



UNIVERSITY OF UTAH CLUB SWIMMING

Constitution Adopted: August 1st, 2014

ARTICLE I – NAME

1. The name of this club will be University of Utah Club Swimming and may also be known as Utah Club Swim, or Utah Club Swimming (hereafter referred to as “the Club”).

ARTICLE II – PURPOSE

1. To help students, faculty, staff, and alumni of the University of Utah develop their swimming skills, learn performance techniques, and foster a love for competition and sportsmanship.
2. To create a supportive, friendly, and all-inclusive team environment at the University of Utah that emphasizes team unity above all else.
3. We agree to abide by all regulations described in the Guidelines for Recognized Student Organizations, all University policies, in addition to all federal, state, and local laws.

ARTICLE III – MEMBERSHIP

1. Requirements

- a. The Club will hold tryouts twice per year, in order to assess prospective athletes' dedication to the team and contribution to the team's purpose statement. Evaluations will not be made on the basis of athletic ability.
- b. Membership shall be open to any currently enrolled student or employee of the University.
- c. All students of the University of Utah will be given an equal opportunity to try out for the Club, provided they meet the minimum requirements for participation in a sport club as determined by Campus Recreation Services (CRS). These requirements are:
 - i. Be either a current student who is registered for at least one credit hour, including all registered graduate and undergraduate students of the University of Utah; or
 - ii. An Associate Member, including any member of the University of Utah community holding a valid CRS Membership; and
 - iii. Hold a valid personal medical insurance policy
- d. Prior to beginning their tryout period, all prospective athletes are required to attend a mandatory Athlete Orientation Meeting at a date and time determined by the Club Executive Board. All interested parties will be informed of the date and time with at least a month's prior notice, and reasonable accommodations will be made for those unable to attend.
- e. All prospective members must participate in a tryout to determine their eligibility for the Club.
- f. This organization shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, or status as an individual with disability, or as a protected veteran, and any other status protected by applicable state or federal law. (University of Utah, Policy 6-400, Section II-E).
- g. This organization agrees to keep its membership primarily to currently enrolled students at the University of Utah. Faculty, staff, and community members may participate in the organization, but club leadership must consist of all currently enrolled students at the university.

2. Tryouts

- a. The primary tryout period will be held during the first two weeks of both the fall and spring semesters. Additional two-week tryout periods may be held throughout the season, should an individual want to join at a later time. During this time, prospective members interested in joining the Club may participate in all Club practices and official activities.
 - i. All prospective members will be required to participate in the tryout process during the fall semester, regardless of any previous affiliation with the Club.
 - ii. Prospective members will be required to try out once per season.

- iii. Executive Board members will carefully observe and interact with prospective members in order to make an honest and fair judgment of their character and to objectively determine their eligibility for the Club based on the criteria set forth below.
 - iv. Club coaches (if applicable) may be asked to advise the Executive Board throughout these determinations of member eligibility.
 - b. Prospective members will be evaluated on the following criteria:
 - i. Attendance:
 - 1. Athletes must attend at least one practice (equivalent to 1.5 hours) per week. Team activity can take place of a practice.
 - ii. Mutual Respect:
 - 1. Athletes must show respect towards the Utah Club Swim community.
 - iii. Work Ethic:
 - 1. Individuals must demonstrate a good work ethic. Swimmers will not be assessed based on athletic ability, but rather their willingness to put effort into practice.
 - iv. Team Spirit:
 - 1. Athletes must foster a positive practice environment, and show support for other teammates during practice and meets.
- 3. Appeals
 - a. If a prospective member is determined to be ineligible to join the Club based on the objective criteria detailed above, they may appeal to the Executive Board to reexamine their eligibility.
 - i. The Executive Board shall reexamine the prospective member's eligibility only if they present to the Board a valid extenuating circumstance, which may include, but is not necessarily limited to, severe illness throughout the tryout period.
 - ii. The eligibility of a prospective member may be reclassified only if five (5) of the seven (7) Executive Board members agree to the reclassification.
 - b. All prospective members found to be ineligible may try out for the Club in the following semester if:
 - i. They continue to meet the requirements established in Article III ("Membership") and;
 - ii. They are not barred from the Club for reasons established in Article IV Section 3 ("Disciplinary Action").
 - c. Ineligible members who try out for the Club in a subsequent semester will be classified as previously affiliated members.
 - i. The athlete's previous standings with the team may affect their renewal of the active roster of the Club in any following season.
- 4. Callbacks
 - a. Once the tryout period has concluded and all athletes have been notified of their status on the roster, a one-week callback period will begin. All athletes who meet

the minimum requirements for membership established in Article III Section 1 (“Tryouts”) will be invited to continue training with the team as before.

- b. At this point, team dues and forms will be made available to athletes, and they will have the remainder of the week to complete these items. In order to be considered an active member, individuals must:
 - i. Submit a Release of Liability and Proof of Insurance Form to CRS prior to practicing, and;
 - ii. Sign the club registration document acknowledging they have read and understand the Club’s constitution, and;
 - iii. Pay the first installment of team dues.
- 5. Active Membership
 - a. In order to maintain active membership, all athletes must follow the guidelines outlined in Article IV (“Expectations”).
- 6. Non-Discrimination Statement
 - a. This organization shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, or status as an individual with a disability, or as a protected veteran, and any other status protected by applicable state or federal law. (University of Utah, Policy 6-400, Section II-E).
 - b. Additionally, the Club endeavors to provide reasonable accommodations and to ensure equal access to qualified persons with disabilities. Inquiries concerning perceived discrimination or requests for disability accommodations may be referred to the Club President.

ARTICLE IV – EXPECTATIONS

1. Code of Conduct

- a. Athletes are, at all times, expected to be good representatives of the University of Utah and of the Club. Individuals will be held to the same expectations as during tryouts for the remainder of the season. This includes adhering to our core values, which are:
 - i. Mutual Respect
 - ii. Work Ethic
 - iii. Team Spirit
- b. Examples of the core values:
 - i. Mutual Respect: Athletes should treat coaches and team members with respect, consider other's feelings, and avoid demeaning language and behavior.
 - ii. Work Ethic: Athletes should have a positive attitude during practice and put forth a reasonable amount of effort (not sit on the wall for extended periods of time, get in the pool shortly after practice begins, etc.)
 - iii. Team Spirit: Athletes should cheer for each other at meets, participate in team events, and support their team members out of the pool
- c. Failure to adhere to the core values at any point in the season may result in disciplinary action.
- d. The use and/or purchase of alcoholic beverages and non-prescription drugs at any official Club activities is strictly prohibited to all members, including those over the legal age of consumption. Doing so will result in immediate removal from the roster and all Club activities henceforth.
- e. Official Club activities include:
 - i. Practices
 - ii. Competitions (including the entire duration of travel competitions)
 - iii. Service Projects
 - iv. Social events administered by the Executive Board
 - v. Fundraisers
 - vi. Executive Board Meetings
 - vii. Committee Meetings
 - viii. Any activity deemed a Team or Club activity
 - ix. Any activity detailed in official Club communications, such as email and text reminders.

2. Disciplinary Action

- a. The Club implements a “three-strike” process for disciplinary actions. Any breach of conduct can incur a “strike” as determined by the President and one other Officer (ideally, one who was present at the incident). All breaches of conduct and strikes will be recorded by the secretary. Strikes will persist between seasons.
 - i. Strike 1. First breach of conduct: Results in a formal oral warning from the President and/or Vice-President of the Club.

- ii. Strike 2. Second breach of conduct: Results in a minimum two-week suspension from the Club and all of its associated practices, meets, and events, along with another oral warning.
 - iii. Strike 3. Third breach of conduct: Offender will be removed from the roster and will no longer be associated with the team. If an individual wishes to be reinstated, they may present an oral appeal to the Executive Board.
 - 1. If an individual's actions are in blatant violation of the core values of the team or the University of Utah, Officers may remove the individual from the team without prior breach of conduct.
 - 2. Reinstatement to the team will require oral appeal and a five-sevenths majority vote from the Executive Board.
 - a. The Officers will work with the individual in question to find a suitable time and date for the appeal. If, for any reason, the individual does not attend the agreed-upon appointment, they will be allowed to select a mutually agreed-upon alternative time for the appeal.
 - b. If, for any reason, the second appointment is not made, the individual must wait until August of the following year.
 - b. If an athlete should be reinstated to the team after suspension and appeal, they will be kept in a probationary period that allows them one remaining strike.
 - i. Strike 4. The offender will be removed from the roster and will no longer be associated with the team.
 - ii. These two strikes may be removed, per Officer's discretion, at a later time.
- 3. Constitutional Agreement
 - a. The Constitution must be provided in the registration form. All members must confirm, in writing, that they have read and agreed to follow the constitution when registering for Utah Club Swimming.
- 4. Athletic Performance
 - a. The Club has no expectations for its members as far as performance in competition is concerned. We welcome members of all abilities and interest levels and will never exercise the right to remove an individual from the roster based on their athletic skills.
- 5. Financial Cases
 - a. In some cases, the Club will provide a certain amount of financial support to its member athletes (e.g., the Club may cover all athletes' meet entry fees). In these situations, it is both an expectation and a requirement that the athlete(s) fulfill the purpose for which they were given funding. If the athlete fails to complete that task (e.g., the athlete fails to attend a meet for which they were funded), the treasurer reserves the right to levy fines against the athlete in an amount less than or equal to the amount which they were provided in Club or refuse refunding for the payment that was submitted funds. Extenuating circumstances may apply.
 - b. Paying Dues

- i. All athletes are required to pay their dues by the specified deadline. The dues amount and timeline for payment shall be dictated by the Treasurer for the current fiscal year/semester.
- ii. Any athlete who fails to submit payment by the communicated deadline shall incur a late fee, the amount of which shall be determined by the Treasurer.
- iii. The Treasurer shall notify any athlete of their outstanding payment and associated late fee. The athlete's membership may be suspended until all dues and penalties are paid in full.
- iv. Athletes experiencing financial difficulties are encouraged to contact the Treasurer in confidence before the payment deadline. The Treasurer may make reasonable accommodations, including but not limited to extending the payment deadline, allowing a payment plan, etc.

6. Attendance

a. Practices

- i. The Club requires all of its members to attend at least one practice per week (or the time equivalent of one full practice).
- ii. A team activity may take the place of a practice requirement, in the event of a practice cancellation or other extenuating circumstances, at the discretion of the Board.
- iii. Personal extenuating circumstances, such as illness or family emergency, may excuse an athlete from their attendance requirements. All excusal requests must be submitted to the Executive Board prior to the last practice of the week.
- iv. In the event that an athlete is absent for two (2) consecutive weeks, an Officer will reach out to the athlete in question to perform a wellness check.

b. Meets

- i. Athletes with an active roster status and not on probation are eligible to compete in meets sanctioned by College Club Swimming (CCS). Participation in these meets requires adherence to the policies and guidelines outlined in the CCS handbook, which is crucial for liability and insurance purposes as well as for fairness and inclusivity.
- ii. All Club members are expected to be active participants in any home meets hosted by the Club. If members do not wish to compete as athletes, they may volunteer to help with the setup and administration of the meet.

c. Mandatory Activities

- i. In some cases, the Executive Board may elect to make certain activities mandatory. These activities include events such as service projects, philanthropy projects, and fundraisers. Athletes will be notified of mandatory events (including time and date) at least one month prior so they can make arrangements.

- ii. If an athlete is unable to attend an event, an excusal request must be submitted to the Executive Board at least two weeks prior to the event. Extenuating circumstances, such as illness or family emergency, may also excuse an athlete from mandatory activities. Athletes may be asked to make up the activity at a later date.

ARTICLE V – MEETING

1. Practices

- a. Practice times will occur as per the schedule determined by the Executive Board at the start of each semester. Athletes will be informed of practice times upon joining.
- b. Practice times are dependent upon when CRS can secure facilities for the team or when pool rentals are available within a reasonable geographic area. Also dependent upon CRS, the season will run from approximately the beginning of September to the middle of April.

2. Executive Board Meetings

- a. Executive board meetings will occur on a weekly basis, at a time determined by the board at the start of the season.
- b. A minimum of four (4) out of seven (7) board members must be present for a board meeting to take place.

3. Committee Meetings

- a. Committee meetings will occur at the discretion of their respective Officer, provided ample notification is given.

4. Special Meetings

- a. Special meetings may be called by the Executive Board, provided they give the Club ample notice.

ARTICLE VI – EXECUTIVE BOARD

1. The Executive Board will consist of the following members:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
 - e. Marketing Director
 - f. Women's Team Captain
 - g. Men's Team Captain
2. General Expectations
 - a. Officers must communicate with their fellow Board members in a timely and effective manner, so as to accomplish their duties.
 - b. Each Officer must take part in staffing workouts when a coach is unavailable/has not been appointed.
 - c. Officers will represent the Club to the best of their ability and promote its success through their actions.
3. Attendance
 - a. Officers must attend all weekly meetings at a time specified at the beginning of each semester.
 - i. Officers will only be excused from meetings if they have a reasonable purpose for doing so.
 - ii. If an Officer is unable to attend a meeting, they are expected to either submit an Officer report detailing their progress on assignments, or join the meeting remotely.
 - b. In order to be effective team leaders, Officers must attend a minimum of three (3) practices each week, or a combination of practices, team activities, and meets during weeks where meets are held, totalling up to three (3) events.
 - i. The same rules detailed in the athlete attendance policies (Article IV, Section 5a) shall apply to the Officer attendance requirement.
 - ii. If an Officer fails to attend three practices/events for two consecutive weeks, they may be subject to disciplinary action by decision of the other Officers, following the rules outlined in Article XVIII, Section 1.
4. The duties of each Officer will be as follows:
 - a. President
 - i. Head facilitator of the Club. It is their given duty to assist the Officers with whatever tasks are given and ensure the organization is achieving progress.
 - ii. Serve as a liaison between the Club and CRS professional staff.
 - iii. Ensure that all CRS and constitutional policies and procedures are implemented and enforced.
 - iv. Inform Club members of the policies and procedures outlined in the Sport Club Manual.
 - v. Furnish copies of facility requests for all meets, meetings, and practices to the CRS office.

- vi. Submit required travel forms in a timely manner.
 - vii. Submit all Risk and Insurance Management forms in a timely manner.
 - viii. If applicable, submit the Advisors Agreement and Coaches Agreement to the CRS office before the start of the season and/or once individuals have been identified.
 - ix. Respond to all communications from the CRS Staff.
 - x. Schedule a semester-end meeting with the Sport Club Coordinator to evaluate the previous season and review goals for the next season.
 - xi. Ensure that elections are conducted as per Club bylaws.
 - xii. Responsible for all internal Club communication and must ensure the Club is well-informed of upcoming events.
 - xiii. Responsible for the decisions involving Club apparel.
 - xiv. Maintain active relations with other clubs in order to secure competition opportunities and promote the well-being of collegiate club swimming.
 - xv. Serve as the Club's representative on the Sport Club Executive Council.
 - xvi. Maintain the Club's team email.
 - xvii. Coordinate all communications and provide regular updates to Club advisors.
- b. Vice-President
- i. Research upcoming meets and create a competition schedule to submit to Campus Recreation.
 - ii. Manage Club Registration for meets.
 - iii. Obtain results of competitions, create, and send out depth charts to the team, as well as submit them to CCS in a timely manner.
 - iv. Upload meet results to the team's SwimCloud database.
 - v. Coordinate home meets and invitationals, including facility reservations, outreach to visiting teams, and other logistical preparations.
 - 1. This may also entail any tasks related to running the meet timing systems, including Meet/Team Manager.
 - 2. For larger meets, the Club may choose to appoint a professional meet manager.
 - vi. Manage and maintain the team's relationship with the primary swimming sponsor.
 - vii. Assist the President with any tasks she/he are unable to complete.
 - viii. Work with the Treasurer to manage all operations pertaining to obtaining and maintaining swimming-specific financial sponsors for the team. Specific tasks include writing letters to potential sponsors, negotiating sponsorship rewards, and ensuring sponsors are properly recognized for their services to the team.
 - ix. Take up additional responsibilities as needed, especially if a Meet Director is appointed.
 - x. The Vice President may appoint a Meet Director at their discretion to provide any or all of the following services:

1. Research upcoming meets and create a competition schedule to be approved by the UUCS board and submitted to Campus Recreation
2. Coordinate home and away meets, outreach to visiting teams, and obtain official sanctions
3. This will entail any tasks related to running the meet timing systems, including Meet/Team Manager. For larger meets, the Club may choose to appoint a professional meet director.
 - a. Keep track of all swimmers' times and team records. Send updates to the Marketing Director to update the team website.
 - b. Create draft(s) of Regionals and Nationals Relays from best times throughout the season to be approved or altered by the Executive Board.
 - c. Obtain results of competitions and submit them to CCS.
 - d. Manage Club Registration for meets.
 - e. The Vice President has the responsibility for the completion of the Meet Director's responsibilities should they fail to complete them, they are not included in their agreement, or no Meet Director is appointed.
 - f. It is highly encouraged that the Meet Director (or Vice President if no Meet Director is appointed) shadow a full swim meet, including the setup, running, and takedown of the Colorado Timing System, setup of the meet in Meet Manager, and the process of pulling times and scoring the meet.
 - g. A compensation plan may be put in place for this position should they be appointed and accept the position. This plan may include financial compensation for their work, a waiving of dues or fees to be on the team, or team gear or apparel, including specific Meet Director gear or apparel. This contract must be signed and approved by the Vice President, the Treasurer, and the appointee.

c. Treasurer

- i. Prepare and maintain the Club's yearly budget.
- ii. Determine membership dues at the start of the season.
- iii. Collect and deposit dues and all other fees that may arise throughout the year.
- iv. Work with the Vice-President to manage all operations pertaining to obtaining and maintaining financial sponsors for the team. Specific tasks include writing letters to potential sponsors, negotiating sponsorship

rewards, and ensuring sponsors are properly recognized for their services to the team.

- v. Ensure athletes have paid all applicable fees.
 - vi. Pick up monthly bank statements.
 - vii. Keep accurate and up-to-date records of the Club's finances
 - viii. Forecast the costs necessary to travel to Nationals and other away meets.
 - ix. Ensure that the Club stays within its budget.
 - x. Prepare ASUU budget bills with an assembly representative.
 - xi. Submit reimbursements and receipts to ASUU.
 - xii. Submit Budget Request Forms to ASUU.
 - xiii. Coordinate at least two club fundraisers per semester.
 - xiv. Draft, finalize, and manage coaching contracts.
 - xv. Maintain the club's non-profit status.
 - xvi. Any additional financial duties that may arise.
- d. Secretary
- i. Draft agendas for weekly meetings, and ensure meetings are run smoothly.
 - ii. Take notes during meetings and make notes accessible to other Officers.
 - iii. Delegate tasks to their respective Officers at the end of each meeting and manage the Board to ensure tasks are completed.
 - iv. Update the Club's constitution when applicable.
 - v. Maintain a record of strikes and disciplinary actions.
 - vi. Maintain the Club's team email.
 - vii. Work with CRS to maintain RSO storage.
 - viii. Maintain records of attendance and enforce the team attendance policy.
 - ix. Ensure and maintain accurate records of team members registered with College Club Swimming (CCS) for the season.
 - x. Assist the Board with any business needing to be accomplished.
 - xi. Fulfill the duties of the Club's Safety Officer, as mandated by CRS. The duties are as follows:
 - 1. Ensure that any club member driving a vehicle with passengers while on a club trip has the University Defensive Driving Certification.
 - 2. Maintain emergency contact information for each club member and all coaches/affiliates.
 - 3. Fill out the Incident Report Form anytime there is an injury during a club activity.
 - 4. Pick up the Travel Binder prior to each trip out of town.
 - 5. Work with the Athletic Trainers to bring a first aid bag to away meets with supplies for injuries if no trainer is accompanying the team on the trip.
 - 6. Be CPR/AED Certified (CRS can certify individuals who are not already certified)
- e. Marketing Director

- i. Direct all activities related to the promotion and public image of the Club.
 - ii. Manage the Club's Media Team and use the skills of its members to promote the Club.
 - iii. Determine the staff positions and responsibilities for the Media Team and select the individuals to fill them.
 - iv. Update the Club records and "best times" page found on the website whenever applicable.
 - v. Responsible for the decisions involving Club apparel.
 - vi. Direct weekly Media Team meetings, if necessary.
 - vii. Draft agendas and take notes for Media Team meetings, if necessary.
 - viii. Manage the team's alumni connections and keep them involved in the community.
 - ix. Work with the Treasurer to manage all operations pertaining to obtaining and maintaining financial sponsors for the team. Specific tasks include writing letters to potential sponsors, negotiating sponsorship rewards, and ensuring sponsors are properly recognized for their services to the team.
 - x. Perform any necessary responsibilities not currently fulfilled by a Media Team member.
- f. Women's Team Captain
 - i. Serve as the primary advocate for the swim team and the rest of the Executive Board.
 - ii. Plan and coordinate Club social events.
 - iii. Plan and coordinate Club service projects.
 - iv. Plan and coordinate the annual team banquet.
 - v. Responsible for the decisions involving Club apparel.
 - vi. Oversee all duties pertinent to the recruitment of new athletes.
 - vii. Promote team unity through whatever resources available.
 - viii. Be an exemplary athlete in practice and competition.
 - ix. Assist the Board with any business needing to be accomplished.
 - x. Organize the coaches committee.
 - xi. Work with the Men's Team Captain on all duties.
- g. Men's Team Captain
 - i. Serve as the primary advocate for the swim team and the rest of the Executive Board.
 - ii. Plan and coordinate Club social events.
 - iii. Plan and coordinate Club service projects.
 - iv. Plan and coordinate the annual team banquet.
 - v. Responsible for the decisions involving Club apparel.
 - vi. Oversee all duties pertinent to the recruitment of new athletes.
 - vii. Promote team unity through whatever resources available.
 - viii. Be an exemplary athlete in practice and competition.
 - ix. Assist the Board with any business needing to be accomplished.

- x. Organize the coaches committee.
- xi. Work with the Women's Team Captain on all duties

ARTICLE VII - ELECTIONS

1. Candidacy

- a. Any athlete who pays team dues and is considered an active member of the team is eligible to run.
- b. Every candidate must participate in an interview with the current board to determine if they are aware of the responsibilities, to confirm their candidacy for their position, and to serve as a point of decision for whether or not the candidate may run.
 - i. After each interview, once the candidate has left the room, the current Executive Board will discuss the candidate and vote on whether the candidate will be allowed to run. If discussing a candidate would negatively impact other candidates, then the board will discuss and vote on that candidate after all interviews for that day have concluded.
 - ii. The post-interview voting process is as follows: First, the Executive Board will discuss the current candidate. Then, the executive board will hold a preliminary vote. Each board member will vote either yes (the candidate will be allowed to run) or no (the candidate should not be allowed to run). The board may then discuss the candidate one more time, and conduct a final vote. If five out of seven board members vote no on a candidate, then that candidate will not be allowed to run for a position on the executive board for the upcoming season, and will not give a speech at the banquet.
 - iii. The executive board will notify the candidate within 24 hours of their interview if the candidate is not eligible to run. They will be given the reasoning and how it fits into the rules of eligibility as outlined by this constitution. If a candidate is eligible to run, they will not be notified by the Executive Board after their interview.
 - iv. If a current board member is running for a position, they will be given the same interview and voting process as outlined above. It will be assumed that they are voting yes on whether they should be allowed to run.
- c. In the event that a board member wishes to vote "No" on a candidate for the board, the officer must cite a specific event or circumstance that the officer encountered personally. The reasoning for this veto must be made clear to the rest of the board. Personal grudges and/or vendettas are not an acceptable veto.
- d. Candidates must confirm their intended position at least a week before the banquet. They may not change their intended position once declared.
- e. There is no set limit to the number of candidates who can run for a certain position; however, if the volume of candidates presents to be too large, a limit can be set at the Officers' discretion. In the case that a limit is set, the interview process will serve as a point of decision.
- f. Each position on the Executive Board shall only be occupied by a single person. Two people cannot run together and share a position on the executive board.

- g. For the position of President, any individual wishing to run must have served on the Executive Board for at least one of the two full seasons prior to the season that they are running for.
2. Election Day
- a. Elections will be held at the end-of-year banquet. If, for some reason, the banquet is not held, then the election will be held at another time decided by the Executive Board.
 - b. All candidates must prepare and deliver a speech, which will be followed by a question period so that active members of the team may ask questions to the candidate. Speech length and length of the question period will be decided by the current Executive Board, dependent on the number of candidates.
 - c. All positions of the board are to be decided by a popular vote among the roster of active members. If a candidate receives a majority of the votes from the number of banquet attendees, they will hold that position for the next season.
 - d. During the end-of-year banquet, voting will be opened to any active member of the team in attendance for a minimum of 15 minutes, starting after all candidates have delivered their speeches.
 - i. The Executive Board will implement a system to ensure only active team members vote in the election, and each active team member only casts a single vote for each position. For example, voting could be conducted on a paper ballot with each active team member being given a single ballot.
 - ii. The Executive Board will announce the newly elected Officers in a timely manner after voting closes.
 - e. In the event of a tie between candidates for the same position, the incumbent board will vote to break the tie.
 - f. A candidate must indicate whether or not they will be able to attend the end-of-year banquet, where Officer elections will take place.
 - i. With prior notice, a candidate may send in a video or transcript of their prepared speech if they are unable to attend the elections.
 - g. In the event of unforeseen circumstances, and the candidate is absent, they must express their explicit interest in the position. If they show no interest, the position will be reopened to the rest of the team.
 - h. If there are multiple swimmers running for a position and one or more are absent, a two-thirds majority for the candidate present will elect them.
 - i. Results of the election will be available for any team member to view starting the day after the election is held. Any active team member who wishes to see the election result may ask the Secretary, who will then deliver the election results to the team member in a timely manner.
 - j. Candidates are to be notified of the results of the elections within 24 hours of the popular vote. Once the new Executive Board has been elected, it is their duty to begin learning the responsibilities of their job from the Officer preceding them.
3. Job Shadowing

- a. For a team member to be eligible to run for an Executive Board position, they must have shadowed the position they are running for at least two times prior to the election. Shadowing can be defined as:
 - i. Expressly contacting the sitting position holder to set aside a specific time to observe the duties of that position.
 - ii. Attending a board meeting and expressing which position they are there to observe.
 - iii. All eligible members are to be given ample notice if a shadowing position opens up, and every member will be given an equal opportunity to shadow.
 - b. The definition of shadowing is up to the discretion of the Executive Board. The Executive Board reserves the right to approve or deny candidates based on effort put forward to learn about the position they are running for.
 - c. For the position of President, it is an expectation that all interested candidates begin shadowing in the fall preceding the election, in order to fully understand the responsibility of the President.
 - d. It is expected that the Executive Board will work through the summer season to learn their position and plan for the fall semester.
4. Non-Completion of Term
- a. If, for whatever reason, an Officer is unable to continue their term, ample notice must be given to the Executive Board so arrangements can be made for a new appointment.
 - b. If an Executive Board member cannot complete their full designated term, they must provide a two-week notice before resignation.
 - i. After an official resignation notice is received, the Executive Board will hold a mid-season election for the open position.
 - ii. The election must follow the same guidelines as regular elections, with the exception that virtual voting and written election speeches are allowed.
 - c. If an Officer fails to complete their assigned term, any compensations they are receiving for their service may be revoked accordingly (e.g. official polo shirts). Extenuating circumstances may apply.
 - d. This organization agrees to provide a clearly defined outline of the process for removing Officers, including a statement explaining why an Officer may be removed.
5. Officer Removal
- a. Grounds for removal include inadequate fulfillment of aforementioned duties or the violation of regulations described by University policies or any federal, state, or local laws.

ARTICLE VIII – COACHES

1. Coaches must participate in at least one interview with the entire Executive Board in order to be considered for appointment. Additional interviews may be scheduled at the discretion of the Officers. Coaches must represent the best interests of the team and be understanding of the athletes' schedules, as well as provide a supportive yet challenging atmosphere. A five (5) out of seven (7) vote of the Officers is required to appoint a coach.
2. Note that coaches have no executive power in the club. Apart from their coaching duties, they serve to advise the current Officers about matters pertaining to the club.
3. Grounds for removal include the inadequate fulfillment of aforementioned duties and or the violations of regulations described by University policies or any federal, state, or local laws.
4. The contract titled "Coaching Agreement" will be required of each coach hired by the Executive Board. The "Coaching Agreement" will be managed solely by the Treasurer. "Coach" can refer to either one coach or multiple coaches as determined by the needs of the team, the budget of the Treasurer and the Executive Board.
5. At the beginning of the term of a coach selected by the Executive Board, a contract will be entered in between the Executive Board and the selected coach. The contract will be written, finalized and managed by the Treasurer. The following terms will be in each contract regardless of the time served, length of the season or ability of the coach.
 - a. The rate of payment per practice will be set at a static dollar amount as determined in the budget by the Treasurer.
 - b. The rate of payment per meet will be set at a static dollar amount as determined in the budget by the Treasurer.
 - c. A reasonable amount of effort, time, communication and dedication to the team and coaching responsibilities will be expected to receive the full amount payable at the end of the contract.
 - d. All terms within the contract are subject to the discretion and best knowledge of the Treasurer, and subsequently, the sitting Executive Board. The Treasurer reserves the right to change, update, modify or cancel the contract and its contents with majority vote from the Executive Board.
 - i. The updated contract will be given to the coach for reapproval. In the event of a disagreement on the updated contract between the Executive Board and the coach, a board meeting will be held to come to a resolution, whether that is termination of the contract, further updates or any other change.
 - e. The decision of funding the coaches travel with the team to meets throughout the season will be up to the discretion of the Treasurer in accordance with the budget, number of coaches and number of meets. Financial and physical accommodations for flights, gas, food, lodging and time will be up to the discretion of the Treasurer in accordance with the budget, number of coaches and number of meets.

- f. A previous coaching agreement will be provided as a template and reference to the current Treasurer.

ARTICLE IX – ADVISORS

1. Advisors must represent the best interests of the Club and be knowledgeable in the sport of swimming to give specific advice. A five (5) out of seven (7) vote of the Officers is required to appoint an advisor.
 - a. Note that advisors have no executive power in the club. Apart from their advising duties, they serve to give advice to the current Officers about matters pertaining to the club.
 - b. Grounds for removal include the inadequate fulfillment of aforementioned duties and or the violations of regulations described by University policies or any federal, state, or local laws.
 - c. This organization agrees to provide clearly a defined outline of the process for removing advisors, including this statement explaining why an advisor may be removed (e.g., inadequate fulfillment of duties, violation of laws or regulations, etc.).

ARTICLE X – AFFILIATES

1. Affiliates must represent the best interests of the Club and be knowledgeable in the sport of swimming to give specific advice. A five (5) out of seven (7) vote of the Officers is required to appoint an affiliate.
 - a. Note that affiliates have no executive power in the club. Apart from their duties, they serve to give advice to the current Officers about matters pertaining to the club.
 - b. Grounds for removal include the inadequate fulfillment of aforementioned duties and or the violations of regulations described by University policies or any federal, state, or local laws.

ARTICLE XI – FUNDS

1. Provisions Made by Team Dues
 - a. By paying team dues, each athlete receives a team shirt and team cap, so that they may represent the team in and out of the water.
 - b. Dues also guarantee the opportunity to attend every practice and team activity, provided the athlete pays dues as listed in the registration forms. If an athlete requests accommodations with the team treasurer, some practices and activities may be exempted on a case-by-case basis. Some team activities may require additional individual funding, by decision of the Men's and Women's Team Captain (e.g. team members may be asked to buy their own tickets for an escape room).
2. Optional Items
 - a. Additional apparel items such as team suits and warm-ups will be made available to purchase.
 - b. Any costs pertaining to competition (e.g. lodging, airline, meet entry fees) will be paid by the individual.

3. Budget Appropriations
 - a. Each year, the Treasurer makes allocations from the team budget to serve different purposes. Current allocations are made for:
 - i. Advertising
 - ii. Pool Rental
 - iii. Administrative Fees
 - iv. Team Activities
 - v. Other categories as seen fit by the Treasurer
 - d. This organization agrees to practice fiscal responsibility and manage club funds in ways that are ethical, transparent, and compliant with state and federal law as well as University policy where applicable.
6. Non-Profit Status

To maintain nonprofit status, the treasurer must complete the following tasks in a timely manner. Assistance from the President may be needed to fill out required forms.

 - a. Must keep a detailed record throughout the season of all expenses, donations, income, receipts, etc to prove validity when filing 990 each year
 - b. Renew Nonprofit with the Utah Department of Commercial Code (must be done every spring)
 - c. File 990 Tax Form for the previous year (must be done every tax season)
 - d. Update tax deductible receipt as needed
 - e. Add the completed 990 Form for that year to the team website (this must be available for public access at all times)

ARTICLE XII – RELAY AGREEMENT

1. Relay teams for National and Regional meets will be decided by the Executive Board following the procedures outlined in the UUCS Relay Procedure Document.
2. The UUCS Relay Procedure Document will be reviewed and signed by the Executive Board prior to each season, similar to this constitution.
3. The UUCS Relay Procedure Document will be publicly viewable by any member of the team.
4. Each member of a relay at National or Regional meets must review and agree to the procedure outlined in the UUCS Relay Procedure Document prior to swimming on that relay to confirm they understand the criteria with which they and their teammates were selected.

ARTICLE XIII – COACHES COMMITTEE

1. A coaches committee will be organized each season and will include all officers and any active roster member wishing to take part in the committee.
2. The coaches' committee will be used to suggest workouts and practices to coaches, give feedback on workouts and practices, and work with coaches to create practices that serve the team as a whole.

3. Meetings will take place at least once every two months at a date and time specified by the Men's or Women's Team Captain.

ARTICLE XIV – AFFILIATIONS

1. The Club will be registered with US Masters Swimming and College Club Swimming for competition.
2. For other competitions, the Club may compete with the California Intercollegiate Swim Club Association or other collegiate club teams.
3. Championship meets will be held with the Collegiate Club Swim and Dive National Championships.

ARTICLE XV – RATIFICATION

1. Members will ratify the Club's constitution when they register for the Club. By signing our registration document, members acknowledge that they have read our constitution and accept its terms.

ARTICLE XVI– AMENDMENTS

1. An amendment can be proposed either by a 3/4 vote among the body of active members, or by a five (5) out of seven (7) vote among the current Officers.
2. Amendments are ratified by a five (5) out of seven (7) vote among Officers and ratified by Club members when they sign the constitution at the beginning of each season. New amendments only apply prospectively, i.e., the only laws that affect current members are the laws that they signed at the beginning of each new season.
3. Amendments to the Constitution must be submitted to and approved by the Department of Student Leadership & Involvement before they become effective.
4. This organization agrees to submit its constitution for approval by the Department of Student Leadership & Involvement as part of the annual re-registration process.

ARTICLE XVII – BYLAWS

1. Athletes are not required to be familiar with the bylaws of our various affiliations; rather, they are meant to serve as a reference.
 - a. U.S. Masters Swimming Rules: <http://www.usms.org/rules/>
 - b. University of Utah Student Code: <http://regulations.utah.edu/academics/6-400.php>

ARTICLE XVIII – GRIEVANCE POLICIES

1. Officer Grievances

- a. If an Officer is found to be uncommitted, untrustworthy, unreliable, or otherwise incapable of performing their duties as outlined in the constitution, a hearing will be held with the other members of the Executive Board.
- b. If the Executive Board finds, by means of a five (5) out of seven (7) vote, that the Officer in question is unable to perform their duties, that Officer will be placed on probation for a set period to be determined by the Executive Board.
- c. If, at the end of any such probationary period, the Officer in question is deemed incapable of performing their duties, that Officer can be removed from their position by means of a unanimous vote of the Executive Board. The responsibilities of that position will subsequently be split between the remaining Officers until a suitable replacement can be appointed.

2. Individual Grievances

- a. If a member has a grievance with another member, they must report it to the Executive Board. The Executive Board will then hold a hearing with the individuals in question and determine if there is a party at fault.
- b. If a party is found to be at fault, then they may be placed on probation, suspended from the team, or reported to the Dean of Students' office, depending on the severity of the misconduct.

3. Coach Grievance

- a. If a member has a grievance with a coach, they must report it to the Executive Board. The Executive Board will then hold a hearing with the individuals in question and determine if there is a party at fault.
- b. If a party is found to be at fault, then they may be placed on probation, suspended from the team, or reported to the Dean of Students' office, depending on the severity of the misconduct.

This Constitution must be provided in the registration form. All members must confirm that they have read and agreed to the constitution when registering for the Utah Club Swimming.

Amended:
06/05/2019
06/20/2020
06/21/2021
05/09/2022
04/30/2023
05/05/2024
11/30/2024
06/21/2025
06/07/2026

Executive Board Signatures:

Chandler Eyre, President	06/07/2026
Madi Harward, Vice President	06/09/2026
Kaydence Taylor, Secretary	06/05/2026
Molly Rayburn, Marketing Director	06/05/2026
JP Rossetti, Treasurer	06/09/2026
Beca Bringard, Women's Captain	06/07/2026
Noah Schroeder, Men's Captain	06/05/2026

Chandler Eyre

Kaydence Taylor

Molly Rayburn

Noah Schroeder

Beca Bringard

Madi Harward