

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 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. Students- \$60/semester or \$110/year (autumn-spring).
 - b. Non-Students- \$80/semester or \$140/year (autumn-spring).
 - c. 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.
 - d. Partial or full refunds will be distributed per approval of the Treasurer and President. For instance, injury with doctor’s note.
 - e. Dues will be pre-rated at a rate of fifty (50) percent in accordance with the University calendar for the beginning of second-session classes.
- 2) All club officers completing two (2) consecutive semesters in office, the club advisor and 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

All Officers listed in Article 4, with the exception of the Nationals Committee shall be elected by the members of Club Swimming at Ohio State. The Officer Board shall meet at least five times per semester and discuss the financial status of the club and plan for six months in advance. Officers must attend at least 70% of all meetings. Officers shall

Club Swimming at Ohio State Constitution

inform the President that he or she will miss a meeting. Reasons that permit an Officer to miss a meeting include, but are not limited to, family emergency, medical emergency, and being away from campus. It is the absent Officer(s)' duty to know what had been discussed at the meeting they missed.

Section 1: The President

Duties:

- 1) Act as a liaison between club and coaches (practice feedback, practice changes, etc.).
- 2) Read and understand the contents of the Sport Club Handbook.
- 3) Read and understand any policies and documents required through the Ohio Union Student Organizations Department.
- 4) Any information that needs to be transmitted to the team (i.e. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice-President to the listserv.
- 5) Approve officer positions. This includes elections and resignations as well as aiding the vice-president in officer transitions.
- 6) Place facility reservation requests from other officers, or direct other officers to submit facility reservation requests when necessary.
- 7) Act as a liaison between the club and sport club office.
- 8) Attend all the sport club meetings (on teams) or send another officer 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 Teams access is updated.
- 4) Meet with Christine Thompson to confirm practice schedule and compile a calendar of events including practice cancellations, pool changers, 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 Teams access.
- 7) Confirm next semester's practice schedule with Christine Thompson and send out reminder e-mail to listserv.

Club Swimming at Ohio State Constitution

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 (i.e. Team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice- President to the listserv.
- 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 listserv.
- 6) Check the club's mailbox weekly (B147 Rpac).
- 7) Assist any other officer with help contacting professional staff, obtaining and turning in paperwork, etc.
- 8) Attend president's meetings in the absence of the President.
- 9) 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 listserv 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 necessary paperwork from the appropriate officer to turn into Rec Sports.
- 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) Submit requests for financial reimbursement
- 2) Turn in collected dues to the Treasurer.
- 3) Read and understand the contents of the Sport Club Handbook.
- 4) Read and understand any policies and documents required through the Ohio Union Student Organizations Department.
- 5) Maintain an updated list of active members including payment and insurance forms.
- 6) Receive any collected dues from other officers.
- 7) 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.
- 8) Write checks for meet entry fees, apparel, etc. and record any expenses.
- 9) Periodically (weekly) submit reimbursement requests for any items covered in the Rec Sports Handbook.
- 10) Any information that needs to be transmitted to the team (i.e. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice- President to the listserv.
- 11) Prepare an income statement at the end of every semester to submit to Rec Sports.
- 12) 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,

Club Swimming at Ohio State Constitution

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 endorsement 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.
- 4) Keep a running list of fees due and fees needed (i.e. entry fees or new equipment fees).
- 5) Communicate with the other officers to fulfill any requests, especially the President and Meet Coordinator, in filling out requests for reimbursement (found on Teams).
- 6) Ensure financial business is conducted in compliance with SOS policies and procedures.
- 7) Ensure all members attending home and away meets are in good financial standing with the club and are current in insurance forms.
- 8) Send the Vice-President a list of names to be added/removed from the listserv.

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 any updates to the position requirements/binder.
- 2) Assist the transition/training of the new officer.

Section 4: Meet Coordinator Duties:

- 1) Note: This Position is held by two members holding equal power and elected at the same time during elections. This replaces the former role of Deputy Meet Coordinator.
- 2) Read and understand the contents of the Sport Club Handbook.
- 3) Read and understand any policies and documents required through the Ohio Union Student Organizations Department.
- 4) Any information that needs to be transmitted to the team (i.e. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice- President to the listserv.
- 5) Plan and run the home meets hosted by Club Swimming at Ohio State.
 - a) Reference the position's "How-To" document for specifics on how to plan and run home meets.
- 6) Use the forum created by College Club Swimming to create a list of all available meets the team could travel to. **Propose meet schedule to officer board for discussion and approval**
 - a) Reference the position's "How-To" document for specifics on how to plan and run away meets.
- 7) Act as Entry Chair for all meets attended by Club Swimming at Ohio State
 - a) Assist the Nationals Coordinator with entries for the National Championship Meet.
- 8) Reference the position binder for detailed steps on how to schedule home meets and attend away meets.
- 9) See Section 4.1 for directives on applying a bid for a Championship Meet.

At the beginning of summer::

- 1) Introduce yourself to the Director of Aquatic Events. He/she is who you will be working with to schedule and plan home meets. Exchange contact information.

Club Swimming at Ohio State Constitution

- 2) Work with the previous Meet Coordinator to learn how to plan and run meets. Read through the Meet Coordinator binder.

Toward the end of summer:

- 1) Begin advertising the Fall Invitational on the forum for all other teams. Send out an email as well with a Google Form to let other teams express interest. 2) Begin researching potential away meets. Be ready to share your thoughts at the officer retreat or at the first meeting of the semester.

At the beginning of each academic year:

- 1) Toward the end of summer, begin advertising the Fall Invitational on the forum for all other teams. Send out an email as well with a Google Form to let other teams express interest.
- 2) Be sure the team website is up to date. Make sure the meet info page is set to direct visitors to the current year.

At the beginning of each semester:

- 1) Notify the officers of any potential away meets.
- 2) Begin planning for the semester's home meet.

For each meet:

- 1) Follow proper procedures for scheduling, planning, and executing home meets and attending away meets, as found in the Meet Coordinator binder.
- 2) At the end of each meet, update the team website's meet info page.
- 3) After each home meet:
 - a) Keep track of all meet record breakers. Create and print out certificates to present to CSOSU swimmers at the end-of-year banquet. Give certificates awarded to other teams' swimmers at away meets or Nationals.
- 4) After the National Meet:
 - a) Keep track of all top 20 finishers and record breakers. Create and print certificates to be handed out to swimmers at the end-of-year banquet.

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.

Section 4.1: Applying for a Championship Meet bid

- 1) If the Meet Coordinator wishes to submit a bid for a Championship Meet (Regionals and/or Nationals), he/she should first discuss it with the Officer Board.
- 2) If the Officer Board agrees to placing a bid, the Meet Coordinator shall meet with the Director of Aquatic Events to determine if there is a possibility to host a Championship Meet at McCorkle Aquatic Pavilion.
- 3) If the Director of Aquatic Events gives permission to submit a bid, coordinate with him/her as well as with the rest of the board in creating the bid. Bids shall be submitted to College Club Swimming by the set due date.
- 4) If Club Swimming at Ohio State wins the bid, the elected Meet Coordinator shall have the chance to become the Championship Meet Director.
 - a) If the elected Meet Coordinator accepts the position of Championship Meet Director, the Officer Board shall confirm the position through a vote.
 - b) Should the elected Meet Coordinator decline this position, the Officer Board shall nominate a member or officer to serve in the role as Championship Meet Director.

Section 5: Apparel Coordinator

Duties:

Club Swimming at Ohio State Constitution

- 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 (i.e. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice- President to the listserv.

At the beginning of each academic year:

- 1) Provide an initial apparel order by late September/early October.
- 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.
- 3) Design apparel for the CSOSU National Team.

At the end of each semester:

- 1) Provide the Treasurer with any and all information about apparel sales each semester, including sales counts of items, total money paid to the vendor, and total money received from members of the club.
- 2) Aid the President in filling out the end of semester report.
- 3) 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) Assist the transition/training of the new officer.

Section 6: Fundraising 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 (i.e. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice- President to the listserv.
- 4) Keep a running list of profits raised from fundraisers and willing sponsors.
- 5) Comply and report all necessary ACS required fundraising events.

At the beginning of each semester:

- 1) Organize at least two fundraising events per semester.
- 2) Work with the Meet Director and Treasurer to determine funds needed.

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 (i.e. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice- President to the listserv 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

Club Swimming at Ohio State Constitution

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) Work with the Former President to sign up for Autumn and Spring Involvement Fair. Coordinate workers, table, and flyers to hand out.
- 2) Assist the President in organizing team informational meetings.
- 3) Contact the current instructor for the swimming class offered through EDUPAES.

Before and after each meet:

- 1) Organize team dinner
- 2) Work alongside the Meet Coordinator/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 (i.e. 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.

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 (i.e. team dinner information, requests for involvement fair volunteers, etc.) should be sent through the President or Vice- President to the listserv.
- 4) Ensure that safety is addressed at all club practices, competitions, or activities home or away. According 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) Serve as coach for practices if no coach is present.

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 Teams) to Rec Sports. A copy should be filed in the binder.

At the beginning of each semester:

- 1) Inform club members of policies, procedures, expectations, emergency procedure, and other regulations that must be followed.
- 2) Have companies fill out MOU form to solidify sponsorship role.

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:

Club Swimming at Ohio State Constitution

- 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

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.
- 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 an 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.

Section 11: The Nationals Coordinator

Requirements:

- 1) Must attend nationals in the spring that they are elected to the role. Candidates will be barred from running for this position if they do not attend Nationals in the semester that elections are held.
- 2) Must present selections for a Nationals Committee before the end of the spring semester. See Section 11.1: Nationals Committee.

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) Must act as a liaison between the Nationals Committee and the rest of the Officer Board in the planning and organization of nationals.
- 4) Will act as a guide to help the Nationals Committee plan food, transportation, hotels, and anything else regarding preparation for travel to and from nationals.
- 5) Present to the Officer Board periodic updates on the progress of the Nationals Committee as well as updates on costs and approval for spending.

Club Swimming at Ohio State Constitution

- 6) Should Club Swimming at Ohio State win a bid to host a Championship Meet, the Nationals Coordinator may concurrently serve as the Championship Meet Deputy Director.
 - a) Should the Nationals Coordinator decline this post, the Championship Meet Director may appoint another member of the Club. This member shall be confirmed by the Officer Board.

Section 11.1: The Nationals Committee

The Nationals Committee shall be comprised of two members of Club Swimming at Ohio State. The prospective members of the Nationals Committee shall be appointed by the Nationals Coordinator and confirmed by the Officer Board.

Requirements:

- 1) Must attend nationals in the semester that they are appointed by the Nationals Coordinator.
- 2) Must meet with the former Nationals Committee and former Nationals Coordinator to receive information relevant to the planning of nationals for the coming year.

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) While at nationals, the committee will work closely with the Nationals Coordinator to help organize the team with any managerial tasks that include but are not limited to: managing scratches, announcing relays, coordinating meals, and making sure that the team stands and cheers while on deck.
- 4) After nationals, the Nationals Committee will be responsible for planning nationals for the coming year which includes but is not limited to tasks like: reserving hotel rooms, reserving transportation, planning meals, and organizing spirit equipment.

Section 11.1.1: The Nationals Committee

When CSOSU Has Won a Bid for a Championship Meet When Club Swimming at Ohio State has won a bid to host a Championship Meet, a larger Nationals Committee will be selected in lieu of the two-person Committee outlined in Section 11.1.

Applying:

- 1) Members of Club Swimming who wish to serve on the Nationals Committee must complete an application, which shall be released the Monday prior to the start of the current year's National Meet, and shall close the following Monday.
- 2) The Officer Board will then read through the applications, and select subcommittee

Assignments.

- 3) The Championship Meet Director shall then notify those chosen to be on the Nationals Committee. The prospective Nationals Committee members may choose to accept or decline their subcommittee placement.
 - a) Should a member decline their position, it is to the Officer Board's discretion as to give them a new subcommittee assignment, or choose another member for the subcommittee.
- 4) Once all the subcommittee assignments have been accepted, the Officer Board shall vote to confirm all placements.

Structure:

- 1) Nationals Committee Leadership
 - a) The Nationals Committee Leadership shall consist of: the Championship Meet Director, the Championship Deputy Meet Director, the Championship Meet Treasurer, and the Club's elected President.
 - i) The Championship Deputy Meet Director, if the Nationals Coordinator has declined this post, and the Championship Meet Treasurer shall be appointed by the Championship Meet Director and confirmed by the Officer Board.

Club Swimming at Ohio State Constitution

- 2) Nationals Committee – Subcommittees
 - a) The following subcommittees shall be formed:
 - i) Apparel and Merchandise, Awards and Ceremonies, Media and Marketing, Sponsorships and Hospitality, Team Registration, Venue Logistics, and Volunteers.
 - b) Each subcommittee shall consist of two or three members.
 - c) Additional subcommittees shall be formed at the Championship Meet Director’s and Officer Board’s discretion.

Requirements:

- 1) Must have attended the Championship Meet prior to the one that has been awarded to Club Swimming at Ohio State.

Duties:

- 1) Receive directives from the Nationals Committee Leadership.

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 (except the President). 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 that is not seeking re-election 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 exemption to this rule is that the President must have previously held an officer position, excluding Freshman Representative, 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 Election Coordinator.
- 6) There shall be two rounds of elections. The first tier will include the President, Vice President/Secretary, Treasurer, and both Meet Coordinators. The second tier will include the Apparel Coordinator, Fundraising/Sponsorship Chair, Social/Outreach Chair, Risk Manager, and Nationals Coordinator.
- 7) A candidate may only run for one position per tier.
- 8) The Freshman representative position will be voted on in a special fall election that will follow the same rules as general elections. This fall election will be scheduled by the President, preferably after the second meet of the fall semester.

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. If an incumbent officer does not fulfill these requirements during the semester prior to assuming the expected role, the officer shall be automatically removed from their position and replaced by the candidate with the next highest number of votes during that election cycle:

Club Swimming at Ohio State Constitution

- a) Attend two meets.
 - b) Attend two social events (ex. team dinner, movie night).
 - c) Attend 70% of officer meetings.**
 - d) Complete a minimum of five practices per month. The two highest-ranking officers not involved in the pending removal may override a lack of fulfillment of these requirements in extreme cases (i.e. long-term illness, not having a home meet that semester, only having overnight away meets that semester, etc.). If the two highest-ranking officers are not in agreement, then ties are to be broken by the advisor.
- 2) In addition, a majority of the Officer 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 regard to general member 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.
 - 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 Officer 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 – VOTING

Section 1: Officer Meetings

- 1) When a topic of discussion is put up to a vote, each present officer may cast their vote for one of the available options. Officers reserve the right to abstain from this vote. A majority (50% + 1) shall win.
 - a. If there are more than two options within the vote, and none constitute a majority (50% + 1), a run-off vote will occur in which only the top two options will be voted on.
- 2) If there is a tie, or neither option gains a majority of the vote, the first-tier positions (President, Vice President, Treasurer, and Meet Coordinators) and the Advisor will vote. Abstentions are prohibited in this round.
 - a. If one of the first-tier positions are not present at the meeting, their vote will be given to the next-ranking officer, as the positions are listed in the Constitution.
 - b. The Former President or a co-Advisor may vote in lieu of the Advisor.

Section 2: Online

- 1) If a vote is called for via online communication (i.e. email, SurveyMonkey, GroupMe, etc.), each officer may cast their vote through the medium the vote was sent out in. Officers may abstain from this round of voting. A majority (50% + 1) of votes wins the vote.
 - a. If there are more than two options within the vote, and none constitute a majority (50% + 1), a run-off vote will occur in which only the top two options will be voted on.

Club Swimming at Ohio State Constitution

- 2) If there is a tie, or neither option gains a majority of the vote, the first-tier positions (President, Vice President, Treasurer, and Meet Coordinator) and the Advisor will vote. Abstentions are prohibited in this round.
 - a. The Former President or a co-Advisor may vote in lieu of the Advisor.

ARTICLE 10 – 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 11 – 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 12 – 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 13

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 14 – 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 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 with 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 Interim Treasurer wish to take any additional actions, they must seek advance approval from Competitive Sports.

Section 3: Return to Competitive Sports

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.

ARTICLE 15 - NATIONALS POLICY

1. If a member of the team colludes with another to obtain a Nationals cut, both parties will be banned from

Club Swimming at Ohio State Constitution

attending the Championship Meet.

2. In the event that an officer on the board has not obtained a Nationals cut, and there are spots available the officer may go provided they cover all fees.

ARTICLE 16 (If applicable) - COVID-19/PANDEMIC ACCOUNTABILITY POLICY

1. As per following Ohio State University's Guidelines we restrict sanctioned club swimming events when in person to under 10 people both inside or outside, along with requiring everyone to wear masks for the duration of the event.
2. If a member (including officers) of the team participates in a sanctioned club swimming event without following Covid-19 guidelines, set up by the university and Club Swim team, they will receive a warning along with a discussion with the Advisor and the board. For the second breach in University Guidelines, the board will leave it up to their discretion to decide if you will be suspended.
3. If the violation involves a board member they must abstain from their own vote of their possible suspension.

Revised 8/6/2022