

CLUB CONSTITUTION

UBC THUNDERBIRDS SYNCHRONIZED SWIMMING SPORT CLUB

Date of Approval: August 26, 2016

Approved By: Olivia Yung, Sport Clubs Coordinator

ARTICLES

ARTICLE 1: NAME

1.1 The official name of this Sport Club will be:

UBC THUNDERBIRDS SYNCHRONIZED SWIMMING SPORT CLUB

1.2 The Club may use one of the following approved templates in addition the official name:

- 1.2.1 UBC TSC Synchronized Swimming
- 1.2.2 UBC Thunderbirds Synchronized Swimming SC

1.3 The name of the Club denotes affiliation with the Department of Athletics and Recreation at the University of British Columbia.

1.4 The Club will adhere to branding and style guidelines as determined by the Marketing Department and Sport Clubs Office.

ARTICLE 2: PURPOSE

2.1 The UBC Thunderbirds Sport Clubs program aims to provide a unique opportunity for highly competitive student athletes to officially represent the university in sports at the non-varsity level, build community, and gain leadership and sport management skills.

2.2 The UBC Thunderbirds Synchronized Swimming Sport Club is dedicated to furthering the University of British Columbia and to the furthering of the synchronized swimming sport in the campus community.

ARTICLE 3: SPORT CLUBS CODE OF CONDUCT

3.1 UBC Thunderbirds Synchronized Swimming Sport Club does not discriminate on the basis of age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation, or on the basis of rights protected by the B.C. Human Rights Code.

This policy includes, but is not limited to, recruiting, membership, organization activities, competition time, or opportunity to hold an executive position.

3.2 UBC Thunderbirds Synchronized Swimming Sport Club will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, individual degradation, or humiliation resulting in physical or mental harm to any fellow student or person attending the institution. Examples of such acts include, but are not limited to:

- 3.2.1 Interfering with a student's academic performance by denying sufficient time for class, study, or other academic activities;
- 3.2.2 Activities that expose personal values to compromise or ridicule;
- 3.2.3 Activities that abuse the trust an organization is striving to build between its members and prospective members;
- 3.2.4 Stunts which have no meaningful relationship to the objectives of the organization;
- 3.2.5 Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful;
- 3.2.6 Activities which stated illegal or violate in the University Policies and Procedures.

3.3 Each sport club must achieve specific requirements for recognition and benefits as an official UBC Thunderbirds Sport Club in the Department of Athletics and Recreation. Clubs must meet the minimum requirements:

- 3.3.1 Sport must be clearly defined as athletic and recreational in nature and meet the Competitive Clubs definition:
 - A competitive Club represents the university as a UBC THUNDERBIRDS SPORT CLUBS team in external competition, which is not affiliated with CIS or NAIA competition.
 - The competitive Club will be either gender-specific or co-ed, depending on the nature of the sport and the rules of competition in which it is engaged.
- 3.3.2 Function on a competitive basis, competing in a recognized inter-collegiate or club league with a Provincial or National Sport Governing Body that facilitates competition.
- 3.3.3 Allow any UBC student to try out for a UBC Thunderbirds Sport Club.
- 3.3.4 Consists of 100% UBC student participation only.
- 3.3.5 Maintains a minimum of 10 active members per season; or maintain a roster of the normal competitive team size for the respective sport plus an additional 25% of substitutes to accommodate injury and attrition.
- 3.3.6 Maintains a minimum of two elected Sport Club Officers fulfilling the roles of: Club Lead, Finance Officer, Travel & Safety Officer, and MarComm Officer.
- 3.3.7 Operates in a financial self-sustaining manner.
- 3.3.8 Maintains an active Coach or Coaches for the entirety of the Sport Clubs season.
- 3.3.9 Meets evaluation requirements to maintain UBC Thunderbirds Sport Clubs status.
- 3.3.10 Must have a written Constitution per club, which is approved by the Sport Clubs Coordinator.

ARTICLE 4: MEMBERSHIP

4.1 A Sport Club roster will consist of 100% active membership.

4.2 Active membership shall be limited to students at the University of British Columbia who are registered in an Undergraduate or Graduate 9-credit course load per term in the current winter session, or fulfilling the requirements for a PhD/Masters, or Co-op Program.

4.3 Students registered in diploma programs, certificate programs, or affiliated colleges/ programs with the University of British Columbia including: Carey Theological College, Regent College, St. Mark's College, and the Vancouver School of Theology, are not eligible for active membership in a UBC Thunderbirds Sport Club.

4.4 Active members of the UBC Thunderbirds Synchronized Swimming Sport Club are required to maintain good academic standing - minimum 60% average or passing standards as identified by their faculty - and must not be on academic probation.

4.5 In addition, the following requirements are necessary to constitute active membership:

4.5.1 Attendance at 100% of all required recruitment meetings, try-out dates and times, as well as selection by the Sport Club Coach with the advice of the Student Executive.

4.5.2 Payment in full of team fees and other financial obligations as determined by the Sport Club.

4.5.3 Attendance of at least 66 % of all practices and team meetings during the season.

4.5.4 Attendance of at least 50 % of all competitions during the season.

4.5.5 Active participation in all activities hosted by the UBC Thunderbirds Synchronized Swimming Sport Club unless the activity interferes with scholastic or financial constraints.

4.8 All active members of the UBC Thunderbirds Synchronized Swimming Sport Club must sign the appropriate waivers and forms distributed by the Sport Clubs Office by the specified deadlines.

4.8.1 Sport Specific Athlete Waiver

4.8.2 Athlete Code of Conduct

4.8.3 Social Media Policy

4.8.4 Personal Information Release Form

4.8.5 Athlete Registration and Medical Form

4.8.6 Proof of AMS Insurance and/or Personal Insurance

4.9 All active members will be required to pay a UBC Thunderbirds Sport Clubs Athlete fee.

4.9.1 Sport Clubs competing exclusively in the United States: includes Water Polo, Women's Ultimate, Men's Ultimate, Sailing, Equestrian, Cycling, Alpine Ski

UBC TSC Fee + Insurance + Birdcoop Opt In = \$127.00

- \$60 Birdcoop Fee, September to April
- \$20 Year-End Banquet Fee
- \$5 UBC TSC Apparel
- \$42 Travel Medical Insurance

UBC TSC Fee + Insurance = \$67.00

- \$20 Year-End Banquet Fee
- \$5 UBC TSC Apparel
- \$42 Travel Medical Insurance

4.9.2 Sport Clubs competing exclusively in Canada or occasionally in the United States: includes Dragon Boat, Fencing, Lacrosse, Nordic Ski, Synchro Swim, Tennis, Quidditch, Wrestling

UBC TSC Fee + Birdcoop Opt In = \$85.00

- \$60 Birdcoop Fee, September to April
- \$20 Year-End Banquet Fee
- \$5 UBC TSC Apparel

UBC TSC Fee = \$25.00

- \$20 Year-End Banquet Fee
- \$5 UBC TSC Apparels

4.10 Sport Clubs that compete occasionally in the United States will be asked to pay for extended medical coverage through the Sport Clubs office on a case by case basis.

4.11 All active members must complete Athlete Orientation and any other requirements requested by the Sport Clubs Office or the respective Sport Club Executive.

4.12 The Executive Officers will notify the Sport Clubs Office of the finalized roster of active members by the specified deadlines. They will also notify the Sport Clubs Office should someone be removed from the roster due to injury or personal reasons.

4.13 The Sport Clubs Coordinator reserves the right to remove an individual from the roster due to violation of conduct or policy outlined by the University of British Columbia, the UBC Thunderbirds Sport Clubs Manual, or failure to meet academic requirements as a student-athlete.

4.14 In the case that a member is not fulfilling the requirements necessary to remain an active member on the roster, then the executives reserve the right to remove such individuals from their team. Executives will then notify the Sport Clubs Office of the removal.

ARTICLE 5: STUDENT ATHLETE CODE OF CONDUCT

5.1 All recognized UBC Thunderbirds Sport Club athletes, as identified on official team rosters, must read, sign and adhere to the UBC TSC Athlete Code of Conduct and Social Media Form.

5.1.1 Failure to do so will result in a penalty which can be found in the Discipline and Misconducts Section.

5.2 As representatives of the University of British Columbia and the Department of Athletics and Recreation, all Sport Club student athletes are expected to conduct themselves in a respectful, responsible, sporting and mature manner that reflects their privileged role. As UBC students, sport club athletes are subject to UBC's Student Code of Conduct

(<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,750,0>):

In accordance with the [UBC Statement on Respectful Environment for Students, Faculty and Staff](#), all members of the University community are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity, and inclusiveness are valued, so as to assure the success of both the individual and the community. The code outlines the general standard of conduct expected of students, provides examples of conduct that may be subject to disciplinary action by the University, provides examples of disciplinary measures that may be imposed, and sets out the process and procedures that the University will follow when an allegation of non-academic misconduct is made.

Although not intended to be exhaustive and exclusive, the code also includes a list of prohibited conduct: Misconduct against persons; Misconduct against property; Disruption; Unauthorized Use of University Facilities, Equipment, or Services; False Charges; False Information and Identification; Aiding the Commission of Prohibited Conduct; Refusal to Comply with a Direction of a University Representative; Refusal to Comply with Disciplinary Measures or the Terms of an Agreement Made Under Section 6; Unauthorized Possession or Use of Dangerous Objects; Alcohol or Drug Use; Hazing; Contravention of University Regulations; Contravention of Other Laws.

5.3 In addition, UBC Thunderbirds Sport Club Student Athletes are expected to adhere to the following principles:

5.3.1 Academics are the primary focus; sport is secondary.

5.3.2 Club and team environments will be free of Discrimination and Harassment.

5.3.3 Hazing, defined as any activity that includes one or more of the characteristics below, will not be tolerated in any form.

- Activities that expose personal values to compromise or ridicule.
- Activities that abuse the trust an organization is striving to build between its members and prospective members.
- Stunts which have no meaningful relationship to the objectives of the organization.
- Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful.
- Activities which stated illegal or violate in the University Policies and Procedures.
- Fair play and respectful conduct towards opposition, officials, spectators, volunteers and staff is an expectation.

- 5.3.4 Unlawful possession, use or distribution of illicit drugs and/or alcohol are strictly prohibited.
- 5.3.5 Consumption of alcohol during competition is strictly forbidden.
- 5.3.6 Use of performance enhancing drugs is strictly prohibited. The World Anti-Doping Agency (WADA) Prohibited List is applied in Canada by the CADP. The Global Drug Reference Online (DRO), at www.globaldro.com, provides athletes with information about which prescription and non-prescription medications are prohibited or not by WADA.
- 5.3.7 Inappropriate posts, videos, comments, snaps, events that suggest drug-related activity, excessive drinking, and other inappropriate behavior will not be tolerated.

5.4 Conduct alleged to have violated the UBC Code of Conduct will be addressed through the procedures outlined under UBC's Discipline for Non-Academic Misconduct guidelines.

5.5 Teams and individuals alleged to have violated the Code will be addressed by the Coordinator, Sport Clubs and/or the Director of Recreation. Refer to Appendix I.

ARTICLE 6: EXECUTIVE COMMITTEE

6.1 The UBC Thunderbirds Synchronized Swimming Sport Club will be governed by the following means:

- 6.1.1 Club Lead (required)
- 6.1.2 Finance Officer (required)
- 6.1.3 Travel & Safety Officer
- 6.1.4 Marketing & Communications Officer

(Please note any addition of executive roles will require a breakdown of responsibilities in Article 7)

6.2 The Sport Clubs Office will only officially recognize and liaise with the first four executive positions per Club, however, additional positions may be elected.

6.3 Executives in 6.1.1 to 6.1.4 are automatically considered on the Sport Club roster but must fulfill the following requirements:

- 6.3.1 Current students at the University of British Columbia who are registered in an Undergraduate or Graduate 9-credit course load per term in the current winter session, or fulfilling the requirements for a PhD/Masters, or Co-op Program
- 6.3.2 Attendance at all practices and team meetings during the season.
- 6.3.3 Travel with their Sport Club to competitions, but are not required to compete.

6.4 Non-student coaches and non-student team volunteers are not eligible to hold an executive position.

6.5 Executives may hold more than one position, however, the Club Lead and Finance Officer must be two separate elected individuals.

6.6 In the absence of a Travel & Safety Officer, and/or Marketing & Communications Officer, the Club Lead and Finance Officer assume responsibility of their roles until another individual(s) is elected.

6.7 The Club Lead and Finance Officer will assume responsibility for payment in full of all debts accumulated by the organization not covered by team fees or team funding prior to the end of their elected term or the end of the fiscal year; whichever comes first.

6.8 Executives will hold office for a term of one (1) year, starting upon election and ending on the last day of exams in Semester 2 of the following academic year or until the end of the respective Sport Club competitive season; whichever comes later.

6.9 Executives will be required to meet on a biweekly basis throughout the year.

6.10 All Club Executives must be reported to the Sport Clubs Coordinator no later than March 31 of each year. However, the Sport Clubs Coordinator reserves the right to request for new officer information prior to then.

6.11 In the event that a position from 6.1.1 to 6.1.4 is vacated during the term, a replacement must be found and reported to the Sport Clubs Coordinator as soon as possible.

6.12 All executives are required to attend all mandatory summer training sessions in addition to the mandatory executive training in August and/or September unless otherwise indicated.

ARTICLE 7: EXECUTIVE RESPONSIBILITIES

7.1 Club Lead

- 7.1.1 Act as liaison with the Sport Club Office, the Department of Athletics and Recreation, the AMS, Alumni, and External Parties.
- 7.1.2 Attend 100% of UBC Thunderbirds Sport Clubs Athlete Council Meetings on behalf of the Club; otherwise will need to provide a proxy from the Executive and inform the Sport Clubs Coordinator of the change.
- 7.1.3 Ensure the Club operates within the policies and procedures outlined the Sport Clubs Manual.
- 7.1.4 Complete and submit all administrative forms to the Sport Clubs Office by the specified deadlines, including but not limited to: waivers, conduct forms, registration forms, rosters, coach forms, and evaluations.
- 7.1.5 Communicate frequently with the Sport Clubs office and schedule monthly meetings with the Sport Clubs Coordinator.
- 7.1.6 Schedule a meeting at the end of the competitive season to evaluate the year and prepare for any executive turnover.
- 7.1.7 Ensure members and the Sport Clubs office are aware of all club operations including practice schedules, competition schedules, meetings, and events.
- 7.1.8 Report results of all competitions, advancements, disqualifications, and records to the Sport Clubs Office.
- 7.1.9 Monitor the Club's competitive progress and ensure an improvement in competitive standing within the league or conference.
- 7.1.10 Interview, hire, and evaluate a coach with the assistance of the Sport Clubs Coordinator.
- 7.1.11 Register the Club in all competitive leagues/tournaments.
- 7.1.12 Manage the team of executives and call meetings at a minimum of a biweekly basis.
- 7.1.13 Call and lead a minimum of two general meetings for active members, once per term.
- 7.1.14 Responsible for assuming or delegating the responsibility of meeting minutes at executive and general meetings, which will be available for Club executives and active members.
- 7.1.15 Lead and organize fundraising and sponsorship opportunities for the Club.
- 7.1.16 Research and fulfill all facility bookings for practices, competitions, and events.
- 7.1.17 Primarily responsible for the generic Club email and responding to inquiries related to team operations.
- 7.1.18 Responsible for approval of final team roster

7.2 Finance Officer

- 7.2.1 Manage all financial operations and reconcile the budget on a regular basis.
- 7.2.2 Coordinate, approve, and submit all club expenses for payment.
- 7.2.3 Collect and submit all receipts for reimbursement.
- 7.2.4 Maintain clear and organized records of club revenues and expenses.
- 7.2.5 Provide a finalized budget to the Sport Clubs Coordinator before the beginning of the academic year.
- 7.2.6 Complete and submit all funding applications to the Sport Clubs Coordinator prior to the specified deadlines (Coaching Honorariums and National Championship Travel Grants)

- 7.2.7 Ensure all Coach Honorariums are distributed to the appropriate individual(s).
- 7.2.8 Process and complete all league, tournament, and registration fees.
- 7.2.9 Budget and communicate required team fees to the Sport Clubs Coordinator, executives, and active members.
- 7.2.10 Ensure all active members pay their team fees by the specified deadlines.
- 7.2.11 Communicate detailed financial reports to the Club President and executive.
- 7.2.12 Responsible for organizing team fee refunds at the end of the competitive season, if applicable.
- 7.2.13 Assist newly elected Finance Officers in creating a budget for the next fiscal year at the end of the season.
- 7.2.14 Submit all coaching hours and monthly payments to the Sports Clubs Coordinator prior to the specified dead

7.3 Travel & Safety Officer

- 7.3.1 Ensure the safety of all executives and active members during travel, practices, and competition; includes checking for proper equipment, bringing first aid kits, signing out the travel cell phone(s), and ensuring each vehicle has appropriate safety material(s) like the Travel Binder.
- 7.3.2 Ensure the Club executives, active members, coaches, and volunteers operate within the safety and risk management procedures outlined in the Club Manual.
- 7.3.3 Ensure the Club's safety regulations are up to current standards outlined by the sport governing body.
- 7.3.4 Obtain the appropriate emergency first aid and CPR certification requirements.
- 7.3.5 Complete and submit all travel and safety forms by the specified deadlines.
- 7.3.6 Identify all drivers for the Club, including coaches, and ensure that the appropriate forms and documentation are submitted prior to the beginning of the competitive season.
- 7.3.7 Organize and complete all travel related administrative duties including but not limited to: accommodation, transportation, travel cell phones, and first aid kits; prior to departure.
- 7.3.8 Responsible for ensuring the First Aid Kit is properly stocked prior to departure, and upon return from competition.
- 7.3.9 Serve as the primary point of contact for the team while travelling. In the event that the Travel & Safety Officer does not attend 100% of all competitions and practices, an appropriate safety representative must be identified and communicated to the Sport Clubs Coordinator in advance.
- 7.3.10 Responsible for documenting and reporting all incidents or accidents affiliated with Club practices, training sessions, competitions, and events.
- 7.3.11 Attend 100% of practices, unless another qualified safety personnel is present.
- 7.3.12 May be required to identify and/or train multiple members on the appropriate travel and safety policies and procedures in the event that they are not attending a competition with their team.
- 7.3.13 Responsible for appropriate facility or weather checks prior to practices and competitions.
- 7.3.14 Responsible for cancelling practices or competitions if conditions are not safe.
- 7.3.15 Have the authority to remove peers from practice or competition if appropriate safety precautions are not met.

7.4 Marketing & Communications Officer

- 7.4.1 Manage all communications on the Club website and social media accounts.
- 7.4.2 Communicate all social media handles, usernames, and passwords to the Sport Clubs Coordinator.
- 7.4.3 Organize resources, and ensure the appropriate staffing at promotional opportunities including but not limited to Imagine Day and AMS Clubs Days.
- 7.4.4 Organize recruitment and information meetings prior to the beginning of the competitive season.
- 7.4.5 Plan and execute all marketing initiatives, both digital and print regarding recruitment, general promotions, team events or fundraisers, team competitions, and results.

- 7.4.6 Ensure the Club meets all guidelines including, but not limited to: brand usage, apparel, website management, and social media use when representing the University.
- 7.4.7 Write and publish blog articles or press releases regarding but not limited to: results, athlete profiles, and other news regarding the Club.
- 7.4.8 Liaise with the Sport Clubs Coordinator, the Ubyyssey, and external media.
- 7.4.9 Responsible for taking and storing team headshots and team photos at practices and competitions.

ARTICLE 8: CONSTITUTIONAL AMENDMENTS

8.1 Article points or Bylaws created by the Sport Clubs office cannot be removed from a team's constitution without expressed consent from the Sport Clubs Coordinator.

8.2 An amendment may be proposed at a General Meeting if passed by the Executive at a previous meeting with minutes

8.3 An amendment may be proposed at a General Meeting if presented by a signed petition representing 70% of the non-executive active membership.

8.4 All amendments must be passed by two-thirds (2/3) majority at a General Meeting where attendance requirements (quorum) are fulfilled.

8.5 Amendments will be included in an updated constitution and submitted to the Sport Clubs Coordinator within seven (7) days of its passing.

- 8.5.1 In the case that passed constitutional amendments are not in the best interest of the Club or the Sport Clubs program, the Sport Clubs Coordinator has the ability to veto or edit the amendments in consultation with the Executives.

ARTICLE 9: FINANCES

9.1 All UBC Thunderbirds Sport Clubs must be financially self-sustaining and operate with a minimum of a breakeven budget.

9.2 All constituted UBC Thunderbirds Sport Clubs must have a UBC Athletics and Recreation account; which will be the sole account of the organization.

9.3 All financial transactions shall be made explicit through the Club specific UBC Athletics and Recreation account.

9.4 All financial dealing shall be done through the Sport Clubs Office.

9.5 Any unauthorized accounts discovered by the Sport Clubs Office (such as external bank accounts), will result in subjection to suspension or removal from the department at the discretion of the Sport Clubs Coordinator.

9.6 The majority of operational revenue for the UBC Thunderbirds Synchronized Swimming Sport Club will be deposited in the form of membership fees, fundraising, sponsorship, and donations.

9.7 All membership fees must be deposited into the UBC Thunderbirds Synchronized Swimming Sport Club account.

9.8 Active members may request for a report of the financial status of the Club. The Finance Officer will answer this request within fourteen (14) days of request.

9.9 All UBC Thunderbirds Sport Clubs Grants successfully applied and received by the UBC Thunderbirds Synchronized Swimming Sport Club will be transferred directly into the Club account.

9.10 All grants will be used to benefit the majority of the active membership and will be distributed equally to the active members it applies to.

9.11 All UBC Thunderbirds Sport Clubs Grants received by the UBC Thunderbirds Synchronized Swimming Sport Club will apply only for the current season.

9.12 In the event of dissolution of the Club, any funds remaining in the UBC Thunderbirds Synchronized Swimming Sport Club account can be amalgamated with its AMS counterpart, if applicable, or held in the Club's Athletics and Recreation Holding Account until its reestablishment.

ARTICLE 9: VOLUNTEER COACHES

9.1 Any individual appointed as the Volunteer Coach of the UBC Thunderbirds Synchronized Swimming Sport Club will abide by the standards, policies, and regulations of the University of British Columbia, UBC Department of Athletics and Recreation, and the UBC Thunderbirds Sport Clubs Manual. Coaches will also attend any mandatory training organized by the Sport Clubs Office.

9.1.1 Violation of the standards, policies, regulations, or contract will be handled directly by the Sport Clubs Coordinator and the respective Club Lead. Depending on the severity of the Coach's actions, additional consequences may have an effect on the Sport Club.

9.2 Coaches and volunteers can be students at the University of British Columbia

9.2.1 Student coaches or volunteers are permitted to hold an Executive position in the respective Sport Clubs if elected by the team.

9.2.2 Should the coach be an Executive Officer of the respective Sport Club, the Volunteer Coach Contract must be approved and signed by all Executive Officers.

9.3 All non-student club coaches and volunteers are not permitted to assist in administrative duties. These duties include all responsibilities in the Club Executive Roles and Responsibilities Section.

9.4 All Coaches, must have a successful background in the sport and will be required to submit the following to the Sport Clubs Office, including but not limited to:

9.4.1 National Coaching Certification (NCCP) from the Coaching Association of Canada unless discussed with the Sport Clubs Coordinator

9.4.2 Criminal Record Check which must be submitted each year for returning coaches

9.4.3 Emergency First Aid Certificate including Adult CPR training. Certification must be renewed if the expiry is during the competitive season.

9.4.4 Contact information, letter of intent, training and practice plan for the season.

9.5 For certificates that do not have an expiry date, the Sport Clubs Office will consider it valid for a period of five (5) years since date of original receipt.

9.6 A Coach will be appointed by the first week of August if training begins in September; by the last week of October if training begins in January; and by February if training begins in April.

9.7 Upon appointment, the coach will sign an agreement for a period of up to one (1) year approved by the Club Lead and Sport Clubs Coordinator.

9.8 Coaches must attend any mandatory training organized by the Sport Clubs Office

9.9 The coach will be compensated up to \$500 per month, at a maximum of \$3,500 for an entire season based on approval of application for the UBC Thunderbirds Sport Clubs Coaching Grant.

9.10 The coach will not receive any remuneration prior to the submission of the appropriate documentation to the Sport Clubs Office.

9.10.1 If proper documentation for remuneration is not submitted to the Finance Officer within two weeks of the end of the month for which the payment is owed, the coach will not receive the remuneration.

9.11 If club members feel that the player/coach relationship becomes inappropriate, the Executive Officers and Sport Clubs Coordinator reserve the right to initiate a removal process of any coach to protect the best interests of the Sport Club.

9.11.1 Any complaint by any member about coach/player relationships will be reported directly to the Sport Clubs Coordinator and investigated.

9.12 Club volunteer roles include but are not limited to: Assistant Coaches, Team Managers and Trainers.

9.13 All recognized club volunteers must be declared by the Club Lead and sign the appropriate Volunteer Waiver Forms and Contracts.

9.14 At the discretion of the Sport Clubs Office and the Sport Club Executives, Club volunteers may be asked to complete a Criminal Record Check and/or Emergency First Aid Training prior to their assistance with the respective team.

9.15 While acting as a coach or volunteer for UBC TSC, all coaches and volunteers are responsible for adhering to local, provincial, and federal laws and all applicable policies, guidelines, and procedures put in place by UBC, UBC Athletics and Recreation Department and UBC Thunderbird Sport Club Handbook. The UBC TSC Sport Clubs Coordinator reserves the right to initiate a removal process of any coach or volunteer at any time. Terms of removal can include, but are not limited to, the following:

- Local, Provincial and Federal Laws
- UBC TSC, Athletic and Recreation, and UBC policies, guidelines, or procedures
- UBC Facility policies
- Use of university property and programs for personal gain, i.e. revenue

9.16 It is the right and obligation of the UBC Thunderbirds Sport Club program to protect the club and if, in the staff's opinion, the coach or volunteer is not meeting expectations deemed in the best interest of the club, the coach or volunteer may be relieved of duties.

ARTICLE 10: RELATIONSHIP WITH THE AMS

10.1 In cases where both an AMS club and an Athletics & Recreation Sport club co-exist, they do so in partnership. Each component of the club are to be viewed as distinct entities – with each organization maintaining different requirements. UBC TSC and AMS Clubs should not be duplicates of one another. See chart below.

10.1.1 UBC Thunderbirds Sport Clubs represent only the competitive or elite competitive students of the sport. This team will travel and compete in a number of inter-collegiate or club competitions each season. UBC Thunderbirds Sport Clubs athletes may participate in the AMS affiliate in conjunction with their membership in UBC TSC.

10.1.2 AMS Clubs represent the recreational and less-competitive students of the sport, even if there is a certain level of competition associated with this group. AMS Members are not considered on UBC Thunderbirds Sport Clubs rosters.

10.1.3 AMS Clubs and UBC Thunderbirds Sport Clubs should have different coaches, have two separate executive structures with different people and compete as two separate teams.

10.2 In the first year of transitioning from the AMS to UBC TSC current club finances must stay with the AMS if a recreation club is maintained. However, the AMS Club may transfer a percentage of funds to the UBC Thunderbirds Sport Club affiliate that reflects the number of students that are moving from the AMS

Club to the UBC TSC roster. This amount must be signed off by the AMS Club Treasurer and the AMS President in collaboration with the UBC TSC Finance Officer.

10.2.1 Additionally, reserves may be transferred upon request to the AMS Financial Officer and the Sport Club Coordinator.

10.3 If clubs are running fundraisers in conjunction with their AMS club, a percentage split must first be agreed upon between the club's financial officers or treasurers.

10.4 AMS facilities can be booked and accessed for free if done so in collaboration with a team's AMS club component. Any exclusive use of AMS facilities by the TSC will be subject to student rates negotiated between the UBC TSC Club Lead/Finance Officer and the AMS President/Treasurer.

10.5 All equipment bought while under AMS designation is owned by the AMS and will not be transferred to Athletics & Recreation unless otherwise identified.

10.5.1 Identified club equipment owned by AMS can be used by UBC TSC at the rental rate of \$1.00 per year payable at the AMS.

10.5.2 Any significant damage to equipment must be reported to the Sport Club Coordinator and the AMS VP Admin; they will decide what course to take regarding the equipment

10.5.3 Should a club wish to dispose of AMS owed equipment in their possession they must first contact the AMS VP Admin who will determine course of action.

The full Memorandum of Understanding with the Alma Mater Society and UBC Athletics and Recreation can be found in Appendix II.

ARTICLE 11: EVALUATIONS AND MISCONDUCTS

11.1 All Sport Clubs are subject to an Annual Evaluation to determine the Club's status for the upcoming year.

11.2 Sport Clubs are given one of three statuses post-evaluation: Good Standing, Probation, Removal of Status.

11.2.1 Each sport club is evaluated and scored based on performance in areas including, but not limited to: athletic operations (competition and practice schedules), student leadership and administration, club membership and finances, coaches, and fit with university mission. A status is then allocated in relation to the final percentage score of the club.

11.3 Evaluation scores can be influenced throughout the year by administrative efficiency or behavioral misconducts.

11.4 Evaluations will occur at the end of the academic year or competitive season for each Sport Club; whichever occurs later.

11.5 Newly added teams or those on probation are subject to midterm evaluations.

11.5.1 Midterm Evaluations will occur in the November and/or January time frame; however may be administered on a case by case basis.

11.6 Sport Clubs Misconducts will be defined as inappropriate behaviour and violations to the policies outlined by the Sport Clubs Office or the University.

11.7 Misconducts apply to individuals and teams.

11.8 All misconducts will be reported to and handled by the Sport Clubs Coordinator and Sport Clubs Office.

- 11.8.1 Depending on the severity of the incident, the appropriate UBC Department may be involved and will outline the consequences for an individual's or team's actions.
- 11.8.2 Students in direct violation of the UBC Student Code of Conduct is subject to the disciplinary provisions of the Code. All incidents of suspected non-academic misconduct will be reported to Campus Security who will then bring the matter to the attention of the Student Conduct Manager, which may then be followed by the President's UBC Vancouver Non-Academic Misconduct Committee.

11.9 Violation of policy will result in immediate consequences for the Sport Club and/or individuals involved. Misconducts may also result in deductions from a Club's year end evaluation depending on the situation.

11.10 Violations may result in the following consequences, however, are at the discretion of the Sport Clubs Coordinator based on the severity of the incident. Refer to Appendix III for the Misconducts chart. Violations are subject to:

- Fines or charged back expenses.
- Expulsion from Sport Club activities (individual status).
- Probationary status for the Sport Club.
- Suspension from Sport Club participation and involvement.
- Removal of UBC Thunderbirds Sport Club status.

ARTICLE 12: TEAM STATUS

12.1 Probationary status is allocated to a Sport Club in one of three ways: evaluation standing, demerit penalty, or misconduct penalty.

12.2 Probation is defined as a period of time where a Sport Club and the respective Executive are under observation/supervision of the Sport Clubs Coordinator. Sport Clubs under probation will adhere to all UBC TSC expectations, policies, and procedures; or will be subject to suspension/removal from the Sport Clubs department.

12.3 Club on probation are subject to frequent evaluation; at minimum a mid-term and final evaluation.

12.4 Probation is limited to a one year time period.

12.5 Clubs that receive probation up to November are subject to additional requirements including but not limited to: increased meetings, mid-term evaluation.

12.6 Clubs that receive probation after November are subject to additional requirements including but not limited to: increased meetings, an evaluation at the end of the fiscal year.

12.7 Clubs that do not meet the requirements to move from probation into good standing will be removed from UBC Thunderbirds Sport Clubs status prior to the beginning of the next academic year.

12.8 Suspensions are allocated to a Sport Club in one of two ways: demerit penalty, or misconduct penalty.

12.9 Suspension of a Sport Club will result in the inability of a team to compete and/or practice for a defined amount of time as allocated by the Sport Clubs office, however will remain in the Department.

12.10 Clubs suspended from competition or practice are still expected to fulfill administrative duties as required by the Sport Clubs Office.

12.11 Suspension of a Sport Club is subject to negative impacts on a Club's annual evaluation.

12.12 Removal of UBC Thunderbirds Sport Clubs Status is acquired one of four ways: failure to meet expectations while on probation, evaluation standing, demerit penalty, or misconduct penalty.

12.13 Removal of UBC Thunderbirds Sport Clubs Status will result in the dissolution of the Sport Club effective within 3-months of allocation or at the end of the current academic year.

12.14 In the event of dissolution, TSCs are permitted to amalgamate with their AMS recreational counterpart if desired.

12.15 Clubs removed from UBC Thunderbirds Sport Clubs forfeit all privileges associated with the program until reinstatement.

ARTICLE 13: INDIVIDUAL STATUS

13.1 Individual Suspension is acquired through individual misconduct.

13.2 Individual Suspension results in the inability of a student athlete to participate in their respective Sport Club's competition and practices for a designated amount of time. This student will remain on the team's roster unless otherwise decided.

13.3 Violation of individual suspension may result in expulsion from the roster and the Sport Clubs department.

13.4 Individual Expulsion is acquired through individual misconduct or through violation of individual suspension.

13.5 Individual Expulsion results in the immediate removal of a student athlete from the respective Sport Club's roster therefore making them ineligible to practice, compete, or associate with the Sport Club.

13.6 Expelled individuals forfeit all ties to the department of UBC Thunderbirds Sport Clubs.

13.7 Expulsion is indefinite unless otherwise declared by the Sport Clubs Office.

BYLAWS

BYLAW 1: QUORUM

1.1 Quorum for all general meetings will be 50% of the Active Membership of the Club excluding Executive Members. (*Quorum must be between 50% and 75%*)

1.2 Quorum for all executive meetings will be 100% of the Executive team. (*Quorum must be between 75 – 100%*)

BYLAW 2: TRY OUTS

2.1 The UBC Thunderbirds Synchronized Swimming Sport Club will hold annual open tryouts prior to the beginning of the competition season.

2.2 The UBC Thunderbirds Synchronized Swimming Sport Club will publicize the appropriate information for tryouts including but not limited to: the date(s), time(s), location(s), and the capacity of the roster. Information will be public at least three (3) weeks prior to the first tryout.

2.3 All interested students who fulfill the membership requirements will be required to try out for the UBC Thunderbirds Synchronized Swimming Sport Club. This includes previous student-athletes on the roster.

2.4 All students at try-outs must sign a waiver. If an individual has not signed a waiver prior to participation they must cease activities until a waiver can be signed.

2.4.1 Further violations will result in the banning of unsigned individuals until such time a signed waiver can be produced.

2.5 The selection of the UBC Thunderbirds Synchronized Swimming Sport Club roster is at the discretion of the appointed Volunteer Coach with consultation of the Club Lead or Captain

2.6 The UBC Thunderbirds Synchronized Swimming Sport Club roster will be selected primarily on the basis of sport-specific athletic ability and performance at the tryout(s). The roster may also be selected on the grounds of:

2.6.1 Availability for team practices and competitions

2.6.2 Number of athletes present at tryouts(s)

2.6.3 Compliance with CUSSL regulations

2.7 In the circumstance that a potential athlete did not pass the tryouts for the Sport Club, they may present an appeal to the Sport Clubs Office by filling out the proper form on the website no later than 24 hours after the release of the roster.

2.7.1 For an appeal to be heard, it must be supported by clear evidence of bias in the Sport Club tryout process as well as proof of individual success in the sport.

2.7.2 After the appeal form and supporting evidence has been received and approved by the Sport Clubs office, the following steps will be taken;

a. The Sport Clubs Coordinator will bring forward the appeal to the respective UBC TSC Coach and Club Lead.

b. The Sport Clubs Coordinator, Director of Recreation, UBC TSC Coach, and UBC TSC Club Lead will review the (1) appeal, (2) any notes, scores, and performance from the try-out process, in addition to (3) any previous statistics or proof of success in the sport that was provided by the student.

c. Post review, it will be at the discretion of the Sport Clubs Coordinator and Director of Recreation to grant or not grant the appeal.

d. If an appeal is granted, the Sport Club will be asked to organize another try-out that will be attended by the Sport Clubs Coordinator.

e. All decisions made at the re-called try-out are final.

BYLAW 3: MEETINGS AND ELECTIONS

3.1 Executives will remain responsible to the Club's active membership by calling a minimum of two (2) general meetings throughout the competitive season or academic year (whichever ends last) with one meeting per term. These meetings shall meet quorum.

3.2 A general meeting shall be called by the Club Lead at the request of the Executive.

3.3 Members meeting 100% of the requirements of active membership in Article 3, will be granted voting privileges.

3.4 All Executive positions shall be elected by two-thirds (2/3) majority vote of eligible voting members in the UBC Thunderbirds Synchronized Swimming Sport Club at a gathering where general meeting and executive meeting quorum is both met.

3.5 All elections will be held on an annual basis in the first two (2) weeks of March.

3.6 Nominations will be submitted to the Club Lead a minimum of one week prior to the election meeting. Should the Club Lead be re-running for office, the Finance Officer will then collect nominations.

3.7 The Club Lead may accept nominations from the floor, but the process must be closed and movement seconded.

3.8 All Nominated parties are allowed to vote.

3.9 Voting shall take place through secret ballot to be collected and tabulated by the Finance Officer and one active member of the UBC Thunderbirds Synchronized Swimming Sport Club who is appointed by the outgoing Club Lead.

3.10 By-elections can be called by the Club Lead to fill vacant executive positions. In the event of the Club Lead position being vacated, the Finance Officer shall call a by-election.

3.11 Results from the Club Elections will be sent to the Sport Clubs Coordinator within seven (7) days with the following information: First Name, Last Name, Student Number, Primary Email, Primary Phone, CWL Username, Skype Name, and UBC Employee # (if applicable for work-learn students, UBC co-op students, and graduate students).

3.12 Any Executive in violation with the Club's purpose or constitution may be removed from office pending a written request to the Executive team by at least three (3) active members of the Club. In this event, the Sport Clubs Coordinator will be notified within three (3) days of receipt of the written request.

3.13 A written notification of Request for Removal from Office will be sent to the Executive Officer, asking the individual to be present at the next meeting and prepared to speak.

3.14 A two-thirds (2/3) majority vote is necessary to remove the executive officer.

3.15 Officers removed from the executive team may be subject to further disciplinary action at the discretion of the executive team and Sports Club Coordinator.