

# Lafayette College Women's Club Hockey Constitution

## Purpose, Membership, Organization & Officers Meetings, Procedure, Amendments, Risk Management

### I. Purpose

Lafayette Women's Hockey represents Lafayette College in the collegiate arena of competitive hockey. Any female Lafayette student, with any ability, is welcome to join the team in order to learn and play the sport.

### II. Membership

Membership is limited to the female population of the Lafayette College students.

#### A. Team Members

Team Members are students who have paid current membership dues. Only Team Members can compete in games and attend on-ice practices. In becoming a member of Lafayette College Women's Ice Hockey one chooses to abide by all rules set forth by Lafayette College and the Lafayette College Women's Hockey Club.

#### B. Dues

Team Membership dues are determined yearly by the executive officers, and are announced at the first General Meeting of the new academic year.

### III. Organization and Officers

#### A. The Executive Board

The Executive Board is comprised of the President, Vice-President, Secretary, and Treasurer. These officers act on behalf of the club with the College. The officers also determine the yearly procedures policies and dies, and determine funds disbursement for the season. The Executive Officers must be Team Members.

##### i. President

The President of Lafayette Women's Club Hockey shall be the liaison to student government and director of Recreation Sports. The President shall keep Lafayette College Women's Ice Hockey in good relations with members of the team via written correspondence.

##### ii. Vice-President

The Vice-President shall organize all fundraising activity. They shall mobilize all manpower and materials pertinent to all fundraising activities. Additionally, the vice president oversees all safety related needs for the team.

##### iii. Secretary

The Secretary of Lafayette Women's Club Hockey shall record the minutes of all executive and general meetings. In addition, the secretary shall be responsible for the registration of Team Members, and shall record the personal information of members (name, address, phone numbers, and email address). The secretary announces team meetings through electronic mediums, and coordinates the posting and printing of flyers.

iv. Treasurer

The Treasurer of Lafayette Women's Club Hockey shall coordinate all financial disbursements, record all financial transactions and draft budgets. The treasurer shall also oversee the collection of membership dues.

#### IV. Meetings and Elections

All meetings shall conform to Robert's Rules of Order.

A. General Meetings

There shall be at least two general meetings per academic term. These meetings are called and set by the Executive Board.

B. Executive Meetings

The Executive Board shall meet periodically to discuss concerns, problems, or developments that affect the operation of the club. The Executive Board shall have the power to employ all resources needed to better run the club. Only the Executive Board has voting rights at Executive Meetings.

C. Presiding the Meetings.

The President, Vice-President, Treasurer or Secretary shall preside over Executive Board or General Meetings.

#### V. Elections

a. Advance notice of time and date should be provided to the entire team for all elections

b. General Elections

i. Timing

1. Elections for the President, Vice President, Treasurer, and Secretary shall be held at the end of the fall semester.

ii. Term to Be Served by Officers

1. The President, Vice President, Secretary, and Treasurer shall hold office from spring semester until the following election.

2. The exact date of the transfer of power will be determined by the current Executive Board

iii. Location

1. The general elections should take place in a Lafayette College campus lecture hall, to be reserved by the Executive Board

iv. Eligibility to Vote

1. All active team members who have paid dues are eligible to vote for President, Vice President, Treasurer, and Secretary

- v. Eligibility to Run for Office
  - 1. Active team members are eligible to run for office, with the following restrictions
    - a. Graduating seniors are not permitted to run for or serve as President, Vice President, Treasurer, or Secretary
- vi. Process
  - 1. A nominations committee shall be formed to preside over the elections process
    - a. The committee shall distribute paper ballots to team members
  - 2. Order of Voting
    - a. Elections shall take place in the following order: President, Vice President, Treasurer, Secretary
    - b. Any member who runs for but is not elected to an office can choose to run for a “lower” office
  - 3. Procedure
    - a. The current President shall begin the process by describing his or her duties and/or responsibilities
    - b. He or she shall then open the floor to nominations
      - i. Any active team member can make a nomination by saying aloud “I nominate \_\_\_\_\_”
      - ii. Another team member must “second” the nomination
      - iii. Once a member has been nominated and the nomination has been seconded, he or she can choose to accept or decline the nomination
        - 1. This must be done out loud, and the decision is final
    - c. Once all nominations have been taken, the nominations committee shall close nominations and ask the candidates to speak on why they should be elected to the office.
    - d. After individual speeches, all team members are permitted to ask questions of any or all of the candidates.
    - e. The candidates shall then be sent out of the room, while further deliberation is permitted to take place among the voting body.
    - f. Active team members may write their vote on a piece of paper, which shall be collected and counted by the nominations committee
    - g. The candidates shall be sent for to reenter the room and the winner shall be announced
    - h. The process shall then continue with the Vice President, Treasurer, and Secretary

- vii. Decision
  - 1. A plurality of votes is required in order to win
  - 2. If there are three (3) or more candidates, the two top candidates (in terms of number of votes) will be entered into a second, and final, vote. If there is a tie, team members shall revote, with only the candidates involved in the tie eligible for election.
- viii. Skype Vote
  - 1. Team members abroad can skype in for the entire duration of elections and vote via chat to the nominations committee.

## VI. Amendments

An amendment to the constitution may be presented by the Executive Board or by two members of the club. Full disclosure of the proposed amendment must be made to the members. The amendment is ratified by the members by a 2/3 affirmative vote of those in attendance at an annual election or special meeting, provided a quorum is maintained. Notice of the proposed amendment(s) and meeting date must be provided to the general membership at least 7 days in advance of the meeting.

A special meeting may be called by the Executive Board with a majority vote of the board.

## VIII. Risk Management

- 1. Injuries
  - a. Role of the Head Coach
    - i. The Lafayette College Women's Club Hockey coach will actively supervise team athletes to ensure a safe training environment.
  - b. Practices and Games
    - i. U.S.A. Hockey safety guidelines will be followed at all practices and games.
      - 1. Sufficient safety equipment will be present for athletes at practice. This includes helmets and appropriate pads.
      - 2. The Lafayette College Women's Club Hockey coach will ensure athletes are sufficiently prepared for practice and games.
- 2. Finances
  - a. Role of the Treasurer
    - i. The treasurer will build and actively manage a semester based budget. Funding for critical activities (coaching salaries, ice time, league dues, officials salaries etc.) will be prioritized over equipment or upgrade funds.
      - 1. The treasurer will keep current records of team income and expenditures, both expected and actual. These records will be presented to the executive board within two (2) weeks of the beginning of each season.



1. The executive board will insure athletes' ability to attend on-ice practice by providing a college approved method of transportation.

IX. Quorum:

At all meetings of the Women's Ice Hockey Club, two-thirds of active members shall constitute a quorum.

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Secretary