

# *Constitution of Sports Club Council*

## *Preamble*

The official name of this organization shall be the Sports Club Council; hereinafter called the SCC.

## *Article I: Purpose*

- 1) To serve as an advisory board for the Sports Club Programs at Western Michigan University.
- 2) To establish an effective liaison with the university to obtain facilities and practice space for club activities.
- 3) To assist in the conduct of individual club activities and provide guidance in budget and publicity matters.

## *Article II: Membership*

- 1) **Participation in the SCC or any club sport must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.**
- 2) A club sport cannot qualify as a club sport unless all of its officers and a majority of its members are currently enrolled at Western Michigan University
- 3) Divisions of Club Sports
  - a) Tier 1:
    - i) Must have a National Sports Affiliate
    - ii) Must be competing for a National Championships on the Club Sport level
    - iii) Must have at least 40 active members who are full time students
    - iv) Must be competing in a local or regional league or organization with organized scheduled games or competition
    - v) Must have at least 12 organized scheduled games or competitions
    - vi) Follow Club Sports rules/guidelines and submit all appropriate paperwork on time
  - b) Tier 2:
    - i) Must be a part of a National or Regional Association
    - ii) Must be at least 24 active members competing on the club level
    - iii) Must have at least 8 organized scheduled games or competitions
    - iv) Follow Club Sports rules/guidelines and submit all appropriate paperwork
  - c) Tier 3:
    - i) Must have a minimum of 16 active competing members
    - ii) Must have 4 organized scheduled games or competitions
    - iii) Follow Club Sports rules/regulations and submit all appropriate paperwork
  - d) Tier 4:
    - i) Must have a minimum of 12 active competing members
    - ii) Must have 2 organized scheduled games/competitions or events
    - iii) Follow Club Sports rules/regulations and submit all appropriate paperwork

- e) Probation
  - i) If unable to meet any requirements for Tier 4 the said club will be placed on SCC probation
  - ii) Consequences Include:
    - (1) Revocation of voting rights
    - (2) Revocation of funding privileges
      - (a) Probation status will be lifted once club demonstrates Tier 4 requirements
- 4) Gaining Membership Status:
  - a) New club sports will be placed on a 1 school year probationary period
  - b) New clubs must demonstrate commitment to the SCC
  - c) After 1 year probationary period, new clubs will go to the SCC general membership for a vote to decide new membership status
    - i) Must have more than 50% of votes to become SCC member
- 5) Members must assist in earning funds for the SCC off campus account

***Article III: University Compliance***

- a. **The SCC and its membership shall comply with all Western Michigan University regulations, and local, state, and federal laws.**

***Article IV: Executive Officers***

- 1) Executive Officer Duties
  - a) President
    - i) Call general and executive meetings
    - ii) Create agenda for meetings
    - iii) Act as speaker at general meetings
    - iv) Meet with faculty advisor on a weekly basis
    - v) Consult Treasurer about any matters pertaining to budgeting and allocations
    - vi) Set goals
    - vii) Represent SCC at university meetings/functions involving SCC business
    - viii) Represent SCC in the Western Student Association (WSA)
      - (1) If unable to attend WSA meetings, another board member must attend meetings
        - (a) If no board member can attend WSA meetings, a WSA Representative shall be elected from SCC membership
  - b) Vice President
    - i) Preside in the absence of President
    - ii) Consult President about agenda
    - iii) Consult President on goals for the upcoming year
  - c) Treasurer
    - i) Manage any paperwork pertaining to budgeting and allocations
    - ii) Manage allocation meetings
    - iii) Report about financial matters at general and executive meetings
    - iv) Manage off campus bank account
  - d) Secretary
    - i) Record minutes at general and executive meetings
    - ii) Take attendance at general meetings
    - iii) Maintain contact information for all club sports

- iv) Organize all paperwork pertaining to general membership
- e) WSA Representative (if needed)
  - i) Attend weekly WSA meetings
  - ii) Vote on behalf of the SCC at WSA meetings
  - iii) Report to general and executive meetings on matters discussed in WSA meetings
- 2) Executive Officer Requirements
  - a) At least 1 year of experience in the SCC
  - b) Minimum GPA of 2.75
  - c) Demonstrates organizational and leadership qualities
  - d) Executive Officer of a club sport
- 3) Executive Officer Terms
  - a) Officers shall serve a 1 year term length with an unlimited number of terms
  - b) Terms shall begin and end at the end of the spring semester
- 4) Officers may resign from their duties at any time. In the event of this occurrence an emergency election will be held for the vacant position.
- 5) Executive Officer Meetings
  - a) Meetings shall be held at the discretion of the executive board
  - b) The faculty advisor shall be in attendance at executive meetings
  - c) Decisions will be made by a majority vote
- 6) Officer Election Process
  - a) One meeting prior to set election date, nominations can be made for all officer positions
  - b) On election day each nominee will stand before the SCC and explain why they should be elected for said position
  - c) Voting will be done using a secret ballot
- 7) Executive Officer Removal Process
  - a) If at any time a general member feels that an Executive Officer is not fulfilling their duties, they may make a motion for the impeachment of said officer
  - b) The general member will then be given the floor to plead their case against said officer
  - c) Floor will then be opened for a debate
  - d) Voting will then take place
  - e) If Impeached:
    - i) Normal officer election process will take place (Article III Section 6)

***Article V: Faculty Advisor***

- 1) Responsibilities of Faculty Advisor
  - a) Attend all meetings, general and executive
  - b) Consult club sports if needed
  - c) Assist new executive board members if needed
  - d) Full voting privileges in SCC
  - e) Serve on Allocations Committee

***Article VI: Meetings***

- 1) General membership meetings shall be held on a bi-monthly basis
- 2) The executive board with the approval of the faculty advisor will create an agenda
- 3) The most current edition of Robert's Rules of Order shall be followed at all times

- 4) Emergency Meetings
  - a) Shall be called by the President and Faculty Advisor
  - b) Members will be notified of emergency meetings by email no less than 1 day in advance
- 5) Attendance
  - a) Will be taken verbally by President and recorded by the Secretary

***Article VII: Non-Hazing***

- 1) **Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may engender, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.**

***Article VIII: Dues and Budgets***

- 1) No dues shall be charged for membership of the SCC
- 2) SCC Operating Budget
  - a) Budget shall be created and maintained by the Treasurer
  - b) Budget shall be reevaluated at the end of each school year and changes will be made if necessary

***Article IX: Standing Committees***

- 1) Allocations Committee
  - a) Act as the allocation board of all Student Assessment Fee monies under the SCC's jurisdiction
  - b) General membership and faculty advisor must approve funding guidelines set forth by allocations committee by a 2/3 vote
  - c) Meetings will be held outside general membership meetings
  - d) SCC Treasurer acts as Allocations Committee Chair
- 2) Classification Committee
  - a) Review and categorize all clubs into one of the four categories
  - b) Shall consist of an odd number of members
  - c) Meetings will be held outside general membership meetings

***Article IX: Amendments***

- 1) Eligible voting members will be notified of proposed amendments at meetings
- 2) A  $\frac{3}{4}$  vote is required for the ratification of all amendments