

Indiana University Club Tennis Constitution

1. Name/Purpose

- 1.1. When dealing with the University, we will be referred to as “Indiana University Club Tennis.” The purpose of this club is to promote recreational and competitive tennis across Indiana University.

2. Policies

- 2.1. Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state and federal laws.
- 2.2. Anti-Hazing Policy: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
- 2.3. Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for profit companies if acting as a representative of a student organization.

3. Membership/Dues

- 3.1. Membership of Indiana University Club Tennis will be open to students, faculty, and staff of Indiana University and their respective families. Limited memberships are available to Bloomington residents. Club membership may be limited to a certain date or number as previously agreed upon by the executive board.
- 3.2. Dues are set each semester (by current President and/or executive board) for anyone interested in being a member of the club.
- 3.3. Dues must be paid at the beginning of each semester by the specified date (after the first week of practice, which requires no membership). Someone who is interested in joining the club may attend a trial practice before paying dues after that. If a student demonstrates financial need, the executive board will meet and vote on how to address said circumstance.
- 3.4. Members of the travel team are responsible for the costs incurred when the team travels. These costs include but are not limited to: rental cars, gas, lodging, food, tournament entrance fees, and court fees. It is at the President’s discretion (with the aid of the Treasurer) whether the Club will cover any of the listed (above) costs. Any costs left to the traveling players will be equally split.

4. Club Leadership Positions and Duties

- 4.1. President

- 4.1.1. Delegates duties to fellow executive board members and follows up on those duties to make sure they are completed. If the duties remain uncompleted it is the President's responsibility to make sure they are completed.
- 4.1.2. Represents the team at all Club Sports Federation meetings and away matches.
- 4.1.3. Arranges time and place for monthly executive board meetings.
- 4.1.4. Is the team contact for all outside inquiries from fellow students as well as the university.
- 4.1.5. Is the primary contact for any issues that arise within the club.
- 4.1.6. If the executive board splits on a majority vote decision, the president has final concluding vote.
- 4.1.7. Responsible for all executive board-general member communication.
- 4.1.8. Becomes a Safety Officer at the beginning of the year by attending provided courses.
- 4.2. Vice President
 - 4.2.1. Works closely with the president and helps him/her complete the necessary duties.
 - 4.2.2. Conducts meetings in the absence of the president.
 - 4.2.3. Representative at all away matches when president cannot attend.
 - 4.2.4. In the event of the president being removed from the position, for whatever reason, the Vice President(s) become the interim President for the remainder of the academic year. Elections are to be held as normal upon completion of said academic year.
 - 4.2.5. Becomes a Safety Officer at the beginning of the year by attending provided courses.
- 4.3. Treasurer
 - 4.3.1. Completes a proposed budget for each season which needs to be approved by the president and then ratified by executive board members. Any discrepancies regarding budget will be passed with a board majority vote.
 - 4.3.2. Creates spreadsheet of listed members, collects dues, and checks off members once dues are collected.
 - 4.3.3. Gives executive board monthly updates on the club's financial position.
 - 4.3.4. Approves all financial decisions.
- 4.4. Secretary
 - 4.4.1. Takes minutes on all executive board meetings. Sends notes to President who will make any necessary edits, then sends out to entire club.
 - 4.4.2. Assists president and vice president on formal communication with the university, if necessary.
- 4.5. Practice Coordinator(s)
 - 4.5.1. Makes sure players sign in at EVERY practice.
 - 4.5.2. If matches are played at practice, will record scores into running spreadsheet.
 - 4.5.3. Responsible for setting up matches for practices when necessary or creating practice itinerary (drill courts, game courts, friendly competitions, prizes, etc.) if necessary with the assistance of the president.

- 4.5.4. Responsible for taking out and putting away balls.
- 4.5.5. Responsible for keeping track of players missing indoor practices and notifying president if it is possible to cancel courts.
- 4.6. Social Coordinator
 - 4.6.1. Arranges monthly social activities for the club. Encouraged to work with fundraising coordinator to combine activities.
 - 4.6.2. Primary contact for any social issues that arise from general members.
- 4.7. Fundraising
 - 4.7.1. Responsible for recruiting businesses to sponsor the club.
 - 4.7.2. Sends out a yearly letter to parents requesting a donation for the perseverance of the club. Will draft the letter with the president.
 - 4.7.3. Arranges at a minimum 2 fundraising opportunities per semester.
 - 4.7.4. Works with the president to establish fundraising goals for the club.
 - 4.7.5. Updates executive board on a monthly basis to share progress of fundraising options.
- 5. **Elections/Executive Board**
 - 5.1. Executive board members will be voted for and elected during a designated practice in April.
 - 5.2. Every member has the right to be considered for the position they desire.
 - 5.3. There is no limitation on the amount of times a person can be elected to the executive board.
 - 5.4. Each term/position is renewable and will be served for one year from the date of the election.
 - 5.5. There will be at least ONE executive board member elected from the freshman class each year to preserve a balance and ensure continuation and success for the club.
 - 5.6. Executive board members must be committed to attending at least two practice days a week.
 - 5.7. Executive board members will arrange the time and date of mandatory monthly meetings at the start of each semester.
- 6. **Removal Policies**
 - 6.1. Removal of an executive board member requires 75% of the executive board vote. Each executive board member will be granted an opportunity (if so desired) to voice/explain their reasoning.
 - 6.2. Removal of a general member from the club will require an executive board majority vote.
 - 6.3. Grounds for removal shall be conducted on a case-by-case basis as seen fit by the president and the executive board.
- 7. **Practices**
 - 7.1. Outdoor practices shall be held (September – November, March – May) Sunday – Thursday at the HPER courts, or as approved by the executive board.
 - 7.2. Indoor practices shall be held between Thanksgiving break and Spring Break, or as approved by the Executive Board. The amount of practices allowed by members and their designated days will be assigned by the Executive Board before the indoor season.

- 7.3. Members are asked to notify the Practice Coordinator by 1 PM if they will not be attending indoor practices. Members not giving due notification are subject to a \$5 penalty per practice to be paid at the next attended practice.
- 7.4. Members are expected to report to practice at the designated time.
- 7.5. Indoor practices will last 1.5 hours, whereas outdoor practices will last 2 hours.

8. Roster Selection Process

- 8.1. Selections for the matches and tournaments shall be discussed with the entire executive board. If board does not come to a full agreement on rosters, outstanding decisions shall be decided by the President (and Vice President(s) if President chooses.)
- 8.2. Players will be selected for rosters on the following in a non-specified order (not limited to):
 - 8.2.1. Attendance at practice, commitment to improvement outside of formal team practices
 - 8.2.2. Tennis skills / ability
 - 8.2.3. Attitude (on and off court)
 - 8.2.4. Match experience
 - 8.2.5. Skill level of opponents
 - 8.2.6. Behavior (on and off court)
 - 8.2.7. Team commitment (fundraising, socials, varsity matches, etc)
 - 8.2.8. Match results (both practice and previous tournaments)

9. Disciplinary Actions

- 9.1. A majority vote is necessary to inflict any disciplinary action on an offending player. In such a case, the accused shall present his/her case to the executive board and a majority vote will decide the case.
- 9.2. Members may bring up concerns of discipline and other issues at monthly “open office hours,” which will be held one hour prior to practice. This is also the opportunity for members to discuss any other club tennis related issues with executive board members.

10. Amendment Process

- 10.1. This constitution can be amended upon the request of any member of the club. The request must be submitted, in writing, to the executive board 72 hours prior to an executive board meeting for that month. The board must then call the request to a vote and be approved by 2/3 of the people present.