University of North Dakota
Cycling Club

Constitution

ARTICLE I. NAME AND PURPOSE

Section 1. Name: The name of this organization established by this constitution shall be known as the UND Cycling Club, hereafter referred to as the UNDCC.

Section 2. Purpose: The purpose of this club shall be to:

A. To promote the sport of recreational and competitive cycling on the campus of the University of North Dakota, in the city of Grand Forks, and in the great state of North Dakota.
B. Foster friendships through a shared interest in bicycling.

Section 3. This organization is not currently affiliated with any local, state or national group.

ARTICLE II. NON-DISCRIMINATION STATEMENT

Section 1. Non-discrimination Statement:

Membership in this organization shall be without regard to race, color, religion, creed, gender, sexual orientation, national origin, disability, age, marital status, veteran status, political belief or affiliation, or membership or non-membership in any organization.

ARTICLE III. MEMBERSHIP

Section 1. Requirements for Membership:

A. Anyone may become a member who:
   1. Is a student at the University of North Dakota.
   2. Is a faculty/staff member at the University of North Dakota.
   3. Is an interested community member.
   4. Has paid the required dues.

B. Voting members shall consist of all members who:
   1. Have paid the required dues.
   2. Have fulfilled the attendance requirements as specified in the bylaws.

C. Non-students cannot vote on the following:
   1. Election or removal of officers.
   2. Removal of members
   3. Amendments to the constitution or bylaws.
   4. Financial matters.

D. No academic credit shall be offered for participation and/or membership in this organization.

Section 2. Removal of Members:

A. Grounds for removal of members include:
   1. Violation of **University Policy**.
   2. Violation of the **UND Code of Student Life**.
   3. Non-payment of dues.
   4. Violation of attendance policy as stated in the bylaws.
   5. Failure to uphold the constitution or perform elected duties in a Satisfactory manner.

B. A member may be removed by the following process:
   1. A petition to remove the member should be submitted to the Prime Minister. Such a petition must contain the signatures of at least 10% of the voting members. When such a petition is received, the Prime Minister shall call a meeting of the UNDCC to decide upon removal.
   2. The grounds for removal are to be presented by the Prime Minister at a regular or special meeting of the organization.
   3. The member in question shall be provided two weeks to present a defense either in person or in writing.
   4. Voting is not to occur sooner than15 minutes after the presentation of the grounds and defense have been made. In order for a vote for removal to take place, at least a simple majority of the voting membership must attend the meeting, and a simple majority vote of the members present at that meeting is required for removal.

Section 3. Appeal of Removal of Members:

A. Members may appeal their removal, but the appeal must be made within two weeks of the vote for removal by requesting the Prime Minister to call a special meeting of the UNDCC. The Prime Minister shall notify all members of this meeting, which is to occur at least one week and not more than one month after the appeal request is received by the Prime Minister.
B. The decision to repeal the vote for removal shall require at least a simple majority of the voting membership to attend the meeting, and a simple majority vote of the members present at the special meeting.

ARTICLE IV. OFFICERS

Section 1. Elected Officers:

A. Prime Minister
B. Vice Prime Minister
C. Minister of Records
D. Minister of Finances
E. Minister of Public Relations

Section 2. Qualifications for Holding Office:

A. The candidate must be a student member of the UNDCC.
B. The candidate must have held membership in the UNDCC for at least one semester.

Section 3. Elections:

A. The officers of the UNDCC shall be elected for a term of one year.
B. There will be no restrictions placed on the number of terms of office a member may hold.
C. An individual may hold more than one office position.
D. Elections will be held by the last week of September each year.
E. Election to office will be by simple majority vote of the members present.

Section 4. Duties of the Officers:

A. The Prime Minister shall be the principle executive officer and shall have the Following duties:
   1. To preside at all meetings of the UNDCC.
   2. To call special meetings of the UNDCC.
   3. To submit an Officer Roster Card at the beginning of each semester to the Coordinator of Student Organizations.
   4. To schedule/organize all practices, group rides, and other activities of the UNDCC, and to obtain appropriate facilities/vehicles for these activities
   5. To prepare and file any report required by the University.
   6. To perform other duties as specified in the bylaws.

B. The Vice Prime Minister shall assume the duties of the Prime Minister in the event of absence of the Prime Minister. In addition, the Vice Prime Minister shall have the following duties:
   1. To assume the duties of the Prime Minister (until a special election can be held) in the event of a vacancy in the office.
   2 To plan the officers' orientation and organization retreats.
   3. To perform other duties as assigned by the Prime Minister or as specified in the bylaws.

C. The Minister of Records shall have the following duties:
   1. To keep a record of all members of the UNDCC.
   2. To keep a record of all activities of the UNDCC.
   3. To keep the minutes of each meeting of the UNDCC.
   4. To notify all members of meetings, practices, group rides or other activities involving the UNDCC.
   5. To handle all official correspondence of the UNDCC.
   6. To perform other duties as assigned by the Prime Minister or as specified in the bylaws.

D. The Minister of Finance shall have the following duties:
   1. To keep all financial records of the UNDCC.
   2. To prepare and submit financial reports to the members.
   3. To prepare the annual budget and all budget requests for funds.
   4. To submit financial records for an annual audit to the Coordinator of Student Organizations at the end of the Spring semester.
   5. To become familiar with University accounting procedures and Policies
   6. To perform other duties as assigned by the Prime Minister or as specified in the bylaws.

E. The Minister of Public Relations shall have the following duties:
   1. To promote the UNDCC to everyone on the campus and within the local community.
   2. To ensure a good time is had by all during official UNDCC activities.

Section 5. Vacancy of an Office:

A. In the event of a vacancy in the office of Prime Minister before the expiration of a full term, the Vice Prime Minister shall assume the duties of the Prime Minister (until a special election can be held).

B. In the event of a vacancy in the office other than the Prime Minister before the expiration of a full term, a special election shall be called by the Prime Minister within two weeks to fill the vacancy.

Section 6. Removal of Officers:

A. Grounds for removal of an officer include:
   1. Violation of **University Policy**.
   2. Violation of the **UND Code of Student Life**.
   3. Non-payment of dues.
   4. Violation of attendance policy as stated in the bylaws.
   5. Failure to uphold the constitution or perform elected duties in a Satisfactory manner.

B. An officer may be removed by the following process:
   1. A petition to remove the officer in question must be submitted to another officer. Such a petition must contain the signatures of at least 10% of the voting members. When such a petition is received, the officer shall call a meeting of the UNDCC to decide upon removal
   2. The grounds for removal are to be presented by the officer in charge at a regular or special meeting of the UNDCC.
   3. The member in question shall be provided two weeks to present a defense either in person or in writing.

4. Voting is not to occur sooner than15 minutes after the presentation of the grounds and defense have been made. In order for a vote for removal to take place, at least simple majority of the voting membership must attend the meeting, and simple majority vote of the members present at that meeting is required for removal.

Section 7. Appeal of Removal of Officer:

C. Members may appeal his/her removal, but the appeal must be made within two weeks of the vote for removal by requesting a special appeal meeting of the UNDCC. The Prime Minister, or Vice-Prime Minister if the Prime Minister is the officer being removed, shall notify all members of this meeting, which is not to occur less than one week and not more than one month after the appeal request is received.

D. The decision to repeal the vote for removal shall require at least a simple majority of the voting membership to attend the meeting, and a simple majority vote of the members present at the special meeting.

Section 8. Changes in Officers:

All changes in officers or mailing addresses shall be submitted to the Coordinator of Student Organizations within two weeks of such a change.

ARTICLE V. ADVISOR

Section 1. Advisor Selection:

A. The advisor to the UNDCC must be a member of the UND faculty or staff.

B. The UNDCC advisor shall be elected by a simple majority vote each year at The time of the regular UNDCC elections.

Section 2. Role of the Advisor:

A. The advisor must co-sign all financial transactions of the organization.

B. The advisor shall assist the officers and the members in accomplishing the purpose of the UNDCC.

ARTICLE VI. MEETINGS

Section 1. Meetings:

A. Business meetings of the organization shall be called by the Prime Minister at Least twice a semester during the academic year.

B. Non-business meetings for the purpose of practice, group rides or other UNDCC activities shall be upon a minimum of one week notice to members.

Section 2. Special Meetings:

A. Special meetings may be called by the Prime Minister or when requested with a minimum of one week notice to members.

Section 3. Quorum:

A. A quorum at business meetings shall consist of a simple majority of the voting membership.

C. Quorum is not required to hold non-business meetings.

Section 4. Parliamentary Authority:

The Parliamentary Authority for the UNDCC shall be Sturgis Standard Code of Parliamentary Procedure, Second Edition.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. A. An Executive Committee is NOT APPLICALBE at this time.

ARTICLE VIII. COMMITTEES

Section 1. A. Committees are NOT APPLICALBE at this time.

ARTICLE IX. FINANCIAL STRUCTURE

Section 1. University Account:

A. All funds from University sources must be deposited and maintained in a University of North Dakota account.

B. The Prime Minster and/or the Minister of Finance shall be authorized to sign All financial transactions dealing with UNDCC funds.

D. The advisor of the UNDCC must co-sign all financial transactions of the UNDCC.

E. The financial records/ledger of the on-campus account must be submitted for An annual audit to the Coordinator or Student Organizations at the end of the Spring Semester.

Section 2. Dues:

Dues for the UNDCC shall be approved by a simple majority vote of the voting membership at the first meeting in October of each year.

ARTICLE X. BYLAWS

Section 1. Provision for Bylaws:

A. The UNDCC may approve bylaws for the specific operation of the Organization.

B. No bylaw shall be adopted that is contrary to the provisions of this constitution.

Section 2. Vote Required:

A. The UNDCC may adopt, amend, or rescind any bylaw by a simple majority vote of membership.

B. Any proposed bylaw must be publicized to the members at least one week prior to the meeting at which it is going to be voted upon.

ARTICLE XI. AMENDMENTS

Section 1. Ratification:

A. A proposed amendment to this constitution shall be presented to the members at least one week prior to the meeting at which the vote shall be held.

B. Ratification of an amendment to this constitution shall require a simple Majority of the members present at a regularly scheduled business meeting of the UNDCC.

Section 2. Approval by student Policy Committee:

All amendments to this constitution shall be approved by the Student Policy Committee before they take effect.

This constitution was approved by the UNDCC's members on Oct. 18, 2000.

Prime Minister

Officer

Advisor

Coordinator of Student Organizations

Date approved by Student Policy Committee: 10/25/00