

## Article I: General Club Information

### **Section 1:**

Name of Club: Bluefish Swim School at The Ohio State University

### **Section 2:**

Purpose: Bluefish Swim School is a volunteer organization devoted to ensuring children with developmental disabilities the opportunity to a safe and fun experience in and around the pool by providing one-on-one swim activities.

### **Section 3:**

#### **Non-discrimination policy:**

*The organization of Bluefish Swim School under zero circumstances will discriminate on the grounds of: genetic information, age, color, ancestry, disability, gender or identity expression, HIV/AIDS status, national origin, military status, race, sex, religion, sexual orientation, protected veteran status, or any other bases under law, in its activities, programs, and admission.*

### **Section 4:**

#### **Statement in Regards to The Ohio State University's Sexual Misconduct Policy**

As a student organization at The Ohio State University, Bluefish Swim School expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX@osu.edu>.

## Article II: Membership - Qualifications and Categories of Membership

### **Section 1:**

To become a member of this organization in any facet, you must have the following:

- Be academically in good standing with the university.

To become a swim instructor with the organization, you must be able to do the following:

- Come prepared to be in the water every time you do any work with the club.
- Attend the Instructor's Orientation at least once.
- Be able to make a long term commitment to participating for the duration of the eight week session.

## Article III: Methods for Removing Members and Executive Officers

### **Section 1:**

*If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student*

*Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor*

### **Section 2:**

*Any elected officer of the chapter may be removed from their position for cause. Cause removal includes, but is not limited to: violation of the constitution for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.*

### **Section 3:**

*In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.*

### **Section 4:**

*Bluefish Swim School's Specific Guidelines for Removing Members*

- *Three strike program*
- *You will obtain one from doing the following:*
  - *Missing a lesson without 24 hour notice/finding a substitute*
  - *Unacceptable behavior during a lesson*

*( Executive Board members or general members can be removed via vote by the rest of the Executive Board)*

## **Article IV: Organization Leadership**

### **President**

- Estimated 6-8 hour a week commitment
- Oversee and respond to all external and internal affairs
- Set up student involvement fair
- Maintains student organizations active status
- First point of contact for all issues as they arise
- Receives and reads through all applications for swimmers and instructors
- Makes the schedule for the swim session
- Works directly with the RPAC (booking pool space/making sure financing is good)
- Must have participated in semester of lessons prior
- Emails
  - Updates parents when it is time for lessons to start

- Email volunteers about lesson signup and information
- Help answer general questions
- Present at all meetings, general meetings, orientations, and activities\*\*

#### **Vice President**

- Estimated 4-5 hour a week commitment.
- Assist President in keeping track of all position/chair's responsibilities
- Assist President with selection of swimmers and placement of instructors
- Responds to student inquires about the organization
- Works to spread awareness and attract new members
- Aides instructors on finding substitutes when needed
- Must have participated in one session of lessons prior
- Helping with Bluefish emails
  - Help with answering general email questions - families and volunteers (check every few days)
  - Helps notify parents when their child is selected for lessons
- Present at all general meetings, orientations, and activities\*\*

#### **Treasurer & Funding Officer**

- Estimated 3-4 hour a week commitment.
- Responsible for responding to all payments to be made
- Responsible for all due dates for payments to be known
- Responsible for responding to annual Federal tax compliances
- Registering the organization as a 501c3 tax-exempt Nonprofit organization
- Responsible for responding to related tax correspondence and research issues as they arise
- CSA funding application and audits throughout the semester (how to under all funding info)
- Present at all general meetings\*\*

#### **Secretary**

- Estimated 2 hour a week commitment.
- Responsible for maintaining all, including both internal and external (RPAC), forms and documents
- Present at all general meetings\*\*
- Helping with emails on BFSS Gmail
  - Updating and adding volunteers and families to the email lists (do this every couple weeks and more often around involvement fair/start of semester)
  - Also collecting and ensuring all waivers are received from the families (at least 1 week before lessons start).
  - Photo release forms

#### **Membership Chair (1-2 person position)**

- Estimated 2-4 hour a week commitment.

- First point of contact for all instructors with any questions regarding swim lessons
- Works with new swim instructors
- Assists president in presenting new instructor orientations
- Manages all head instructors in that they maintain their leadership
- Acts as a substitute instructor in the event that an instructor is unable to do lessons
- Expected to be on deck for a portion of lessons to help out instructors and other exec members.
- Present at all general meetings and orientations\*\*

#### **Advisor**

- To be present as a mentor and give guidance, especially in the department of department among clients
- Help with methodology in terms of teaching

#### **Communications**

- Estimated 2 hour a week commitment.
- Maintains instagram page and facebook page
- Maintains facebook messages
- Posts on instagram page after every swim activity and upon any updates
- Designs and organizes all apparel
- Present at all general meetings\*\*

#### **Head Instructors (2-4 person position)**

- Estimated 2 hour a week commitment.
- Oversees all of the new instructors in water
- Ideally will not have a set lesson time but will be in the water to help with higher needs kids and possible issues that arise during lessons
- Monday head instructors must be at the entire time of Monday lessons (6-8) splitting their time in water and on deck.
- Wednesday head instructors must be at the entire time of Wednesday lessons (6-8) splitting their time in water and on deck.

#### Article V:

Until further notice (successful establishment of the organization), executive members can be elected at the discretion of the current executive board.

The executive board will be elected every year with each position being open to run for. A slate will be made based off of instructor applications. However it will ultimately be up to a vote from each active BlueFish member.

#### Article VI: Election/Selection of Organization Leadership

The organization is to handle duties of inter-organizational communication and other reports of actions within the organization itself.

### Article VII: Standing Committees

This would be a permanent committee which would be responsible for carrying out the functions of the organization, and it is not at this time necessary to appoint such a committee.

### Article VIII: Advisor Qualifications

Dr. Matthew Brock is a full-time member of the University faculty, and thus is an eligible advisor for the organization. Any new or additional advisors will be assessed to have the same qualifications if need be.

### Article IX: Meetings and the Events of the Organization: Required Meetings and their Frequency

The organization that requires that each member do one of the following:

- Attend two meetings that happen throughout a semester OR
- Teach at least three activities per semester

### Article X: Attendees of Events of the Organization: Required Events and their Frequency

If any members behave in ways that are disruptive or do not adhere to our constitution, he or she will have to explain their actions to the entire Executive Board and then a possible removal from the club will be decided upon by the board. If a two-thirds vote is accumulated, a member can be asked to leave the organization.

### Article XI: Method of Amending Constitution: Proposals, Notice, and Voting Requirements

Any proposed amendments should be presented to the Executive Board in writing, and he or she who presents the amendment should be able to provide at least three reasons as to why the amendment should be included in the constitution. After, there shall be a ten-minute question period with the member proposing the amendment. Lastly, the Executive Board will vote, and a two-thirds majority constitutes adding the amendment.

### Article XII: Method of Dissolution of Organization

Should the organization need to shut down, all clients must be given a one-month notice, and the organization should work to find a replacement instructor, or a replacement organization for which said child can receive swim lessons. If any debts should exist within the organization, it is the job of the Executive Board to ensure that these debts are paid (possibly through dues to the entire club after a vote within the Executive Board). All assets will be distributed equally (if possible) to the members of the club. Upon the dissolution of the organization, Student Activities staff will be contacted to remove the organization from the website.