

Santa Clara University Club Sports Council Constitution

ARTICLE I: Name

The name of the organization shall be the Club Sports Council of Santa Clara University (hereafter “the Council” or “CSC”)

ARTICLE II: Mission

Section 1: The Club Sports Program

The Club Sports Program provides students the opportunity to participate on competitive club teams against other intercollegiate teams and to enhance their collegiate experience by providing a well-rounded education through physical, social, and leadership development.

Section 2: The Club Sports Council

Operating under the Campus Recreation Program at Santa Clara University, the Club Sports Council allows student-leaders to discuss the issues and goals of the Club Sports Program. The Council, relying greatly on student initiative and active leadership, shall do the following to drive the success of the program:

- Ensure that the mission of the Club Sports Program is achieved
- Enforce the governing guidelines provided in the Club Sports Council Constitution and Club Sports Handbook
- Promote the positive development of the Club Sports Program
- Advise Campus Recreation and the University about pertinent needs and concerns of the Club Sport teams
- Serve as a forum for communication among all Club Sports
- Provide a continuum of leadership and direction to new and returning Club Sports
- Manage and/or obtain the resources necessary to operate a safe and successful program

ARTICLE III: Structure

Section 1: Membership and Constituency

- A. It is the policy of Santa Clara University and the CSC not to discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status.
- B. The CSC shall be an umbrella organization composed of the Club Sports teams recognized by Campus Recreation.
- C. Each member of each team in the Club Sports Program shall be a member of the CSC, herein referred to as a “member.” Each member is welcome to attend CSC general meetings but will not have the right to vote on issues unless they are a designated Council Representative.

Section 2: The General Council

- A. The General Council shall consist of 7 Council Representatives.
 - 1. There are 2 Council Representatives for the Women’s teams.
 - 2. There are 2 Council Representatives for the Men’s teams.
 - 3. There are 3 Council Representatives for the Open/Coed teams.
- B. The general duties of the CSC shall be:
 - 1. Developing and evaluating new and existing policies, guidelines, programs, and functions of the Club Sports Program.

2. Reviewing and making recommendations to the Executive Board on funding allocation requests.
3. Reviewing and making recommendations to the Executive Board on Clubs' status and/or sanctions.
4. Reviewing and making recommendations to the Executive Board on applications from prospective club teams.

Section 3: The Executive Board

- A. The CSC Executive Board shall consist of non-voting officers of which 2 are elected by the Council Representatives.
 1. Elected Officers:
 - a. President
 - b. Vice President
 2. Appointed Officers:
 - a. Chairperson
 - i. This position will be appointed by the Assistant Director of Recreation and will be filled by a Club Sports Student Coordinator.
 - ii. The Chair shall vote in the case of a tie.
 - b. Communications/Marketing
 - i. This position will be appointed by the Assistant Director of Recreation
- B. Term of office for all Executive Board members shall be one year, commencing after elections each spring.
- C. The specific duties of the Executive Board members shall be:
 1. President
 - a. Enforce the constitution and bylaws of the CSC.
 - b. Preside over all CSC meetings and provide overall direction.
 - c. Call for special meetings.
 - d. Establish committees to pursue specific goals of the CSC and oversee their progress.
 - i. Each committee shall be chaired by at least one Executive Board member.
 - e. Encourage new leadership by being a spokesperson for the CSC.
 - f. Serve as the external representative of the CSC.
 - g. Other duties as assigned.
 2. Vice President
 - a. Assist the President in running meetings and take over in President's absence.
 - b. Assume all duties in the event the President cannot complete his/her term.
 - c. Chair a committee (Fundraising, Awards Banquet).
 - d. Oversee and follow-up on all disciplinary actions.
 - e. Other duties as assigned
 3. Chairperson
 - a. As necessary, delegate duties to each member of the Board.
 - b. Act as President in absence of both President and Vice-President.
 - c. The Chair shall vote in the case of a tie.
 - d. Maintain updated contact information for all Council Representatives and Executive Board members.
 - e. Assist in preparing materials for meetings (agendas, etc).

- f. Chair a committee (Corporate Sponsorships).
- 4. Communications/Marketing
 - a. Send email notifications about upcoming meetings.
 - b. Keep attendance and minutes at meetings.
 - c. Chair any committees related to public relations.
 - d. Assist with planning and organization of Welcome Weekend Activities Fair, Preview Weekend, Open House, and other events.
 - e. Be responsible for all correspondence between the CSC and other organizations.
 - f. Other duties as assigned.
- D. The general duties of the Executive Board members shall be:
 - 1. Attend all CSC meetings.
 - 2. Meet with the Assistant Director of Recreation as needed.
 - 3. Chair any assigned committees.
 - 4. Take an active role in the development and leadership of the CSC.
 - 5. Make recommendations to Assistant Director of Recreation on funding allocation requests.
 - 6. Make recommendations to the Assistant Director of Recreation on Clubs' status and/or sanctions.
 - 7. Make recommendations to the Assistant Director of Recreation on applications from prospective club teams. (As of May 2007, the Club Sports program is not accepting any more applications.)

Section 4: The Assistant Director of Recreation

- A. The role of the Assistant Director of Recreation shall be:
 - 1. Overseeing the allocation of facilities for games and practices.
 - 2. Reviewing and approving all decisions of the CSC including but not limited to the disbursement of funds and applications for prospective club teams.
 - 3. Hosting the Fall, Winter, and Spring Club Sports Meetings and any other meetings as deemed necessary.
- B. If the CSC Executive Board and/or the Assistant Director of Recreation may determine that there are not adequate facilities, staff resources or financial support to accommodate additional clubs; they may deny Club Sport recognition to prospective clubs until more space, staff resources or financial support become available.

Section 5: Eligibility

- A. All Council Representatives and Executive Board members shall meet the requirements of Santa Clara University's Eligibility for Participation in Student Activities Policy.
- B. No individual may hold more than one of the following positions at any given time: Council Executive Board member and Council Representative.

ARTICLE IV: Nominations and Election of Executive Board

Section 1: Nominations

- A. Club Sport teams should email interested nominees for Executive Board positions to the Assistant Director of Recreation upon request (typically mid-spring quarter). Club teams may nominate no more one person for President and one person for Vice President.
- B. Each nominee must be an officer of a Club Sport team.
- C. If a nominee is not present at the meeting, they will not be eligible for the election.

Section 2: Voting Procedures

- A. All candidates for a position will make their presentations and the vote will then be made on paper and collected by the Chair.
- B. The outgoing Executive Board will oversee the election but will not vote for the new Board.
- C. Council Representatives cannot vote for nominees from their own club.
- D. This will take place for all positions in this order: President, Vice President, Men's Reps, Open Reps, and Women's Reps.
- E. The Chair and Assistant Director of Recreation will count the votes and announce the results. The election results will be effective immediately.
- F. If no candidate receives a simple majority of the votes, the two candidates receiving the highest number of votes shall move on to a run-off, and a new vote shall be taken. During a run-off election, Council Representatives may vote for a candidate from their club. If a tie cannot be broken by a run-off election, then the Chair shall cast the deciding vote.

Section 3: Recall

- A. A petition of one half of the total number of Council Representatives shall be cause for a recall election. A recall election shall be conducted as a special election at a date determined by the Chair.

Section 4: Vacancies

- A. Special elections may be called by the Chair to fill any vacancies on the Executive Board during the year.

ARTICLE V: Meetings and Voting

Section 1: General Meetings

- A. The time, date, and place of general CSC meetings shall be determined by the majority of the Executive Board and Council Representatives at the first regular meeting of the term.
- B. The CSC should meet at least once per month during the school year.
- C. Chair of the Executive Board may call a special meeting of the CSC.
- D. A quorum of two-thirds of the Council Representatives (5) is required in order to conduct CSC business.
- E. If a Council Representative cannot attend a meeting of the CSC, he/she must notify the Chair 48 hours prior to the meeting with an acceptable reason.
- F. If a Council Representative fails to either attend for two meetings in a row, that Representative will be removed and a new person appointed.
- G. Rules of procedure for the CSC shall be Robert's Rules of Order.

Section 2: Voting

- A. The voting body of the CSC shall consist of 2 voting representative from the Men's teams, 2 voting representatives from the women's teams, and 3 voting representatives from the Open/Coed teams.
- B. Voting shall be done in person only.
- C. Voting shall be decided by simple majority, unless otherwise stated.
- D. In the event of a tie vote, the Chair shall vote to break the tie.

ARTICLE VI: Removal of Executive Board Members

- A. Any elected Executive Board member can be removed from office by a two-thirds majority vote of the voting membership.
- B. No person on academic or disciplinary probation may serve on the Executive Board. No vote will be required for removal of a Board member placed on probation. See *Vacancies* for replacing a Board member.

ARTICLE VII: Finances

- A. The fiscal operating year is July 1 through June 30.
- B. Budget supplements for each club will be proposed by the CSC to the Assistant Director of Recreation.
- C. The CSC shall receive all requests for funding from the National Travel Fund. After considering and debating the request, the Council will recommend an amount of funding to the Assistant Director of Recreation.
- D. Teams on probation will not receive funding from Campus Recreation.
- E. The Assistant Director of Recreation has the final authority in all financial decisions.

ARTICLE VIII: Amendments

- A. Proposals to repeal and/or amend any article of the constitution shall be presented to the organization in writing one meeting before it may be voted on.
- B. Approval by two-thirds of the Council Representatives present at the meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.
- C. A copy of any alterations must be filed with the Assistant Director of Recreation.

ARTICLE IX: Ratification

- A. This constitution shall become the official governing document of the organization upon ratification by a two-thirds majority vote of the membership.