

Constitution of the CWRU Kung Fu Club

Revised 12/20/2024

ARTICLE I - Name

CWRU Kung Fu Club

ARTICLE II - Purpose

To build strength of body and mind, and discipline through a traditional Chinese art form. Beyond this foundational core – the CWRU Kung Fu club has been formed to give students the opportunity to learn self defense and performance level fighting forms.

ARTICLE III - Membership

Section I: Availability

Active membership is open to anyone who is an officially registered full-time student, faculty member, or staff member of CWRU. All members will be treated equally and fairly as students of Kung Fu; the CWRU Kung Fu Club does not discriminate on the counts of race, sex, creed, sexual orientation, or religious beliefs.

Section II: Qualification

“Active membership” is defined as a CWRU community member who submits their dues by the deadline and fills out all necessary paperwork as required by the CWRU Kung Fu Club and the CWRU Athletics Department. Members are not required to come to a specified number of practices every week, but regular attendance is strongly encouraged.

No person, active member or otherwise, is allowed to attend or participate in any activities until the necessary paperwork is completed. People who are considering joining the club have a two-week trial period starting the first practice they attend, and must submit payment within two weeks if they wish to join the club and become an active member.

Officers must be able to attend two days per week and are moved to probationary status if said officer misses one full week of practice barring circumstances such as illness, injury, etc. Questions regarding this policy will be resolved by the remaining officers and staff advisor on a case by case basis. The probationary period for an officer is one month. If an officer violates their probation by missing another three consecutive practices, a new election will be held for the position.

Section III: Privileges

Active members are entitled to all classes and meetings. Some activities may be reserved for more advanced students only, as decided by the instructor(s) present. Active members are allowed to vote in club elections, run for officer positions, and participate in competitions and events.

ARTICLE IV - Practices and Meetings

Section I: Practice Schedule

During each semester, a regular practice schedule shall be established taking into account the availability of instructors, practice space, and club members. The schedule includes three classes per week. At least one belt test will be held each semester, and at least one seminar form will be offered per academic year. The schedule must be approved by a majority of active club members.

Section II: Meetings

A general informational meeting should be held during the first two weeks of each semester. During this meeting, members of the Executive Board will introduce themselves and update new and returning members of plans for the semester including but not limited to: belt tests, competitions, performances, and collaborations. Club policies and rules of etiquette should be thoroughly explained during this meeting. Additional meetings during the semester may be scheduled by a majority of the members of the Executive Board.

Section III: Executive Meetings

Private meetings of the Executive Board may be scheduled by a majority of the members of the Executive Board. Only Executive Board members may attend these meetings by default, but a majority of the members of the Executive Board may choose to invite selected other people to the meetings, such as the club advisor, instructors, university officials, or selected other members of the club.

ARTICLE V - Club Government

Section I.

The CWRU Kung Fu Club shall be governed by an Executive Board consisting of six elected officers (President, Vice President, Secretary, Treasurer, Safety Officer, and Equipment Manager). The duties of the officers are as follows:

President:

- Manage organizational aspects of the club, including but not limited to ensuring the presence of an instructor, relationship building with other clubs and public relations
- Preside over club meetings including the setting of agendas

- Organize club elections and cast deciding vote in the event of a tie
- Train incoming President
- Assist other officers in the management of their responsibilities
- Act as primary liaison with Intramural Sports Department as it relates to club requirements and duties
- Support secretary with all advertising activities
- Conduct self as an example of leadership, discipline, and respect to the club members and other points of contact

Vice President:

- Perform duties of the President during President's absence
- Provide support and assistance to all officers
- Fulfillment of other officer responsibilities on an as needed basis
- Support secretary with all advertising activities
- Preferred to be a former officer
- Maintains social media presence
- Conduct self as an example of leadership, discipline, and respect to the club members and other points of contact

Secretary:

- Ensure up to date attendance records
- Maintain required records/paperwork for each member
- Scribe and keep minutes of officer meetings
- Document practice activities for web posting
- Manage email communications, including but not limited to sending out email reminders
- Maintain mailing list
- Manage advertising activities with the assistance of VP and President
- Conduct self as an example of leadership, discipline, and respect to the club members and other points of contact

Treasurer:

- Prepare semester/yearly budgets within two weeks of due date
- Ensure balanced budget
- Track receivables and payables
- Complete monthly budget reports
- Collaborate with other officers on planning equipment purchases
- Research bids for lowest cost/highest quality products/services
- Purchasing for club equipment and services
- Collect club dues
- Conduct self as an example of leadership, discipline, and respect to the club members and other points of contact

Safety Officer:

Shall be responsible for knowing all safety procedures and, in the event of an injury, fulfilling all procedural requirements as defined by the sports club manual of CWRU.

Equipment Manager:

Shall be responsible for maintaining and documenting equipment inventory and the process of borrowing/returning equipment. Shall make recommendations to President and Treasurer regarding equipment disposal, replacement, and purchases.

Officers will also be expected to fulfill the roles and responsibilities outlined in the CWRU Club Sports Handbook in addition to the duties listed above.

Section II.

Only full-time undergraduate students of CWRU are eligible to hold elected officer positions. No person shall be able to hold more than one elected officer position simultaneously except in the case of a person holding both positions of both Safety Officer and Equipment Manager.

Section III.

Should a vacancy occur within the executive board an election meeting will be held within two weeks of the vacancy to fill the position. The newly elected officer shall fulfill the remainder of the term of the previous officer.

Section IV.

The President shall appoint a member of the CWRU Kung Fu Club to serve as Webmaster. Serving as an officer of the club shall not exclude a member from consideration for the position. The purpose of this position is to manage the club's website and to update it as necessary. The President may appoint a different club member to this position at any time.

ARTICLE VI - Elections

Section I.

A nomination period must be scheduled within two weeks of the beginning of practice in the spring semester.

Section II.

Candidates for officer positions may be nominated by any active member, including themselves, at any time during the nomination period prior to any election. Officers may not hold the same position for more than two consecutive full terms (years).

Section III.

Nominees will send an email with their qualifications to the current Secretary, who will then send the entire list of nominees to the active members of the club.

An election meeting(s) will be scheduled at least one week later. If a member cannot attend the election meeting(s), they may vote in absentia by sending their votes to the current Secretary. At least 50% of the active members of the club must have voted to select a nominee for each position. The order of the elections shall be: President, Vice President, Secretary, Treasurer, Safety Officer, and Equipment Manager.

Section IV.

The President shall abstain from voting initially. If a tie must be broken, the President may then use his or her vote to break the tie.

Section V.

Elected officers shall assume their new roles fully at the end of the semester. The time between the end of the election period and the end of the semester shall be a training period for the new officers, but the incumbent officers shall remain in their positions until the end of the semester. During this time, incumbent officers will expected to compile a transition document detailing the responsibilities of the role and ensure a smooth and effective transition.

ARTICLE VI - Officer Code of Conduct

Officers shall be expected to:

- Complete their duties and tasks in an efficient and effective manner
- If a duty or task cannot be completed by the expected officer, the officer may delegate the task to another officer or club member.
 - However, the officer is still responsible for the completion of the duty or task, regardless of who they delegated it to
- Alert the other officers if they cannot attend the required 2 practices per week
- Attend all officer meetings, barring emergencies, illness, or other extenuating circumstances as agreed upon by the other officers
- Respond to digital communications (i.e. emails) in a reasonable time frame – generally 24 hours, but may vary due to other factors
- Conduct self as an example of leadership, discipline, and respect to the club members and other points of contact

Continued failure to abide by these expectations will result in removal from their officer position.

ARTICLE VII - Funds

Allocation of club funds will be at the discretion of the club officers and shall be in accordance with the policies of the CWRU Sports Club Manual.

ARTICLE VIII - Committees/Divisions

Committees shall be formed as needed to take care of individual responsibilities and shall terminate upon completion of said responsibility. Examples include, but are not limited to, conferences, discipline, and emergencies as they arise.

ARTICLE IX - Affiliation

Section I.

The CWRU Kung Fu Club shall follow the testing procedures outlined by Sun Wukong Kung Fu School.

The CWRU Kung Fu Club is affiliated with the Collegiate Wushu Committee and the United States Shuai Chiao Association, and shall follow the guidelines and rules determined by the governing bodies.

ARTICLE X - Advisor

An Advisor shall be selected by the members of the executive board and shall function as an advisor to the club in such manners as described by the sports club manual.

ARTICLE XI - Instructor

Instructors shall be formally trained in Kung Fu and shall be selected by the executive board.

ARTICLE XII - Ratification

Copies of the constitution shall be distributed to active members and the constitution shall be approved during the following meeting by blind show of hands by a majority of members. If a member cannot attend the meeting, they may vote in absentia by sending their votes to the current Secretary.

ARTICLE XIII - Amendments

Section I.

Any active member of the CWRU Kung Fu Club may propose amendments to the constitution by submitting them in writing to a member of the Executive Board. The Executive Board shall make the text of the amendment available to all members of the club.

Section II.

A meeting should be scheduled within two weeks of submission of the amendment during which active members of the club will vote to accept or reject the amendment. At least five days must pass after the text of the amendment is made available before this meeting takes place.

Section III.

Amendments to the constitution require a 2/3 vote of the active members of the CWRU Kung Fu Club in order to pass. If a member cannot attend the meeting, they may vote in absentia by sending their votes to the current Secretary.