



Utah Club Swimming

Constitution

Adopted August 1st, 2014

Amended August 11, 2015

ARTICLE I-NAME

- The name of this club will be Club Swim Team. In the event that Campus Recreation Services (CRS) gives approval for this club to have Sport Club status, the club will be known as the University of Utah Club Swim Team, University of Utah Club Swimming, or Utah Club Swimming

ARTICLE II-PURPOSE

- To help beginner, intermediate, and competitive swimmers alike develop their skills, learn race techniques, and foster a love for competition and sportsmanship.
- To create a supportive, friendly, and all-inclusive team environment that emphasizes team unity above all else.

ARTICLE III-MEMBERSHIP

- All students will be given an equal opportunity to join our organization. In the event CRS gives approval for this club to have sport club status, some special rules apply. They are as follows:
 - Membership in a Sport Club is limited to:
 1. Current students who are registered for at least one credit hour, including all registered graduate and undergraduate students of the University of Utah
 2. Associate Members, including any member of the University of Utah community holding a valid CRS Membership
 - Members must show general knowledge OR willingness to learn the four major swimming strokes (butterfly, back stroke, breast stroke and freestyle)
 - In order to be considered an active member, individuals must submit 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.

ARTICLE IV-EXPECTATIONS

- Code of Conduct
 - 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.

- Guidelines
 - Athletes will not, under any circumstances, engage in any behavior that is destructive, disrespectful, or defamatory toward their team, teammates, or school. Examples include: 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; etc.
 - Any and all of these actions jeopardize the privileges granted to Utah Club Swimming as a club sport, and such behavior will not be tolerated to any extent.
- Disciplinary action
 - Utah Club Swimming implements a “three strike” system for disciplinary actions. Any breach of conduct can incur a “strike” as are determined by the President and one other officer (ideally, one who was present at the incident).
 - Strike 1: First breach of conduct. Results in a formal verbal warning from the President and/or Vice-President.
 - 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 verbal warning.
 - Strike 3: Third breach of conduct. Offender is removed from the roster for the remainder of the season and is no longer a part of the team in any way, shape, or form. Offenders can re-apply for membership to the team at the start of the new season, but must make a formal verbal appeal to the Executive Board and be reinstated by a unanimous vote.
 - In some cases, Officers may elect to make certain individuals’ suspension from the team permanent. This requires a unanimous vote.
 - Special Cases
 - In some circumstances of severe misconduct, Officers can elect to bypass the three-strike system and suspend an individual from the team immediately. This requires a unanimous vote on the part of the officers, and should only be used in cases where an individual’s immediate association with the team puts the status of the team in jeopardy.
- Athletic Performance
 - Utah Club Swimming 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 team 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 team is behavior which does not promote team unity.

- Financial Cases
 - In some cases, the team will provide a certain amount of financial support to its member athletes (e.g. the team 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. athlete fails to attend a meet to which they were funded), the treasury reserves the right to levy fines against the athlete in an amount less than or equal to the amount which they were provided in team funds. Extenuating circumstances apply.
- Attendance
 - Utah Club Swimming 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 practices are non-mandatory, but highly encouraged
 - 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 50% of practices in the two weeks prior to competition in order to be eligible for a spot on the A relay. In travel meets, all members of an A Relay must attend 50% 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

- Meetings will occur whenever Campus Recreation Services can secure facilities for the team (to be determined at the start of each semester), or when the team has a competition.
- Members will be informed of regular meetings upon joining.
- Special meetings may be called by the Officers, provided they give the team ample notice.

ARTICLE VI-EXECUTIVE BOARD

- The Executive Board will consist of a:
 - President
 - Vice-President
 - Treasurer
 - Secretary
 - Men’s Team Captain
 - Women’s Team Captain
- General Expectations
 - Officers must communicate with their fellow Board members in a timely and effective manner, so as to accomplish their duties.
 - Must attend weekly meetings at a time specified at the beginning of each semester.

- Each officer must take part in staffing workouts when a coach is unavailable/has not been appointed.
- Officers will represent the team to the best of their ability and promote its success through their actions
- The duties of each officer will be as follows:
 - President
 - Head facilitator and delegator of the team. It is his/her duty to assist the officers with whatever tasks are given, and ensure the organization is achieving progress.
 - Serve as liaison between the Club and Campus Recreation Services professional staff.
 - Ensure that all policies and procedures are implemented and enforced.
 - Inform Club members of the policies and procedures outlined in the Sport Club Manual.
 - Furnish copies of facility requests for all meets, meetings, and practices to the SC Office.
 - Submit required travel forms in a timely manner.
 - Submit all Risk and Insurance Management forms in a timely manner.
 - 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.
 - Submit an end-of-semester report to the Sports Club Coordinator.
 - Transfer all applicable Club material to the president-elect.
 - Respond to all communications from the CRS Staff.
 - Schedule and lead at least one Club meeting each semester to review schedule, policies, safety practices, budget updates, etc.
 - Schedule a semester-end meeting with the SC Coordinator to evaluate the previous season and review goals for the next season.
 - Ensure that elections are conducted as per Club Constitution.
 - Ensure responsibilities as outlined in respective Club Constitution.
 - The President and other leadership team members are expected to meet at least monthly with the SC Coordinator to discuss any activities or issues of the club.
 - Responsible for all internal team communication, and must ensure the team is well-informed of upcoming events.
 - Responsible for the decisions involving team gear.
 - Maintain active relations with other teams, in order to secure competition opportunities and promote the well-being of collegiate club swimming.
 - Vice-President
 - Research upcoming meets and creating a competition schedule to submit to Campus Recreation.
 - Manage team registration for meets.

- Obtain results of competitions and submitting them to Campus Recreation.
- Update the team records and best times page found on the website whenever applicable.
- Coordinate home meets and invitationals.
- Assist the President with any tasks he/she is unable to complete.
- In addition, the Vice-President is in charge the US Masters program affiliated with the team, and ensuring its well being through whatever resources available.
- Treasurer
 - Prepare and maintain the team's yearly budget.
 - Collect and deposit dues and all other fees that may arise throughout the year.
 - Ensure athletes have paid all applicable fees.
 - Pick up monthly bank statements.
 - Keep accurate and up-to-date records of the club's finances.
 - Forecast the costs necessary to travel to Nationals and other away meets.
 - Ensure that the team stays within its budget.
 - Prepare ASUU budget bills with an assembly representative.
 - Submit reimbursements and receipts to ASUU.
 - Submit Budget Request Forms to ASUU.
 - Any additional financial duties that may arise.
- Secretary
 - Draft agendas for weekly meetings, and ensure meetings are run smoothly.
 - Take notes during meetings and make notes accessible to other officers.
 - Delegate tasks to their respective officers at the end of each meeting, and micromanaging the Board to ensure tasks are completed.
- Team Captains
 - Plan and coordinate team social events.
 - Promote team unity through whatever resources available.
 - Be an exemplary athlete in practice and competition.
 - Assist the Board with any business needing to be accomplished.

ARTICLE VII-ELECTIONS

- Elections for the upcoming season will take place at the end of the spring semester prior to the upcoming season. Eligible athletes volunteer for the ballot in a chosen position, and are elected by a majority vote by the current roster of members. All candidates must prepare and deliver a 3-5 minute speech prior to the vote.
- Elected officers for the upcoming year will be notified at the end of the current season, and will begin learning their position's responsibilities from the current officers. Officers must commit to a one-year term (except for extenuating circumstances). If, for whatever reason, an officer is unable to continue their term, ample notice must be given to the other officers so arrangements can be made for a new appointment.

ARTICLE VIII-COACHES

- Coaches must participate in at least one interview with the entire staff of officers 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 75% vote of the officers is required to appoint a coach.
 - 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 IX-ADVISORS

- Advisors must represent the best interests of the team, and be knowledgeable in the sport of swimming to give specific advice. A 75% vote of the officers is required to appoint an advisor.
 - 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 X-AFFILIATES

- Affiliates must represent the best interests of the team, and be knowledgeable in the sport of swimming to give specific advice. A 75% vote of the officers is required to appoint an affiliate
 - 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 XI-FUNDS

- Team t-shirts will be paid for through membership dues.
- Team caps will be paid for through membership dues.
- Team suits, jackets, and other apparel will be paid for by individuals.
- Membership dues will be used to pay for lifeguard fees (if applicable).
- Meet entries will be paid from dues or by the individual (if applicable).
- Travel and lodging will be paid for by a combination of ASUU funding, funds from membership dues, and, if necessary, individuals.
- Food will be paid for by a combination of funds from membership dues and individuals.
- Supplies for team activities will be funded from membership dues.
- Advertising will be paid through membership dues.
 - Please note that outside of team dues, all purchases are entirely optional. Any item which is not covered by ASUU funding or by membership dues is an optional item, and can be purchased at the discretion at the individual.

ARTICLE XII-COMMITTEES

- Marketing Board
 - The Marketing Board is open to all active members, provided they commit to a full season of service.
 - Members must commit to regular meetings throughout the season.

- Members take part in a variety of tasks, ranging across advertising, recruitment, and fundraising. Members are expected to work in teams to develop innovative solutions to problems.
- A chairman is elected at the start of each season from the active Board members. The chairman is responsible for scheduling and running meetings effectively, setting yearly goals for the Board, and serving as the liaison to the Officers to report on the Board's progress

ARTICLE XIII-AFFILIATIONS

- The club will be registered with United States Masters Swimming for competition.
- For other competitions, UUCS may compete with the California Intercollegiate Swim Club Association.
- Championship meets will be held with the East Coast Collegiate Swim and Dive Club National Championships.

ARTICLE XIV-RATIFICATION

- The 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 XV-AMENDMENTS

- An amendment can be proposed either by a $\frac{3}{4}$ vote among the body of active members, or by a $\frac{2}{3}$ vote among the current officers. Amendments are ratified by a $\frac{3}{4}$ vote among officers, and ratified by team members when they sign the constitution at the beginning of each season. Amendments are only applied at the beginning of the new season, and therefore the only laws that affect current members are the laws that they signed at the beginning of the season.

ARTICLE XVI-BYLAWS

- Athletes are not required to be familiar with the bylaws of our various affiliations: rather, they are meant to serve as a reference.
 - [US Masters Swimming Rules](#)
 - [CISCA Rules](#)
 - [ECC Eligibility and Rules](#)

ARTICLE XVII-GRIEVANCE POLICIES

- Officer Grievances
 - 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.
 - If the executive board finds, by means of a $\frac{3}{4}$ vote, that the officer in question is unable to perform their duties, they will be placed on a probationary period determined by the Executive Board.
 - If, at the end of their probationary period, the officer in question is deemed incapable of performing their duties, the officer can be removed of their position by means of a unanimous vote of the Executive Board. The responsibilities of the

position will be split between the remaining officers until a suitable replacement can be appointed.

- Individual Grievances
 - If a member has a grievance with another member, they must report it to the Executive Board. The executive board will hold a hearing with the individuals in question and determine if there is a guilty party.
 - If a guilty party is found, 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.
- Coach Grievance
 - If a member has a grievance with the coach, they must report it to the Executive Board. The executive board will hold a hearing with the individuals in question and determine if there is a guilty party.
 - If a guilty party is found, they may be placed on probation, suspended from the team or reported the Dean of Students office, depending on the severity of their misconduct.

Adopted August 1st, 2014

President: Ethel A. Ben

Date: 8/11/2014

Amendment the First, August 11, 2015

President: Ethel A. Ben

Date: 8/11/2015

Vice-President: _____

Date: _____

Treasurer: Melissa H. Ben

Date: 8/11/2015

Secretary: Jessica F. Ben

Date: 8/11/2015

Men's Team Captain: R. G. Ben

Date: 2015/08/11

Women's Team Captain: Janet H. Ben

Date: 8/11/2015

Signatures Needed to Amend: 4

Signatures Received: 5