



Constitution of the Northeastern University Swim Club

A Northeastern University Club Sport Team

Adopted: 10 September 2014

Last Amended: 24 April 2016

Preamble

We, the members of the Northeastern University Swim Club, do hereby ordain and certify this constitution as the framework by which our organization shall operate.

Article I. Name and Structure

- Section 1: This organization shall be comprised of Northeastern University's Men's and Women's Swim Clubs, hereafter referred to NUMSC and NUWSC, respectively.
- Section 2: The name of this organization shall be *Northeastern University Swim Club*, a Northeastern University Club Sport Team, hereafter referred to as "NUSC".
- Section 3: All decisions will be made by each team's respective Executive Board, hereafter referred to as "E-Board".
- Section 4: Any coaches who are contracted by either NUMSC or NUWSC shall be considered a coach for both NUMSC and NUWSC. The E-Board that employs the coach shall be responsible for determining the salary and any bonuses for their coach(es).

Article II. Purpose

- Section 1: The purpose of NUSC is to provide a structured swimming workout, facilitate friendly competition, foster a sense of community, and promote the development of leadership skills.

Article III. Membership

- Section 1: Membership shall be open to any full-time undergraduate or graduate student in good academic standing with the University. Swimmers are required to pay non-refundable dues, successfully try-out, and complete the online paperwork required by the Northeastern University Club Sports office. Swimmers are also expected to represent Northeastern University and abide by all local, state, and federal laws, as well as Northeastern's rules and regulations when traveling or participating in a team sponsored activity. Try-outs shall be held at the beginning of each academic semester for any new swimmer interested in joining the team.
- Section 2: Upon payment of dues, all returning and potential members shall be required to sign a document, written by E-Board, which indicates that the potential member has read

and agrees to abide by the NUSC Constitution and *Annual Referendum*. All swimmers who abide by and follow these terms shall be a “regular member.”

Section 3: Refer to the *Annual Referendum* for clearly defined policies regarding dues, tryouts, and team rules and regulations.

Section 4: In the event that a regular member is found in violation of NUSC’s rules and regulations as set forth by Northeastern University, this document, and/or the *Annual Referendum*, that swimmer shall receive a strike for their offense. Any swimmer who obtains three (3) strikes in one academic year (September-April) shall be removed from NUSC permanently. Any swimmer who finishes the academic year with two (2) or less strikes shall start the following academic year with no strikes. Strikes shall have disciplinary actions associated with them as defined in *Article III, Section 5*. A strike must be distributed within two (2) weeks of the E-Board becoming aware of the violation. A strike will be given by an approved power vote by the offender’s E-Board.

Section 5: Strike 1: Verbal Warning

A verbal warning shall be given from the President and Vice President from the swimmer’s E-Board.

Strike 2: Two (2) Week Suspension

A two (2) week suspension shall bar the member from all practice, competition, and other team sponsored activities for the duration of the suspension. The suspension shall begin after being administered by the President and Vice President of that swimmer’s E-Board.

Strike 3: Removal From NUSC

If the regular member acquires three (3) strikes, the President and Vice President of that member’s E-Board shall inform the offender of their removal from the team. Any swimmer expelled from NUSC shall not be allowed to re-join the team during any other semester.

Sub-section 5A: If a regular member jeopardizes the status of NUSC as a club sport, NUSC’s practice, travel, other privileges, or the safety of other members, then the member will be subject to expulsion from NUSC with a unanimous vote from their respective E-Board, regardless of the number of strikes they have accumulated. It will be the job of the President and Vice President of that swimmer’s E-Board to notify him or her of the expulsion.

Article IV. Executive Board

Section 1: NUSC shall have a President, Vice President, Secretary, Treasurer and SID. All members of the E-Board must be a regular member, as defined in *Article III*, in good standing with NUSC and Northeastern University. The duties for each office are outlined in the *Executive Board Contract*.

Section 2: The *Executive Board Contract* must be signed at the beginning of each academic year or when a position is taken if the term begins later in the academic year. Failure or

refusal to sign the *Executive Board Contract* will result in revocation of the officer's position and duties. A special election shall be held to fill the open position. The election will follow the procedure as defined in *Article VII, Section 4*. Violation of the *Executive Board Contract* will result in punishment as outlined in the *Executive Board Contract*. A copy of the *Executive Board Contract* will be provided upon request to any non-E-Board member of NUSC.

Section 3: Prior to the beginning of each academic year, the E-Board shall meet to review the *Executive Board Contract* and amend it as needed. An amendment to the *Executive Board Contract* shall require an approved power vote from the entire E-Board.

Section 4: Prior to the beginning of each academic year, the E-board shall meet to write an *Annual Referendum*, or edit the current *Annual Referendum* before adopting it for the coming academic year. Adoption of the *Annual Referendum* will require an approved power vote from the current E-Board. The *Annual Referendum* will include at least three (3) sections which define (1) team rules and regulations, including the value of dues and format of try-outs, to be followed by all members, (2) attendance, behavioral requirements for in-season meets, and meet entries, (3) attendance, behavioral requirements for the National Championship meet, and meet entries, when applicable.

Section 5: E-Board voting will be structured in a "power vote" format. The President's vote will be weighted as five (5) votes. The Vice President's vote will be weighted as four (4) votes. The Treasurer and Secretary's votes will each be weighted as three (3) votes. The SID's vote will be weighted as two (2) votes. The coach will also be given a vote which is weighted as four (4) votes. In the event that the team does not have a coach, this vote shall be disregarded. A "majority vote" shall be defined as more than half of the "power votes". An "approved power vote" shall be defined as 16/21 "power votes" if the coach is present or 12/17 "power votes" if the coach is not present.

Section 6: At the beginning of each season, any funds in excess of \$3,000.00 USD in either NUMSC or NUWSC's accounts shall be combined, and the total shall be divided and distributed as follows:

Sub-section 6A: If the difference in balances between NUMSC and NUWSC's accounts is greater than \$2,000.00, then the combined balance will be split unequally, where the team with the higher individual account balance before combining excess funds will receive 60% of the combined balance and the remaining 40% will be given to the team with the lower individual account balance before combining excess funds. These balances will become the responsibility of the current Vice Presidents of NUMSC and NUWSC. These funds will be used to finance team-sponsored activities and events per the suggestion of the Vice Presidents and pending a favorable majority vote from the applicable team's E-Board(s). Any funds remaining at the end of the spring semester and after the team's annual banquet will be divided

evenly between NUMSC and NUWSC and be redeposited into their respective accounts.

Sub-section 6B: If the difference in balances between NUMSC and NUWSC's accounts is less than \$2,000.00, the combined balance will be split equally between NUMSC and NUWSC. These balances will become the responsibility of the current Vice Presidents of NUMSC and NUWSC. These funds will be used to finance team-sponsored activities and events per the suggestion of the Vice Presidents and pending a favorable majority vote from the applicable team's E-Board(s). Any funds remaining at the end of the spring semester and after the team's annual banquet will be divided evenly between NUMSC and NUWSC and be redeposited into their respective accounts.

Section 7: Anything created by an E-Board member, coach, or general member of NUSC for NUSC shall become the property of NUSC.

Article V. Coaches

Section 1: Coaches shall be interviewed and hired by the current E-Board whenever necessary.

Section 2: The *Coaching Contract* must be signed at the beginning of each academic year. Failure or refusal to sign the *Coaching Contract* will result in revocation of the coach's position and duties. The current E-Board shall conduct interviews as soon as possible to fill the open position, if deemed necessary. Violation of the *Coaching Contract* will result in punishment as outlined in the *Coaching Contract*.

Section 3: Prior to the beginning of each academic year, the E-Board and any current coaches shall meet to review the *Coaching Contract* and amend it as needed. An amendment to the *Coaching Contract* shall require an approved power vote from the entire E-Board.

Section 4: Any travel or lodging costs necessary for a coach to attend a meet with NUSC shall be the responsibility of NUSC.

Article VI. Meetings

Section 1: NUSC shall have a minimum of one general meeting each semester.

Section 2: The Executive Board shall meet as often as the club's presidents deem necessary. All meetings shall follow an agenda and be conducted in an orderly fashion by the club's presidents. Any current coaches shall be invited to all team and E-Board meetings.

Article VII. Elections

Section 1: E-board positions, descriptions, and duties will be discussed during the Spring general meeting. A summary of officer duties will be distributed by the E-Board to all general members.

Section 2: Before self-nominations are accepted, returning officers will meet to discuss remaining in his or her current role or taking on a newly opened position for the next academic year. In the event that two or more officers are interested in the same

position, the remaining officers of the current E-Board shall vote to determine which officer will take that position over. Each member's vote shall count as one (1) point, and it will require two (2) or more vote to earn the position.

Section 3: Self-nominations will be offered to for the remaining positions. The beginning of the nomination period shall be defined and announced each spring by the team's E-Board, and will conclude on the final day of the National Championship meet or the team's last meet of the semester. Nominations shall be sent to the team's email or the team's president.

Section 4: The following sub-sections define how NUMSC and NUWSC will select new officers from self-nominations. New officers will be notified of their positions after the National Championship meet (or final meet attended by NUSC that semester) and before the conclusion of the Spring semester.

Sub-section 4A: Self-nominations for an NUMSC position will be subject to approval by the current NUMSC E-Board. Approval will be gained by a majority vote. Approved general members will then be allowed to run for the position of their choice, but cannot cast a vote during the general election. A general team election will be held before the end of the spring semester to determine who the new officers for each open position will be. Only active members, as defined in Sub-section 4AA, will be allowed to cast a vote in the election. The current NUMSC E-Board shall participate in every election, where each NUMSC E-Board member's vote will be weighted as two (2) votes.

Sub-section 4AA: An active member shall be defined as any member who has paid dues and has attended at least one meet during the semester the election is taking place.

Sub-section 4BB: In the event of a tie between two members for an available NUMSC E-Board position, the current members of the NUMSC E-Board will vote to determine who the winner will be. The new officer will be chose based on a majority vote by E-Board, where each vote counts as one (1) point.

Sub-section 4B: Self-nominations for a NUWSC position will be accepted from all general members. New officers will be appointed based on a majority vote by E-Board, where each vote counts as one (1) point.

Sub-section 4C: In the event that no general members have nominated themselves or are interested in an open position on NUMSC's or NUWSC's E-Board, the remaining E-Board will change their position to fill the roles of President, Vice President, Treasurer, and Secretary. The remaining tasks of SID will be split equally among the four E-Board members.

Section 5: The term of each office shall be a one-year term for each member of the E-Board. A non-returning officer's term shall end after the National Championship meet and all of that officer's responsibilities shall be passed on to the person replacing him or her

at that time. In the event that NUSC does not participate in a national-level championship meet, a non-returning officer's term will end after the final meet of the current season. New officers shall be brought on once they are notified to be trained by the current officers.

- Section 6: An officer shall notify the rest of the E-board as soon as they know if they are unable to continue in their position due to study abroad, co-op, or other personal reasons. In the event that an officer is away for a semester, but intends to return to the E-Board, a special selection process, which is formatted as described in *Article VII, Section 4*, will be held to appoint an interim officer. When the officer returns, the interim officer will step down and become a regular member again.
- Section 7: Members interested in the office of President shall have served at least one year in another E-Board position on NUSC.
- Section 8: Officers are allowed to serve multiple terms in the same position.
- Section 9: If an officer resigns or is removed, new elections in the formats discussed in *Article VII, Section 4*, shall be held for that position. The new officer's term shall last until the recently-resigned officer's term would have expired, with the option of serving for the next academic year.
- Section 10: E-Board positions shall be added or removed based on the instruction of the Northeastern University Club Sports office.

Article VIII. Affiliations

- Section 1: NUSC shall be a member of a national governing body and shall abide by the constitution and/or rules and regulations of this body. NUSC's current league is the *National Collegiate Club Swimming League*, hereafter referred to NCCS.
- Section 2: In the event the current league does not fulfill its obligations or is no longer a viable option, the E-Board will need an approved power vote to leave its current league.
- Section 3: NUSC will then search for a comparable league, with the guidance of the University's administration, current and former E-Board officers and its Coaches.

Article IX. Amendments

- Section 1: An amendment to this Constitution may be proposed at any time by an officer or general member in good standing.
- Section 2: Amendments to this Constitution must be ratified by an approved power vote of the E-Board.
- Section 3: The ratified amendment will be given a trial period of two weeks for any changes. After the two weeks, the proposed amendment will be up for another vote.
- Section 4: The amendment shall be permanently added to the Constitution with an approved power vote of the E-Board.

Article X. Bylaws

- Section 1: Any paying member of NUSC in good standing may attend competitions

held at Northeastern University, granted they meet the requirements set forth in the *Annual Referendum*.

Section 2: Attendance policies and how they relate to a general member's ability to travel to competitions with the team are outlined in the *Annual Referendum*.

Article XI. Use of NUSC

Section 1: Any action that requires the use of the name NUSC on any product, event, or other outlet, and affects the team as a whole will require an approved power vote of the E-Board.