

Lafayette Club Swim
Lafayette College
CONSTITUTION

ARTICLE I: Name

The name of this organization shall be Lafayette Club Swim.

ARTICLE II: Purpose and Scope

Section 1: Purpose Statement

The purpose of this club is to foster a love for swimming, while promoting teamwork, and personal growth. We strive to provide a supportive environment where swimmers of all levels can develop their skills, build confidence, and strive for excellence whether in or outside the pool.

Section 2: Goals/Objectives

In pursuit of this general purpose, the Lafayette Club Swim team will aim to:

- A. Provide regular training sessions and structured swim practices to help members improve their skills
- B. Foster a strong community by organizing outside social events, and team bonding activities
- C. Compete in local and collegiate club swim meets to promote friendly competition and represent Lafayette College in the College Club Swimming community

Section 3: Relationship & Policy Agreement

As a recognized Lafayette College student organization, the Lafayette Club Swim team will have access to advising and resources through the Division of Student Life and the Lafayette College Student Government, however, the Lafayette Club Swim team 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

The Club Swim team will compete in the U.S. Masters Swimming (College Club Swimming), which is the national club swimming organization for colleges and universities.

ARTICLE III: Membership

Section 1: Nondiscrimination

In keeping with Lafayette College's policy of nondiscrimination, membership in the Lafayette Swim Club 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 the Lafayette Club Swim team shall be limited to students who are currently enrolled at Lafayette College. A person will be considered an active member by attending regularly scheduled practices and events. 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 Do Sports Easy via <https://recreation.lafayette.edu/join-a-sports-club/>

Section 3: Selection of New Members

To obtain active member status, prospective members can join after attending five practices within a span of three consecutive weeks and paying any necessary dues. There is no formal application or interview required. To maintain active membership, members must attend at least eight practices each month.

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

Formal disciplinary procedures against a member "should generally be regarded as a drastic step reserved for serious situations or those potentially so", and in such situations "proper and tactful handling of the case is of prime importance." Also, "it is usually in the best interests of the organization to first make every effort to obtain a satisfactory solution of the matter quietly and informally." *Robert's Rules of Order 61:4.*

- A. Any behavior by a member of the student organization that is deemed problematic, unsafe, exclusionary, or disruptive, and or actions deemed unacceptable by the Student Code of Conduct may be grounds for removal. If a member's conduct is deemed as such, notice of the concerns should be presented in writing to the President, Vice President, and Advisor. The removal of an Executive Officer is described in Article 6, Section 6.
- B. The active member should then be given notice of the concerns raised by the membership (verbal and in writing) by the Executive Officers with the Advisor present.
- C. A second meeting should be held between the active member, Executive Officers, and Advisor to discuss the concerns and determine the outcome. The Advisor should serve as a non-voting mediator.
- D. Under no circumstance will hazing be tolerated. Any members who violate the Student code of conduct hazing section will immediately be removed from the club and further disciplinary action may be taken.
- E. The team also reserves the right to deny membership to any student who presents a danger to the team based on prior actions or behaviors.

ARTICLE IV: Organizational Leadership

Section 1: Officers

The officers of the Lafayette Club Swim team shall be the President, the Vice President, the Secretary, and the Treasurer, which will serve as the Executive Committee.

*You must have at least 4 Executive Officers, one being President and if requesting funding, one being Treasurer. See examples at the end of this document for potential position descriptions.

Section 2: The President shall:

- A. Provide overall leadership and direction for the club
- B. Oversee most club practices and events
- C. Serve as the primary liaison between the club, student involvement office, student government, and any other organizations
- D. Provide guidance when needed to members of the club and other executive committee members

Section 3: The Vice-President shall:

- A. Assist the President in leading the club and assume responsibilities in their absence
- B. Coordinate club practices, events, and completions along with the president
- C. Help maintain a positive team culture by organizing team building activities
- D. Support recruitment efforts and member engagement
- E. Primary safety leader/risk management

Section 4: The Secretary shall:

- A. Maintain accurate records of meetings, decisions, and club activities
- B. Handle club correspondence such as emails and announcements
- C. Assist in scheduling and communication with members
- D. Keep track of attendance
- E. Help manage any social media platforms held by the club

Section 5: The Treasurer shall:

- A. Manage the club's finances, including budgeting and expense tracking
- B. Apply for funding and coordinate with the student government effectively
- C. Ensure timely payments for club expenses (e.g. registration fees)
- D. Provide financial reports to club leadership as needed

Section 6: The Team Captains Shall:

- A. Manage team registration during events
- B. Keep track of members and assist with the secretary's duties
- C. Assist new members with getting orientated at practice and meets

ARTICLE V: Advisor

Section 1: The Lafayette Club Swim team 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:

- A. Provide guidance and support
- B. Advise the group on college policies and procedures and risk management

ARTICLE VI: Officer Terms and Election Procedures

Section 1: Term

The terms of all officers of the Lafayette Club Swim team shall be one calendar year. Officers may serve multiple consecutive terms.

Section 2: Election Timeline

All officers shall be elected on or before the second to last week of the fall semester of each year. The effective term of all officers shall begin when the fall semester ends.

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. Officers must not be abroad during their term of office, or they will lose their standing as officers, and a new special election can be held by the executive board.

Section 4: Election Process

- A. The President will announce that elections will be occurring and communicate the process, details and timeline to the active members.
- B. Candidates must submit the position or positions for which they intend to run, as well as a short statement about their qualifications and motivations for running
- C. 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.
- D. Nominations will be closed by the President after all nominations are accepted for each office.
- E. In order to be nominated as a VP or President you must have been a Treasurer, Captain, or Secretary for at least one term. Similarly in order to be President you must have been VP for at least one term.
- F. Elections must be open to all active members, and at least 75% of the executive board must attend the election.
- G. Each position will be voted on one at a time, starting with the president and following the order described in Article V, following each Candidate's statements. A simple majority wins the vote. In the event that a candidate is running unopposed, they will assume the position. In the event of a tie, the sitting president will break the tie.

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

- A. The membership may request that an Executive Officer step down from their duties for failing to complete the duties of their office or for actions deemed unacceptable by the Student Code of Conduct. 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.

- B. 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.
- C. The membership upon hearing the case shall vote. A three-fourths (3/4) affirmative vote of all active members is required to remove the Executive officer from office.

Section 7: Officer Succession

The membership may request that an Executive Officer step down from their position 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. 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. The impeachment process must occur while classes are in session. For an impeachment to occur, there must be a meeting where both the concerns of active members and the explanations of the officer in question must be heard. Upon the conclusion of statements, there will be a vote on whether the officer should be impeached. At least 75% of the members in attendance must vote yes to confirm the impeachment. If the impeachment is voted down, the executive board must work with the officer in question to detail specific ways in which concerns about conduct can be avoided in the future.

ARTICLE VII: Meetings and Programs

Section 1: The first meeting of the fall semester shall be within two weeks after the Fall Club Fair.

Section 2: At least one board meeting should be held per month. Board meetings are open to the general body unless specifically advertised as closed-door. A board meeting will be held in the vent that decisions need to be made that strongly impact club membership. Board meetings are 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 the Lafayette Club Swim team 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 VIII: Risk Management

Section 1: Injuries

- A. The advisor and executive board take injuries very seriously and upon injury we will react in accordance with the Lafayette Club Sports' first aid procedures.

Section 2: Finances

- A. The treasurer is responsible for overseeing and managing the received budget of the team throughout the year/season. The treasure should keep in close contact with the US Masters College Club Swimming conference coordinator as well as the student involvement office in order to maintain timely payments.

Section 3: Hazing

As risk manager, the Vice President, clarifies for the team the rules and definition of hazing and oversees the prevention of such actions. Hazing is not tolerated under any circumstances. Hazing is defined as:

- A. Any act committed against a student who is trying to join a team that is humiliating, demeaning or endangers the student's health and safety.
- B. Hazing occurs regardless of consent or willingness to participate. If you chose not to take part but knew what was going on, you are part of the problem.
- C. Hazing creates a climate and environment that disregards everyone's respect and Personal dignity.

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