

VT Gymnastics Club Constitution

2011-2012 School Year

Contents

2010-2011 School Year.....	1
Preamble	1
Article I: Name	1
Article II: Officers	1
Section 1 Executive Committee.....	1
Duties of the Executive Committee	2
Section 2 Qualifications of the Officers	2
Section 3 Duties of the Officers	2
Article III: Elections	4
Article IV: Amendment Changes.....	5
Article V: Responsibility of the Members	5
Article: VI Memberships.....	6

Preamble

As a member of the Virginia Polytechnic Institute and State University Association of Extramural Sports Clubs, the Virginia Tech Gymnastics Club will provide the opportunity to participate in gymnastics beyond the intramural level. We will represent Virginia Tech in Gymnastics competition with other colleges at all levels of competition. In addition, we intend to further the development of gymnastics at Virginia Tech and provide spectator opportunities for non participants.

Article I: Name

The name of this organization is the Virginia Tech Gymnastics Club.

Article II: Officers

Section 1 Executive Committee

The executive committee shall consist of:

- 1.) President
- 2.) Vice President
- 3.) Treasurer/Fundraising Chair
- 4.) Secretary
- 5.) Historian
- 6.) Men's Captain
- 7.) Women's Captain
- 8.) Club Relations Representative

Duties of the Executive Committee

- a. The executive committee will make decisions on who will compete at Nationals, as well as all other meets, during Executive Meetings.
- b. Rearrangement of the equipment will be made by majority vote taken two weeks in advance. The most feasible time to rearrangement equipment would be after the Hokie Classic.
- c. Deposits or withdrawals to the club account must be declared to ALL officers via email. This email should entail the budget before and after the transaction.

Section 2 Qualifications of the Officers

All officers should be First Aid and CPR certified by the Fall Term.

At least 2 officers of the club must be BBP certified also.

Section 3 Duties of the Officers

- 1) **President:** *In addition to the duties of the President outlined in the Extramural Sports Club Handbook, the president's duties should include:*
 - a. Calling and presiding over all regularly scheduled club meetings and executive meetings.
 - b. Ordering and maintaining all club equipment.
 - c. Regulating the use and control of all equipment.
 - d. Representing the Gymnastics Club at all Extramural Sports Club Meetings.
 - e. Coordination of club activities
 - f. Securing a faculty/staff advisor
 - g. Supervising and overseeing all club activities
 - h. Acting as contact for all teams.
 - i. Organizing and running all exhibitions and events run by the gymnastics club.
 - j. Organizing and scheduling all away meets.
 - k. Securing travel arrangements and submitting these travel requests.
- 2) **Vice President:** *In addition to the duties of the Vice President outlined in the Extramural Sports Club Handbook, the vice president's duties should include:*
 - a. Assuming the presidential responsibilities in the absence of the President, for a limited time; i.e. due to sickness, etc.
 - b. In the event of a presidential office opening, VP will be promoted to President with the option to decline. In the event of a decline, an election will be held for a new President.
 - c. Organizing and scheduling all meets

- d. Securing all travel arrangements and submitting these travel requests
- e. Securing judges and facilities for home meets.
- f. Completing various duties as assigned by the President.

3) Treasurer/Fundraising Chair: *In addition to the duties of the Treasurer outlined in the Extramural Sports Club Handbook, the treasurer's duties should include:*

- a. Maintaining the Club's Financial Records (the treasurer should have monthly reports about the budget (readily available by the 1st of every month) to be presented at the executive committee meetings.)
- b. To prepare the budget and defend it in the spring.
- c. Research and obtain ideas from club members about fundraisers
- d. To organize all fundraisers
- e. Monitor attendance at fundraisers
- f. Completing various duties assigned by the President.

4) The Secretary: *In addition to the duties of the Secretary outlined in the Extramural Sports Club Handbook, the secretary's duties should include:*

- a. Keeping the minutes of all officers and club meetings. (These minutes should be organized and available to all club members.)
- b. Organizing and creating all publicity, posters, flyers, dining hall table cards, ads, etc... for the club and for all club functions
- c. Creating and maintaining a club roster of both competitive and non competitive members. (This includes phone numbers, e mails, etc.)
- d. Completing various duties assigned by the President

5) Historian

- a. To take pictures and video at practice and meets
- b. To maintain and update the club website
- c. Maintain the gym scrapbook and add pages for the school year
- d. Maintain alumni page listserv by adding graduating and handling add request from older alumni
- e. Completing various duties assigned by the President

6) Men's and Women's Captains

- a. To make decisions upon what events members will compete on and enforce those decisions that they make
- b. To order, maintain and keep track of all club uniforms.
- c. It is highly recommended that the captains be present in the gym two or more times a week.
- d. Completing various duties assigned by the President

7) Club Relations Representative

- a. Deals with all relationships between the Gymnastics Club (executive committee and competitive team) and other organizations or clubs that are also members of the Gymnastics club (i.e. Parkour Club or Varsity Pole Vaulters).
- b. Completing various duties assigned by the President

Section 5 Removal of an Officer

An officer of the club may be removed from the executive committee under several circumstances.

A. Membership denied or revoked.

As described in the Sports Club Handbook Code of Conduct, the membership of an individual in violation of University Policies can be denied or revoked. If such a sanction is issued to an officer, he or she will be removed from his position in the executive committee as well as from the team.

B. Neglecting duties, inappropriate behavior, or other.

Any officer found to be neglecting his/her duties; violating Sport Clubs Rules (see Handbook), University rules, state or federal law; or not acting in the best interest of the club may be removed.

1. A meeting must be held by all members of the executive committee to discuss the offense(s) by the officer in question. The purpose of this meeting must be announced to all members of the committee in advance.
2. During the meeting the members of the committee will discuss the situation and give the officer in question a chance to speak and defend him/herself. At the end of the meeting, if the committee still feels that the officer was not acting in the best interest of the club the committee can issue a formal warning to the officer in question.
3. This formal warning will be written by the committee and state clearly what is expected out of the officer in question and give a deadline for the changes to happen. This will remove any prior or present misunderstanding and/or miscommunications and make clear to the officer in question what is expected of them in the future to remain on the committee.
4. If the officer in question is later found failing to stand up to the expectations as stated in the warning he can be removed. The committee will schedule another meeting at which they will hold a vote to remove that officer from his/her position.
 - i. A majority vote of the members of the committee (excluding the officer in question) is necessary to remove the officer from his/her position.

C. Replacing an officer.

If an officer is removed or absent during the school year, the executive committee can decide whether to elect a replacement for the position or reassign the position's responsibilities for the remainder of the academic year. Should they decide to elect a replacement; the election will be conducted as described in Article III (except for the election date).

1. Note that if the President is removed, the Vice President will be offered the position before an election takes place as described in Article II Section 3.

- A. Elections shall be held mid spring semester.
- B. Club members shall be notified two weeks prior to elections.
- C. The officers shall be elected in the following order:
 - 1. President
 - 2. Vice President
 - 3. Treasurer/Fundraising Chair
 - 4. Secretary
 - 5. Historian
 - 6. Men's Captain
 - 7. Women's Captain
 - 8. Club Relations
- D. The majority member votes shall determine the new officers.
- E. In the event of a tie, officers from previous year, excluding officers currently running for office, shall be the deciding votes.
- F. In the event of multiple candidates for an office, a preliminary round of votes will be held to arrive at the final two candidates. Then a final round of voting will occur to determine the new officer.

Article IV: Amendment Changes

- A. Amendments to the constitution will be presented to the Executive Committee for approval.
- B. Amendments to the constitution will be made by the Executive Committee during an Executive Committee meeting.

Article V: Responsibility of the Members

- A. Each member must sign the Code of Conduct. This states the responsibility of each club member and the disciplinary action to be reviewed by the executive officers if there is a violation of the code.
- B. Since the Virginia Tech Gymnastics Club is a member of the National Association of Intercollegiate Gymnastics Clubs (NAIGC) all members of our club must agree to and respect any additional codes of conduct required by NAIGC in order to compete. If a member's NAIGC membership is revoked, their competition right and club membership can be revoked as well if the officers deem necessary.
- C. Members must obey all instructions given by their doctor (example: If your doctor says you can't practice/compete, you cannot return until you have the approval of the doctor).
- D. Any member taking medications on a daily basis or for a serious trauma or disability must get permission to participate in gymnastics from the prescribing doctor. This is due to the high risk of injury associated with gymnastics. D. If a member is put on probation, they must fill out a probation sheet for violation of code of Conduct.
- E. There will be a \$10.00 fee for backing-out of an away meet less than ten days before the departure date for the meet.

- F. Participate in club fundraisers (i.e. stadium cleanup). Members are responsible for contacting the officer in charge of the fundraiser and ensuring their name on the attendance sheet at these fundraisers.
- G. Members must fill out the Assumption of Risk form on the VT Rec. Sports Website in order to attend any practices or competitions.
- H. Members must obey any instructions given by the President and or Vice President; especially at away meets when we are representing Virginia Tech as a school and as our sports team.

Article: VI Memberships

Dues: Club dues will be collected beginning September 1st of the fall semester. Dues are \$60/semester or \$100/year. Failure to pay dues within a reasonable amount of time will result in suspension from use of the gymnastics room as well as participation in any competitions.

If a person does not wish to become a member of the club by paying the full amount of dues, yet still wants to use the gymnastics room, they will be assessed a \$5 per practice fee after the initial three free practices. This fee entitles use of the facility for that day only and does not confer any voting or competition rights.

In the event that Nationals is an extremely far distance away from Blacksburg and the team is forced to fly to the meet, then there is a chance that an additional payment will have to be made if you are chosen to accompany the team to Nationals. This offer to go with the team can be declined and will not be held against the member in choosing competitors for following competitions.