

## **CNU Swim Club Constitution**

### **Last Edited: April 2018**

**Name of Organization:** CNU Swim Club

**Purpose:** The CNU Swim Club exists to provide dedicated individuals with a passion for swimming the opportunity to compete against other schools in a relaxed environment as well as to promote and encourage physical fitness.

**Membership:** Membership in this organization is open to any interested student who is knowledgeable of all four strokes and can swim 200 yards. Our members are required to pay semestral dues in order to pay for lane rentals and provide members with additional opportunities. Should a member default on these dues their membership in this swim club will be terminated. If an interested member does not have the financial capability to pay dues then the member is expected to contact an officer in order to discuss payment options. Dues payment will not be refunded if a swimmer decides to leave the team.

Payment plan options:

1. 50% at midterms, 50% at the end of November
2. Pay biweekly
3. Pay in full during the second week of practices

Categories of Membership include:

**Active Member:** Members have paid dues. Active members are eligible to hold office in the club, and will be eligible for club funds for meet registration and entry fees. Dependent on club funds in the spring, members receive apparel (t-shirt with dues).

CNU Swim Club shall not haze any prospective or current member for the purpose of admission into or affiliation with the organization. Members of the Swim Club of CNU are free to leave or dissociate without fear of retribution or harassment. The Swim Club of CNU shall not discriminate based on race, creed, color, sex, age, national origin, disability, or sexual orientation.

**Meetings:** This organization holds two types of meetings: weekly officer meetings and team meetings that are held as needed, determined by the president of the club. Quorum is required only at officer meetings, where 3/5 of officers must be present. Majority is 60% for officers, the team majority is 50% and issues can be voted on once quorum is met. Officers are required to attend all meetings unless otherwise notified, or face removal from office pending probationary period. Members are also welcome to attend E-board meetings as long as they give 24 hour notice.

**Dues:** Dues are determined on an annual basis and are influenced by the previous fiscal year's costs. Overhead fees, meet entry fees, and other various costs help determine annual team dues. Dues are collected at the beginning of every fall semester season. Trial period of 1 week may be offered to any prospective member, after which time practice will be denied to trial member pending receipt of payment.

**Elections:** Elections are held during the month of March and are voted upon by current officers and members who have attended 50% of all mandatory events. All positions are annual and have a 2 limit term period and total 3 years served on E-board by a single person. Members seeking positions are expected to fulfill the following requirements prior to election:

1. Member must intend to run for office through application, which will be reviewed by current officer board.
2. Before nomination, candidates must attend at least one E-board meeting.
3. After nomination, each officer must attend all E-board meetings, and shadow their particular officer.
4. Each potential officer has to coach at least one practice before being able to become an officer.

Members that have successfully met election requirements may subsequently run for any office. Elections consist of vote by all active members, where the winner gets the highest percentage of votes.

### **Positions on Executive Board**

#### **1. President**

- A. Serve as primary team contact, and leader of executive board.
- B. Responsible for overseeing the work of all officers, and facilitating all meetings.
- C. Responsible for mandatory Club Council paperwork such as Travel Prior and leads presentations, preparations, and other requirements.
- D. Responsible for coaching  $\frac{1}{5}$  of practices as necessary.
- E. Maintains contact between US College Club Swimming, Aquatics Facility Manager, Advisor, and all other outside relations for services pertaining to lane rental, club merchandise, and all other services.
- F. Facilitates meet registration and communication by way of or other, and maintains member registration information.
- G. Stands as secondary Local, State, and Private bank account holder to the current treasurer, for necessary club expenses as determined or approved by current club treasurer.
- H. Delegates all other club responsibilities to other officers as needed.

#### **2. Secretary**

- A. Serve as direct assistant to the President, while maintaining personal positional responsibilities
- B. Maintains and tracks all member paperwork and updates team roster

- C. Maintain club communication by way of email, FaceBook page, mass reminder text, or other mechanisms as determined by current executive board
- D. Responsible for club scheduling via CNU VEMS system alongside the President as necessary
- E. Assist in other miscellaneous administrative tasks under the direction of the President, including but not limited to lane rental services, purchase of team clothing, etc.
- F. Responsible for coaching  $\frac{1}{5}$  of practices

### 3. Membership Coordinator

- A. Serves as “face” of the swim club, establishing and directing officer association and involvement with members.
- B. Responsible for tracking attendance at mandatory club events and practices, and subsequently responsible for determination of membership status. All attendance related issues are dealt with solely by Membership Coordinator, unless he or she is unavailable, which requires President’s intervention.
- C. Responsible for checking in with members
- D. Maintains and tracks records of members, reporting to executive board as necessary. Create record sheets at the end of the year.
- E. Responsible for scheduling at least 2 non-competitive social events per semester, not including pasta dinners.
- F. Responsible for developing, facilitating, and maintaining member initiatives with the assistance of all other executive board members.
- G. Work with President as necessary.
- H. Work with treasurer in ordering and distributing team apparel.
- I. Responsible for coaching  $\frac{1}{5}$  of practices.
- J. Work in conjunction with the Treasurer to create and finance apparel.

### 4. Treasurer

- A. Serve as primary local, state, foundation, and private account holder. Maintains all account checkbooks and check cards as issued. Also must maintain all receipts and documents pertaining to funding as issued by vendors and club advisor.
- B. Responsible for tracking, maintaining, depositing, and accounting for all member dues.
- C. Responsible for pricing and collecting money of team materials such as T-Shirts, Caps, etc and working with membership coordinator.
- D. Responsible for issuing payment of club contracts, etc. While all financial decisions remain at the discretion of the current treasurer, he/she is required to alert President of any and all transactions.
- E. Responsible for maintenance, and modification of club budget with the assistance of the President and other officers as necessary.
- F. Assist President with all other necessary administrative roles as requested.
- G. Responsible for coaching  $\frac{1}{5}$  of all swim practices.
- H. Work in conjunction with the Membership Coordinator to create and finance apparel.
- I. Responsible for facilitating fundraisers.

#### 5. Special Events & PR Chair

- A. Coach  $\frac{1}{5}$  of practices
- B. Responsible for planning, organizing, and running the home swim meets
- C. Acts as an extra hand for all eboard members
- D. Responsible for planning particular special events as determined by the rest of the eboard
- E. Responsible for managing the club's Facebook and Instagram
- F. Actively promoting swim club on and off campus

#### 6. Advisor

- A. Should the organization have an advisor annually who will stay with the team until he or she resigns or is unable to complete their duties. The advisor shall work with the organization in coordinating activities to insure that they are conducted in compliance with Christopher Newport University policies and the laws of the United States of America, the Commonwealth of Virginia, and the City of Newport News. All prospective advisors are subject to unanimous vote by current officers.

Should an advisor or officer be unable to complete their duties, a majority vote to remove the advisor or officer, and an election will be held for a replacement.

The organization will adhere to University policies and all local, state, and federal laws. In addition, our team will uphold the University's honor code.