

CNU Club Tennis Constitution

Article I - Name

The name of this organization shall be Club Tennis of Christopher Newport University.

Article II - Purpose

The purpose of the club is to facilitate a competitive, educational, and recreational environment for Christopher Newport University students to play tennis in addition to developing teamwork and leadership skills.

Article III - Membership

Membership shall be open to any current student, faculty, or staff member of Christopher Newport University. Practices are open to alumni members of the team. Club members have unalienable voting and office-holding privileges. In case of consistent low attendance, the e-board may hold the election within itself. The standards for qualification shall be determined by the club's officers.

Article IV - Officers

The officers of Club Tennis shall be the President, Vice President, Treasurer, Social Chair, Secretary, Senior Captain, Junior Captain, and Health and Safety officer. The first three aforementioned officers shall constitute the Council. The Council upon unanimous vote may create other positions. All of the positions collectively make up the Cabinet. A person may simultaneously occupy one or two spots, but the President and Vice President must be separate individuals.

Amendment: Officers are *required* to attend at least one practice every week, unless under extraneous circumstances they are excused by the rest of the executive board.

Article V - Duties of the Executive Officers

Section 1. The President shall:

1. Preside over all meetings of the team
2. Call meetings with the Cabinet and/or Council when he or she feels fit, and with the entire team if necessary
3. Be the coach of the team. As coach, he or she will be in charge of keeping a strong and honest ladder
4. Be in charge of tryouts, if applicable
5. Shall be expected to attend all practices and matches unless there is a sufficient excuse for his or her absence

Section 2. The Vice President shall:

1. Assist the President in any duties asked of, within reason
2. Fill out necessary forms
3. Remind the President of upcoming events and deadlines

Section 3. The Treasurer shall:

1. Keep record of all the financial and budget transactions
2. Buy all equipment asked of by the President
3. Collect dues.
4. Be comfortable working with the president on fundraising for the club.

Section 4. The Social Chair shall:

1. Be in charge of the Compass, Instagram, Facebook group
2. Update the schedule, ladder, phone & email list and any other portions of the website
3. Update the photos on the website
4. Take and edit photos for the team during tournaments or events

5. Help plan and coordinate Social events for the club

Section 5. The Secretary shall:

1. Take detailed notes at each officer meeting
2. Assist in filling out Club Tennis required forms
3. Update the bylaws for the club yearly

Section 6. The Senior Captain shall:

1. Shall be expected to attend and run all practices, by planning and coordinating weekly practice schedule
2. Work with president on developing team ladder and tournament roster
3. Be comfortable teaching drills and working individually with newer players during practice.
4. The Senior Captain preferably should be a junior or senior
5. Provide a sign up sheet for practice each week
6. Carry Balls to and from practice

Section 7. The Junior Captain shall:

1. Shall be expected to assist the Senior Captain in running all practices
2. Junior Captain preferably should be a Freshman or Sophomore
3. Work with the senior captain and president to develop team ladder as well as tournament roster
4. Be comfortable teaching drills and working with newer players individually
5. Carry balls to and from practice

Section 8. The Health and Safety Officer shall:

1. Enforce COVID-19 guidelines
2. Stay up-to-date on CNU COVID-19 regulations
3. Be CPR certified
4. Carry the first-aid kit to practices and events and know how to use the contents
5. Work with safety officer committee and eboard to keep them updated and informed on new policies and regulations This position is temporary, in response to the COVID-19 pandemic and can be dissolved by later officers based on the need

Article VI - Meetings

Section 1. Meetings shall be held at the President's discretion. The cabinet will discuss a time that works. Due to the COVID-19 pandemic, meetings will either be held virtually or outside while following CNU's COVID-19 guidelines.

Section 2. 50 percent of the membership shall constitute a quorum.

Section 3. Club Tennis documents will be shared with the cabinet via a shared Google Drive that will be transferred from cabinet members year to year.

Section 4. A town hall style meeting will be held the first officer meeting each month for members to bring up concerns and questions to the cabinet.

Article VII - Elections

Section 1. Election of officers shall take place yearly two weeks prior to final exams in December.

Section 2. Elections shall take place in person in a classroom on campus. .

Election Process

- 1) Current president will send an email 2 weeks prior to the election date to notify club members of the date to be in attendance and to block their nights off, in this email will be an outline of each position on eboard to inform new candidates or what they will be running for.

- 2) Election will occur in person in a classroom of eboard's choosing.
- 3) A two thirds majority of the club must be in attendance to vote during this process.
- 4) Each candidate for a specific position will be taken out of the room where they will individually reenter the room and present their speeches.
- 5) Speeches will be no longer than 2 minutes in length.
- 6) After all speeches are conducted for a position members of the club not including those running will conduct a discussion on who they feel are the best qualified for each position.
- 7) To vote each member in present will have their heads down, eyes closed and will raise their hands.
- 8) The president and vice president will count the votes.
- 9) If a tie occurs there will be a revote where the vice president will be the final vote.
- 10) This process will be repeated for each officer position.

Section 3. Only the current President, Vice President, and Advisor shall have access to the voting results as they come in. No student running for office shall have access to the results before completion no matter their current role in the organization.

Section 4. Any student is eligible for nomination as an officer of the Cabinet who meets CNU's student office holding eligibility with a 2.25 grade point average. Students who are graduating the spring following December elections are not eligible to run, as election terms are a full year.

Section 5. A vacancy in any office, except the Presidency, shall be filled only by an election held among the members of the Club Tennis team. The president's position shall be filled with an eboard member from the previous year.

If no person wishes to occupy an empty office, the President may appoint someone with approval from the council.

Section 6. In order to vote in elections, members must have paid dues, filled out the required forms, and be a member on the compass.

Article VIII – Dues

Section 1. Dues are to be paid within four weeks after the first practice.

Section 2. Dues are to be collected and tracked by the treasurer.

Section 3. The amount of dues shall be decided by the Cabinet.

Section 4. If dues are not paid by the aforementioned time, members are not allowed to attend practice and cannot vote in elections

Article IX – Attendance

Members must be able to attend at least 1 practice per week to be deemed an active member. Cabinet may be informed if there are extenuating circumstances so the member can continue to be an active member.

Article X - Amendments

Amendments to this Constitution may be proposed to the voting membership by majority vote of the Cabinet or by petition signed by 1/10 of the voting membership. Amendments shall be declared adopted at general team meetings with a majority vote. If there is a split decision by eboard in determining amendments a google form will be sent to the remainder of the club to make a final decision.

Article XI- Role of the Advisor

The advisor of the organization shall provide support, counseling, and guidance in all situations.

Article XII - Ratification

This constitution shall become effective upon ratification by a majority of the organization's membership and Office of Recreational Services (CNURec).