

Club Swimming at Ohio State Constitution

ARTICLE 1 - NAME

The name of the club shall be Club Swimming at Ohio State, formerly operating under the name Buckeye Masters Swim Club, or "BMSC".

ARTICLE 2 - PURPOSE

The purpose of Club Swimming at Ohio State is to provide swimming workouts, competitions, social functions, education, and any other activities associated with swimming for the students, staff, alumni, and faculty of The Ohio State University.

ARTICLE 3 - MEMBERSHIP

Section 1. Requirements

There are three requirements and one recommended ability for membership in Club Swimming at Ohio State. Those who have not met all of the following requirements will be ineligible to attend practices or meets.

1. Membership in The Ohio State University recreational centers.
2. Payment of club dues per semester or annually.
3. Submission of Rec Sports liability waiver. This requirement must be fulfilled before entering the water.
4. Recommended ability to swim 500 yards or meters at any speed without stopping.

Section 2. Annual/Semester Dues

1. Annual (Non-refundable) Dues shall be:
 - a. Regular Members -
 - i. Students- \$60/semester or \$110/year (autumn-spring).
 - ii. Non Students- \$80/semester or \$140/year (autumn-spring).
 - iii. Summer term dues are the same for students and non-students and the amount will be determined by the board yearly based on the expected number of swimmers participating, should the Club decide to operate during the summer term.
 - iv. Partial or full refunds will be distributed per approval of the Treasurer and President. For instance, injury with doctor's note.
 - v. Dues will be pro-rated at a rate of fifty (50) percent in accordance with the University calendar for deadlines to drop a class with a "W".
 2. All club officers completing two (2) consecutive semesters in office, the club advisor and coaches are exempt from paying dues for the semesters that they participate in the aforementioned positions.
 3. Prospective members are allowed to participate in two (2) weeks of workouts at the beginning of each semester or three (3) workouts with the club the third week of the semester and beyond without obligation to join. However, dues must be submitted at his/her fourth workout.

Section 3. Removal of general members

General members, officers, advisors, or coaches may present a member to the board for removal consideration. A majority (50% + 1) vote will remove the member. The member has the opportunity to rejoin the team the following autumn semester. Incidences such as but not limited to: failing to behave in a manner conducive to the purpose of this organization, the Rec Sports handbook, violation of the OSU Student Code of Conduct, behavior that is disrespectful to any of the aquatic staff or aquatic facility, mishandling funds, or unethical behavior deemed detrimental to the coaches for running a successful practice may result in removal from the club.

ARTICLE 4 - OFFICERS AND THEIR DUTIES

1. All Officers are to attend all club meetings, meet together at least five times per semester, and discuss the financial status of the club and plan for six months in advance.

Section 1. The President

Duties:

1. Read and understand the contents of the Sport Club Handbook
2. Read and understand any policies and documents required through the Ohio Union Student Organizations department

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3. Any information that needs to be transmitted to the team (ie. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice-President to the listerv
4. Approve officer positions. This includes elections and resignations as well as aiding the vice president in officer transitions
5. Place facility reservation requests from other officers, especially meet director
6. Submit requests for financial reimbursement (on Carmen)
7. Act as a liaison between the club and sport club office
8. Attend all the sport club meetings (schedule sent on Carmen) or send the vice president in your place

At the beginning of each academic year:

1. Organize an officer's meeting prior to the first day of academic classes to discuss plans for the year and touch base
2. Familiarize all officers with the Rec Sports handbook, website, office, and expectations
3. Contact Rec Sports to make sure Carmen access is updated
4. Introduce yourself to the head coach of Ohio State Swim Club. Often OSU students confuse the USA team with our student organization. Let him know your contact information to pass along to students who accidentally e-mail him
5. Meet with Christine Thompson to confirm practice schedule and compile a calendar of events including practice cancellations, pool changes, etc. and distribute to the other officers, advisor(s), coaches, and Rec Sports representative

At the beginning of each semester:

1. Organize monthly officer meetings
2. Ensure other officers are fulfilling their requirements by sending them reminder e-mails of what is due

Before and after each meet, outing, or event,

1. Make the final decision to partake or cancel a meet or event due to budget or interest
2. Obtain any requested paperwork from the appropriate officer and submit it to Rec Sports

At the end of each semester,

1. Organize an officer's meeting to fill out end of semester report
2. Evaluate each position and provide feedback to each officer
3. Evaluate each coach and provide feedback
4. Notify Rec Sports with any updates for our Administrative Compliance Score (ACS)
5. Notify the Social Chair with any changes in officers, coaches, or advisors for the team website

At the end of each academic year:

1. Submit annual report to Rec Sports
2. Update and review the constitution at the end of each year and as needed
3. Re-register the club with the OSU Student Life (Ohio Union website)
4. Organize officer elections and notify Social Chair to update the website. This includes notifying newly elected officers of their required training dates
5. Make updates to the position requirements/binder
6. Contact Rec Sports with new officers to gain Carmen access
7. Confirm next semester's practice schedule (or home meet schedule) with Christine Thompson and send out reminder e-mail to listerv

Section 2. Vice-President/Secretary

Duties:

1. Read and understand the contents of the Sport Club Handbook
2. Read and understand any policies and documents required through the Ohio Union Student Organizations department
3. Any information that needs to be transmitted to the team (ie. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice-President to the listerv
4. Perform duties and serve as the club representative in the absence of the president
5. E-mail any announcements from the other officers to the listerv
6. Act as a liaison between club and coaches (practice feedback, practice changes, etc.).
7. Check the club's mailbox weekly (RPAC B149)

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8. Assist any other officer with help contacting professional staff, obtaining and turning in paperwork, etc.

9. Attend president's meetings in the absence of the president

10. Turn in collected dues to the Treasurer

11. Take minutes at all meetings and post them on the google drive

At the beginning of each academic year:

1. Provide assistance to the president in filling out any necessary paperwork or requests

At the beginning of semester

1. Update the listerv with any new additions from the treasurer/secretary or social chair (from involvement fair)

Before and after each meet, outing, or event:

1. Obtain any necessary paperwork from the appropriate officer to turn into Rec Sports

2. Submit activities summary to sport club office (game results, trip highlights, fundraising results, special events, etc.)

At the end of each semester:

1. Report any incidents to the president to include on the semester report

2. Notify Rec Sports with any updates for our Administrative Compliance Score (ACS)

At the end of each academic year:

1. Make any updates to the position requirements/binder

2. Attend the officer elections and assist the transition/training of the new officer

Section 3. Treasurer

Duties:

1. Read and understand the contents of the Sport Club Handbook

2. Read and understand any policies and documents required through the Ohio Union Student

3. Maintain an updated list of active members including payment and insurance forms

4. Receive any collected dues from other officers

5. Submit membership list and completed release/waiver of liability to the Rec Sports office as well as indicate all forms have been turned in on the active members list

6. Write checks for meet entry fees, apparel, etc. and record any expenses

7. Periodically (weekly) submit reimbursement requests for any items covered in the Rec Sports Handbook

8. Any information that needs to be transmitted to the team (ie. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice-President to the listerv

9. Prepare an income statement at the end of every month and distribute it to the board at the first meeting of the month.

10. Prepare a budget for the upcoming month and distribute it to the board at the last meeting of every month.

At the beginning of each academic year:

1. Attend treasurer training, offered by the Ohio Union and Rec Sports. You will receive an e-mail about this

2. Meet with President to discuss a potential budget plan for the year including: meet funds, social outings, and adjusting the price of annual/semester dues

3. Gain access to the EIN number, debit card, and checkbook from the previous treasurer

At the beginning of each semester:

1. Organize an officer's meeting to outline potential budget for the semester

2. Update the list of active members and notify members who paid per semester they will need to pay new dues

Throughout the semester:

1. Maintain an updated list of active members including payment and insurance forms

2. Deposit any new dues the week they are received. Checks must have two endorsements signatures- one from you and one from the president

3. Submit membership list and completed release/waiver of liability to the Rec Sports office as well as indicate all forms have been turned in on the active members list

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4. Keep a running list of fees due and fees needed (ie. entry fees or new equipment fees)
Communicate with the other officers to fulfill any requests, especially the president and meet director, in filling out requests for reimbursement (found on Carmen)

5. Ensure financial business is conducted in compliance with SOS policies and procedures
6. Ensure all members attending home and away meets are in good financial standing with the club and are current in insurance forms

7. Send the vice president a list of names to be added/removed from the listerv
At the end of each semester:

1. Aid the president in filling out the end of semester report
2. Notify the vice president with any information to pass onto Rec Sports for our Administrative Compliance Score (ACS)

At the end of each academic year:

1. Make updates to the position requirements/binder
2. Assist the transition/training of the new officer

Section 4. Meet Coordinator/ Equipment Manager

Duties:

1. Read and understand the contents of the Sport Club Handbook
2. Read and understand any policies and documents required through the Ohio Union Student Organizations department
3. Any information that needs to be transmitted to the team (ie. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice-President to the listerv
4. Organize our page on <http://www.myswimclub.org> and check for upcoming meets
5. Reference the position binder for detailed steps on how to schedule home meets and attend away meets

At the beginning of each academic year,

1. Introduce yourself to the aquatic events coordinator. He/she is who you will be working with to schedule home meets and events. Exchange contact information
2. Work with aquatic events coordinator (or an equivalent professional staff member) to designate a storage space for equipment. Coordinate with the apparel officer to re-stock inventory
3. Look up on My Swim Club or e-mail local meet directors/presidents requesting information on tentative meets
4. Follow proper procedures for scheduling home meets and attending away meets, as found in the
5. Keep an updated list of team records

Meet Coordinator/Equipment Manager binder

At the beginning of each semester:

1. Notify the officers of any potential upcoming meets, both home and away
2. Look up on My Swim Club or e-mail local meet directors/presidents requesting information on tentative meets

At the end of each semester:

1. Notify Rec Sports with any updates for our Administrative Compliance Score (ACS)

At the end of each academic year:

1. Make any updates to the position requirements/binder
2. Assist the transition/training of the new officer
3. Take inventory on equipment and communicate requests for new equipment with the apparel officer

Section 5. Apparel Coordinator

Duties:

1. Read and understand the contents of the Sport Club Handbook
2. Read and understand any policies and documents required through the Ohio Union Student Organizations department
3. Any information that needs to be transmitted to the team (ie. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice-President to the listerv
4. Work alongside the meet director/equipment manager to keep inventory of equipment

At the beginning of each academic year:

1. Provide an initial apparel order by late September/early October

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2. After the initial order, you are welcome to pursue additional orders later in the year; however you must seek approval through Trademarking and Licensing for any requests

At the end of each semester:

1. Aid the president in filling out the end of semester report
2. Notify the vice president with any information to pass onto Rec Sports for our Administrative Compliance Score (ACS)

At the end of each academic year:

1. Make updates to the position requirements/binder
2. Assist the transition/training of the new officer
3. Take inventory on equipment and communicate requests for new equipment with the meet director/equipment manager

Section 6. Fundraising/Sponsorship Chair

Duties:

1. Read and understand the contents of the Sport Club Handbook
2. Read and understand any policies and documents required through the Ohio Union Student Organizations department
3. Any information that needs to be transmitted to the team (ie. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice-President to the listerv
4. Keep a running list of profits raised from fundraisers and willing sponsors

At the beginning of each semester:

1. Organize at least two fundraising events per semester
2. Work with the meet director/equipment manager and treasurer/secretary to determine funds needed

Before each meet:

1. Communicate with local businesses to seek sponsors for home meets
2. Have companies fill out MOU form to solidify sponsorship role

After each meet

1. Follow up with sponsors after meet (ex. send heat sheet with ad)

At the end of each semester:

1. Notify the vice president with any information to pass onto Rec Sports for our Administrative Compliance Score (ACS)

At the end of each academic year:

1. Make any updates to the position requirements/binder
2. Attend the officer elections and assist the transition/training of the new officer

Section 7. Social/Outreach Chair

Duties:

1. Read and understand the contents of the Sport Club Handbook
2. Read and understand any policies and documents required through the Ohio Union Student Organizations department
3. Any information that needs to be transmitted to the team (ie. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice-President to the listerv and posted on all social media.
4. The Social/Outreach Chair will be the primary person responsible for maintaining the club's social media accounts.
5. Organize at least two community service/volunteer opportunities per semester and keep an attendance list of members who attend

At the beginning of each academic year:

1. Organize a social event for the first week of the year to attract new members

At the beginning of each semester:

1. Sign up for Autumn and Spring Involvement Fair and coordinate workers, table, and flyers to hand out
2. Assist the President in organizing team informational meetings.
2. Reach out to campus and promote the club.
3. Contact the current instructor for the swimming class offered through EDUPAES.

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Before and after each meet:

1. Organize a team dinner the night before
2. Work alongside the meet director to plan an after-meet activity
3. Update social media with team dinners and after meet activities

At the end of each semester:

1. Aid the president in filling out the end of semester report
2. Notify the vice president with any information to pass onto Rec Sports for our Administrative Compliance Score (ACS)

At the end of each academic year:

1. Organize an end of the year gathering (ie. a team dinner/fun event/banquet)
2. Make updates to the position requirements/binder
3. Attend the officer elections and assist the transition/training of the new officer
4. Organize team's participation in the Sport Clubs banquet, including filling out any service award applications, coach of the year, team of the year, etc (on Carmen) and RSVPs

Section 8. Risk Manager

Duties:

1. Read and understand the contents of the Sport Club Handbook
2. Read and understand any policies and documents required through the Ohio Union Student Organizations department
3. Any information that needs to be transmitted to the team (ie. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice-President to the listerv
4. Ensure that safety is addressed at all club practices, competitions, or activities home or away
According to the Rec Sports manual, "In case of an accident or occurrence of an injury while traveling for a sport club activity, first take any necessary steps for Emergency care, and then contact one of the competitive sports professional staff members or one of the competitive sport staff GAAs."
5. Coach one day per week

At the beginning of each academic year:

1. Attend the annual training event. You will receive more information via e-mail or from the President about the date and time. You are typically excused from the training session if you can prove current CPR and First-Aid certifications.
2. Provide 2 copies of current CPR and First-Aid certifications. One goes to Rec Sports and one gets filed in the binder.
3. Complete and return the Safety Risk Management form (found on Carmen) to Rec Sports. A copy should be filed in this binder.

At the beginning of each semester:

1. Inform club members of policies, procedures, expectations, emergency procedure, and other regulations that must be followed

At the end of each semester:

1. Report any incidents to the president to include on the semester report
2. Notify the vice president with any information to pass onto Rec Sports for our Administrative Compliance Score (ACS)

At the end of each academic year:

1. Make any updates to the position requirements/binder
2. Attend the officer elections and assist the transition/training of the new officer

Section 9. The Advisor

1. The Advisor to this organization shall be a full-time faculty or staff member at The Ohio State University and will undergo Advisor training biannually through the Ohio Union

Section 10. The Former President/Co-Advisor

Requirements:

1. Must have served a full presidential term the previous school year.
2. Be elected by the new executive board by a majority vote.

Mandatory Duties:

1. Read and understand the contents of the Sport Club Handbook.

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2. Read and understand any policies and documents required through the Ohio Union Student Organizations department.
3. In the absence of an officer, the Former President will temporarily assume officer responsibilities until appropriate club member is nominated.
4. Vote in day-to-day disputes and in the first round of officer election tie-breakers.
5. Attend and participate in a majority of Officer Meetings.
6. Attend President's Meetings in absence of both President and Vice President.

Discretionary Duties

1. Be available, on a regular basis, as a resource on policies, procedures, contacts, etc.
2. Help the organization accomplish its goals.
3. Provide advice and counsel on proper procedures and guidance to avoid conduct that could discredit the organization.
4. Make appropriate referrals by using knowledge of campus and community resources.
5. Become a secondary liaison to the Aquatic Staff.
6. Provide for a smoother leadership transition.

At the beginning of each academic year:

1. Exchange over all documents, accounts, and passwords to the Current President.
2. Assist in amending the constitution

ARTICLE 5- ELECTIONS

Section 1. Election Procedures

1. Officers shall be elected annually before Spring Break with their term beginning summer term.
2. Elections shall be run by the highest ranking officer (as listed in the Constitution) who is not seeking re-election. This person shall be called the "election coordinator."
3. Elections shall be run using a private Survey Monkey account in which only the "election coordinator" shall have access to. The next highest-ranking officer must certify results. A plurality vote wins the election.
4. Any paid member regardless of rank, major, or previous experience may run for election.
 - a. The exception to this rule is that the President must have previously held an officer position and it is strongly recommended that the President will be attending the University at least one semester after the completion of their term.
5. Anyone interested in running for election should attend an informational meeting. If someone is unable to attend, they must schedule a meeting with the election coordinator.
6. There shall be two rounds of elections. The first tier will include the President, Vice-President/Secretary, Treasurer, and Meet Coordinator. The second tier will include the Social/Outreach Chair, Apparel Coordinator, Fundraising/Sponsorship Chair, and Risk Manager.
7. A candidate may only run for one position per tier.

Section 2. Tie-Breaking Procedures

1. If there is a tie for a position, the vote will go to the officers. Only those candidates included in the tie will be included on the ballot. No officer involved in the tie will be permitted to vote. Officers reserve the right to abstain.
2. If there is a tie in the procedure listed above, the four highest ranking officers not involved in the tie and the advisor will vote. In this round, the officers do not reserve the right to abstain.

ARTICLE 6- OFFICER REMOVAL & REPLACEMENT

1. If an officer does not fulfill the following requirements by the last meet of the first semester, the officer shall be automatically removed from their position:
 - a. Attend one meet
 - b. Attend one social event (ex. team dinner, movie night)
 - c. Attend 70% of officer meetings
 - d. Complete a minimum of two practices per month
2. In addition, a majority of the board may remove an officer upon the determination that they have been unable to fulfill their duties. Other reasons for removal include those listed in Article 3, Section 3 in regards to general officer removal.
3. Upon removal/resignation of the President, the next highest-ranking officer shall assume the office of President. The office assuming the President's position is then vacant.

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4. Upon the vacancy of an office other than President, the President shall nominate a club member to fill the vacancy. A majority of the board must approve this nomination.

ARTICLE 7 - AMENDMENTS

This constitution may be amended at any meeting by a majority vote of officers present. Members shall be notified of any amendments.

ARTICLE 8 - MEETINGS

Section 1. Officer Meetings

1. Meetings may be called at any time as deemed necessary by the President of the club.
2. At least one meeting shall be held before the first day of classes.
3. At least five meetings will be held per semester on need-basis.

Section 2: Informational Meetings

1. At least two meetings will be held prior to entering the water autumn semester for prospective members

ARTICLE 9 - PARLIAMENTARY POLICY

The rules contained in the Roberts Rules of Order Revised shall govern this organization in all cases to which they are applicable unless they are inconsistent with the Constitution and by-laws and special rules of the organization

ARTICLE 10 - NON-DISCRIMINATION POLICY

Club Swimming at Ohio State conforms to the non-discrimination policy of The Ohio State University: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

ARTICLE 11 - COACHES

1. Coaches are on a volunteer basis with a Rec Sports Membership as a result of their time and efforts.
2. Coaches are not required to attend meets.
3. If a coach cannot attend his/her designated day, he/she should arrange otherwise. If no coach is present on deck, The President or next highest ranking officer will run practice.

ARTICLE 12

The Ohio State University is an official sponsor of Club Swimming at Ohio State. Additional sponsors may be recruited by the Fundraising/Sponsorship chair.

ARTICLE 13- REQUIRED RECREATIONAL SPORTS STATEMENTS

Section 1. Code of Student Conduct

The Ohio State University Code of Student Conduct applies to the team and its individual members.

Section 2. Continuity in Case of Suspension

If the team is suspended for violating the Code of Student Conduct, Competitive Sports will appoint an Interim President and an Interim Treasurer. The Interim President and Interim Treasurer may (1) transfer signatures and check writing authority for the organization's bank account to themselves within thirty days of suspension, (2) pay existing financial obligations out of the organization's current funds, and (3) when the period of suspension ends, take appropriate steps with Student Activities to re-register as a student organization. Further, the Interim President and Interim treasurer shall inventory the organization's equipment and write a plan for its storage and safekeeping during the suspension period. This plan must be submitted to Competitive Sports within the first thirty days of suspension. During this suspension no new coaches or staff should be hired. All club assets are frozen during the suspension meaning nothing should be bought or sold during this time. Should the Interim President or treasurer wish to take any additional actions, they must seek advance approval from Competitive Sports.

Section 3. Return to Competitive Sports

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In order to return as a recognized Sport Club team, the Interim President must provide Competitive Sports with documentation that the team is a recognized student organization. The Interim President must also provide a roster of at least 15 students to Competitive Sports along with a written plan to hold elections. This plan should, to the extent possible due to the terms, length and timing of the suspension, resemble the provisions contained in Article 5.

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