Gymnastics Club Charter – Carleton College

Membership Requirement

The organization must have a minimum of ten members at all times. If membership falls below ten without the permission of the Chartering Committee, the organization is inactive. If the organization is inactive for three consecutive terms this charter is invalid and the organization is disbanded.

Description and Duties of Officers

This organization recognizes a President, Vice-President, Treasurer and Secretary who shall be elected by club members on an annual basis.

The President is charged with administration of regular club operations, such as organizing club functions, arranging meetings, maintaining the website, and sending and responding to club emails.

The Vice-President shall assist the president with club operation duties, and serve as a liaison between Gymnastics Club and the Northfield Gymnastics Club. The Vice-President shall bring all concerns from Northfield Gymnastics Club to the President.

The Treasurer shall oversee the budget and report financial concerns to the President and Vice-President. The Treasurer will also be charged with planning the upcoming year's budget through the CSA Spring Allocations process, and requesting Special Allocations from CSA and Budget Committee throughout the year as needed.

The Secretary shall conduct attendance and ensure completion of liability waivers before each club function, and shall send this information to the Assistant Director of Student Activities. The Secretary shall report concerns to the President and Vice-President.

Procedure for Officer Election and Removal

On the eighth week of winter term, club members who have attended a minimum of five club events may submit a request to the standing President to be considered for officer election. On the ninth week of winter term, the standing President, Vice President, Treasurer and Secretary shall elect new officers by unanimous vote (standing officers may be elected again).

Officers will assume their positions on the first day of spring term, with guidance
from previous officers throughout spring term. Their term will last until the final
day of winter term the following year.

Members who plan to be off-campus or on leave more than one term during the
next year are not allowed to hold an officer position. Officers who are off-campus
more than one term are required to resign their post by the last day of their final
term on campus before leaving. In the case of an officer leaving campus for one
term only, duties of that officer shall be designated to other club officers through
informal agreement.

An officer may be removed if the other three officers unanimously decide to
remove that officer, and if a minimum of ten club members sign a formal
agreement of the removal.

**Annual Report**

An annual report shall be submitted to the Budget Committee as part of Spring
Allocations. The report shall meet the requirements stipulated in the CSA Senate
Bylaws.

**Amendment**

Amendments to this charter require the approval of the Chartering Committee
and the CSA Senate.