

Constitution of the Women's Water Polo Team at The Ohio State University

ARTICLE 1- NAME

The name of the club shall be The Ohio State University Women's Water Polo Team (hereinafter "the Team")

ARTICLE 2- PURPOSE

The purpose of the TEAM will be to provide water polo workouts, competitions, clinics, social functions, education and any other activities associated with water polo for the female students, staff, and faculty of The Ohio State University.

ARTICLE 3- MEMBERSHIP

Section 1. Requirements

Membership on the TEAM will be open to all female students, staff and faculty of the Ohio State University who have a current or immediate past semester identification card or spouses of students, faculty and staff who have a current or immediate past semester Recreation and Intramural Sports Activity Pass.

Requirements for membership are:

1. Payment of annual club dues by a set deadline set by the officers at the beginning of each year.

Section 2. Annual dues, club registration and OSU release Form

- a. Membership renewal shall be made by a set deadline of each semester and shall include submitting of club registration, OSU release and health forms and payment of semester dues.
- b. Semester dues beginning at a set deadline shall be \$200.00. These dues will be paid at the beginning of both the fall and spring semesters. If a player joins after the initial collection, the officers will decide on an individual basis how much the player will pay. In the event that a player is not able to pay the amount in full, a payment plan may be implemented.
- c. In a case where a player approaches the Treasure or president and request financial aid, aid will not be directly given. The player may have the option however to organize a fundraiser at the presidents approval, and the proceeds will first go to the players dues and then the rest will go to the TEAM fund.

Section 3. Multiple teams.

- a. In cases where the club finds that they have 20 or more people on the team the officers may choose to create two teams. The more experienced team being called scarlet and the novice team grey.
- b. The officers and the coach will have the power to decide how to split the two teams for games. The decisions about its members will be determined on an individual tournament basis.

ARTICLE 4- OFFICERS AND THEIR DUTIES

Section 1. The President

- a. The President shall preside at all meetings of the TEAM.
- b. The President is responsible for communication to the advisor and will perform such other activities and duties that pertain to this office.
- c. The President and Coach will consider and decide whether or not someone is an OSU person and will be allowed to join the TEAM.
- d. The President shall overview the entire team, she shall be responsible for delegating tasks, but she still has the final say
- e. Responsibilities also include:
 1. Being the official spokes-person of the TEAM
 2. Attend sport club meetings
 3. Re-registering the TEAM with the OSU Student Affairs Office, including any changes of the officers, the advisor, or their addresses. This is to be done by the fourth week of each autumn semester, as is required by OSU
 4. Assuring that the team is in accordance with the requirements of the Collegiate Water Polo Association at all times** In order to be eligible for election as President, a member must have completed at least one year on the team and possess at least two years of water polo experience prior to running for the office. Additionally, the President must have one year as an officer on the team and be CWPA eligible.

Section 2 The Vice-President

- a. The V.P. will perform the duties of the President in her absence.
 - b. The V.P. is responsible for social events
 - c. The V.P. will be responsible for helping the President whenever it is necessary to do so
- ** In order to be eligible for election as Vice-President, a member must have completed at least one year on the team, and possess at least two years of water polo experience prior to running for the office. Additionally, the Vice President must have one year as an officer on the team and be CWPA eligible.

Section 3 The Treasurer

- a. Responsibilities will include:
 1. Draw all checks and make all deposits on the treasury
 2. Receive and be custodian of all funds of the TEAM
 3. Keep track of all dues received by the TEAM
 4. Make a written report of all receipts and expenditures at the annual meeting
 5. Organize at least three fundraisers a year
 6. Always know where the team is financially
 7. Making sure president also knows where money of the TEAM is going
 8. Paying out coaches' salary
 9. Attend treasurer trainings

** Must have at least 2 semesters on the team and be CWPA eligible.

Section 4 The Secretary

a. Responsibilities will include:

1. Keeping attendance of the TEAM, officers, and of the coaches
2. Managing paperwork and collecting paper work from the TEAM
3. Updating roster

** Must have at least two semesters on the team and be CWPA eligible.

Section 5 The Tournament Director

a. Responsibilities will include:

1. Arranging accommodations at tournaments
2. Taking care of plans for hosting a tournament including everything, from officials to having refreshments
3. Arranging transportation to tournaments

** Must have at least two semesters on the team and be CWPA eligible.

Section 6 The Risk Manager

a. Responsibilities will include:

1. Maintaining certification in CPR and First Aid
2. Responding to injuries by any one of the TEAM
3. Attending risk management trainings twice every semester.

Section 7 Election of Officers

a. Officers will be elected each year during March or early April at a team meeting with the term beginning fall semester but using the duration of spring semester as a transition period

b. TEAM will vote in an anonymous way. A majority vote constitutes an election.

Section 8 Officers

a. The officers of the TEAM shall be as follows: President, Vice-President, Treasurer, Secretary, Tournament Director, and Risk manager. The risk manager may also hold another position on the officer board. The aforementioned are to be elected annually at the end of spring semester. They are to attend all team meetings and meet together regularly in order to discuss the status of the team and plan for future events.

b. Officers of the team must maintain an attendance policy. Officers are required to be at 70% of events, excluding the first week of each semester. This standard of attendance is not optional. If substantial absence is due to exams/reviews, consideration may be taken; though this situation is not likely to arise. Officer attendance will be evaluated after 12 practices. If any officer falls below 70% during this (or any other) time period, she will be given two

weeks to raise her attendance above 70%. A second attendance infraction will constitute a one week period to re-establish 70%, and a third infraction will constitute removal from the position. In the situation of officer removal, the new officer will be chosen by the president.

Section 9 Advisor

- a. The advisor to this organization shall be a full-time faculty or staff member at the Ohio State University.

Section 10 Coaches

- a. The coach shall not be in charge of the TEAM, the officers shall have that responsibility
- b. During any and all tournaments, a coach's food, hotel arrangements, and (if necessary) parking passes will be paid for by the team.
- c. The salary of the head coach will be based on attendance of practices. He/she will receive \$25.00 for each full practice, and \$12.50 for any practice in which he/she cannot attend for more than an hour. The assistant coaching position will not be paid.
- d. In the case that there is no coach, the President or other officers will assume the duties of running practices and coaching at scrimmages and games. The President and other officers can search for and hire a new coach if the opportunity presents itself.

ARTICLE 5 – REMOVAL OF PRESIDENT OR COACH OR GENERAL MEMBER.

Section 1 -Removal of Officer or Coach:

- a. If an officer or coach conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, with the consultation of the advisor. If an issue arises that becomes severe enough where replacement of coach and/or president becomes a consideration, their removal will be considered at an officer meeting and ultimately decided by a vote. In the case of the removal of an officer, the remaining four officers will vote and the decision must be unanimous. In the case of the removal of the coach, all five officers will vote and at least four out of five officers need to agree. A formal letter stating consideration of removal from their position must be served to the person in question at least two weeks before the meeting is held. In the case of removal of the President, the current Vice-President will assume the role of President thereafter.
- b. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

ARTICLE 6- AMENDMENTS

This constitution may be amended at any meeting by a majority vote of members present. It also may be updated by the president but with consent from the other officers. In cases of changes of dues, the proposed amendment must be presented to the membership at least one week prior to the date of voting.

ARTICLE 7- MEETINGS

Section 1 Meetings will be called at any time deemed necessary by the President of the TEAM.

Section 2 Other meetings

- a. The informational meeting is to be held the first or second week of the fall semester for the purpose of conducting TEAM business and the recruitment of new members.
- b. A coaches and officers meeting will be held a minimum of once per semester.

ARTICLE 10- PARLIAMENTARY AUTHORITY

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 11- NON-DISCRIMINATION POLICY

The TEAM conforms to the policy of the Ohio State University. This policy is both traditionally and currently that discrimination against any individual for reasons of race, color, religion, sex, sexual orientation, national origin, age, or handicap is specifically prohibited.

ARTICLE 12- CLUB SPONSORSHIP

The Ohio State University is an official sponsor of the TEAM. The officers will recruit other sponsors.

ARTICLE 13 – CLUB OF STUDENT CONDUCT

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

ARTICLE 14 – 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 the 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 the suspension. During this suspension no new coaches or staff should be hired during this time. All club assets are frozen during this suspension period meaning nothing should be bought or sold during this time. Should the Interim President or Interim Treasurer wish to take any additional actions, they must seek advance approval from Competitive Sports.

ARTICLE 15 – RETURN TO COMPETITIVE SPORTS

In order to return as a recognized Sport Club team, The Interim President must provide Competitive Sports with documentation that 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 14.