

## **CNU Swim Club Constitution**

### **Edited April 2016**

**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 500 yards. Our members are required to pay semestral dues in order to 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.

Payment plan options:

1. 50% at midterms, 50% at the end of November
2. Pays Biweekly
3. Pay in Full during the first week of practices

Categories of Membership include:

1. *Active Members* have paid dues and attended greater than or equal to 75% of mandatory scheduled practices. Attendance is further addressed below. Active members are eligible to hold office in the club, and will be eligible for club funds for meet registration and entry fees. Officers of the club fall under the umbrella of active members.

2. *Conditional Members* have paid dues and attended less than 75% of mandatory scheduled practices. Conditional members are eligible for participation at practice and in meets, however they are not eligible for club funding for registration fees. Conditional members may appeal their status as conditional upon meeting 75% of mandatory schedules practices. Membership Coordinator should contact any conditional member in order to determine their status on the team.

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: officer meetings weekly and team meetings are held as needed, determined by the president of the club. Quorum is required only at officer meetings, where 3/4 of officers must be present. Majority is 75% 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. Member must be verified as active member by current membership coordinator. Qualification as active member is detailed more below. Conditional or Inactive members who wish to seek office must apply for appeal of status, which will be considered by current officer board.
3. Before nomination, candidates must attend at least one E-board meeting.
4. After nomination, each officer must attend all E-board meetings, and shadow their particular officer

Members that have successfully met election requirements may subsequently run for any office. Elections consist of vote by all active members, where 51% of votes shall serve as majority.

### **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 up to 25% of practices as necessary.
- e. Maintains contact between US Masters 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

c. Maintain club communication by way of email, FaceBook page, mass reminder tex, 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.

## 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. Attendance is determined using individual available practices. (Available Practices = Total Practices – Excused Absences). At any given point, attendance average is taken using (Attended Practices / Available Practices). Both available average and actual average will be tracked, but members are accountable only for maintaining available average of 75%.

ii. Determination of excused absences is at the discretion of Membership Coordinator, however examples include: Medical illness or emergency; Family emergency; Class scheduling conflicts; University Sponsored travel;

iii. Absences due to homework, test preparation, and other schoolwork are to be determined unexcused in general, but see membership coordinator for specific problems reconsidered.

d. Responsible for contacting any member that acquires a week or more consecutive unexcused absences. Such contact must immediately be reported to the President, who will follow up with member if the problem persists.

e. Maintains and tracks member goals, reporting to executive board as necessary.

f. Responsible for scheduling at least 2 non-competitive social events per semester.

g. Responsible for developing, facilitating, and maintaining member initiatives with the assistance of all other executive board members.

h. Working with President as necessary.

## 4. Treasurer

- a. Serve as Primary local, state, 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 distribution of team materials such as T-Shirts, Caps, etc.
- 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. Assisting President with all other necessary administrative roles as requested.
- g. Receives verification of members registered under Masters Swimming

#### 6. Advisor

- a. Our organization will 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 closely 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 elect a new one will take place.

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