

COLUMBIA UNIVERSITY KUNG FU CLUB CONSTITUTION

ADOPTED APRIL 20, 2001

I. Name

The official name of this organization is the **Columbia University Kung Fu Club**.

II. Purpose

This club is a satellite organization of **The Six Harmony Martial Arts Academy**. It offers instruction primarily in the Chinese martial art **Wing Chun Kuen**. Classes aim to improve the students' flexibility, coordination, and strength, and to familiarize them with Chinese martial arts in general. Therefore, training incorporates stretching, calisthenics, and strengthening exercises in addition to Wing Chun theories and techniques.

III. Membership

- A. Membership is open to all students, faculty and staff members of Columbia University, Barnard College, and Teachers College, and other members of the Dodge Fitness Center. This club does not discriminate on the basis of race, color, religion, sex, age, or national origin.
- B. Membership is on an academic-semester basis. To be recognized as a full member of this club for a specific semester, the individual must have read this constitution and paid the membership fee for that semester, and is required to attend at least 50% of the classes. The current cost of membership is \$65 per semester.
- C. As a full member of this club, the individual is entitled to run for officer positions in the club, as defined in Article V. The individual has the right to vote in club officer elections. The individual is also entitled to a discounted per-class rate at The Six Harmony Martial Arts Academy.
- D. An individual's membership may be discontinued for the following conduct:
 - 1. Attempting to harm other members;
 - 2. Using techniques learned in class to intimidate, threaten, or harm others;
 - 3. Causing or promoting rivalry against other martial art groups;
 - 4. Disturbing classes and/or practice sessions through disorderly or offensive behavior;
 - 5. Participating in classes and/or practice sessions while intoxicated;

Anyone may report the involvement in any of the above activities by a club member. Membership of the accused may be discontinued through a 2/3 vote of the Executive Board, or a majority vote of current club members.

IV. Classes and Practice Sessions

- A. Classes are held twice a week, starting in the second week and ending in the last week of every semester, while observing all university holidays. The current schedule is Mondays and Wednesdays, 7-9pm. Classes are conducted by the instructor or by the Practice Session Leader(s) in his/her absence.
- B. Additional practice sessions may be held by Practice Session Leaders at their discretion. These practice sessions should be optional but open to all club members.

V. Executive Board

- A. The Executive Board consists of the following officer positions:

- 1. President

- (a) Responsibilities:

- (1) Be responsible for everything related to the club;
 - (2) Work directly with the Director of Club Sports regarding the club's activities;
 - (3) Supervise all other officers, and help them to fulfill their functions as needed;
 - (4) Keep all club-related records through the years, including but not limited to old attendance books, club rosters, payment receipts, budget requests and allocations;
 - (5) Receive, keep, and pass on to the next President all records from previous years;
 - (6) Coordinate with other student groups on campus regarding club participation in their sponsored events;
 - (7) Organize social events for the club;
 - (8) Attend all club sport meetings, or appoint other officers to attend in case of prior commitment;

- (b) Qualifications:

- The nominee/appointee must

- (1) be an undergraduate student at Columbia University;
 - (2) have been a member of the club for two semesters at the time of election;

2. Vice President

(a) Responsibilities:

- (1) Coordinate work among all lower officers;
- (2) Maintain and safe-keep the club's equipment;
- (3) Identify shortage of or need for new equipment, and arrange for purchase;
- (4) Coordinate with the Treasurer to fill out and submit budget requests each spring semester;
- (5) Organize and conduct the annual Activities Day at the beginning of the fall semester;
- (6) Organize other promotional activities at the beginning of each semester, including but not limited to posting flyers around campus;
- (7) Attend all club sport meetings, or advise the President in case of prior commitment;

(b) Qualifications:

The nominee/appointee must

- (1) be an undergraduate student at Columbia University;
- (2) have been a member of the club for two semesters at the time of election;

3. Secretary

(a) Responsibilities:

- (1) Take attendance at every class;
- (2) Make sure that members complete a waiver form before participating in training;
- (3) Keep a roster of current club members, including information such as name, email address, and school/affiliation;
- (4) Obtain payment information from the Treasurer, include it in the roster, submit a copy of the roster to the Club Sport Office, and submit a copy to the President;
- (5) Maintain an email list of current club members;
- (6) Take part in promotional activities, including but not limited to Activities Day and posting flyers around campus;

(b) Qualifications:

The nominee/appointee must

- (1) be an undergraduate student at Columbia University;
- (2) have been a member of the club for two semesters at the time of election;

4. Treasurer

(a) Responsibilities:

- (1) Collect membership fees, issue receipts, and keep copies of the receipts for records;
- (2) Provide the Secretary with payment information;
- (3) Purchase and distribute uniforms and other equipment;
- (4) Coordinate with the Vice President for equipment purchases;
- (5) Keep records on all club income and expenses, and keep the President informed;
- (6) Coordinate with the Vice President to fill out and submit budget request during each spring semester, and submit a copy to the President;
- (7) Take part in promotional activities, including but not limited to Activities Day and posting flyers around campus;

(b) Qualifications:

The nominee/appointee must

- (1) be an undergraduate student at Columbia University;
- (2) have been a member of the club for two semesters at the time of election;

5. Information Officer

(a) Responsibilities:

- (1) Maintain club web site, which includes keeping scheduling and other information current and accurate, and coming up with new designs and ideas;
- (2) Take photographs of the club every semester, and post them on the web site;
- (3) Design and distribute informational materials from the Six Harmony Martial Arts Academy;
- (4) Consult with President and other officers when making major changes to the web site;
- (5) Take part in promotional activities, including but not limited to Activities Day and posting flyers around campus;

(b) Qualifications:

The nominee/appointee must

- (1) be a student at Columbia University;

6. Practice Session Leader(s)

(a) Responsibilities:

- (1) Assist the instructor in conducting classes, and conduct classes in his/her absence;
- (2) Conduct optional practice sessions;

(b) Qualifications:

The nominee/appointee must

- (1) have passed the First Test as defined in the Six Harmony Martial Arts Academy's curriculum;

- B. A club officer may be removed from office for delinquency by a 2/3 vote of the Executive Board or by a majority of current club members.
- C. In the event that one or more of these officer positions become vacant before the time of election, the President may appoint a member with the appropriate qualifications to fill the vacancy. Such appointments must be approved by a majority of the Executive Board. The President may also divide the responsibilities of the vacant position(s) among other officers.
- D. In the event that the President position becomes vacant before the time of election, the Vice President shall assume the responsibilities of the President, and exercise the functions of the President temporarily.

VI. Elections

- A. The President, Vice President, Secretary, Treasurer, and Information Officer positions are filled through elections. Practice Session Leaders are appointed by the instructor.
- B. Elections are held near of the end of each academic year. Elected officers will hold their positions for the following academic year. A person may hold the same position for as many times as he/she is elected.
- C. A member of the club may nominate himself/herself or another member for an officer position. A member may be nominated for multiple positions, but may only be elected for one. However, a Practice Session Leader may also hold another officer position.
- D. Each member is entitled to one vote for each position. The vote must be in favor of one of the nominees, except in the case of a non-contested nominee, where the vote must be "For" or "Against" the nominee.

- E. Each of the nominees for a particular position will make a statement before the club members, who will then cast votes. The nominee who receives the most votes will become the new officer for that position. In the event that only one person is nominated for a position, he/she must receive "For" in at least 50% of the total votes cast to prevail.
- F. In the event that two or more nominees receive the same amount of votes, the instructor will act as the tie breaker.

VII. Funds

Any use of club funds for purposes other than purchasing equipment and T-shirts must be approved by at least a 2/3 vote of the Executive Board.

VIII. Instructor

A qualified instructor for this club must be appointed by the chief instructor of the Six Harmony Martial Arts Academy.

IX. Amendments

An amendment to this constitution may be presented to the Executive Board, and must receive at least a 2/3 vote to be ratified.