

CONSTITUTION OF OLE MISS BADMINTON CLUB

ARTICLE I- NAME

The name of this organization shall be Ole Miss Badminton Club, referred to hereafter as ‘the club’ or ‘OMBC’.

ARTICLE II- PURPOSE

The objectives of the organization shall be:

1. To introduce Badminton as an Olympic sport to Ole Miss and the Oxford community,
2. To promote badminton as a means of recreation and friendly competition,
3. To assist students, staff, faculty members and all others who are interested in this sport to develop their skills and to participate in intramural and extramural tournaments.
4. To organize regular practices for members of the organization

ARTICLE III-MEMBERSHIP

SECTION 1: ELIGIBILITY FOR MEMBERSHIP AND TERMINATION

1. Membership of the Ole Miss Badminton Club is open to University members, i.e. students, faculty and staff members referred to hereafter as ‘University Members’.
2. Immediate family members of the University Members and recently graduated students can obtain the community membership referred to hereafter as ‘Community Members’. ‘Community Members’ can participate club practice sessions and events upon fulfilling club membership requirement.
3. The Official Club Roster shall be kept upto date with the DCR. The Official Club Roster on IMLeagues will be utilized to decide active membership.
4. Only University members shall be considered in the DCR paperwork and official club work including officer election and voting in club decision making.
5. University funds may only be allocated to University members
6. Only University members can represent the Ole Miss Badminton Club in events such as competitions/tournaments.
7. Failure to comply with the governing rules and regulations of the club, Department of Campus Recreation and the University of Mississippi may result termination of the club membership.

SECTION 2: REQUIREMENTS FOR MEMBERSHIP

1. All members are required to register on the club roster through IMLeagues, electronically sign the University of Mississippi waiver, code of conduct, agree to this constitution. and pay the membership fee.
2. Membership fee shall be published at the beginning of each academic year. Membership fee may be waived for new student members in their first term (Fall, Spring or Summer) joining the club.
3. Members fulfilling these requirements, but not participating regular club activities shall be considered inactive members shall not be considered in official club work until they regain their active status .

SECTION 3: AFFILIATION

1. The club is a registered student organization by the Dean of Students Office (DOS) at the University of Mississippi and is classified as a Sport Club under the Department of Campus Recreation (DCR).
2. This organization registered as a collegiate club in the USA Badminton (national governing body for the sport of badminton in the United States) and also affiliated with Intercollegiate Badminton Association (IBA)

ARTICLE IV- OFFICERS

SECTION 1: OFFICER QUALIFICATIONS AND ELECTION

1. All officers must be full-time, registered students at the University of Mississippi.
2. All the club officers should have obtained membership of the club prior to be elected as an officer and their membership should be active at least for one complete semester immediate before they elect.
3. At least two regular semesters (fall/spring) of continuous active club membership with one semester of service as a club officer is required elect as the President or the Treasurer.
4. Officers will be elected according to the procedure mentioned in *Article V : Elections & Vote*. Advisors shall mediate the election process.
5. If a qualified candidate is not nominated for an officer position other than President and Treasurer, that position shall be kept vacant and the corresponding work assignments shall be assigned to other officers.
6. When no candidate present meeting the requirement in *Article V section 1-3* to nominate for two required officer positions President and Treasurer, Club Advisors and current officers shall communicate with DCR Sports club Office and Dean do Students Office to to have temporary exception.

SECTION 2: TERM OF OFFICE AND TERMINATION

1. Club Officers shall be elected for a term of one academic year starting from first day of the class of the Fall semester.
2. If an elected officer loose their student status due to behavior or academic disciplinary action from the university shall be immediately dropped from the club officer position.
3. If an elected club officer found violating this club constitution, university policies or having a negative effect on the club's mission shall be dropped from their position after conducting formal meeting with all the club officers and advisors followed by a majority vote of club officers to make the decision.
4. An officer self determined to be not capable of continuing in his/her duties shall be resigned from the position anytime after formally notifying other club officers (at least club president) and advisors.
5. Each officer termination or resignation to be followed by electing a new officer to fill the vacant position or merging duties and responsibilities with other officers.

SECTION 3: OFFICER POSITIONS

Officers will be elected to the following positions

1. President
2. Vice-presidents(2)
3. Treasurer
4. Secretary
5. Webmaster
6. Additional Officers

SECTION 4: DUTIES OF OFFICERS

PRESIDENT

1. Serve as liaison between the club and Sports Club Program within the Department of Campus Recreation (DCR) also liaison between the club and Deans of Students Office (DOS).
2. Serve as the leader of the organization in all capacities, or appoint another responsible student to fill in if unable to attend.
3. Responsible for completing and submitting documentation, paperwork and reports to DCR and DOS office is submitted in a timely fashion.
4. Operating the club in compliance with the contents of the club constitution, Sport Clubs Handbook, and the M-Book.

5. Ensuring that incoming officers and sport club members are informed of the guidelines, policies, and procedures for the University of Mississippi Sport Club Program.

VICE PRESIDENTS (TWO POSITIONS)

1. Assist the President in performing his/her duties.
2. May take on duties of the President in his/her absence.
3. Enhance member recruitment process and making sure members meet eligibility guidelines.

Other than above duties, two vice presidents shall be assigned to work in specific areas mentioned below in this section under officer working areas.

TREASURER

1. Responsible for all financial transactions through the Department of Campus Recreation, including deposit of fund-raising monies, equipment purchases and other purchases relating to club operations.
2. Maintain detailed financial records of the club funds.
3. Collect membership dues.
4. Manage club bank account and keep track on bank transactions.
5. Submitting monthly financial reports to the Department of Campus Recreation
6. Make quarterly report of status of club funds and report to all the active active club members.
7. Co-work with the club president to on budget proposals for requesting sponsorship.

SECRETARY

1. Keep minutes of meetings and make them available to club members.
2. Keep integrity of all the club documents including this constitution.

WEBMASTER

1. Maintain the club web page, social media pages, Web photo album and the domain name.
2. Update the web page with the latest on club status, photos, news, and events.
3. Publish news updates about club events.

ADDITIONAL OFFICERS

1. Additional officers will be assigned to assist key club officers and share some club work and responsibilities mentioned below in this section under officer working areas.
2. These officer positions may given a title based on their duty assignment.

3. No Additional Officer shall be assigned without assigning reasonable amount of duties and responsibilities. Maximum number of extra officers shall be four.

OFFICER WORKING AREAS

Following important club work areas shall be assigned to club officers based on their experience and capabilities.

1. Social Media and Web Accounts Management (OrgSync, IMLegueues)
2. Membership Management
3. Equipment Management
4. Practice Coordination
5. Player Skills Training
6. First Aid & Risk Management
7. Organizing Competitions/ Tournaments

ARTICLE V: ELECTIONS

SECTION 1: NOMINATION PROCESS

1. One calendar month before the end of the Spring semester, nominations for officer positions for the following academic year shall be called by current club president.
2. Current club officers must be nominated and voted in again.
3. Candidates meeting the requirements in *Article IV section 1* and shall be self-nominated or nominated by any active club member.
4. Candidates should provide brief statement including their basic information (name, program enrolled, involvement with the club justifying why he or she to be elected as the club officer .
5. Candidate for the President should send out a brief proposal to the club members and explain how to he or she plan to lead the club in the following term.

SECTION 2: ELECTION AND VOTE

1. Club officers for the following term (academic year) shall be elected at the end of the Spring semester before the day of new officer transition training with DCR.
2. There shall be a popularity vote for all candidates to be elected. If there is only one nominated candidate and majority membership chooses not to elect, the position will remain vacant. If the position vacant is President or Treasurer, another nomination process will be held.

3. The vote will be open and the method shall be decided by the current club officers from one of following methods.
 - a. Open meeting and allowing email vote for absentees
 - b. Email vote
 - c. Electronic Poll (e.g. IMLegues, OrgSync Poll)
4. Club members remained active for more than four consecutive calendar months during the current academic year shall be eligible to vote in an election.
5. Current officers should take necessary steps to make the transition upon electing new officers described in *Article 5 Section 3*.
6. If an eligible candidate was not nominated for a position other than President and the Treasurer, that position shall be kept vacant and duties will be merged with existing officer positions.
7. Any kind of discrimination (violating *Article IX*) during officer election shall be immediately reported to Department of Campus Recreation and the Dean of Students office and request for a official investigation shall be made.

SECTION 3: NEW OFFICER TRANSITION

1. Elected new club officers shall be oriented for the club to increase their expertise and confidence of working.
2. During the period of officer transition, club documents, bank accounts, accounting records, budget proposals, meeting minutes, access of electronic resources and all other club belongings shall be transferred to new officers.
3. In the special case of a committee member leaving his/her position for predetermined reason (graduating, leaving the school, etc), he or she shall train a successor and transfer relevant organizational knowledge.

ARTICLE VII: ADVISORS

SECTION 1: ADVISOR QUALIFICATIONS AND SELECTION

1. All club advisors must be full time faculty/staff member of the University of Mississippi (Oxford campus) and having the membership of the club.
2. Club officers shall choose up to three advisors for their term after making proper acknowledgement to the previous term advisors (if there is change) and DCR Sports Club Office.
3. One of the club advisors shall be designated for DCR and university paperwork.

SECTION 2: DUTIES OF ADVISORS

1. Advisors shall support student officers by providing ideas, guidance, and advice to resolve club matters and issues.
2. Advisors shall work collaboratively with committee members to encourage towards the club success and rewarding experiences for all.
3. Advisors shall help student officers to make fair, intelligent, and reasonable decisions based on governing policies and standards.

ARTICLE VI- MEETINGS

SECTION 1: CLUB OFFICER MEETINGS

1. A formal committee meeting will be held at the beginning of each semester and end of the semester.
2. Special committee meetings will be held when organizing club events.
3. Club Officers shall meet at least once a month for a short meeting during practice sessions.

SECTION 2: PRACTICE SESSIONS

1. Members meet three days per week during practice sessions.
2. Club officers shall meet individual members to discuss club matters and gather ideas.

SECTION 3: COMMUNICATION

1. Club website, OrgSync and Email will be considered as official member communication methods.
2. Each member is required to create account in the IMLeagues and join the Badminton Club portal in order to receive official messages and access the club documents/resources. The Office of the Dean of Students only requires the officer to register on OrgSync.
3. Social media pages (Facebook) also consider as a method of communicating the club messages and members are encouraged to get linked.

ARTICLE VIII: FINANCES

SECTION 1: FUNDING ACCOUNTS

1. The Club will maintain two separate funds (1) University Account (2) Club Account will be a bank account.
2. President and the Treasurer shall be responsible to DCR for all the club and university

accounts.

SECTION 2: DUES

1. Members are required to pay the membership fee within first two weeks of the semester or within first two weeks of joining the club.
2. Membership fee and member donations will be handled by the treasurer and will be deposited in the club bank account.
3. A receipt will be issued upon paying membership fee and the treasurer will publish membership payment information in our website/ OrgSync

SECTION 3: CLUB BANK ACCOUNT

1. Club Account will be handled by the Treasurer and each transaction (deposit and withdrawals) shall be reflected to the club bank account.
2. President and treasurer shall be authorized to access the club bank account.
3. Club bank account shall be used for necessary club payments which shall not be covered by the university funding.

SECTION 4: UNIVERSITY (DCR) ACCOUNT

1. University account shall be handled by the DCR and transactions will be happened under direct supervision of the DCR officer.
2. President and treasurer shall be eligible to reimburse from the university account.

SECTION 5: PURCHASE

1. Club officers shall have agreement before purchasing major club equipment such as shuttlecocks and rackets (greater than \$100).
2. Other purchases shall be acknowledged by the committee members before purchase.
3. Equipment purchasing information documents shall be stored in OrgSync to be viewed by club officers and advisors.

SECTION 6: FINANCIAL REPORTING

1. Status of both accounts (including transaction details) and a copy of bank account statement will be submitted to DCR at end of each month.
2. The treasurer shall issue a monthly statement and that will be published in our website, OrgSync or IMLegues to be viewed by all the club members.

ARTICLE IX - GOVERNING DOCUMENTS

1. Club Constitution and the Operations Manual and Official Club Roster will be the governing documents. Some of the sections included in this Club Constitution shall be repeated in the Operations Manual and any changes of either document must be reflected to the other following the specified amendment procedure.
2. Both the Club constitution and Operations Manual shall be kept up to date to the DCR and Dean of Students office.
3. Both the Club constitution and Operations Manual shall be published in the club website.
4. University members who actively regularly and actively club participate are only be included in the Official Club Roster and shall be reported to DCR when changes are made (activities : regular practice, competitions, meetings, etc.) .
5. Club Officers shall maintain the history of changes to all the governing documents and explanation of reason for changes including meeting minutes.

ARTICLE X - EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

1. The Ole Miss Badminton Club shall admits members without regard to their race, religion, color, age, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and other activities, generally accorded or made available to members of the organization.
2. Any kind of discrimination, or violation of the accepted University policies, shall be first reported to the Club Committee and then discussed with the club advisors. When the Club Committee or advisors are unable to help in finding a sensible resolution, the situation shall be immediately reported to the DCR and the Dean of Students Office, and a request for an official investigation shall be made.

ARTICLE XI - AMENDMENTS

SECTION 1: RATIFICATION

Any amendment of the constitution shall be proceeding as follow.

1. The constitution may be amended by a two-thirds vote of the active club members.
2. Any amendments to this constitution must be submitted to the Department of Campus Recreation and Dean of Students office within 10 days of acceptance within the club.

END OF THE OLE MISS BADMINTON CLUB ONSTITUTION
