

Yale Club Swimming Constitution

Article I

Validity, Ownership, & Availability of the Constitution

This Constitution shall take effect when approved by at least two-thirds of current members and signed by the acting President & Captain. The original, signed copy of this Constitution shall be the property of the current President for each year. Copies of this Constitution shall be sent to all members of the Yale Club Swim Team upon joining.

Article II

Name

The organization shall be officially titled, "Yale Club Swimming", and for purposes of abbreviation may be listed as "Yale Club Swim Team," "Swim Club," "Club," "Team," "Club Swim Team," or "Swim Team."

Article III

Purpose & Mission Statement

The Yale Club Swim Team was created in order to offer interested Yale students the opportunity to improve their swimming skills and to compete at an intercollegiate, non-varsity, level. We are an inclusive group, welcoming male and female swimmers of a wide variety of levels. The Club Swim Team is committed to being a transparently run organization.

Article IV

Membership

Section A. Membership Requirements

Members of the Swim Club must be current students of Yale University. Persons seeking membership must demonstrate minimal competency in competitive swimming strokes. The

Executive Board shall determine who is eligible to become a member of the Swim Club. Persons interested in becoming a member must pay any applicable dues/fees set by the Executive Board before being awarded membership status.

Section B. Membership Privileges

Members have the right to equal participation in all practices, competitions, Club events, and Club voting. Members may also request financial records for the club swim team from the Treasurer. Members may attend all Executive Board meetings.

Section C. Member Responsibilities

Members are expected to attend an average of four practices a month, although they petition the Captain for an exception to this. Members are expected to vote in all Club elections. Members are required to submit on time payments of membership dues and club fees. Members shall represent the Yale Swim Club in a responsible and mature manner, in accordance with the policies set forth by Yale University and the Yale Club Sports Office.

Section D. Member Resignation

A Member may discontinue his participation in the Club by notifying the Captain.

Section E. Member Expulsion

A member may be expelled from the Club through agreement by vote of the Executive Board by acting in a manner contrary to the mission statement of the Club, not following member responsibilities (Article IV, Section C), and/or by violating the Club Constitution. The Executive Board may also cut members in order to comply with club sports regulations regarding participation limits, required undergraduate to graduate ratios, and other regulations.

Article V Officers

Section A. Officer Positions

The Swim Club shall have seven elected offices: Captain, President, Vice President, Secretary, Treasurer, and two Social Chairs. The Swim Club shall also have the appointed positions of Webmaster, Coach, & Advisor. No club member may serve concurrently in more than one elected office.

Section B. Office of Captain

Part i. Term of Office

The Captain's term shall be one academic year, beginning with the last practice date of the prior year and ending with the last practice date of the following year.

Part ii. Eligibility

Any member of the Swim Club not in debt to the Swim Club and is a student at Yale University is eligible to hold the office of Captain. Prior holders of the office of Captain may run for re-election.

Part iii. Powers of the Captain

- Appoint individuals to the office of Coach (with Executive Board approval)
- Entitled to membership and one vote on the Executive Board
- Make decisions not requiring Executive Board approval, with agreement of President
- Spend for emergency purposes up to double the cost of yearly dues (must be reset by Executive Board)
- Break a tie in an Executive Board vote if the President is absent

Part iv. Duties of the Captain

- Attend club practices & events regularly
- To attend at least 75% of Executive Board Meetings
- Determine practice schedules
- Prepare workouts and run safe practices when coach is absent
- Organize recruitment of future members
- Create meet lineups if necessary for meets

Section C. Office of President

Part i. Term of Office

The President's term shall be one academic year, beginning with the last practice date of the prior year and ending with the last practice date of the following year.

Part ii. Eligibility

Any member of the Swim Club not in debt to the Swim Club and is a student at Yale University is eligible to hold the office of President. Prior holders of the office of President may run for re-election.

Part iii. Powers of the President

- Appoint individuals to the office of Webmaster, Advisor, and other vacant positions (with Executive Board approval)
- Entitled to membership and one vote on the Executive Board
- Make decisions not requiring Executive Board approval, with agreement of Captain
- Spend for emergency purposes up to double the cost of yearly dues (must be reset by Executive Board)
- Break a tie in an Executive Board vote

Part iv. Duties of the President

- To attend club practices & events regularly
- To attend at least 75% of Executive Board meetings
- To serve as a liaison between the club and the Club Sports Office
- To ensure club compliance with all regulations and guidelines
- To attend or assign someone to attend all club sports meetings
- To submit all forms, scores and reports on time
- To complete and submit accident reports
- To be responsible for rental vehicles and their legal and safe use
- To keep the club advisor apprised of all club activities
- To check the club mailbox and email regularly
- To transact all financial matters with the Club Sports Office, including reimbursements
- To ensure that all drivers have taken Yale's Driver Awareness Course
- To ensure that all travel policies are adhered to
- To follow all guidelines set forth in the Club Sports handbook
- To organize competitions

Section D. Office of Vice President

Part i. Term of Office

The Vice President's term shall be one academic year, beginning with the last practice date of the prior year and ending with the last practice date of the following year.

Part ii. Eligibility

Any member of the Swim Club not in debt to the Swim Club and is a student at Yale University is eligible to hold the office of Vice President

Part iii. Powers of the Vice President

- Entitled to membership and one vote on the Executive Board
- Make decisions not requiring Executive Board approval when the President and Captain fail to agree
- Cast a tiebreaking vote on the Executive Board when the President and Captain are absent
- To assume the powers of the President or Captain when they are temporarily unable to perform their duties
- Become President or Captain if the prior holder of these positions becomes impeached, incapacitated, or resigns

Part iv. Duties of the Vice President

- Attend club practices & events regularly
- Attend at least 75% of Executive Board meetings
- Assume the duties of President or Captain when they are unable to perform their duties
- Is in charge of alumni relations
- Publicize club events, especially meets, to the student body
- Assist the social chair, president, captain, secretary, or treasurer when assistance is requested

Section E. Office of Secretary

Part i. Term of Office

The Secretary's term shall be one academic year, beginning with the last practice date of the prior year and ending with the last practice date of the following year.

Part ii. Eligibility

Any member of the Swim Club not in debt to the Swim Club and is a student at Yale University is eligible to hold the office of Secretary. Prior holders of the office of Secretary may run for re-election.

Part iii. Powers of the Secretary

- Entitled to membership and one vote on the Executive Board
- Cast the tiebreaking vote on the Executive Board if the President, Captain and Vice President are all absent.

Part iv. Duties of the Secretary

- Attend club practices & events regularly
- Attend at least 75% of Executive Board Meetings
- Take minutes of Executive Board meetings and present to webmaster for posting on club website
- Take and maintain other records (i.e. attendance) if deemed appropriate

- Assist other officers if requested

Section F. Office of Treasurer

Part i. Term of Office

The Treasurer's term shall be one year, beginning with last practice of the prior year and ending with the last practice date of the year.

Part ii. Eligibility

Any member of the Swim Club not in debt to the Swim Club and is a student at Yale University is eligible to hold the office of Secretary. Prior holders of the office of Treasurer may run for re-election.

Part iii. Powers of the Treasurer

- Entitled to membership and one vote on the Executive Board
- Maintain primary ownership of the Club Swim Team bank account

Part iv. Duties of the Treasurer

- Attend club practices & events regularly
- Attend at least 75% of Executive Board Meetings
- To update members on the current budget at least once a month
- To provide copies of bank statements and other financial information to members when requested
- To ascertain that the club's financial commitments are met
- To maintain a current budget balance
- To make funds available to a club representative when approved by the Executive Board
- To collect dues, club payments, etc.
- To assist other officers when requested

Section G. Office of Social Chair

Part i. Term of Office

The Social Chairs' terms shall be one academic year, beginning with the last practice date of the prior year and ending with the last practice date of the following year.

Part ii. Eligibility

Any member of the Swim Club not in debt to the Swim Club and is a student at Yale University is eligible to hold the office of Social Chair. Prior holders of the office of Social Chair may run for re-election.

Part iii. Powers of the Social Chair

- Entitled to membership and one vote on the Executive Board

Part iv. Duties of the Social Chair

- Attend club practices & events regularly
- Attend at least 75% of Executive Board meetings

- Plan major social events for the club at least once every two months
- Plan minor social events or gatherings weekly
- Ensure that undergraduates, graduates, non-competitive, and competitive swimmers have equal access to social events
- Encourage a cohesive team structure through planning of events outside of normal practices

Section I. Webmaster

Part i. Term of Office

The term of office for Webmaster shall be for life. The Webmaster may serve until they become ineligible to serve under Article VI, Section G, Part ii.

Part ii. Eligibility

Any member of the Swim Club is eligible to hold the office of Webmaster

Part iii. Appointment of Webmaster

The Webmaster shall be appointed by the President

Part iv. Powers of the Webmaster

- The Webmaster shall maintain primary ownership of the Club Webpage Account

Part v. Duties of the Webmaster

- Updating and maintaining current website
- Updating and maintaining records, archives, meet results, etc.
- Maintaining club historical information, photos, etc.
- Posting executive board meeting summaries
- Providing training, access codes, and the information necessary to run the website to the next webmaster

Section J. Coach

Part i. Term of Office

The term of office for the Coach shall be for one year.

Part ii. Eligibility

The Coach shall have the ability to critique stroke technique and write workouts.

Part iii. Appointment of Coach

The Coach shall be appointed by the Captain.

Part iv. Duties of the Coach

- To offer instruction and training in fulfillment of the club's Statement of Purpose, in order to help members improve in their

swimming and to help prepare the club as a whole for competitions.

- To attend and support home games and matches as personal time allows
- To attend practices regularly
- To accompany the team if traveling abroad, if personal time allows
- To act in a mature and responsible manner

Part v. Additional Coaches

The captain may appoint additional coaches, if deemed appropriate

Section K. Advisor

Part i. Term of Office

The term of office for the Advisor shall be for one year.

Part ii. Eligibility

The advisor shall be a Faculty member or other associated individual of Yale University

Part iii. Appointment of Advisor

The Advisor shall be appointed by the President.

Part iv. Duties of the Advisor

- To advise the club in making decisions
- To determine the winner of an election if the Executive Board fails to certify the results
- To check all club travel plans and enforce all school policies
- To be the primary interpreter of the constitution

Article VI

Executive Board

Section A. Membership

The Executive Board shall consist of all elected officers

Section B. Meetings

Meetings shall be held at least once a week during the academic session at a time that is convenient and agreed upon by all members. The meetings shall be open to all members of the swim club, and minutes shall be made available to all members. A quorum of 5 members is required for voting to take place at a meeting. If there are 4 members at a meeting, a resolution requiring majority vote approval may be passed with unanimous agreement. Decisions requiring unanimous approval may not be passed at a meeting with 4 or fewer members.

Section C. Powers of the Executive Board

The Executive Board shall have the power to make decisions regarding

- Anything requiring use of financial funds (with majority vote)
- Setting membership dues (with majority vote)

- Expelling of members and determining membership eligibility (with majority vote)
- Passing constitutional amendments (with unanimous vote, or refer to member vote with majority vote)
- Certifying elections (with majority vote)
- Certifying appointments to officer positions by Captain or President (with majority vote)

Section D. Failure to Satisfy Quorum Due to Resignation

If, due to multiple resignations, the Executive Board is unable to convene a quorum of members as required under Article VI, Section B, then the quorum requirement shall be waived only for the purpose of approving appointments to vacant officer positions.

Article VII

Election Schedule & Procedure

All elections shall take place before the last practice date of the year. There shall be three separate elections: one for Captain, one for President, and one for Vice President, Secretary, Treasurer, and Social Chairs, held in that order.

The President shall serve as the election manager for all three elections. If the President is running in a certain election, the sitting Vice President shall serve as the election manager for that election. The election manager shall organize the election in a manner that is transparent, open to all members, and allows for free, fair, and informed voting.

In order to run for office, candidates must announce their candidacy to the election manager.

Candidates for president and captain may submit statements of 350 words or less or give a speech of less than 3 minutes. Candidate for all other positions may submit statements of 250 words or less or give a speech of less than 2 minutes.

In order to win an office, a candidate for a position other than social chair must receive a majority of the votes. A social chair candidate shall receive at least 33% of the votes. If there is no candidate that receives a majority (or 33% of the vote for social chair), or if there is a tie, a run-off election shall be held with the top two vote receivers (top 3 for social chair) for each office. If there is a tie in the run-off, the sitting Executive Board shall determine the new President or Captain among candidates participating in the run-off by majority vote.

The previously sitting Executive Board shall certify the election results by a majority vote within one week. If the Executive Board fails to certify the election results within one week, the advisor shall determine the new officers.

Article VIII

Resignation of Officers

Section A. Resignation

All Club Swim Team officers wishing to resign shall present a formal letter of resignation to President stating their reason(s) for resigning. An email shall be sent out to the members informing them of the resignation.

Section B. Replacement of Resigned Officers

Upon vacancy of any elected officer positions except that of Captain, President, or Coach, the President shall appoint a new officer to fill the vacant position.

Upon the vacancy of the office of coach, the Captain shall appoint a new officer to fill the vacant position. Upon the vacancy of the office of Captain or President, the Vice President shall become the Captain or President. All appointments require majority approval of the Executive Board.

Section C. Captain/Presidential Line of Succession

If due to multiple resignations, both the offices of President & Vice President are vacant, the following order of succession shall take place to determine the new President:

- (1) Captain
- (2) Secretary
- (3) Treasurer
- (4) Social Chair (oldest)
- (5) Social Chair (youngest)

If there is a vacancy in both the offices of Captain & Vice President, then the President shall appoint new officers for these positions.

Article IX

Impeachment of Officers

Section A. Impeachable Offenses

An officer may be impeached if: (1) the officer failed to perform his or her duties as stated in the constitution (2) the officer abused his or her powers or utilized powers not granted to the officer under the constitution (3) the officer failed to uphold the responsibilities of being a member of the Club (4) the officer acted in a manner contrary to the mission statement of the Club

Section B. Impeachment of an Official

An official may be impeached after a hearing is held at an Executive Board meeting giving all interested members the opportunity to speak. The official shall be impeached if (1) The Executive Board, without the official in question, votes unanimously to impeach the official, or (2) The Executive Board, without the official in question, votes by a majority to impeach, and within 2 weeks, the members vote in a special election to impeach the official by a two-thirds supermajority.

Section C. Replacement of Impeached Officers

Upon impeachment of any elected officer except that of Captain, President, or Coach, the President shall appoint a new officer to fill the vacant position, with majority approval of the Executive Board.

Upon the impeachment of the coach, the Captain shall appoint a new officer to fill the vacant position.

Upon the impeachment of the Captain or President, the Vice President shall become the Captain or President.

Section D. Multiple Impeachments

There shall only be one impeachment motion conducted at any given time.

Article X

Balanced Budget & Transparency

The Executive Board and Treasurer shall maintain a balanced annual budget, and must maintain a balance of at least 0.01 United States Dollars (or equivalent currency) in the Team account at all times. The current budget, including current balance amount, income, expenses, and expenditures must be presented to the Executive Board at least once per month by the treasurer. Copies of bank statements and other financial documents shall be provided to any club member upon request.

Article XI

Dues

Section A. Minimum Deadline for Payment of Dues

Members are allowed to 'try out' the team for a minimum of one week, or two practices, whichever comes later, before being required to pay dues. The Executive Board may extend this deadline.

Section B. Refund of Dues Due to Resignation or Expulsion

If a member decides to end membership in the Club Swim Team, or is expelled two weeks after obtaining membership, they shall be entitled to a full refund. If a member decides to end membership in the Club Swim Team, or is expelled in the third or later week after joining the team, no minimum refund is required. The Executive Board shall decide on the amount of refunds given to a member that resigns. The value of any subsidies received by the member shall be subtracted from the refund amount.

Article XII

Amending the Club Constitution

Amendments to the Club Constitution shall be approved if (1) the Executive Board votes unanimously to approve it or (2) the Executive Board votes by a majority to approve it and the members vote with a two-thirds majority to approve it within two weeks. If the Executive Board votes unanimously to approve a constitutional amendment, the amendment shall not take effect for two weeks and the amendment can be vetoed if a petition signed by half of active members is presented to the Executive Board.

Article XIII

Dissolution Clause

In the event that the Club Swim Team should dissolve, any remaining assets shall be distributed to Yale College.

Authorization

We, Benjamin Long & Jonathan Russell, co-presidents of the Yale Club Swim Team, hereby certify that two-thirds of the current active members of the team approve of this constitution. This constitution shall be put in to effect immediately.

Signed:

/s/ Benjamin Long /s/ Jonathan Russell
On this day, the 15th of April, 2009.