

Co-ed Sports Club Constitution

Formatting

Mission Statement

The Co-ed Sports Club strives to educate the Elizabethtown College students, and public school students about sports, and to give a better appreciation of sports, organize play between students of Elizabethtown College between not only other E-Town College students, but students of other colleges, and to perform in community service in any way possible.

President:

The President of the club is the main communication source of the club for other schools. The President is responsible for the overall flow of the club such as making sure practices are productive and all other positions are being carried out. The President must approve decisions regarding the club. The President must also keep in close contact with the Vice President, Secretary, and Treasurer, as well as all other positions.

Vice President:

The Vice President's job is simply to aid the President in carrying out his or her duties. However, the President may not pass all of his or her responsibilities to the Vice President. The President and Vice President may work together. Also, the Vice President will keep in touch with the Team Captains to make sure that the responsibilities of the teams are being fulfilled.

Treasurer:

The Treasurer is responsible for all financial business of the Team. The Treasurer should keep strict records of the allocation of financial resources. All expenditures must be presented and approved by the President, Vice President, and then the Faculty Advisor. Once the purchase has been made, proof must be shown to the advisor regarding the spending of the Club's money. The Treasurer is also responsible for running at least one productive fundraiser per semester.

Secretary:

The Secretary is responsible for keeping the club updated on practice times, games, and events. This is done by e-mail, phone calls, and student mail boxes as well as other needed means of communication. The Secretary keeps track of attendance, what is discussed with the Team, as well as all announcements and reminders. The Secretary should keep all the meeting minutes and have them available upon request. After each practice, game, event, as well as special request, the Secretary should send the information to all club members keeping everyone up to date. All club members will receive information regardless if they are on that team or not. All of the club members should be aware of what other parts of the club are doing.

Club Council Representative:

The Club Council Representative is responsible for representing the club at the Club Council Meetings. This must be done in order to be recognized as a club, and receive funding. The Club Council Representative must report to the Secretary to report on what was discussed. There may be more than one representative as long as there are at least one is at all of the Club Council meetings.

Elections:

At the end of each spring semester, elections will be held for all positions. All candidates must fill out an application. In order to be eligible to run for a position, the candidate must have been active in the club for at least one full semester, be a current Elizabethtown College student, and will be an Elizabethtown College student in the next fall semester. If the President quits or leaves his or her position, the Vice President will automatically become the new President, and elections for a new Vice President will be held. If the Secretary, Treasurer, or Vice President quits or leaves their position, elections will be held to fill the position. If an officer wishes to leave their position, a written request with an explanation must be provided with an at least three weeks notice if requesting to leave by a particular date.

The club will meet on a minimum of a weekly basis.

*How are meetings to be run?
Parliamentary procedure
Member Duties
~~Amending~~ Amending Process*