

The Constitution of the **Women's Club Water Polo Team** of Grand Valley State University

Preamble:

We, the GVSU Women's Club Water Polo Team, are committed to excellence and to competing in the sport of water polo at the collegiate level.

Article One: Name

The name of the organization shall be GVSU Women's Club Water Polo Team.

Article Two: Purpose

The purpose of this organization shall be to provide every member of the club with a quality experience of water polo at the collegiate level while maintaining a high degree of sportsmanship, and representing a strong sense of community and team membership at Grand Valley State University.

Article Three: Affiliation with Other Organizations

The GVSU Women's Club Water Polo Team is affiliated with the Collegiate Water Polo Association.

Article Four: Membership

Section One: General Assembly Membership

- 4.1.1 The membership of GVSU Women's Club Water Polo Team shall consist of any interested student currently enrolled at GVSU. It is the policy of GVSU and GVSU Women's Club Water Polo Team that no person on the basis of age, color, disability, familial status, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, height or weight shall be discriminated against.
- 4.1.2 Selective Membership Criteria: full time student at GVSU, interest in the sport of water polo, able to commit to the team and the travel.
- 4.1.3 Attendance: Attend at least 80% of the practices during the winter semester, attend all conference tournaments and championships. Attend at least 50% of other tournaments. Attend at least 80% of the fundraising and pre-season events. All expectations revolve around attendance to either practices or fundraising events.
- 4.1.4 Members are expected to follow policies put in place by the board in the case of public health crises and changes in university requirements.

Section Two: Conduct

- 4.2.1 All club members are beholden to the GVSU Student Code of Conduct and CWPA Code of Conduct.
- 4.2.2 Any member may report violations of either code of conduct to a trusted board member, and file a report to the Office of Student Life (OSCCR.)
- 4.2.3 All e-board members are mandatory reporters of misconduct. If they become aware of any violations of the GVSU student code of conduct they must file a report through the Office of Student Life (OSCCR) and notify the president of the club.

Section Three: Dues and Fees

- 4.3.1 A membership fee will be due of all members each winter semester which can vary based on degree of fundraising per year, and the number of women on the team. These fees will be used to pay CWPA dues, tournament fees, facility fees, and travel costs.

Article Five: Executive Board

Section One: Description

- 5.1.1 The Executive Board shall consist of 5 core members: President, Vice President, Financial Officer, Fundraising Chair, Risk Manager, and Public Relations Officer.

Section Two: Qualification

- 5.2.1 Each Executive Board member must be a full time student, greater than 12 credits.
- 5.2.2 Each Executive Board member must carry a 2.0 cumulative GPA and be in good academic standing with the University.

Section Three: Elections

- 5.3.1 The officers shall be nominated by the team at the end of season. Every current member is eligible to hold any of the 5 positions for the following year.
- 5.3.2 The officers shall be elected by the members of the team using a majority vote. In the past, elections have been held using an internet survey platform.
- 5.3.3 The New Executive Board shall serve from the end of the previous season, to the end of the following season.

Article Six: Executive Board Responsibilities

Section One: President

- 6.1.1 President at all practices of GVSU Women's Club Water Polo Team. Unless otherwise discussed with the team. Run practices, if notified by the coach in advance with a set.

- 6.1.2 Create an agenda and plan for organization. Including scheduling all tournaments with other collegiate club programs in the Midwest. The President will be the main contact for other Collegiate teams and should respond to emails within 48-72 hours.
- 6.1.3 The President should oversee all other positions, assist with other executive board members with their duties. For example, ensuring that fundraising events are being scheduled and attended by other teammates.
- 6.1.4 The President will be the second member to be on the GVSU Women's Club Water Polo Team off campus account, and will be responsible for overseeing purchases, withdrawals, and deposits via a google document excel sheet. Along with collecting dues from members in accordance to the scheduled due dates. Work with the Financial Officer to determine the amount for dues for the season.
- 6.1.5 When electing members for this position, the President needs to have at least one year of experience on the board previously. Unless, no eligible members are available.
- 6.1.6 Work together with the Vice President to ensure that all club sports meetings have a board member in attendance. Also, work with the VP to attend the conference call in September/October in order to determine the conference and championship tournament weekends.

Section Two: Vice President

- 6.2.1 Address any duties deemed necessary by the organization and/or the President.
- 6.2.2 Perform the duties of the President in his/her absence.
- 6.2.3 After the fall semester, and the roster is set with new players, organize a carpool to ensure everyone has a ride to our off-campus facility. In addition to the season carpool, the VP will be in charge of setting up carpools to tournaments during weekends of travel.
- 6.2.4 Book hotels and assign teammates to rooms during weekends of travel
- 6.2.5 Consistently check in with our campus sports contact. Also, be willing to be the second contact for the club team- talking to both other teams, facilities, hotels...etc.
- 6.2.6 Responsible for facilitating apparel contacts and ordering for the team.

Section three: Risk Manager

- 6.3.1 Manage and update LakerLink rosters with active members, retire old members, and manage athlete registration forms.
- 6.3.2 Responsible for recording the minutes and attendance for the monthly Club Sports meeting.

- 6.3.3 Send rosters to other universities for traveling tournaments, update the CWPA site with new information before every season, update roster for club sports.

Section Four: Financial Officer

- 6.4.1 Continually update all financial records including both on and off-campus accounts. Update the team records on the team google drive—including deposits, withdrawals, and purchases.
- 6.4.2 Submit GVSU Student Senate Appropriations funding requests (campus programming, travel, etc.) and attend assigned funding meetings as required.
- 6.4.3 Determine the official value for dues before the beginning of season, determine the due dates for dues, collect dues by the allotted times.
- 6.4.4 Responsible for the team debit card, and checkbook.
- 6.4.5 Responsible for sending checks to schools for tournament fees. Responsible for working with the fundraising chair in order to ensure we are raising enough for the CWPA fees.
- 6.4.6 Collaborate with Off-Campus facility to determine pool time rates.
- 6.4.7 Keep track of which teammates have paid dues, apparel, extra expenses...etc. In charge of ensuring that each teammate has paid what was agreed upon.

Section Five: Fundraising Chair

- 6.5.1 Create fundraising events on campus, or in the surrounding towns, to offset the cost of pool time, dues...etc.
- 6.5.2 Work closely with the treasurer to create a goal of what should be raised for the current season, and brainstorm events that will get us to that goal.

Section Six: Public Relations Officer:

- 6.6.1 Manage the team Facebook, Twitter, and Instagram. Post regular updates after games, tournaments and even in the off season.
- 6.6.2 Send Club Sports updates after each tournament including scores and brief overviews of games. Also send them photos from the games for them to post on our website.

Article Seven: Advisors

Section One: Advisors

7.1.1 The Advisor(s) of the GVSU Women's Water Polo Club Team shall be chosen by the executive board. Each advisor shall serve his/her term from the time of election to the time the advisor wants to withdraw their participation as advisor to this organization.

7.1.2 Be the support person on the GVSU campus for this organization.

Article Eight: Meetings

Section One: Meetings

8.1.1 The first general assembly meeting in the fall semester shall be held within the first three weeks of the semester.

8.1.2 Practices shall be held for the duration of the winter semester, starting the first day of the semester. Monday through Thursday, 8-10 pm, and at Hudsonville High School.

Section Two: Quorum

8.2.1 Quorum (number of members required to conduct business) shall be composed of 90% of the membership.

Article Nine: Amendments

Section One: Proposed Amendments

9.1.1 All proposed amendments should be discussed with the leadership of the team, including president and coach is required to propose an amendment to the constitution.

9.1.2 The President must have the proposed amendment One week before an amendment may be voted upon.

9.1.3 Majority vote is required to pass an amendment.

Article Ten: Impeachment

Section One: Executive Board

10.1.1 Impeachment proceedings and charges may be moved by captains of the team, and the other members of the executive board. Issues with the charged board member should be discussed with the coach and the whole team.

10.1.2 A majority vote of the presiding board members is necessary for impeachment.

Article Eleven: Conflict Resolution

Section One: OSCCR

11.1.1 Look to Grand Valley's "Office of Student Conduct and Conflict Resolution" to resolve any disputes, conflicts, or rulings.

Article Twelve: Dissolution

Section One: Dissolution

12.1.1 Upon the disbandment of the organization, off-campus and non-Office of Student Life assets and funds should be donated to the *Women's Sports Foundation*.

Ratified: October 19, 2021