

# **Swim Club Of CNU Constitution**

**Name of Organization:** Swim Club of CNU

**Purpose:** The Swim Club of CNU exists to provide students with a passion for swimming the opportunity to compete against other schools in a relaxed environment as well as to promote an awareness of physical fitness.

**Membership:** Membership in this organization is open to any interested student. Our members are required to pay annual 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. 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.
3. *Inactive Members* have registered for the club and/or US Masters Swimming, but have not paid dues. Inactive members are on restriction and are subject to consequences such as suspension of privileges including swim practice, meets, eligibility for officer positions, and participation in other club functions as the officers see fit. Inactive members may appeal their status as *inactive* upon paying dues.

Membership is not exclusive in any manner. The Swim Club of CNU has no requirements for members other than payment of annual dues and participation in mandatory club activities. Removal procedures for this organization include a formal verbal warning from club officers followed by removal on a case-by-case basis. New members will be accepted at the beginning of each semester.

Swim Club of CNU 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 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 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.

**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 2 weeks 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 spring semester and are voted upon by current officers and members who have attended 75% of all mandatory events. All positions are annual and have no limit to the number of terms served by a single person. Members seeking positions other than president are expected to fulfill the following requirements prior to election:

1. Member must intent 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.

Members that have successfully met election requirements may subsequently run for any office other than President. Elections consist of vote by all *active* members, where 51% of votes shall serve as majority. The office of President is likewise unlimited in term length. Current President may choose to maintain position pending unanimous vote by current board members. Should the selection of a new President be necessary, eligibility for President position requires the following:

1. Nomination by current President by personal volition or at the request of other current president.
2. Upon nomination, candidate must complete a minimum of one personal interview with the current President, as well as additional interviews as determined or requested by current executive board members.
3. Current executive board must be in unanimous agreement about the acceptance of new President.

Following elections, newly selected officers will serve as *Junior* Officers. Current executive board as necessary decides selection of club advisor(s).

### **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, presentations, preparations, and other requirements.
  - d. Responsible for coaching up to 50% 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 MySwimClub.org or other, and maintains member registration information.
  - g. Stands as secondary Local, State, and Private bank account holder to the current treasurer, holding one club checkbook 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, inclusive of but not limited to US Masters Swimming registration, CNU Liability release waivers, etc.
  - c. Maintains and submits necessary Club Council forms such as Travel Prior, etc as needed.
  - d. Maintain club communication by way of email, FaceBook page, mass SMS, or other mechanisms as determined by current executive board.
  - e. Responsible for club scheduling via CNU VEMS system alongside the President as necessary.
  - f. 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.
    - i. 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:
      - 1. 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.

- c. Responsible for contacting any member that acquires 2 or more consecutive unexcused absences. Such contact must immediately be reported to the President, who will follow up with member if the problem persists.
  - d. Maintains and tracks member goals, reporting to executive board as necessary.
  - e. Responsible for scheduling at least 2 non-competitive social events per semester.
  - f. Responsible for developing, facilitating, and maintaining member initiatives with the assistance of all other executive board members.
  - g. 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 creation of, maintenance, and modification of club budget with the assistance of the President and other officers as necessary.
  - f. Responsible for scheduling or facilitating all club fundraising events, and recruiting support from executive board and other members with the help of Membership Coordinator.
  - g. Assisting President with all other necessary administrative roles as requested.
5. *Junior Officers*
- a. Consists of officers elected in the fall, who will serve as Junior officers in the following spring semester. This time period serves as training and probationary period, where junior officers serve directly under their preceding officer.
  - b. Junior officers are required to attend 1/3 of mandatory officer meetings as determined by current executive board.
  - c. Junior Officers do not hold a role on the executive board, and are not eligible for voting privileges at meetings. They are, however, invited to and expected to give constructive feedback on club activities, practices, and programs.
  - d. Junior Officers will complete tasks as assigned by current executive board.
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.
7. Should an advisor or officer be unable to complete their duties, a majority's vote to remove the advisor or officer and elect a new one will take place.

**Responsibilities:** 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.