



CLUB SWIMMING CONSTITUTION & BYLAWS

Preamble

The mission of Princeton Club Swim is to organize, support, and coach a cohesive group of swimmers on campus, regardless of ability. Princeton Club Swim enables its members to partake in competitive club-level swimming competitions with other college club swimming teams across the country.

Article I. Name of Sport Club

The name of the club shall be Princeton University Swimming Club, hereinafter referred to as Princeton Club Swim.

Article II. Purpose

Section 1. Summary

Princeton Club Swim exists to provide swimmers of all abilities on campus a supportive team environment, opportunities for improvement, and options for competition at local, regional, and national levels.

Section 2. Elaboration

Princeton Club Swim seeks to provide participation and learning opportunities for novices in swimming, enhance swimmers' techniques and endurance necessary to perform competitively with individual and team success at the local, regional, and national levels, and allow officers to gain valuable management and leadership experience through the efficient and creative administration of the club.

Article III. Membership

Section 1. Eligibility

All Princeton University students, both undergraduate and graduate, are eligible to participate in Princeton Club Swim events, including in all competitions unless otherwise stated. This organization is open to all Princeton University students interested in supporting our organization's mission, regardless of identity, such as race, sex, ethnicity,

national origin, or other protected characteristics. Faculty, Staff, Post-Doc, family, and community members are not eligible to participate with Princeton Club Swim.

Section 2. Active Membership

A swimmer is considered to be an Active Member when they pay dues in a timely manner and regularly complete workouts pursuant to the bylaws below.

Section 3. Privileges

All members who pay dues in a timely manner are eligible to practice with the team, swim in home and away meets, attend social events hosted by the Club, and ratify and amend this Constitution.

Only Active Members are eligible to officially register with College Club Swimming so they can qualify for and attend Nationals.

Article IV. Officers

Section 1. General Duties of Office

All officers shall maintain Active Membership in the club, attend officer meetings, attend officer trainings, attend and carry out required duties at designated practices, be van certified, attend recruiting events, act as points of contact for the club, maintain an enthusiastic and welcoming atmosphere, assist with officer transitions, and fill temporary roles as required, pursuant to the bylaws below.

Section 2. Number of Officers

The number of officers in each position is pursuant to the bylaws below.

Section 3. Specific Duties of Office

A. President

Oversee and manage the smooth, responsible, successful operation of the club.

Delegate, coordinate, and manage responsibilities and tasks with other officers.

Act as the primary point of contact for the club, communicating and meeting with the team, officers, Campus Rec, and potential members.

Monitor and promptly respond to club communications.

Register the team with College Club Swimming.

Plan, coordinate and distribute the semester's practice and meet schedule to the team, planning far in advance to optimize practice slots for team availability.

Plan and ensure smooth operation of home and away meets.

Attend annual Campus Rec training and meetings.

Ensure smooth officer elections and transitions.

B. Vice-President

Assist the President in all their tasks and responsibilities.

Manage meet planning, budgeting, registration, travel, and communications.

C. Treasurer

Ensure the smooth day-to-day financial operations of the club.

Ensure the long-term financial health of the club.

Track revenue and expenses in all club spending accounts.

Collect and record dues.

Create an annual budget for submission to Campus Rec.

Manage club purchases and reimbursements, and assist with booking travel and lodging as necessary.

D. Captains

Provide workouts for and coaching during practices.

Lead the competitive squad on the pool deck at meets.

Submit rosters and entries for meets, and ensure Nationals-bound swimmers are CCS registered so their times can be used to qualify.

E. Communications Chair

Ensure excellent communications with club members.

Regularly check club communication channels, respond to prospective members, and update the roster and communication lists.

Manage and perform weekly member-facing communications.

Maintain and update the club website and calendar.

Create graphics for other officers and social media posts.

Post club photos and information on social media.

F. Gear Chair

Design, procure, and sell club apparel and merchandise to build team spirit and financially support the group.

Coordinate orders with Campus Rec, Licensing, and the treasurer to ensure smooth order execution and distribution.

Communicate needed information with the membership during the design, ordering, and distribution phases.

G. Social Chair

Provide a variety of social events for members to bond and develop spirit.

Coordinate with the treasurer to ensure fiscal responsibility.

H. Fundraising Chair

Coordinate fundraising activities to be spent for discretionary purposes, especially those excluded from yearly allocations such as senior send-offs and National and Ivy-League championships.

Manage Alumni and Friends outreach, organize on-campus fundraising campaigns, and manage team volunteer activism such as at Athletics events.

Section 4. Eligibility

Any Active Member may run for a position other than President and Treasurer. The President must have been an Active Member for at least two semesters and held another officer position prior to running for office. The Treasurer must be an active member readily capable of conducting financial transactions pursuant to the bylaws below.

Section 5. Elections

All Fall-semester Active Members are eligible to vote for new officers.

At the end of the fall semester, the election of new officers shall be carried out such that election-related dates do not conflict with key academic deadlines, all eligible members who wish to run have a chance to, all eligible members who wish to vote are able to, information about the candidates is properly provided to the voters, the ballots are counted accurately and fairly, and the results are shared with the team in a timely manner, pursuant to the bylaws below.

Section 6. Term of Office

The term of office runs for the calendar year.

There are no term limits.

Should an officer need to resign from their position due to circumstances beyond their control, they shall submit their resignation notice to the President as soon as possible.

An officer is not allowed to resign on the basis of their other foreseeable pre-existing commitments.

In the event that an officer egregiously fails to perform their duties and/or fails to respect members of the team, the other officers may elect to prematurely remove that officer from their position by a unanimous vote.

Article V. Committees

Temporary committees shall be established as required and desired by the officers and members. A special meeting of the whole club shall be held to discuss the establishment of permanent committees as necessary.

Article VI. Meetings

Section 1. Executive Board

The officers shall meet at the discretion of the President, no fewer than twice a month during the normal academic year.

Section 2. General Meetings

The officers and Active Members shall all formally meet at the discretion of the President.

Section 3. Special Meetings

Special or emergency meetings shall be called at the discretion of the President to discuss matters essential to the club's existence, including amendments to the constitution, club structure and goals, membership, and competitive reach. Additionally, a meeting shall be called should any internal complaints or concerns arise that require the presence and input of the entire group.

Article VII. Affiliations

Section 1. National Governing Body

Princeton Club Swim is a member of College Club Swimming (CCS) and runs its meets according to its requirements and recommendations, especially to ensure times from its meets can be used to qualify for Nationals. Yearly membership dues are paid on behalf of all Active Members by the club. Individual swimmers are required to register (for free) with CCS at least a week before their first meet of the academic year to ensure that all of their times will count towards qualification for Nationals.

Section 2. Leagues or Consortiums

Princeton Club Swim shall join leagues or consortiums as required and desired by the officers and members. A special meeting of the whole club shall be held to discuss the matter.

Article VIII. Coaching / Instruction

Section 1. Goals

The aim of captains' coaching is to improve member's stroke, turn, and dive techniques through both general practice sets and one-on-one instruction, as desired by members.

Section 2. Consultant

Officers and/or members who wish for the club to have a professional coach should make their desire known to the President. If the President and the Treasurer deem the proposal to be feasible, the club shall hold a special meeting to discuss and vote on the proposal.

Article IX. Amendments

The club shall review this Constitution every two years and submit the revised document to Campus Recreation for approval.

Section 1. Procedure for Constitutional Amendments

Amendments to the constitution proposed by either the general membership or officers shall be formally drafted and submitted to the President for review. The proposer shall include the rationale behind their proposal with the proposed language of the amendment.

Section 2. Ratification of Constitutional Amendments

The President shall review the submission and write their own formal comments on the proposal. The proposer shall then meet with the President and Vice President to discuss the proposal. The President shall then distribute the proposed amendment with their comments to the full club membership, along with a means of casting a vote on the amendment. A two-thirds majority is required to ratify the amendment.

Section 3. Amending Bylaws

The amendment of bylaws shall be conducted by the President as required with the two-thirds approval of the other officers.

Article X. Bylaws

Section 1. Membership

Active Membership

Active Members must make a concerted effort to regularly attend at least two scheduled practices a week, one of which ideally should be the designated all-team practice.

In the event that a would-be Active Member's other commitments severely limit their attendance at scheduled practices, they shall be held to the same standard of two practices a week completed on their own time during rec-swim hours. Officers may attend only one practice and still be considered Active Members.

Section 2. Officers

General Duties of Office

All officers shall practice at least once a week either during scheduled practices or on their own time, and shall print and bring practice sets and act as the club leader at practice at least once a week as needed.

All officers shall report injuries and incidents to Campus Rec in a timely manner.

Number of Officers

There shall be a total of nine officers: one President, two Vice Presidents, one Treasurer, two Captains, one Communications Chair, one Gear Chair, and one Social Chair.

Specific Duties of Office

Consult the team handbook.

Eligibility

The Treasurer must have a checking account at a domestic financial institution with a branch within walking distance of campus, a Venmo account, the ability to write and deposit checks, and the ability to deposit and withdraw cash without a fee from an ATM on or within walking distance of campus.

Section 3. Elections

Election Type and Administration

The election shall be multiple choice.

Ties

In the event of a tie, the President's vote will determine the outcome.

Timeline

Candidate information shall be due by the last day of classes of the fall semester

Elections shall be held during the fall reading period. Election results shall be posted on the day following Dean's date.

Multiple Candidacy

An Active Member may run for up to two positions. If a candidate wins more than one position, they are allowed to choose their position, and the runner up in the unchosen position shall be declared the new officer.

Election Coordinator Position and Duties

The most senior (by position) outgoing officer shall be the election coordinator. They shall outline the process in writing to the team, request their information, compile the candidates' names, candidacies, class years, 150-word bios/platforms, and portraits, and construct and distribute the election with this information.

Section 4. Amendments

A special team meeting shall be held every February of even years to review this Constitution and revise it as necessary.

Record

Draft submitted to Campus Rec on January 28th, 2022 by Jack Green, President.

Revised Constitution ratified by 27 of 35 Active Members by February 28th, 2022, and submitted to Campus Rec on March 27th, 2022 by Jack Green, President.

Revisions made by Avery Gendler on September 14th, 2023.

Revisions made by Maddie Machado on October 30th, 2024.

Revisions made by Godwin Duan on January 20th, 2025.

Revisions (addition of Princeton's Open to All statement) made by Godwin Duan on August 17th, 2025, and submitted to Campus Rec on August 17th, 2025 by Godwin Duan, President.