



University of Utah Club Swimming

Constitution

Adopted August 1st, 2014

Amended August 8th, 2016

President@utahclubswimming.com

ARTICLE I-NAME

1. The name of this club will be University of Utah Club Swimming, and may also be known as the University of Utah Club Swim Team or Utah Club Swimming (hereafter referred to as "the Club").

ARTICLE II-PURPOSE

1. To help students, faculty, staff, and alumni of the University of Utah develop their swimming skills, learn race techniques, and foster a love for competition and sportsmanship.
2. To create a supportive, friendly, and all-inclusive team environment at the University of Utah that emphasizes team unity above all else.

ARTICLE III-MEMBERSHIP

1. All students of the University of Utah will be given an equal opportunity to join the Club, with some limitations. Membership in a Sport Club is limited to:
 - a. Current students who are registered for at least one credit hour, including all registered graduate and undergraduate students of the University of Utah; and
 - b. Associate Members, including any member of the University of Utah community holding a valid Campus Recreation Services (CRS) Membership.
2. Members must show general knowledge OR willingness to learn the four major swimming strokes (butterfly, back stroke, breast stroke and freestyle).
3. In order to be considered an active member, individuals must submit a Release of Liability and Proof of Insurance Forms to CRS prior to practicing. Members must also sign the club registration document acknowledging they have read and understand our constitution and pay their semester dues in order to have the full privileges granted to member athletes.
4. The Club does not discriminate on the basis of race, color, religion, national origin, sex, age, status as a disabled individual, sexual orientation, gender identity/expression, genetic information or protected veteran's status in membership.
5. Additionally, the Club endeavors to provide reasonable accommodations and to ensure equal access to qualified persons with disabilities. Inquiries concerning perceived discrimination or requests for disability accommodations may be referred to the Club president.

ARTICLE IV-EXPECTATIONS

1. Code of Conduct
 - a. Membership in a sport club imparts a certain amount of responsibility to its members. By using the University name, we not only represent our team, but the University of Utah as an institution. Therefore, it is absolutely crucial that guidelines and disciplinary actions be set in place for athletes to understand their expectations within the team.

2. Guidelines
 - a. Athletes will not, under any circumstances, engage in any behavior that is destructive, disrespectful, or defamatory toward their team, teammates, or school. Examples include, but are not limited to: crude actions/language in practice or meets; showing disrespect to an officer, coach, advisor, and/or teammate in any context; use of drugs or alcohol at any official team event.
 - b. Any and all of these actions jeopardize the privileges granted to the Club as a club sport, and such behavior will not be tolerated to any extent.
3. Disciplinary action
 - a. The Club implements a "three strike" process for disciplinary actions. Any breach of conduct can incur a "strike" as determined by the President and one other officer (ideally, one who was present at the incident).
 - i. Strike 1. First breach of conduct: Results in a formal oral warning from the President and/or Vice-President of the Club.
 - ii. Strike 2. Second breach of conduct: Results in a two-week suspension from the team and all of its associated practices, meets, and events, along with another oral warning.
 - iii. Strike 3. Third breach of conduct: Offender is removed from the roster for the remainder of the season and is no longer a member of the Club in any way, shape, or form. Offenders can re-apply for membership to the Club at the start of the next season, but must make a formal oral appeal to the Executive Board and can only be reinstated by a unanimous vote.
 - iv. In some cases, the Executive Board may elect to make certain individuals' suspension from the team permanent. This requires a unanimous vote.
4. Athletic Performance
 - a. The Club has no expectations for its members as far as performance in competition is concerned. We welcome members of all abilities and interest levels, and will never exercise the right to "cut" an individual from the Club based on his/her athletic skills. However, we do expect that every member conduct themselves with a proper amount of sportsmanship toward their competitors and teammates. Our goal is always to promote team unity, and the only grounds for "cutting" an athlete from the Club is behavior which does not promote team unity.
5. Financial Cases
 - a. In some cases, the Club will provide a certain amount of financial support to its member athletes (e.g., the Club may cover all athletes' meet entry fees). In these situations, it is not only an expectation but a requirement that the member athlete(s) fulfill the purpose for which they were given funding. If the athlete fails to complete that task (e.g., the athlete fails to attend a meet for which they were funded), the treasurer reserves the right to levy fines against the athlete in an amount less than or equal to the amount which they were provided in Club funds. Extenuating circumstances may apply.

6. Attendance
 - a. The Club has no attendance requirements to maintain active member status. Our goal is to provide a flexible practice schedule that works with all athletes' schedules, and therefore attendance at practices is non-mandatory, but highly encouraged.
 - b. There are no attendance requirements to compete in meets; HOWEVER, there are attendance requirements in place for individuals competing on an "A" Relay. All members of an A Relay must attend at least 1/2 of practices in the two weeks prior to competition in order to be eligible for a spot on the A relay. For travel meets, all members of an A Relay must attend 1/2 of practices one month prior to the meet. In disputed cases, preference will be given to those individuals who have the best attendance records, not those with the fastest times.

ARTICLE V-MEETING

1. Practices
 - a. Practice times will occur as per the schedule determined by the Executive Board at the start of each semester. Athletes will be informed of practice times upon joining.
 - b. Practice times are dependent upon when CRS can secure facilities for the team, or when pool rentals are available within a reasonable geographic area.
2. Executive and Marketing Board Meetings
 - a. Executive and Marketing Board meetings will occur on a weekly basis, at a time determined by the board at the start of the season.
 - b. A minimum 2/3 of board members must be present for meeting to take place.
3. Special Meetings
 - a. Special meetings may be called by the Executive Board, provided they give the Club ample notice.

ARTICLE VI-EXECUTIVE BOARD

1. The Executive Board will consist of the following officers:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
 - e. Marketing Director
 - f. Team Captain
2. General Expectations
 - a. Officers must communicate with their fellow Board members in a timely and effective manner, so as to accomplish their duties.
 - b. Officers must attend weekly meetings at a time specified at the beginning of each semester.
 - c. Each officer must take part in staffing workouts when a coach is unavailable/has not been appointed.
 - d. Officers will represent the Club to the best of their ability and promote its success through their actions

3. The duties of each officer will be as follows:

a. President

- i. Head facilitator and delegator of the Club. It is his/her duty to assist the officers with whatever tasks are given, and ensure the organization is achieving progress.
- ii. Serve as liaison between the Club and CRS professional staff.
- iii. Ensure that all CRS and constitutional policies and procedures are implemented and enforced.
- iv. Inform Club members of the policies and procedures outlined in the Sport Club Manual.
- v. Furnish copies of facility requests for all meets, meetings, and practices to the CRS office.
- vi. Submit required travel forms in a timely manner.
- vii. Submit all Risk and Insurance Management forms in a timely manner.
- viii. If applicable, submit Advisors Agreement and Coaches Agreement to the CRS office before the start of the season and/or once individuals have been identified.
- ix. Respond to all communications from the CRS Staff.
- x. Schedule a semester-end meeting with the Sport Club Coordinator to evaluate the previous season and review goals for the next season.
- xi. Ensure that elections are conducted as per Club bylaws.
- xii. Responsible for all internal Club communication, and must ensure the Club is well-informed of upcoming events.
- xiii. Responsible for the decisions involving Club apparel.
- xiv. Maintain active relations with other clubs, in order to secure competition opportunities and promote the well-being of collegiate club swimming.
- xv. Serve as University of Utah Club Swimming's representative on the Sport Club Executive Council.

b. Vice-President

- i. Research upcoming meets and create a competition schedule to submit to Campus Recreation.
- ii. Manage Club registration for meets.
- iii. Obtain results of competitions and submit them to CRS.
- iv. Update the Club records and "best times" page found on the website whenever applicable.
- v. Coordinate home meets and invitationals, including facility reservations, outreach to visiting teams, and obtaining official sanctions.
 1. This may also entail any tasks related to running the meet timing systems, including Meet/Team Manager. For larger meets, the Club may choose to appoint a professional meet manager.
- vi. Manage all operations pertaining to obtaining and maintaining financial sponsors for the team. Specific tasks include writing letters to potential sponsors, negotiating sponsorship rewards, and ensuring sponsors are properly recognized for their services to the team.
- vii. Assist the President with any tasks he/she is unable to complete.

- viii. Fulfill the duties of the Club's Safety Officer, as mandated by CRS. The duties are as follows:
 - 1. Ensure that any club member driving a vehicle with passengers while on a club trip has the University Defensive Driving Certification.
 - 2. Maintain emergency contact information for each club member and all coaches/affiliates.
 - 3. Fill out the Incident Report Form anytime there is an injury during a club activity.
 - 4. Pick-up the Travel Binder prior to each trip out of town.
 - 5. Work with the Athletic Trainers to bring a first aid bag to away games with supplies for injuries if no trainer is accompanying the team on the trip.
 - 6. Be CPR/AED Certified (CRS can certify individuals that are not already certified).
- c. Treasurer
 - i. Prepare and maintain the Club's yearly budget.
 - ii. Determine membership dues at the start of the season.
 - iii. Collect and deposit dues and all other fees that may arise throughout the year.
 - iv. Ensure athletes have paid all applicable fees.
 - v. Pick up monthly bank statements.
 - vi. Keep accurate and up-to-date records of the Club's finances.
 - vii. Forecast the costs necessary to travel to Nationals and other away meets.
 - viii. Ensure that the Club stays within its budget.
 - ix. Prepare ASUU budget bills with an assembly representative.
 - x. Submit reimbursements and receipts to ASUU.
 - xi. Submit Budget Request Forms to ASUU.
 - xii. Any additional financial duties that may arise.
- d. Secretary
 - i. Draft agendas for weekly meetings, and ensure meetings are run smoothly.
 - ii. Take notes during meetings and make notes accessible to other officers.
 - iii. Delegate tasks to their respective officers at the end of each meeting, and micromanage the Board to ensure tasks are completed.
 - iv. Assist the Board with any business needing to be accomplished.
- e. Marketing Director
 - i. Direct all activities related to the promotion and public image of the Club.
 - ii. Manage the Club's Marketing Board, and use the skills of its members to promote the Club.
 - iii. Determine the staff positions and responsibilities of the Marketing Board, and select the individuals to fill them by an application process.
 - iv. Direct weekly Marketing Board meetings.
 - v. Draft agendas and take notes for Marketing Board meetings.
 - vi. Perform any marketing responsibilities not currently fulfilled by a Marketing Board member.

- f. Team Captain
 - i. Plan and coordinate Club social events.
 - ii. Plan and coordinate Club service projects.
 - iii. Promote team unity through whatever resources available.
 - iv. Be an exemplary athlete in practice and competition.
 - v. Assist the Board with any business needing to be accomplished.

ARTICLE VII-MARKETING BOARD

1. The Marketing Board is a group of individuals appointed by the Marketing Director to fulfill the responsibility of promoting the Club. Members are appointed at the end of a competition season, and serve in the season following.
2. Appointment
 - a. Any individual who pays team dues and is considered an active member of the Club at the time of application may serve on the Marketing Board. The Marketing Board is an official commitment, and members must be willing to serve for one whole year.
 - b. The Marketing Director makes the final decisions on who will serve on the Marketing Board, and may do so on the basis that the applicant shows reasonable skill in the position they are applying for.
3. General Expectations
 - a. Officers must communicate with their fellow Board members in a timely and effective manner, so as to accomplish their duties.
 - b. Officers must attend weekly meetings at a time specified at the beginning of each semester.
 - c. Officers will represent the Club to the best of their ability and promote its success through their actions
4. At the time of this Constitution's amendment, the Marketing Board will consist of the below listed positions. Please note that the Marketing Director reserves the right to add or remove positions at any time, at his/her discretion if he/she must do so to better address the goal of promoting the Club.
 - a. Director of the Board
 - b. Fundraising Coordinator
 - c. Graphic Designer
 - d. Photographer
 - e. Recruitment Coordinator
 - f. Social Media Correspondent
 - g. Videographer
 - h. Website Administrator

ARTICLE VIII-ELECTIONS

1. Candidacy
 - a. Elections for each season will take place at the end of the spring semester prior to the following season. Any athlete who pays team dues and is considered an active member of the team is eligible to run.
 - b. The list of candidates will be closed 2-3 weeks prior to the election. After this point, every candidate must participate in an interview with the current Executive Board to determine if they are qualified for their position. At least one week prior

to the election, the Executive Board will select the two most qualified candidates for each position, and their names will be placed on the ballot.

- c. For the position of President, any individual wishing to run must have served on the Executive Board in the season prior to the one they are running for.

2. Election Day

- a. Elections are typically held during the end-of-year banquet.
- b. All candidates must prepare and deliver a speech lasting no longer than 5 minutes. Following the speech, there will be a 2-minute time period for team members to ask questions of the candidates. Time limits are to be strictly enforced.
- c. The positions of Team Captain, Marketing Director, Secretary, Treasurer and Vice President are to be decided by a popular vote among the active roster of members.
- d. The position of President will effectively be decided by three votes. The entire active roster (excluding the current executive board) will vote on their ballots, and the candidate who receives the majority of their votes will be given one vote. The incumbent President will also vote for a candidate, with his/her vote counting for one vote. If the President and the members agree, that candidate will be elected. If they disagree, the previous year's Executive Board will vote on the candidates and serve as a tiebreaker. Whichever candidate receives the majority of the Executive Board's vote will be elected.

3. Job Shadowing

- a. Candidates are to be notified of the results of the election within 24 hours of the popular vote. Once the new Executive Board has been elected, it is their duty to begin learning the responsibilities of their job from the officer preceding them. It is expected that the Executive Board works through the summer season to learn their position and plan for the fall semester.
- b. In some cases, officers may choose to have members begin shadowing them in the fall and spring semester preceding the election. All eligible members are to be given ample notice if a shadowing position opens up, and every member will be given an equal opportunity to shadow.
- c. For the position of President, it is an expectation that all interested candidates begin shadowing in the fall preceding the election, in order to fully understand the responsibility of president.

4. Non-Completion of Term

- a. If, for whatever reason, an officer is unable to continue their term, ample notice must be given to the Executive Board so arrangements can be made for a new appointment.
- b. If an officer fails to complete their assigned term, any compensation they are receiving for their service may be revoked accordingly (e.g. official polos). Extenuating circumstances may apply.
- c. In any case where an officer does not complete their term, the Executive Board reserves the right to appoint a replacement.

ARTICLE IX-COACHES

- 1. Coaches must participate in at least one interview with the entire Executive Board in order to be considered for appointment. Additional interviews may be scheduled at the

discretion of the officers. Coaches must represent the best interests of the team and be understanding of athletes' schedules, as well as provide a supportive yet challenging atmosphere. A 3/4 vote of the officers is required to appoint a coach.

- a. Note that coaches have no executive power in the club. Apart from their coaching duties, they serve to give advice to the current officers about matters pertaining to the club.

ARTICLE X-ADVISORS

1. Advisors must represent the best interests of the Club and be knowledgeable in the sport of swimming to give specific advice. A 3/4 vote of the officers is required to appoint an advisor.
 - a. Note that advisors have no executive power in the Club. Apart from their advising duties, they serve to give advice to the current officers about matters pertaining to the Club.

ARTICLE XI-AFFILIATES

1. Affiliates must represent the best interests of the Club and be knowledgeable in the sport of swimming to give specific advice. A 3/4 vote of the officers is required to appoint an affiliate
 - a. Note that affiliates have no executive power in the Club. Apart from their duties, they serve to give advice to the current officers about matters pertaining to the Club.

ARTICLE XII-FUNDS

1. Provisions Made by Team Dues
 - a. By paying team dues, each athlete receives a team shirt and team cap, so that they may represent the team in and out of the water.
 - b. Dues also guarantee entrance to every practice and team activity, provided the athlete pays dues as listed in the registration forms. If an athlete requests accommodations with the team treasurer, some practices and activities may be exempted on a case-by-case basis.
2. Optional Items
 - a. Additional apparel items such as team suits and warm-ups will be made available to purchase.
 - b. Any costs pertaining to competition (e.g. lodging, airline, meet entry fees) will be paid by the individual.
3. Budget Appropriations
 - a. Each year, the Treasurer makes allocations from the team budget to serve different purposes. Currently, allocations are made for:
 - i. Advertising
 - ii. Pool rental
 - iii. Administrative fees
 - iv. Team activities

ARTICLE XIII-COMMITTEES

1. No committees exist at the time of this constitution's amendment. The Executive Board reserves the right to appoint committees at their reasonable discretion.

ARTICLE XIV-AFFILIATIONS

1. The Club will be registered with US Masters Swimming for competition.

2. For other competitions, the Club may compete with the California Intercollegiate Swim Club Association, or other collegiate club teams.
3. Championship meets will be held with the Collegiate Club Swim and Dive National Championships.

ARTICLE XV-RATIFICATION

1. The Club's constitution will be ratified by members when they register for the Club. By signing our registration document, members acknowledge that they have read our constitution and accept its terms.

ARTICLE XVI-AMENDMENTS

1. An amendment can be proposed either by a 3/4 vote among the body of active members, or by a 2/3 vote among the current officers.
2. Amendments are ratified by a 3/4 vote among officers, and ratified by Club members when they sign the constitution at the beginning of each season. New amendments only apply prospectively, i.e. the only laws that affect current members are the laws that they signed at the beginning of each new season.

ARTICLE XVII-BYLAWS

1. Athletes are not required to be familiar with the bylaws of our various affiliations: rather, they are meant to serve as a reference.
 - a. U.S. Masters Swimming Rules: <http://www.usms.org/rules/>
 - b. University of Utah Student Code: <http://regulations.utah.edu/academics/6-400.php>

ARTICLE XVIII-GRIEVANCE POLICIES

1. Officer Grievances
 - a. If an officer is found to be uncommitted, untrustworthy, unreliable, or otherwise incapable of performing their duties as outlined in the constitution, a hearing will be held with the other members of the Executive Board.
 - b. If the Executive Board finds, by means of a 3/4 vote, that the officer in question is unable to perform their duties, that officer will be placed on probation for a set period to be determined by the Executive Board.
 - c. If, at the end of any such probationary period, the officer in question is deemed incapable of performing their duties, that officer can be removed from their position by means of a unanimous vote of the Executive Board. The responsibilities of that position will subsequently be split between the remaining officers until a suitable replacement can be appointed.
2. Individual Grievances
 - a. If a member has a grievance with another member, they must report it to the Executive Board. The Executive Board will then hold a hearing with the individuals in question and determine if there is a party at fault.
 - b. If a party is found guilty, then they may be placed on probation, suspended from the team, or reported to the Dean of Students office, depending on the severity of his/her misconduct.
3. Coach Grievance
 - a. If a member has a grievance with a coach, they must report it to the Executive Board. The Executive Board will then hold a hearing with the individuals in question and determine if there is a party at fault.

- b. If a party is found to be at fault, then they may be placed on probation, suspended from the team or reported to the Dean of Students office, depending on the severity of their misconduct.

Adopted August 1st, 2014

President: Ethan Allen

Date: 8/11/2014

Amendment the First, August 11, 2015

President: Ethan Allen

Date: 8/11/2015

Vice-President: _____

Date: _____

Treasurer: Melissa Hagan

Date: 8/11/2015

Secretary: Jessica Edwards

Date: 8/11/2015

Men's Team Captain: P. G. R.

Date: 2015/08/11


Women's Team Captain: Imag Hayman

Date: 8/11/2015

Signatures Needed to Amend: 4

Signatures Received: 5

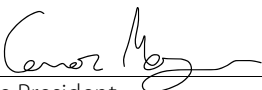
Amendment the Second, August 8th, 2016

x 

President

8/2/2016

Date

x 

Vice President

8/2/2016

Date

x 

Treasurer

8/3/2016

Date

x 

Secretary

8/2/2016

Date

x 

Marketing Director

8/3/2016

Date

x 

Team Captain

8/8/2016

Date

Signatures Needed to Amend: 4

Signatures Received: 6