Constitution of the Princeton University Quiz Bowl Club

ARTICLE I: Name
The style of this club shall be the Princeton University Quiz Bowl Club, or the Quiz Bowl Club. Team shall also be interchangeable with Club.

ARTICLE II: Purpose
The purpose of the Quiz Bowl Club is to provide the university community with a club from which teams of students will be drawn to compete in local and national competitions of academic and popular culture knowledge. It is also the purpose of the club to provide a welcome atmosphere to the university community for those who wish to participate in such contests.

ARTICLE III: Requirements
There shall be no specific requirements for students to participate in the activities of the Quiz Bowl Club. Anyone who is enrolled at the university at either the graduate or undergraduate level may participate.

The Club shall not prohibit membership because of any individual’s religious beliefs, race, sexual orientation, sex, gender identity, political ideology, creed, socioeconomic status, nationality, or veteran status.

The Club shall not prohibit any individual from participating in practices or tournaments (excluding the exceptions in section) because of prior experience playing at quiz bowl or similar competitions.

ARTICLE IV: Officers
The Quiz Bowl Club shall be comprised of the following Officers:

1. President
2. Vice-President
3. Treasurer
4. Tournament Director

1. Powers of the President

   The President preside at all official club meetings.
   The President will present the agenda at every club business meeting.
   The President will establish the regular practice time and place at the start of the school term. The Presidents should schedule practice times so as to minimize expected conflicts for all interested members.
   The President will be responsible for organizing any on- or off-campus recruitment, e.g. the club fair.
   The President will be primarily responsible for conducting relations with clubs from other schools. They are chiefly responsible for publicity of Princeton Quiz Bowl tournaments and events, but delegation of this responsibility between the Tournament Director or other officer is expected.
   The President has the power to appoint and fill vacancies of an officer positions that may arise.
   The President will choose the composition of all teams that Princeton Quiz Bowl sends to other tournaments. It is expected that the President will take into account the desires of each interested member.
   The Presidents may replace one or both Tournament Directors if they believe that the upcoming tournament or competition is in serious jeopardy of being improperly run, or that there is a strong likelihood that the tournament may fall apart or not happen.
The President, in concurrence with the Treasurer, is responsible for writing/maintaining leadership guides for the next generation of officers.

The President is responsible for maintaining the Quiz Bowl Locker and the Locker key.

2. Powers of the Treasurer

The Treasurer shall have control and responsibility of the income the club generates. The Treasurer may only spend money with the approval of a President.

The Treasurer will help the President make requests for financial assistance from the University when needed. The Treasurer may be charged with making a budget request to the University.

The Treasurer is to make reports on the status of the club's fiscal reserves at the request of a President.

The Treasurer is responsible for handling and processing payments by other Clubs and institutions, and is also responsible for ensuring that all outstanding debts held by the Princeton Quiz Bowl Club are paid promptly and on-time.

They will see to it that requests for funding from the University are submitted before the deadline.

The Treasurer may also hold another office concurrently.

The Treasurer, in concurrence with the President, is responsible for writing/maintaining leadership guides for the next generation of officers.

3. Powers of the Vice-President

The Vice-President shall act on behalf of the President when necessary.

If the President is removed from office or removed from the University, the Vice-President shall automatically assume the Presidency.

4. Tournament Director

The Tournament Director shall be appointed by the President.

The Tournament Director may also hold another office concurrently.

The Tournament Director’s tenure shall only last as long as required for the completion of the specified Princeton-hosted tournament or competition for which the Tournament Director has responsibility to orchestrate. After the completion of this event, the Tournament Director position shall again be vacant.

Up to two (2) Tournament Directors may be chosen for each specific tournament or competition that the Quiz Bowl Club hosts.

The Office of Tournament Director should be held by those who are comfortable and/or experienced with hosting quiz bowl tournaments.

The President and Vice-President shall exercise care to ensure that younger or less-experienced members of the Club with an interest in being a Tournament Director or gaining experience in running a tournament be appointed to the Office of Tournament Director, ideally at the same time as a more experienced member also holds the position, but this is not a formal requirement, just a suggestion.

The Tournament Directors shall be responsible for facilitating and planning all Princeton Quiz Bowl Club tournaments.

They shall be chiefly responsible for all duties relating to the facilitation of each tournament, but may also appoint other members of the club to assist them. E.g., the Tournament Directors may appoint someone to be responsible for outreach, entering statistics, running check-in, etc..

**ARTICLE V: Elections**
Election of officers is to take place during the eighth week of the Spring Semester. The Elections must be announced at least two weeks in advance, and the timing and date of elections may not be chosen to intentionally prohibit a member from running for office. If, for some reason, it is not possible to have the elections within that week, a date as close to that as possible must be chosen.

One of the Presidents must announce that elections are being held via the club listserv or email list. They must also include a list of all the possible positions for which one may run.

Every candidate interested must submit a brief statement on why they would like to hold each position. They must submit this statement at least three days before the election.

A member may run for more than one office in one election.

Any member of the club who wishes to vote in the election, but cannot make the meeting, may request to vote absentee up to two days before the election by contacting one of the President. Absentee voting will take place one day before the election, and should occur via email or similar method. Each Candidate’s statement should be included for the absentee voter to see.

The current President will facilitate the new election.

Each office shall be announced, and all candidates running for that office will be recognized. Each will give a brief speech of no more than three minutes on why they would like to hold that office.

If any office has no interested candidates, the President will ask if anyone at the meeting is interested in running for the position. Anyone who then expresses interest may run for that office, and will be given the opportunity to give the brief speech. In this situation, absentee voters will not be able to vote for the office.

If an office does not elicit any interested candidates, it will be considered vacant, and the President that are elected will be responsible for filling that vacancy, as per Article IV.

Elections shall be by secret ballot, and candidates running for the offices being voted upon will also be able to vote in the election. The candidate with the most votes wins the election.

Voting shall commence for each office after the speeches of all interested candidates, but the winners shall not be announced until after all voting has commenced.

Only one person may hold each office, unless a person wins multiple offices, where one of the offices they won had no other candidates also running (i.e. they were the only ones running for a position they won). In this situation, they may hold multiple offices.

In the case that one person wins multiple offices, the President shall speak to all affected individuals privately before the winners are announced to the rest of the club. The candidate may choose which office they would like to accept.

The holders of each office prior to the election shall take care to responsibly transfer power to the officers-elect following the election.

The transition period of transferring power will begin immediately, but, until this process has completed, the previous officers have power over the officers-elect until the end of the transition period, should conflict arise.

The official start of the new terms of the officers is the period after all college national tournaments have finished.

Write-in candidates are not permitted. Votes must be for someone officially running.

**ARTICLE VI: Meetings**
The Club will meet at a regular meeting time and a regular meeting place at least once every week, unless a major conflict arises. Meetings are open to anyone from Princeton, notwithstanding the elections. There are two types of meetings:

1. Practice. When the club meets to practice, the goal is to facilitate an environment where all members may demonstrate and improve their knowledge in a standard, quiz bowl format. Practices should allow both for preparation of tournaments and general enjoyment. Practices may be split to allow for appropriate difficulty of questions to be read for different members of the club. In general, practices should hold preparation for tournaments to be the first and primary priority. All members may suggest how each practice be run, but the Presidents have the final say. In general, these types of meetings will occur three times per week, when possible.

2. Elections. These types of meetings may fall on a regularly scheduled meeting period, or may be called at a separate time. Only members may attend this meeting.

3. Informational Sessions: These meetings may be held to attract new members, provide new members information, etc.

ARTICLE VII: Constitutional Amendments

The Constitution may be amended by a two-thirds majority vote of voting members (as defined in Article XI) present at a meeting at which quorum is obtained. The proposed amendments must be announced at least two weeks prior to the vote at a meeting and distributed over the listserv. Existing articles may be changed and/or new articles added.

ARTICLE VIII: Hosting Tournaments

Generally, the Quiz Bowl Club should hold tournaments throughout the year, including collegiate events and high school/middle school events. When possible, the Club should endeavor to host at least two tournaments, with one ideally in the fall. These tournaments may be intended for fundraising, outreach, or the facilitation of a regional or national event. The Club may also host Intramural events for the University as a fundraiser or social event. If an Intramural event is held, the Club should seek funding from the USG Projects Board to inhibit any financial loss from such event. All non-intramural events should be held so as to minimize any potential conflict with other institutions’ tournament dates. All members are expected to help run these tournaments in some way, either by recruiting capable volunteers or staffing the event itself.

ARTICLE IX: Attending Tournaments

The Quiz Bowl Club will attend as many tournaments as it has opportunity, interest, and funds. In cases where more than one team is allowed to attend, multiple teams may be sent, provided that sufficient funds exist. If the club does not have enough money to pay for registration, but would have enough pending payment from other sources of income (other colleges, etc.), then interested members of the club may attend a tournament spending their own money, which will then be reimbursed later when the club has enough. Normal rules still apply to the condition of funding, including the availability of future funds to pay for other tournaments with more interest.

In all cases it is up to the discretion of the President whether to enter the strongest possible teams or to allow everyone to play.

1. Qualification
Individual tournaments will specify the qualifications club members must meet in order to play. In general, though, anyone from Princeton University enrolled in a degree-seeking program is eligible to attend a collegiate quiz bowl tournament.

2. The Selection process

The Presidents will solicit interest from members of the club in reference to upcoming tournaments.

The Presidents will use the list of interested club members to assemble teams who conform to the eligibility requirements of the tournament. These team selections will then be announced to the club either by electronic mail or at practice.

As enumerated in Article IV, the Presidents should design teams such that the interests of the individual teams playing is maximized, while still ensuring that strong, competitive teams exist to compete for titles, etc.

Generally, the President shall take care to ensure that the most competitive players in their respective divisions are assembled on at least one team.

Ultimately, the President reserves all right to organize teams as they wish, and may not always follow the previous guideline.

ARTICLE X: Creation of Temporary Offices

The President may choose to create an office for one academic year to help in the facilitation of an aspect of the club, e.g., communications, social media, outreach, secretary.

ARTICLE XI: Definition of Membership and Responsibilities of Members

In order to have a vote in club decisions and elections, an individual must be a member of the club. One becomes a member when they fulfill any of these requirements: attend at least two tournaments throughout the competition year; staff at least one Princeton-held tournament throughout the year while also having either attended at least one tournament; having attended at least, on average, one practice a week, including at least one each semester; attending any tournament that acts as a qualifier for a national tournament (e.g. ACF Regionals or NAQT SCT, but not limited to either of those) and having attended practice at least once. The President, Vice-President, and Treasurer may vote to grant membership to someone not meeting these qualifications under extenuating circumstances, whereupon all current members must agree by a majority vote to grant the membership. After the academic year ends, members may still be considered “members” titularly for the next year, but may not vote in the next year’s elections unless they meet the qualifications again.

When one is a member, it is expected that they be willing to help staff Princeton-run quiz bowl tournaments, participate in elections, and respond to any emails in a timely manner. Members may also be required (by tournaments or the Club) to write questions for entry into certain tournaments.

ARTICLE XII: Enactment

This Constitution will go into effect if at least five current members of the club in the 2017-18 academic year vote in favor of adopting it.