# FLORIDA CLUB SWIM TEAM

# 2022 - 2023 Constitution



**Prepared For:**

## **UF Student Activities and Involvement**

**Prepared By:**

## **Matthew Pokorny**

**(2022-2023 President)**

## **Abigail Foster**

**(2022-2023 Treasurer)**

## **Isabella Franco**

**(2022-2023 Secretary)**

**Per:**

**UF Student Organization Guidelines**

**Florida Club Swim Team**

*This document is to be used as the team constitution for Florida Club Swim Team at the University of Florida. It will be available to all University of Florida students and faculty on the following website:* [*https://orgs.studentinvolvement.ufl.edu/Organization/Florida-Club-Swim-Team/*](https://orgs.studentinvolvement.ufl.edu/Organization/Florida-Club-Swim-Team/)*.*

**Article I. Name of Organization**

The name of this club is Florida Club Swim Team (FCST). Florida Club Swim Team is affiliated with the University of Florida Sports Recreation Department. The website for the University of Florida Sports Recreation Department is [http://www.recsports.ufl.edu/.](http://www.recsports.ufl.edu/)

**Article II. Purpose Statement**

The primary purpose of the Florida Club Swim Team is to allow swimmers to continue competition during their collegiate years at the University of Florida and to teach others about the joys of competitive swimming through friendship and teamwork. These goals shall be achieved through team practices, Collegiate Club Swimming (CCS) sponsored meets, and various club-affiliated events. This organization shall be not-for-profit and non-commercial in nature.

**Article III. Compliance Statement**

Upon approval by the Department of Student Activities and Involvement, Florida Club Swim Team shall be a registered student organization at the University of Florida. Florida Club Swim Team shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

**Article IV. University Regulations**

Section A. Non-Discrimination

Florida Club Swim Team agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

Florida Club Swim Team agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

Florida Club Swim Team agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Florida Club Swim Team becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

Florida Club Swim Teamunderstands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

**Article V. Membership**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office, or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**Article VI. Student Organization Advisor**

The advisor andDepartment of RecSports hold the responsibility to oversee the day-to-day functions and operations of Florida Club Swim Team, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

The Florida Club Swim Team advisor is responsible for advising the club on operations, finance, event planning, risk management, etc. The advisor will meet with Florida Club Swim Team leadership once per month at a minimum and can meet more regularly at the Club’s request.

Florida Club Swim Team will be assigned an advisor by the Sports Programs Professional Staff for the Academic year. If the advisor is no longer able to perform their duties, a new one will be assigned. The term of the advisor will span from July 1st to June 30th of each academic year.

If Florida Club Swim Team ever wishes to replace their advisor, they must reach out to the current Sports Programs Associate Director providing a detailed explanation for requesting the replacement. The decision to request for a change of advisor will be by majority vote within Florida Club Swim Team’s executive board. In the event of a tie, the President’s vote will be the tiebreaker.

**Article VII. Officers**

Section 1

The elected officers of Florida Club Swim Team will be as follows: President, Vice President, Treasurer, Secretary, Fundraising Coordinator, Event Coordinator, Two Male Captains, and Two Female Captains. All positions are held on a one-year term with no term limit. The President, Vice President, and Treasurer must abide by the Registered Student Organizations Officer Edibility Policy stated in Article III Section E.

The President will lead the club to accomplish its purpose and will serve as the figurehead who deals with the community and assists all officers in their assigned tasks. The president will maintain active relations with both swimmers/officers, serve as a “Team Captain,” and remain in accordance with Student Body laws.

The Vice President will assist the President in the Club’s Program of Activities and will assume the role of the President in the absence of the President. They will also coordinate all aspects of team apparel, including but not limited to design, the delegation of duties, and distribution. The vice president will maintain active relations with both swimmers/officers, serve as a “Team Captain,” and remain in accordance with Student Body laws.

The Treasurer will be in charge of paying club dues and maintaining the financial records of the organization. They will report to the officers at regularly scheduled executive meetings and club members once a month. The Treasurer will also maintain active relations with the Student Body

Treasurer’s Office, submit all swim meet reimbursement forms, and remain in accordance with Student Body Laws. They will work directly with the Fundraising Coordinator in the maintenance of all team fundraising events.

The Secretary will be responsible for distributing the paperwork of the organization, collecting said papers, maintaining the website, and assisting all officers in completing any forms. They will also be in charge of taking notes on any regularly scheduled meetings and maintaining an attendance record at fundraising events, community service events, and competitions. The Secretary must be highly organized and an effective communicator.

The Fundraising Coordinator is the epicenter of Florida Club Swim Team, serving as the voice and face of our team. Their financial support drives the overall functions of the team while providing the funding for the activities we participate in and coordinate. They are responsible for the planning and execution of at least one fundraising activity a month, along with the soliciting of private donors (both family and corporate), the promotion of positive public relations, the advertisement of the team (banners, logos, etc.), and the presentation of monthly fundraising summaries to the team as a whole.

The Event Coordinator will be responsible for creating cohesiveness among team members while organizing social events that include but are not limited to tailgates, fundraising events, team banquets, and camping trips. The main goals of the Event Coordinator are to generate a positive environment, bring everyone together, and create a sense of unity, mutual support, and respect amongst all involved. They will maintain a close and active relationship with both swimmers as well as with the officers.

The four captains (2 male / 2 female) will be in charge of the physical training and swimmer progression. The captains will be responsible for generating team spirit by leading cheers at meets and working with the event coordinator to plan social events. They will also be required to lead practice. This may include, but is not limited to swimming, dryland and/or weight training. The captains must also be role models for the entire team by being on time to all practices, maintaining a disciplined training regimen, supporting teammates at practices and meets, and being approachable to all members. Finally, the captains will be responsible for all meet entries, including generating relay teams based on seed times, placing swimmers in appropriate events, and keeping an organized list of times and meet results.

Section 2

The appointed positions of Florida Club Swim Team will be as follows: Meet Coordinator, Volunteer Coordinator, and Public Relations Chair.

The Meet Coordinator will be responsible for the planning and organization of Florida Club Swim Team’s meet schedule. They will reach out to other teams to coordinate travel meet opportunities and to encourage travel to our own hosted home meets. The meet coordinator will be the primary organizer of home meets and responsible for creating a smooth and successful event. They will coordinate pool rental, officials, timing system, and teams.

The Volunteer Coordinator will be a vital part of Florida Club Swim Team. They will communicate with local businesses as well as other club organizations to create volunteer events that give back to the community in a meaningful way.

The Public Relations Chair will be responsible for maintaining all Florida Club Swim Team’s social media accounts. They will have to regularly post across all platforms to showcase and promote the club to the public.

Section 3

Elected and Appointed Officers will hold office from the election day of the Spring term and serve until the next election the following Spring term, or until their successor is appointed.

Section 4

If an officer decides to step down from office the remaining officers will appoint a replacement who will hold office until the next election is held.

Section 5

The impeachment of any officer can only occur if they are found to be a poor representative of the organization or if they are not fulfilling their assigned duties. Any member or executive board member can propose for an impeachment of an executive board member. This notion must be communicated to any officer on the executive board. Then, that officer will mention the notion at the next executive board meeting, where it will be held to a majority vote to hold a hearing. If the vote passes, the hearing will be in front of the general membership of the club that chooses to attend. Every member and officer present will vote on impeachment and a simple majority is required for a decision. In the event of an impeachment, the remaining officers will appoint a replacement who will hold office until the next election is held.

**Article VIII. Elections**

Section 1

Any active member of the organization may vote in the officer elections. An active member is defined as an individual who attends a certain number of events per semester. Events include but are not limited to practices, meets, fundraisers, volunteer events, and spectator events. The current executive board will determine the total number of events needed each semester or year for a member to have voting powers.

Any active member who has met the criteria to run for office may run in the elections. The current executive board will determine the total number of events needed each semester or year for a member to qualify for running for office.

These criteria will be shared with the rest of the club at the first general body meeting of each semester and will be made easily accessible for reference. Elections for new officers will take place once a year after College Club Swimming Nationals (usually in April).

Section 2

Nominations will occur once a year at the end of the Spring Term. Any active members of the organization may nominate themselves or other members for any elected position.

Section 3

Members who are running for office nominate themselves to the executive board. They will then be required to attend a meeting with the current officers during which position responsibilities will be discussed. At the election, all candidates must present a speech detailing their intentions before voting occurs. Candidates must be active members, as defined in Section 1 and be in good standing with the Florida Club Swim Team.

Section 4

Officers must be elected by a simple majority in a secret ballot vote. In the event of a tie, there will be a run-off vote where each candidate will be allotted an additional two minutes to give a speech before the team votes again. A simple majority is the required margin of victory for a run-off election. In the event of an additional tie, the former President will appoint the candidate.

Section 5

It shall be the duty of the retiring officers to acquaint their successors fully with the duties of their respective offices. This must be done immediately after the Spring election date. Should a retired officer remain a team member the following year, it is their duty to assist and support the new officer throughout their tenure whenever needed.

**Article IX. Finance**

Florida Club Swim Team will not charge membership fees. Members wishing to compete will be responsible for any fees incurred from attending meets such as travel, lodging, and food. Members will attend fundraisers that will be held throughout the semester to help offset meet costs. Florida Club Swim Team will also apply for Sports Recreation Funding. Florida Club Swim Team will not apply for Student Government funding.

**Article X. Dissolution of Organization**

In the event that this organization dissolves, after outstanding debts and claims have been paid, all monies left in the treasury shall be donated to any nonprofit fundraiser of the previous executive board’s choice. Dissolution can be proposed by anyone within the executive board for a unanimous vote. If the vote is not unanimous, then the club will remain intact.

**Article XI. By-Laws for Florida Club Swim Team**

Florida Club Swim Team may elect to maintain separate bylaws and guiding document(s) to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included within the constitution. If so, Florida Club Swim Team agrees its bylaws and any amendments or changes to its guiding documents will be consistent with and not take precedence over local, state, and federal laws, the University of Florida’s regulations, policies and procedures, and SAI constitution requirements. Florida Club Swim Team also agrees to provide University of Florida students, faculty, or staff with all unaltered bylaws and guiding documents, and/or clarify its procedures upon request.

**Article XII. Amendments**

Any member of the club may suggest amendments to this constitution. These suggestions should be submitted to the president to be addressed at the next regularly scheduled meeting. At this meeting, every member will be allowed to comment on his/her feelings on the amendment for a period of two minutes. Following discussion, the Executive Board will vote on proposed amendments. All changes must be voted on and passed with a 2/3 majority by the current Executive Board. All amended constitutions must be submitted directly to the Department of Student Activities and Involvement for review and approval.

*Implemented and reviewed by the 2022-2023 Executive Board*