

# Ohio State Club Tennis Constitution

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## **Article I – Name**

Ohio State Club Tennis

## **Article II – Purpose**

The purpose of Ohio State Club Tennis is to provide a competitive tennis atmosphere while also giving student athletes a positive social outlet to further enjoy their college experience.

### **Purpose of Scarlet and Gray Teams**

The Scarlet and Gray teams fill the gap between recreational and varsity levels of competition. They are the traveling teams that represent The Ohio State University at various tournaments, including those organized by the USTA Tennis on Campus program.

### **Purpose of Buckeye Team**

The Buckeye Team was created for student athletes who seek to maintain and improve their tennis skills and meet others with the same interest. Members have a history of playing high school tennis which allows for a higher level of play than what intramural has to offer.

## **Article III – Membership**

Membership is available to any Ohio State undergraduate or graduate students. Members are divided into three teams.

### **Scarlet Team Selection**

Scarlet Team members are selected through tryouts. If one has the skill set necessary to be part of the Scarlet Team, they then must pay the yearly dues established by the Club President and Treasurer in order to be recognized as a member. Scarlet Team will consist of around 35 members. If Scarlet Team is short on members, Gray Team members have the opportunity to move up through the Club Presidents' assessment of their attendance and improvement.

### **Gray Team Selection**

The best 35 players who were unable to make Scarlet but are still interested in intercollegiate tennis will be placed on Gray Team. If one has the skill set necessary to be part of the Gray Team, they then must pay the yearly dues established by the Club President and Treasurer in order to be recognized as a member.

### **Buckeye Team Selection**

In order to be recognized as Buckeye Team members, students must pay the yearly dues established by the Club President and Treasurer. There are no cuts for the Buckeye team; everyone who wants to be on the team is given a spot. If Gray Team is short on members, Buckeye members have the chance to move up through the Club Presidents' assessment of their attendance, improvement, as well as the payment of Gray team dues.

## **Removal of a General Member**

In the event that a general member conducts themselves in manner that it is harmful to OSU Club Tennis, disrupts the harmony of the club, or violates the OSU student code of conduct, that person(s) may be removed from the club by a majority vote from the executive board, with the consultation of the advisor.

## **Article IV – Non-Discrimination Policy**

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 V – Executive Board and Officer Responsibilities**

This organization is self-administered; the daily operation of the club is the responsibility of its student members. The President is ultimately responsible for seeing that the club functions smoothly and properly. However, the task of conducting the business of a sport club is usually too large for any one student. The President has the authority to decide which tasks should be assigned to each office. That being stated, each officer has the freedom to personalize his/her office position. The contribution of each officer is vital to the club's success. Also, executive board members must set an example and act as role models for other members.

### **Responsibilities of ALL Club Officers**

#### **Attendance**

- Regular attendance at practices, club activities, e-board meetings and trainings.
- Help enforce attendance at practices and club meetings.
- Be a role model and encourage members to attend club activities.

#### **Set Goals & Motivate**

- Goals must be clear and attainable.
- Help plan an agenda for the season.
- Establish a culture of enthusiasm and openness.
- Follow up, congratulate and listen.

#### **Succession & Training**

- Leave behind an organized record of your season's work for the next officer to use as reference.

#### **Assist Other Club Officers**

### **Duties of the President and Vice President**

#### **Lead & Guide**

As the person who sets the tone for the club, you are expected to provide helpful, supportive leadership for all of the club's activities. Motivate, make peace and facilitate as required. Though you must occasionally step in and make a difficult decision, rarely

do so without consulting your members and other club officers. Strive to show respect for all members, even when you do not agree with them, and provide leadership for all.

### Appoint & Delegate Tasks

- Delegate tasks necessary to run organization and events smoothly
- At the beginning of the year, appoint members of the executive board to maintain the website and social media pages for the team.
- After appointing persons to perform tasks, ensure that the task is done.
- Appoint a representative in case of President's absence.

### Preside

- Make certain that each club and board meeting is well planned, flows smoothly, ends on time and that each member participates and has fun.
- Direct practices, make announcements, and keep members informed
- Outline a schedule of events for the entire season.

### Monitor & Evaluate

- Continuously monitor the club's progress towards goals.
- Ensure officers are held accountable for their work.
- Ensure club is on schedule. Evaluate and change plans when necessary.
- Generate any needed adjustments to club's Constitution.
- Ensure club compliance with rules and regulations.
- Work to continuously improve the club.

### Recruit & Retain Members

- Make certain all members are active and involved.
- Create an enjoyable experience for members.
- Create a community where new members can find friends to hang out with on the weekend.
- Have an aggressive, yearlong membership campaign.

### Reporting

- Ensure that all appropriate forms have been turned in on time.
- Prepare and file any report required.
- Maintain constant contact with club adviser Scott Holmes and affiliated department.
- Keep advisor informed of important club decisions.
- Be a positive public face and external representative
- Be the primary contact for and correspond on behalf of the club

### Register for Tournaments

- Register for tournaments
- Make arrangements for trips
- Complete and submit necessary paperwork
- Maintain constant contact with USTA Midwest Tennis on Campus director Steve Wise

### Assist all Club Officers

- Know what services are available.
- Approve budget, schedules, event and ideas.

- Obtains appropriate facilities for organization activities
- Provide insight and advice

### Succession & Training

- Appoint and train next president throughout the year they serve as president
- Encourage members to run for officer positions.
- Ensure club officers and the board clearly understand and carry out their responsibilities throughout the year.
- Preserve club history. Submit Constitution, meeting notes, timelines, etc. to the Archives.

## **Duties of the Secretary**

### Record

- Take notes at club meetings.
- Gather match results.
- Take attendance at practice.
- Help manage club social media and email accounts

### Tryouts

- This will be the busiest time for the secretary.
- Organize informational meetings at start of school year
- Create sign-up sheet or method for the Involvement fair
- Set up display for Involvement fair
- Organize tryouts
- E-mail recruits about tryouts
- Create a team roster

## **Duties of the Treasurer**

### Get Trained

- Undergo treasurers' training through school
- Be familiar with accounting procedures and policies
- Understand school and club policies regarding student financial accounts relating to school organizations.

### Manage the Money

- Prepare and oversee the club's annual budget
- Set and collect player dues
- Deposit money in bank and issues checks against the account when authorized to do so by the club.
- Manage club bank account
- Deposit all funds immediately.
- Always obtain a receipt for any expenditure of funds.
- Maintains an inventory of all equipment and its condition

### Record & Report

- Maintain accurate financial records.
- Obtain the financial records of the past treasurer and make certain all records

are in order.

- Keep a general journal to show the chronological flow of funds.
- Keep the president and all others concerned informed of the club's financial position.
- Advises members on financial matters
- Submit travel expense reports and reimbursement forms to Rec. Sports
- Submit financial semester reports to Rec. Sports

### **Duties of Fundraising Chairs**

There is to be one fundraising chair on the Scarlet team and one on the Gray team.

#### **Fundraising Events**

- Plan a minimum of 3 fundraising events.
- Create a projected timeline of fundraising events for the season.
- Help organize letter drive.

#### **Sponsorship Program**

- Find team and event sponsors
- Create a timeline of goal dates

### **Duties of Social/Service Chairs**

There is to be one fundraising chair on the Scarlet team and one on the Gray team.

- Plan team bonding activities at beginning of season
- Plan social activities throughout the season
- Plan 2 social events each semester

#### **Service Events**

- Plan 2 service events for ACS points

### **Duties of Gray Captain and Vice-Captain**

- Lead Gray Team Practices, make announcements, and keep members informed
- Make certain all members are active and involved
- Create an enjoyable experience for all members
- Register for tournaments (in consultation with Club President and VP)
- Make arrangements for trips (in consultation with Club Treasurer)
- Complete and submit necessary paperwork
- Update executive board on all important Gray team matters, decisions

### **Duties of Buckeye Captain and Vice-Captain**

- Lead Buckeye Practices, make announcements, and keep members informed
- Make certain all members are active and involved
- Create an enjoyable experience for all members
- Update executive board on all important Buckeye team matters, decisions

## **Article VI – Officer Selection and Removal**

### **Selection of President**

The New President is appointed by the Incumbent President at the start of the season. The Incumbent President then trains the New President throughout the year so that they are prepared for the next year. The President will appoint a member who he/she believes capable and whose commitment to the club stood out above the rest. Unless there are no qualifying candidates, the New President must have had served at least one year on the executive board prior to the year they serve as President.

### **Officer Elections**

Officer elections will be held at the end of season. Students interested in running for an officer position must present a short speech, explaining why they should be chosen for that role. The rest of the club members will then vote. The person with the most votes will be appointed the officer position.

### **Eligibility of Officers**

All Scarlet and Gray team members are strongly encouraged to participate in at least one fundraising event per semester. In order to run for an officer position on the executive board, a candidate must have participated in one fundraising event in both semesters of the year.

### **Removal of an Officer**

In the event that an executive board member is unable to fulfill their duties for the club, that person(s) may be removed from the officer position by a majority vote from the executive board. If an executive member is removed from their position, the President will choose another person to fill in their position and ensure that they perform their duties to the club correctly.

## **Article VII – Required Meetings and Their Frequency**

### **Informational Meetings**

Any student interested in joining OSU Club Tennis are required attend one of the two informational meetings during the first week of Autumn Semester. These meetings are meant to provide information about the club and tryouts.

### **Tryouts**

Any student interested in joining the Scarlet or Gray Team is required to attend tryouts. This includes past Scarlet and Gray Team members with the exception of the executive board. Students will be charged \$10 to tryout. The executive board will nominate the top 35 skilled students to Scarlet Team. The next 35 or so best players will be placed on Gray team.

### **Practices**

All practices will be held at the RPAC courts until October and then at Jesse Owens West

Tennis Center once that facility opens. Scarlet and Gray will practice twice a week and Buckeye will practice once a week.

### **Officer Elections**

All Scarlet and Gray Team members are required to attend Elections at the end of the season. Buckeye Team members are highly encouraged to attend.

## **Article VIII – Advisor**

The current faculty advisor of Ohio State Club Tennis is Scott Holmes [holmes.508@osu.edu].

**\*\*Note: This Constitution was last revised on 5/18/16.\*\***