

CNU Swim Club Constitution

Founded 2008

Revised Spring 2023

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 semesterly dues in order to pay for lane rentals and provide members with additional opportunities. Should a member default on these dues their membership will be terminated for that semester.

Categories of Membership include:

- *Active Practicing Member:* Members have paid dues. Active members are eligible to hold office in the club and will be eligible for using club funds for meet registration and entry fees. Depending on club funds in the spring, members receive apparel (t-shirt with dues).
- *Event-Only Member:* Member is unable to attend practices due to injury or time constraints, but still wants to attend social events and meets. Event-Only members **do not** have to pay dues, but must pay the meet entry fees directly to the Treasurer and other social event costs (if necessary). Ineligible to run for office if they are unable to attend practices.

Anti-Discrimination

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. The majority is 60% for officers, the team majority is 50% and issues can be voted on once a 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.

Eboard Proceedings:

When an E-Board member proposes a change be made to the Swim Club Constitution, the following must take place:

- 1) Proposing member explains the proposition to the E-Board and answers any questions other members may have about said proposition. Any amendments to the proposition may be made during this time as well, if the group agrees.
- 2) Eboard votes on whether or not the proposition should be adopted into the constitution.
- 3) Majority vote of E-Board wins, and the proposition is either rejected or accepted accordingly.
 - a) If there is a tie, the President's vote will be counted twice (ex. If President Doe voted yay, there will be another yay added to the tally. If President Doe voted nay, there will be another nay added to the tally).
- 4) E-Board members write in the new proposition under its appropriate section and thoroughly explain the new clause.

Dues:

Dues are determined on a bi-annual basis and are influenced by the previous fiscal year's costs. Overhead fees, meet entry fees, and other various costs help determine bi-annual team dues. Dues are collected at the beginning of every fall and spring semester. A trial period of 1 week may be offered to any prospective member, after which time practice will be denied to the trial member pending receipt of payment. Waivers for both CNU (IMLeagues) and Midtown Aquatics Center along with CCS registration must be filled out prior to entry into the pool. Membership dues will not be refunded if a swimmer decides to leave the team. If an interested member does not have the financial capability to pay dues in full, then the member is expected to contact an officer in order to discuss payment options.

Payment plan options:

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

Dues can be reduced by 30% if:

1. Member can make only one in water practice for varsity sports (classes or work do not count for a reduction as they can be scheduled around swim practice).
2. A member joining after fall break or spring break in fall or spring semester respectively

Swim Meet Attendance:

Swim meets are not required, but strongly encouraged. Only due-paying members or event-only members can sign up and attend meets. Event-only members must pay the meet entry fee while due-paying members do not have to. However, if a due-paying swimmer signs up for a meet and cancels after the meet entries are due (past the period that the president can retract them from the swim meet without penalty), then the swimmer is required to pay the price of the swimmer entry fee for the meet. If the fee is not paid, then the swimmer cannot attend practice and social events, until paid. It is up to the discretion of the E-Board to waive the fee pending extenuating circumstances.

Elections:

Elections are held during March and are voted upon by current officers and due-paying/event-only members. All positions are annual and have a limit of 2 terms per position and a total of 3 years served on E-Board by a single person. Members seeking positions are expected to fulfill the following requirements prior to the election:

Election Eligibility:

1. Members must fill out an application, which will be reviewed by the current E-Board. Applicants may run for up to three positions at once, but can only win one.
2. Before elections, candidates must attend at least one E-Board meeting.
3. Each potential officer must coach at least one practice before elections.
4. After elections, each officer must attend all E-Board meetings, and shadow their particular officer.

Election Proceedings:

1. Each candidate will be given the opportunity to stand up and give a speech.
2. A QR code for a Google Poll ballot will be shown for members to scan and vote anonymously.
3. A non-returning E-Board member will tally the votes (combined with the absentee votes that were submitted before an E-Board specified time by teammates who couldn't make the election meeting).
4. Winner for that position will be announced.
5. That winner will be removed from all following positions they had previously been in the running for before they were elected for this position.
6. Process repeats until entire E-Board is decided.

Positions on Executive Board

Ordered Most Essential to Least Essential in the event of being unable to fill all positions.

1. President

- Serves as primary team contact, and leader of the executive board.
- Oversees the work of all officers, and facilitates all E-Board meetings.
- Responsible for mandatory administrative paperwork such as Travel Prior.

- Maintains contact between US College Club Swimming, Aquatics Facility Manager (Midtown) and all other outside relations for services pertaining to lane rental, club merchandise, and any others.
- Facilitates meet registration and communication with other schools and clubs, as well as use of Hy-Tek Team Manager.
- Serves as secondary Local, State, Foundation, and Private bank account holder to the current Treasurer, for necessary club expenses as determined or approved by the current club Treasurer.
- Maintains the Club Member Roster, updating it to track active members, payment of dues, status of waivers, etc.
- Delegates all other club responsibilities to other officers as needed.
- Responsible for coaching $\frac{1}{5}$ of practices.

2. Secretary

- Serves as the primary contact (via swimming@cnu.edu email account) of Swim Club, for members and prospective members to communicate with E-Board.
 - Maintains the email and directs information to prospective members, communicates with sponsors and other third parties (or forwards to President), and answers any questions emailed by active members.
- Takes minutes at E-Board meetings and saves them on the Shared Google Drive.
- Sends weekly email; used for updating members about upcoming events, meets, practice info, and any other information discussed during E-Board meetings that should be disseminated to the rest of the club.
 - Updates Email List in the Shared Google Drive; makes sure weekly emails have the most up-to-date list.
- Creates and maintains a document showing which swimmers have made or are close to making Nationals cuts.
- Responsible for coaching $\frac{1}{5}$ of practices.

3. Treasurer

- Serves as the 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.
- Determines, tracks, deposits, and accounts for all member dues.
- Prices and collects money for team apparel such as t-shirts, caps, etc.
- Issues payment of contracts (lane rentals, etc.) to respective third parties.
 - While all financial decisions remain at the discretion of the current Treasurer, they are required to alert the President of any and all transactions.
- Assists the President with other necessary administrative financial roles as requested.
- Responsible for coaching $\frac{1}{5}$ of practices.

4. Event Chair

- Plans, organizes, and runs the annual Home Meet at Midtown in conjunction with the President.

- Plans external social events and mixers with other organizations in conjunction with the President.
- Plans team bonding and social events, like Swim Semi/Swemi/Banquet and pasta parties.
 - Responsible for club scheduling via CNU VEMS system alongside the President as necessary.
- Works with the Treasurer to organize fundraisers.
- Responsible for coaching $\frac{1}{5}$ of practices.

5. Social Media Chair

- Serves as the “face” of Swim Club, establishing and directing officer association and involvement with members.
- Manages the club’s Instagram and Facebook and promotes Swim Club there. Publishes info on social media about fundraisers, practices, and other events.
- Creates graphics to be used for merch/apparel, fliers, or social media.
- Takes pictures at meets and other events to use on social media, Club Fair posters, etc.
- Heads the apparel discussion amongst E-Board members and organizes and orders what needs to be ordered, finances in conjunction with the Treasurer. All E-Board members are involved in the apparel making process.
- Responsible for coaching $\frac{1}{5}$ of practices.

Optional Positions

1. Legacy Advisor (*not voted on during elections*)

- Must be a former E-Board member - can be an undergraduate student (usually Senior) or an alum that lives near CNU. Must have been involved with Swim Club longer than current E-Board.
- Advises the current E-Board on running the club based on their past experience.
 - Essentially makes sure the club does not lose knowledge of how to run and plan things during E-Board turnover or due to long periods of inactivity like COVID-19.
- Attend all E-Board meetings *when requested* by the current E-Board.
- All prospective advisors are subject to a unanimous vote by the current E-Board.
- The advisor stays with the team until he or she resigns or is unable to complete their duties.

2. Coach Advisor (*voted on during elections or appointed by President*)

- Coach Advisor will not be an official member of E-Board
- Will help create a season plan for practices and different goals of each week throughout the season, as well as advise E-Board members in their coaching, cover various practices that need covering, and assist in other duties as they emerge.
- May attend any E-Board meetings.

Officer and Advisor Removal Processes

Should an officer or advisor be unable to complete their duties or act in a way that is contrary to the Swim Club and CNU’s values and should restrict them from acting in an officer or adviser role, a majority vote must be obtained to remove the officer or advisor, and an election will be held for a replacement.

Legal and Moral Cooperation

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.