

# Southwestern College Outrigger Canoe Club Constitution

This organization shall be known as the **Southwestern College Outrigger Canoe Club**; as a charter member of the Inter-Club Council (I.C.C.) at Southwestern College (SWC).

## Article 1: Objectives

1. To promote the sport of outrigger canoeing.
2. To promote the tradition and culture of outrigger canoeing, including its Pacific island and Hawaiian roots.
3. To promote water safety and environmental awareness.
4. To promote SWC and the Crown Cove Aquatic Center in the larger community by exposing the benefits of being a SWC student, (e.g., access to water sports classes at the Crown Cove Aquatic Center, access to academic courses at the main campus).
5. To serve as a platform that bridges college students with the outrigger canoeing, Pacific islander, and water sport communities.
  - A. Provide a social atmosphere in which a diverse group of students can learn and grow through the exchange of thoughts, personal goals, philosophies, and development of the Club.
  - B. Promote goal-oriented activities that provide students with an opportunity to participate in group activities and learn about these communities.
6. To provide a voice that links student members with SWC faculty and staff by:
  - A. Utilizing faculty advisor's talents and experience to assist with meeting Club objectives.
  - B. Utilizing Club members to assist with staff-directed goals.

7. To support Club members' college-oriented objectives by:
  - A. Providing and administrating a safe and balanced place to learn.
  - B. Providing information to students concerning who to see and where to go when developing Club-building ideas.
  - C. Developing planning, fundraising, and teamwork skills among Club members.
8. To create alliances between SWC students and established community and campus groups with similar goals and objectives.

### **Article 2: Membership**

1. Membership in Southwestern College Outrigger Canoe Club is open to any student and is free of charge.
2. The advisor(s) will be full-time or adjunct SWC instructors.
  - A. Advisors will follow guidelines set forth in the "Club Advisors Handbook."
3. Only SWC students who are currently or were previously enrolled in SWC Outrigger Canoeing classes will be allowed to participate in canoeing activities.

### **Article 3: Officers**

1. The following officers will be elected by the members: President, Vice President, Treasurer, Secretary, Inter-Club Council Representative/s (ICC), and Historian.
2. The election of officers shall be as follows:
  - A. Voting will be conducted by voice vote or written vote during the Club's first meeting of the semester, prior to submitting the Charter forms.
  - B. Votes will be based on a simple majority (50% + 1).

- C. All elected officers will be SWC students and will agree to abide by the Constitution and By-Laws of the Southwestern College Outrigger Canoe Club.
- 3. In the event of any vacated office:
    - A. The Club shall hold a special election to fill the vacancy at any regularly scheduled meeting.
    - B. An office shall be considered vacant if an elected officer has failed to attend two or more successive meetings without notifying Club officers or advisor(s) of a valid reason for absence.
  - 4. Additional Chairs or Coordinator positions may be appointed at the discretion of the Officers and Advisor.

#### **Article 4: Meetings**

- 1. General meetings will be held every two weeks at the Crown Cove Aquatic Center or at another location if it is agreed upon in advance. Members will be notified in advance of meeting times and locations.
- 2. All general meetings will have an agenda. A tentative agenda will be determined at the previous meeting. Additions to the agenda may be incorporated with notification to Club members by request.
- 3. Officers' meetings:
  - A. Will take place after general meetings, as needed to facilitate progress on committee goals and Club activities.
  - B. Will be the venue for establishing the agenda for the next meeting.
  - C. Emergency officer meetings may be organized, as needed.
- 4. Committee meetings:
  - A. Committees may be formed to work on special projects.
  - B. Every effort will be made to accommodate committee members' schedules in the scheduling of committee meetings.

- C. Elected officers and the advisor(s) will monitor committee progress.

### **Article 5: Finances**

1. The Treasurer will access the Club's funds only with the permission of the Advisor and either the President or Vice-President. If the Treasurer is not available, the task may be delegated to either the President, Vice-President, or another elected officer.
2. The Officers authorized to sign check request vouchers are:
  - A. President
  - B. Vice-President
  - C. Treasurer
3. The Advisor is also authorized to sign check request vouchers.
4. The Treasurer and one other elected officer shall be required to sign the accounting books. All finance record will include:
  - A. The date
  - B. The amount of funds transferred either into or out of Club accounts
  - C. The amount remaining on balance after the transaction
  - D. Signature of the Treasurer and one other officer
5. An Assistant to the Treasurer may be appointed by the Treasurer at his/her discretion, in order to assist as needed. The appointed Assistant Treasurer may be a current Officer or any other member of the Club.

# Southwestern College Outrigger Canoe Club By-Laws

## By-Laws: Article 1: Officer Responsibilities

1. Terms of office:
  - A. The elected term is one semester.
  - B. No member shall be eligible to hold the same office for more than three consecutive semesters.

2. Office of the President

- A. The first duty of the newly elected President shall be to review and revise the Southwestern College Outrigger Canoe Club's Constitution and By-Laws before the second official meeting of the semester
- B. Final review of any and all changes to the Club's Constitution and By-Laws will be completed by the Club's Officers. The Constitution and By-Laws will then be submitted to the Advisor(s) and SWC ASO.

The President shall also:

- C. Set Club goals and develop a schedule of events.
- D. Inform the Club Advisor of all Club activities in a timely manner.
- E. Be the official representative of the Southwestern College Outrigger Canoe Club.
- F. Be ultimately responsible for all Club activities and their consequences.
- G. Preside at all Club meetings, unless prior notification of absence is given to the Advisor or other Club Officers.
- H. Have the authority to call special or emergency meetings, as necessary.
- I. Submit a semester summary in writing and present it to the Advisor, Officers, and members at the end of each semester.

3. Office of the Vice-President

The Vice-President shall:

- A. Assume all responsibilities of the President in his/her absence.
- B. Assist the President in all activities as defined above.

- C. Coordinate and oversee all committee activities
- D. Ensure that committees have clear goals, reasonable timelines, and the necessary resources to carry out their assigned tasks
- E. Have the authority to appoint and/or remove chairpersons for all committees (with just cause and only when necessary).

#### 4. Office of the Treasurer

The Treasurer shall:

- A. The first duty of the newly elected Treasurer shall be to develop a bookkeeping method in accordance with the Club Constitution and to be approved by the President and Advisor.
- B. Use said bookkeeping method throughout the semester to detail all account balances and transactions.
- C. Maintain the Club's operating account and be responsible for the balance of the operating account.
- D. Ensure that the operating account is utilized only to maintain necessary supplies and to operate Club business only.
- E. Announce the account balances at every General Meeting, as needed.
- F. Deposit any money that is collected for the Club in a timely manner.
- G. Provide records detailing Club supplies inventory levels and accounting balances, as needed.
- H. Shall maintain all monetary records on behalf of the Club and shall provide copies to the President and Advisor when requested to do so.
- I. Be prepared at any time to provide detailed and accurate Club financial records to Officers, Advisor(s), ASO Advisor(s) and/or any appointed representative of SWC Fiscal Services.

#### 5. Office of the Secretary

The Secretary shall:

- A. Keep the minutes of all Club meetings.
- B. Keep an up-to-date roster of contact information for Club members, including email addresses and/or phone numbers
- C. Keep members informed about activities by emailing or calling them, posting an agenda for general meetings 24-48 hours in advance,
- D. Submit minutes of all prior meetings for review and approval by the Club's President in a timely manner.

- E. Maintain a filing system for all Club business records and correspondence.
- F. Work with the Historian to document Club activities and events.

6. Office of the I.C.C. Representative

The ICC Representative(s) shall:

- A. Act as the Club's representative for the Inter-Club Council.
- B. Attend all ICC meetings. If the Club's I.C.C. Representative is unable to attend an I.C.C. meeting, he/she shall notify the President or other officers in a timely manner and make every effort to find a replacement to attend ICC meetings.
- C. Be required to read and understand the I.C.C. regulations.
- D. Provide a verbal report at all Club meetings with respect to any I.C.C. activities and regulations that concern the Club and its members.
- E. Ensure that I.C.C. regulations are considered whenever Officers are planning Club activities.
- F. Coordinate all correspondence concerning outside activities.
- G. Ensure that the President has read and approved all outgoing correspondence representing the Club.
- H. Ensure that the Club Secretary is provided with official copies of all incoming and outgoing correspondence.
- I. The President is ultimately responsible for ensuring that the Club's I.C.C. representative meets the obligations with respect to Club correspondence as stated here.

7. Office of the Historian

The Historian shall:

- A. Provide Club members with historical and cultural information regarding outrigger canoeing.
- B. Help the Secretary record information about Club events and activities.
- C. Take photos and/or otherwise document Club activities whenever possible.
- D. Assist the President in producing the semester summary.