

# Constitution of the UNCW Surf Club

## Preamble

The Surf Club at the University of North Carolina Wilmington (UNCW) represents and promotes the interest and involvement in surfing to the students, faculty, and staff at UNCW.

## Article I. Official Name

The official name of this organization shall be the UNCW Surf Club.

## Article II. Affiliation

The UNCW Surf Club shall be affiliated with local surf shops and companies that agree to sponsor the organization.

## Article III. Purpose

The purpose of the UNCW Surf Club is to provide a surf-oriented, recreational, instructional, competitive, and conservation-minded organization for current UNCW students, faculty, and staff.

## Article IV. Adherence

The UNCW Surf Club will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.

## Article V. Membership

### Section I: General Requirements

Membership in the UNCW Surf Club will be open to all current UNCW students, faculty, and staff.

### Section II: Non-exclusionary Membership Clause

This organization practices an open membership policy for members of the university community without regard to race, color, age, religion, national origin, disability, or sexual orientation. Membership and participation in this student organization is also open without regard to gender, unless exempt under Title IX.

### Section IV. Qualifications and Privileges

1. **Active member.** Any UNCW student, faculty, or staff member who has paid dues to the UNCW Surf Club and completed the requirements set forth by UNCW is considered an active member and may vote, hold office, and participate in all Surf Club activities. Active members shall also be eligible to receive Surf Club discounts with affiliated sponsors.
2. **Alumni member.** Alumni members are allowed to participate in UNCW Surf Club activities, but may not vote or hold office. Alumni members are also not eligible to receive Surf Club funds.

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## Section V. Member Conduct

Members of the UNCW Surf Club shall represent the Surf Club in a positive manner at any meeting, event, or activity in which the Surf Club is affiliated. Any display of inappropriate or unsportsmanlike behavior shall be cause for a conduct review by the Executive Board.

## Section VI. Removal of Member

The Executive Board of the Surf Club holds the right to remove any member of the Surf Club that it finds in violation of *Article V. Membership, Section V. Member Conduct* of this constitution. Removal procedures include a simple majority vote of the Executive Board. The member, who is up for removal, must be notified in writing by the President of the Executive Board's intent; must be given at least ten (10) business days notice prior to a vote for dismissal; and must be given the right to address grievances on his/her own behalf before the Executive Board. If removed, a member may not participate in any meeting, event, or activity in which the Surf Club is affiliated. A removed member, however, may rejoin the Surf Club the following academic year if he/she chooses.

## Article VI. Meetings

The UNCW Surf Club will hold meetings as needed. It is responsibility of the Executive Board to decide when and how often the Surf Club should meet. Full attendance by the Executive Board or a quorum (50% + 1 of members) is needed to conduct official Surf Club business.

## Article VII. Officers

### Section I: Title

There shall be an Executive Board of the UNCW Surf Club. The Executive Board shall be comprised of the President, Vice-President, Secretary, and Treasurer. Only active members of the UNCW Surf Club are eligible to serve on the Executive Board.

### Section II. Duties of the Executive Board

1. **President** – The President of the Surf Club shall be the club's Chief Executive Officer. The President provides leadership and overall direction for the club, conducts and organizes meetings, and acts as spokesperson for the club. It is the responsibility of the President to re-register the Surf Club with UNCW each year. The President shall have sole power of approval and authorization of business affairs. All business forms must be approved and signed by the President. The President shall be responsible for all actions of the UNCW Surf Club. The President shall also serve as the Surfrider Liaison to ensure involvement in and around the community. In this capacity, President shall serve as a liaison between the Surf Club and various environmental organizations including the UNCW Student and Cape Fear chapters of the Surfrider Foundation. The Surfrider Liaison shall be responsible for developing and coordinating opportunities for the Surf Club to partner with and support these conservation-minded organizations in fulfillment

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of the Surf Club's purpose.

2. **Vice-President** – The Vice-President of the Surf Club shall be the president of the Voting Body. The Vice-President shall assist the President in the governing of the Surf Club's affairs, and shall assume duties of the President in the President's absence. The Vice-President is responsible for attending Sports Club Council (SCC) meetings and reporting information and activities of the SCC to the club membership. The Vice-President shall also be responsible for coordinating the Surf Club's annual surf contest, typically held during the spring semester. The Vice-President shall be responsible for the Surf Club's public relations. The Vice-President shall act as the spokesperson for the Surf Club in the absence of the President, but shall have no business authorization without the written permission of the President. In the event of the vacancy of the office of the President, the Vice-President shall succeed to the office of the President for the remainder of the President's term.
3. **Secretary** – The Secretary of the Surf Club shall be responsible for all correspondences of the Surf Club. The Secretary shall take and keep membership records, attendance, minutes of meetings, and support communications with Surf Club members. The Secretary is also responsible for turning in weekly reports to campus, and submitting the minutes of meetings to the Executive Board, Advisor(s) and Team Coach. The Secretary shall also assist the President and Vice-President as necessary.
4. **Treasurer** – The Treasurer of the Surf Club shall be the club's Chief Financial Officer. The Treasurer shall be responsible for the preparing an annual budget for submission to the Student Government Association at UNCW. The Treasurer of the Surf Club shall be responsible for receiving and dispersing funds and shall be responsible for maintaining a record of all financial affairs of the Surf Club. The Treasurer shall be responsible for the completion of all business forms required of the Surf Club and shall submit these forms to the President of the Surf Club for approval and authorization. The Treasurer shall have no business authorization power.

### Section III: Removal of Officers

Officers serving on the Executive Board of the UNCW Surf Club may be removed from office for failure to carry out their duties, uphold the Constitution of the Surf Club, or represent the Surf Club in a positive manner. Removal procedures include a vote by the Executive Board and quorum of club members. The officer, who is up for removal, must be notified in writing of the club's intent; must be given at least ten (10) business days notice prior to a vote for dismissal; and must be given the right to address grievances on his/her own behalf before the Executive Board and quorum of club members.

### Section IV: Vacancy of Office

In the event that an officer of the UNCW Surf Club resigns or is otherwise no longer able to fulfill the duties of that office the Executive Board will appoint one of its own to serve in that office until the next regular election can occur. If none of the officers are eligible or able to fill

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the position open elections will be held. In the event of open elections, the following procedure will be followed: At the next meeting, announcements will be made by the most senior officer that nominations will be accepted at the following meeting. At the second meeting nominations will be made and the election date set for the following (third meeting). On the date of elections, nominees will be invited to address the club. Following the addresses, the nominees will be secluded until the vote is made and tallied. The officer position will be announced as soon as votes are counted.

### **Article VIII. Surf Team**

#### **Section I. Team Description**

The Surf Club's team shall consist of a maximum of two teams and each team shall be defined by the eligibility requirements set forth by the National Scholastic Surfing Association (NSSA), the governing body of collegiate surfing competition in the United States. The first team (A) shall have priority over the second team (B) in participating in contests.

#### **Section II. Team Selection**

Both the first team (A) and second team (B) will be selected at the beginning of the fall semester of each academic year and end prior to the beginning of the following academic year. A single team tryout will be held at the beginning of the fall semester of each academic year. At the conclusion of the tryout, the Team Coach will select the Team Captain. The President, Team Captain, and Team Coach will then unanimously select the members of each team. Selection of team members shall be based on the following criteria:

1. **Attitude.** individual's overall attitude and reputation both in and out of the water, around campus, and in the community. Team members shall also demonstrate a willingness to interact with fellow members no matter their surfing abilities.
2. **Surfing Ability.** individual's ability based on the tryout results and prior competition history and rankings.
3. **Commitment.** individual's willingness to work as a team; to develop intra-club relations; to raise team funds; to elevate surfing abilities; to conduct team events; and to build surfing awareness at UNCW.

#### **Section III. Team Captain**

The Team Captain of the UNCW Surf Club shall oversee both the first team (A) and second team (B) and shall be responsible for organizing competitions, both individual and team-based, along with competition trips and events. The Team Captain shall also work with the Team Coach to schedule team practices. The Team Captain shall submit any contest forms and budget requests to the President of the Surf Club for approval and authorization.

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## Section IV. Removal or Vacancy of Team Member

1. **Removal of a Team Member.** The Executive Board of the Surf Club holds the right to remove any member of the Surf Club's team that it finds in violation of *Article V. Membership, Section V. Member Conduct* of this constitution. Removal procedures include a simple majority vote of the Executive Board. The team member, who is up for removal, must be notified in writing by the President of the Executive Board's intent; must be given at least ten (10) business days notice prior to a vote for dismissal; and must be given the right to address grievances on his/her own behalf before the Executive Board. If removed, a team member may continue to participate in Surf Club events or activities unless he/she is also removed from the Surf Club. If removed from the Surf Club, a member may not participate in any meeting, event, or activity in which the Surf Club is affiliated. A removed member, however, may rejoin the Surf Club the following academic year if he/she chooses.
2. **Vacancy of Position.** In the event that a member of the first team (A) is removed, resigns or is otherwise no longer able to fulfill his/her duties, the Team Captain will appoint the senior member of the second team (B) to that position. In the event that a member of the second team (B) is removed, resigns or is otherwise no longer able to fulfill his/her duties, the Team Captain will appoint an alternate to that position.

## Article IX. Committees

The Executive Board of the Surf Club reserves the right to form and dissolve any committee it deems necessary for the conduct of business.

## Article X. Advisor

### Section I: Qualifications

The Advisor(s) shall be a current faculty or staff member at the University of North Carolina Wilmington. The UNCW Surf Club shall have no more than two (2) advisors at any one time.

### Section II. Responsibilities

The Advisor(s) shall advise the UNCW Surf Club on matters of university policies, regulations, and administrative procedures. The Advisor(s) also lends his/her experience, judgment and knowledge, and assists the club members in the development of the club; offers input in to the organization's decision-making process; coordinates elections; provides historical perspective; and should attend club meetings and be available to counsel club leaders and members as much as possible. The Advisor(s) shall also work in conjunction with the Team Coach to act as a liaison to UNCW administration, faculty and staff.

### Section III. Term

The Advisor(s) will hold position for one academic year, renewable each February. A nomination for Advisor will be voted on by a majority vote of the Executive Board.

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## **Section IV. Voting Privileges**

The Advisor(s) will not hold a voting membership on the Executive Board.

## **Section V. Removal of Advisor(s)**

The Advisor(s) of the UNCW Surf Club may be removed from office for failure to carry out their duties. Removal procedures include a vote by the Executive Board and quorum of club members. The Advisor(s), who is up for removal, must be notified in writing of the club's intent; must be given at least ten (10) business days notice prior to a vote for dismissal; and must be given the right to address grievances on his/her own behalf before the Executive Board and quorum of club members.

## **Article XI. Team Coach**

### **Section I: Qualifications**

The Team Coach shall be a current faculty or staff member at the University of North Carolina Wilmington. The UNCW Surf Club may have no more than one (1) team coach at any one time.

### **Section II. Responsibilities**

The Team Coach should lend his/her experience, judgment and knowledge, and assist the surf team in its development. The Team Coach shall coordinate team tryouts, select the team captain at the conclusion of team tryouts, and in conjunction with the team captain, schedule team practices. The Team Coach is also responsible for coordinating the annual intra-club championship. The Team Coach should attend club meetings and be available to counsel club leaders and members as much as possible. The Team Coach shall also work in conjunction with the Advisor(s) to act as a liaison to UNCW administration, faculty and staff.

### **Section III. Term**

The Team Coach will hold position for one academic year, renewable each February. A nomination for Team Coach will be voted on by a majority vote of the Executive Board.

### **Section IV. Voting Privileges**

The Team Coach will not hold a voting membership on the Executive Board.

### **Section V. Removal of Team Coach**

The Team Coach of the UNCW Surf Club may be removed from office for failure to carry out his/her duties. Removal procedures include a vote by the Executive Board and quorum of club members. If being considered for removal, the Team Coach must be notified in writing by the Executive Board of the club's intent; must be given at least ten (10) business days notice prior to a vote for dismissal; and must be given the right to address grievances on his/her own behalf before the Executive Board and quorum of club members.

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## **Article XII. Elections**

### **Section I. Qualifications**

Only active members of the Surf Club are eligible to serve on the Executive Board. All officers serving on the Executive Board will be selected based on a majority vote of the quorum (50% + 1 of active members) of the active members.

### **Section II: Terms**

Terms of office for persons serving on the Executive Board shall be May 1 – April 30. A person may hold an office an unlimited number of times as long as that person is re-elected on a yearly basis and retains active member status. Winners of the elections shall serve as Officers–Elect from February 1 – April 30 to allow for appropriate training.

### **Section III. Election Process**

Elections will be held the last week of January of the current academic year. Two weeks prior to the election, the election process will be announced and nominations will be taken from the floor. A full representation of the Executive Board and quorum of members must be present in order to hold elections. Voting process will be by ballot. The Advisor(s) shall be responsible for tallying votes and announcing the results of all elections.

## **Article XIII. Finances**

### **Section I. Club Dues**

Each member of the Surf Club is responsible for paying set dues. Due fees shall be determined annually by the Executive Board of the Surf Club. Annual due fees shall not exceed \$50.00. Payment of dues is required to become an active member of the Surf Club, and must be paid before any individual can participate in Surf Club sponsored activities. The Executive Board, Advisor(s), and Team Coach of the Surf Club are exempt from paying dues.

### **Section II. Expenditures and Income**

Expenditures in excess of \$200 shall be approved by a majority vote of a quorum (50% + 1 of members) of the active members. The Surf Club shall have two signatures for all check writing and withdrawals as well to conform to all rules and regulations set forth by the Student Government Association and UNCW. All monies will be deposited and withdrawn from the Surf Club's account with Wachovia Bank.

## **Article XIV. Amendments**

### **Section I. Proposed Amendments**

Proposed amendments to the Constitution of the Surf Club must be submitted in writing to the Executive Board of the Surf Club. Any active member can propose an amendment at any time. A majority vote by the full Executive Board must be reached before a proposed amendment can be presented to the membership of the Surf Club.

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## Section II. Presentation

Proposed amendments must be presented before the membership of the UNCW Surf Club at the first meeting following its acceptance by the Executive Board of the Surf Club.

## Section III. Ratification

A majority vote of the quorum (50% + 1 of active members) in the Surf Club is needed to ratify proposed amendments. An active member must vote in person. An active member who cannot attend a meeting may pass their right to vote with a vote of null.

## Article XV. Nonprofit Clause

The UNCW Surf Club is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the organization shall inure to the benefit of its members, directors, officers, or other persons except that the organization shall be authorized to and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization.

In the event of dissolution, the residual assets of the organizations will be turned over to one or more organizations with similar purposes or to one or more organizations described in section 501 (c) (3) of the Internal Revenue Code of 1954.

Adopted: August 22, 2002

Amended: September 30, 2004; Amendments Ratified: October 5, 2004

Amended: September 2, 2005; Amendments Ratified: September 10, 2005

Amended: July 12, 2007; Amendments Ratified: August 24, 2007

Amended: February 12, 2007; Amendments Ratified: February 13, 2008

Amended: January 16, 2009; Amendments Ratified: April 16, 2009

Amended: September 15, 2010 (modified Art. V, Sec. II)

President: Cody Leutgens, \_\_\_\_\_

Vice-President: Mike Rogers, \_\_\_\_\_

Treasurer: Romy Sidelsky, \_\_\_\_\_

Secretary: John Perry, \_\_\_\_\_

Advisor: Peter Fritzler, \_\_\_\_\_

Team Coach: Dr. Dylan McNamara, \_\_\_\_\_