-America region is in violation of club policy, and subject to removal by club members or RPAC staff.

# ARTICLE X – TRAVEL

Occasionally the club will travel to attend a special training or tournament. All travel is optional for club members, and each club member is responsible for coordinating and paying for his or her own transportation. However, KC@OSU can help offset the cost of travel when funds allow, and will help coordinate transportation. Travel itineraries will be turned in by the club Secretary according to the established requirements of the Office of Competitive Sports.

# ARTICLE XI – AMENDMENTS

Amendments to the Constitution can only be made after a question and response period with the coaches, Officers, and active club members. Any amendment(s) to the constitution can be ratified by a majority vote of the current active club members after which it take effect in club policy.