

## Constitution of Club Tennis

### **ARTICLE I: Name**

The name of this organization shall be called Club Tennis.

### **ARTICLE II: Purpose and Scope**

#### **Section 1: Purpose Statement**

The purpose of this organization shall give tennis players at Lafayette College, aside from the varsity players, an opportunity to play tennis with and against other students in an organized group. Players of all abilities shall have this opportunity. This organization shall also play matches against other college club tennis teams, who are both members and non-members of the USTA Collegiate Tennis League, Middle States Division.

#### **Section 2: Goals/Objectives**

In pursuit of this general purpose, Club Tennis will aim to:

1. To consistently perform at a high level and compete effectively in intercollegiate tournaments and events.
2. To provide opportunities for students to develop their tennis skills and strive for personal growth and improvement.
3. To foster a positive team dynamic and a sense of community among players

#### **Section 3: Relationship & Policy Agreement**

As a recognized Lafayette College student organization, Club Tennis will have access to advising and resources through the Division of Student Life and the Lafayette College Student Government, however, Club Tennis activities are not supervised by Lafayette College staff or Student Government Representatives. The members of the organization itself are responsible for following all College policies and state laws and for ensuring the safety, security, and appropriate and lawful behavior of the membership as well as any students involved in activities sponsored by the organization.

#### **Section 4: Affiliation**

Some benefits of Club tennis include

1. Physical fitness and improved tennis skills.
2. Opportunities for social interaction and teamwork.
3. Exposure to competitive tennis and tournament play.
4. Building leadership and organizational skills.
5. Enhancement of time management and prioritization skills.

6. Networking opportunities with other players.
7. Improved mental toughness and resilience.
8. Boost in self-confidence and personal development.
9. Chance to represent the university
10. Creation of long-lasting memories and friendships.

### **ARTICLE III: Membership**

#### **Section 1: Nondiscrimination**

In keeping with Lafayette College's policy of nondiscrimination, membership in Club Tennis is open to all students of Lafayette College, regardless of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law.

#### **Section 2: Active Members**

Active membership in Club Tennis shall be limited to students who are currently enrolled at Lafayette College. A person is an active member by attending regularly scheduled practices. Students studying abroad can be active members. Active members are eligible to vote and hold office. Other members of Lafayette College such as faculty, staff, and alumni may participate but only as non-voting associate or honorary members. All members must register on DSE via the website <https://recreation.lafayette.edu/join-a-sports-club/>

#### **Section 3: Selection of New Members**

There are no requirements for joining Club Tennis

#### **Section 4: Hazing**

Lafayette College requires that no student participate in and that no student organization allow any of its prospective members, new members, members, or others to participate in any ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes with the students' mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the group or the College or be of a dangerous, rude, or demeaning nature. Hazing, whether it occurs on or off campus, is prohibited and will be subject to sanctioning through the conduct process.

## **Section 5: Voluntary Member Withdrawal**

Any member can, at any time, voluntarily withdraw their membership from the organization.

## **Section 6: Non-Voluntary Member Withdrawal**

A member can be removed from the organization by

1. The membership may request that an active member be removed if their conduct violates the College's Code of Conduct in a manner warranting disciplinary action from the College. The Organization Advisor should serve as a non-voting mediator for these proceedings. The removal of an Executive Officer is described in Article 6, Section 6.
2. The active member should be given notice of concerns raised by the membership (verbal and in writing) by the Executive Officers with the Advisor present.
3. A second meeting should be held between the active member, Executive Officers, and Advisor to discuss the concerns and determine the outcome.

## **ARTICLE IV: Organizational Leadership**

### **Section 1: Officers**

#### President

- Serves as the chief executive officer of the organization
- Serves as the primary contact and external liaison for the organization
- Presides over all organization meetings
- Supervises all organization activities

#### Vice President

- Assists the President with oversight of the organization
- Assumes the duties of the President in the event of the President's absence or removal from office
- Coordinates organizational recruitment and retainment efforts
- Serves as Parliamentarian

#### Secretary

- Keeps a record of all members of the organization
- Keeps a record of all activities of the organization

- Creates and distributes agendas for each meeting of the organization
- Notifies all members of meetings
- Keeps and distributes minutes of each meeting of the organization
- Prepares the organization's calendar of events
- Handles all official correspondence of the organization

#### Treasurer

- Keeps all financial records of the organization
- Collects organization dues
- Prepares and submits budget requests
- Is familiar with accounting procedures and policies

Other team Captains are part of the Executive Board and/or are permitted to vote.

### **ARTICLE V: Advisor**

**Section 1:** Club Tennis will be advised by a Lafayette College faculty, staff, or a full-time employee.

**Section 2:** The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Director of Student Involvement.

**Section 3:** The Advisor shall:

1. Provide guidance and support
2. Advise the group on College policies and procedures and risk management
3. Attend meetings and major functions of Club tennis

### **ARTICLE VI: Officer Terms and Election Procedures**

#### **Section 1: Term**

The terms of all officers of Club Tennis shall be one Calendar year. Officers may serve multiple consecutive terms.

#### **Section 2: Election Timeline**

All officers shall be elected on or before the last day of the fall semester, with their term beginning the first day of the spring semester.

#### **Section 3: Officer Criteria**

All officers shall be elected from the active members. Any student seeking to hold office must have and maintain good academic and judicial standing.

#### **Section 4: Election Process**

1. The President will announce that elections will be occurring and communicate the process and timeline to the active members.
2. A quorum (simple majority) of active members must be present for all meetings where nominations or elections take place.
3. Any member may nominate any active member for a position, including themselves. All nominations must be accepted by the nominee in order to be considered.
4. Nominations will be closed by the President after all nominations are accepted for each office.
5. In the event that only one individual accepts a nomination for a position, they will assume the position for the coming year. If two or more individuals accept the nomination, it will be put to a vote.
6. Voting shall occur by a secret ballot distributed to each active member in attendance at the meeting. The ballots shall be tabulated by any officer not on the ballot and/or the Advisor. A majority is required to elect Executive Officers.

#### **Section 5: Officer Resignation**

Any officer can, at any time, voluntarily resign from their position with proper notice given to the other officers and Advisor.

#### **Section 6: Officer Impeachment**

Officers can be impeached by

1. The membership may request that an Executive Officer step down from their duties for failing to complete the duties of their office or if their conduct violates the College's Code of Conduct in a manner warranting disciplinary action from the College. The organization's Advisor should serve as a non-voting mediator for these proceedings. The impeachment hearing must occur while classes are in session. The Executive Officer should be given notice of concerns raised by the membership (verbal and written communication) at a regular meeting at which three-fourths (3/4) of the active members are present.
2. At the next regular meeting, three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. The moderator of the impeachment hearing will be the President unless they are being impeached, in which case it will be the Vice President. The moderator cannot be the Officer being impeached. Each side will be given the opportunity to present their case and the active members may ask questions.

3. The membership upon hearing the case shall vote. A three-fourths ( $\frac{3}{4}$ ) affirmative vote of all present members is required to remove the Executive officer from office.
4. Step 1 through 3 also includes the removal process for coaches and/or team captains

### **Section 7: Officer Succession**

Should the office of the President be vacant, the Vice President shall become the President and assume all of the responsibilities of that office. Should the office of any of the remaining officers become vacant, a special election will be held at the next meeting, following the process outlined in Article 6, Section 4.

### **ARTICLE VII: Meetings and Programs**

**Section 1:** The first meeting of the fall semester shall be within two weeks after classes start.

**Section 2:** At least one business meeting should be held per month. A business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded.

**Section 3:** Quorum: A simple majority of the membership is required to conduct business (half plus one).

**Section 4:** Robert's Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations.

### **ARTICLE VIII: Constitutional Amendments**

Section 1: Amendments to the Constitution must be proposed in writing by an active member of Club Tennis at any regular meeting at which two-thirds ( $\frac{2}{3}$ ) of the active members are present.

Section 2: Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal and discussion period.

Section 3: Proposed amendments will become effective following a three-fourths ( $\frac{3}{4}$ ) affirmative vote of the active members.

### **ARTICLE IX: Risk Management**

## Section 1: Injuries

A. The procedures that Club Tennis has put in place to mitigate the risk of personal injuries are

1. Training and Warm-up: Players are instructed to engage in proper warm-up exercises and stretching before each practice and match to prevent injuries.
2. Proper Equipment: Club tennis will ensure that players have access to appropriate equipment, including tennis rackets, shoes, and clothing, to prevent injury from equipment failure.
3. Adequate Facility Maintenance: Club tennis will regularly maintain and inspect facilities to ensure that the courts and equipment are in good condition and safe for play.
4. Emergency Response Planning: Club tennis has emergency response plans in place in case of injury or illness, including access to medical personnel and first aid supplies.
5. Insurance Coverage: Club tennis requires players to have adequate insurance coverage to cover the costs of medical treatment in case of injury.

## Section 2: Finances

A. The procedures that Club Tennis has put in place to mitigate the risk of running a deficit or compromising the College in the case of a financial audit are

1. Budget Planning and Management: Club tennis will create and follow a budget plan to ensure that expenses are carefully managed and align with available funds.
2. Financial Record Keeping: Club tennis will maintain accurate and comprehensive financial records, including receipts, invoices, and bank statements, to support financial transactions and ensure compliance with financial reporting requirements.
3. Transparency and Communication: Club tennis will communicate financial information to the College to ensure transparency and accountability.

## Section 3: Hazing

A. The procedures that Club Tennis has put in place to reduce the risk of acts or behaviors which could be categorized as hazing are

1. Hazing Policy: Club tennis has a clear hazing policy that defines hazing, prohibits it, and outlines the consequences for violators.
2. Education and Awareness: Club tennis will educate players, coaches, and staff on the dangers and consequences of hazing, and promote a culture of respect and responsibility.
3. Reporting Mechanisms: Club tennis will provide clear mechanisms for reporting hazing incidents, including anonymous reporting options and support for victims.
4. Monitoring and Supervision: Club tennis will monitor and supervise practices and events to prevent hazing and respond promptly to any incidents.
5. Collaboration with the College: Club tennis will work closely with the College and relevant departments, such as student affairs and campus safety, to address hazing incidents and ensure compliance with College policies.
6. Consequences for Hazing: Club tennis will have clear and meaningful consequences for hazing, including suspension, expulsion, and reporting to law enforcement as appropriate.

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