

# Constitution of Club Sport Council at Ferris State University

## Preamble

The official name of this organization shall be the Club Sport Council; hereinafter called the CSC.

## Article 1: Purpose

- 1) To serve as an advisory board for the Club Sport Programs at Ferris State 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 2: Membership

- 1) Non Discrimination Statement
  - a) Ferris State University does not discriminate on the basis of race, color, religion or creed, national origin, sex, sexual orientation, gender identity, age, marital status, veteran or military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable State or federal laws or regulations in education, employment, housing, public services, or other University operations, including, but not limited to, admissions, programs, activities, hiring, promotion, discharge, compensation, fringe benefits, job training, classification, referral, or retention. Retaliation against any person making a charge, filing a legitimate complaint, testifying, or participating in any discrimination investigation or proceeding is prohibited.
  - b) Students with disabilities requiring assistance or accommodation may contact the Student Recreation Center at (231) 591-3828. Employees and other members of the University community with disabilities requiring assistance or accommodation may contact the Human Resources Department, 420 Oak St., Big Rapids, MI 49307 or call (231) 591-2150.
  - c) Inquiries or complaints of discrimination may be addressed to the Director of Equal Opportunity, 120 East Cedar St., Big Rapids, MI 49307 or by telephone at (231) 591-2152; or Title IX Coordinator, 805 Campus Dr., Big Rapids, MI 49307, or by telephone at (231) 591-2088. On the KCAD Grand Rapids campus, contact the Title IX Deputy Coordinator, 17 Fountain St., Grand Rapids, MI, (616) 451-2787 ext. 1113.
- 2) A club sport cannot qualify as a club sport unless all of its officers and members are enrolled at Ferris State University for the current semester. For summer semester qualifications, one must either be enrolled in six credits during the summer or have scheduled at least 12 credits for the fall semester.
- 3) Tiers of Club Sports
  - a) Highly Competitive
    - Demonstrated effective Club leadership and continuity at the competitive level for minimum of two (2) years.
    - Must have a coach or coaches whom are certified or have relevant experience. i.e. (Relevant experience would be a veteran non-competing member with national level competition experience)
    - Must compete in leagues that have a national governing body for the sport and team must have league membership for two (2) consecutive years.
    - Ability to qualify for the national championships or other post-season competition
    - Participation in a minimum of five (5) collegiate competitions per year that lead to qualification for a league or national championship (excludes friendly competitions or exhibitions).
    - Also must have practices, meetings, or conditioning activities at least two (2) times a week throughout competitive season.

-A club officer must meet Club Sports Council meeting requirements stated in the handbook and constitution for Club Sports Council.

-Must demonstrate proper fiscal management and raise half the amount (50%) of the university funded budget allocation through fundraisers, sponsorships, donations and individual dues.

- a. All fundraising activities must be brought to the attention of the Club Sports Administration and CLACS four weeks prior to the activity.

-Teams must participate in three (3) community service projects

- Assistant Director and University Recreation Department Staff have ability to make exceptions in all requirements.

b) Competitive

- Demonstrated effective Club Leadership and continuity at the competitive level for more than one (1) year.

- Participate in a minimum four (4) collegiate competitions per year.

- a. One of these can be a friendly competition or exhibition.

- Encouraged to have a coach or instructor but it is not required.

- A club officer must meet Club Sports Council meeting requirements stated in the handbook and constitution for Club Sports Council.

- Must demonstrate proper fiscal management and raise half the amount (50%) of the university funded budget allocation through fundraisers, sponsorships, donations and individual dues.

- a. All fundraising activities must be brought to the attention of the Club Sports Administration and CLACS four weeks prior to the activity.

- Teams must participate in two (2) community service projects.

- a. These can include Ferris State Organized events. i.e (The Big Event, Rank and Run, etc.)

c) Recreational Clubs

- Demonstrated effective club leadership and continuity at the competitive level for more than two (2) semesters.

- A club officer must meet Club Sports Council meeting requirements stated in the handbook and constitution for Club Sports Council.

- No competition events, fully for recreational purposes

- Fully self-supporting organization with most funding raised by the Club

- Must demonstrate proper fiscal management and raise 50% of their university funded budget allocation

- A club officer must meet Club Sports Council meeting requirements stated in the handbook and constitution for Club Sports Council.

- Do not have the ability to obtain funding through reallocation procedures.

d) Developing

- Demonstrated effective Club leadership and continuity at the competitive level for one (1) academic year.

- A club officer must meet Club Sports Council meeting requirements stated in the handbook and constitution for Club Sports Council.

- An officer from the Club must meet with the student coordinators (Rec Sports Assistants) or the Assistant Director of Rec Sports once a month to verify program compliance.

- Must demonstrate proper fiscal management and raise as much of the necessary fees to initiate the program outside of the money allocated to them.

- Need to complete one successful fundraising activity during the first academic year

- a. All fundraising activities must be brought to the attention of the Club Sports Administration and CLACS four weeks prior to the activity

- Developing level will include first year teams but these teams will not be eligible to receive funding.

- Must have one (1) volunteer activity.

- a. This can include Ferris State Organized events. i.e (The Big Event, Rank and Run, etc.)

- Must have a minimum of three (3) club events that are approved by the Club Sports Council.

- b. These events can be any event outside of practices.

### **Article III: University Compliance**

- a) **The CSC and its members shall comply with all Ferris State University regulations and local, state, and federal laws.**

### **Article IV: Executive Board**

#### 1) Executive Board Officer Duties

##### A) President

- i) Call general and executive meetings
- ii) Take attendance at general meetings
- iii) Create agenda for meetings
- iv) Act as speaker at general meetings
- v) Type and publish meeting minutes
- vi) Consult treasurer about any matters pertaining to budgeting and allocations
- vii) Represent CSC at university meeting/functions involving CSC business
- viii) Represent CSC at CLACS President meeting in Fall and Spring semesters
  - 1) If unable to attend meeting, another board member must attend meetings
    - a) If no board member can attend, a CSC representative shall be elected

##### B) Vice President

- i) Preside in the absence of the President
- ii) Consult President about agenda
- iii) Type and publish meeting minutes
- iv) Main inventory coordinator

##### C) Treasurer

- i) Manage any paperwork pertaining to budget and allocations
- ii) Manage budget/allocation meetings
- iii) Present to Finance Division both the funding applications and evaluation
- iv) Report about financial matters at general and executive meetings

##### D) Secretary

- i) Record minutes at CSC meetings and return them to the President or Vice- President
- ii) Take attendance numbers at CSC meetings

##### E) Fundraising Chair

- i) Works with president to coordinate fundraising events for CSC
- ii) Find ideas for new fundraisers

##### F) Volunteer Chair

- i) Works with president to find volunteer activities for CSC
- ii) Finds new volunteer opportunities

#### 2) Executive Officer Requirements

- a) Must be a Rec Sport Assistant or be an active member of a club for at least two semesters
- b) Demonstrates organizational and leadership qualities

#### 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 vacant position

#### 5) Executive Officer Meetings

- a) Meetings shall be held at the discretion of the executive board
- b) Decision will be made by a majority vote
- 6) Officer Election Process
  - a) A.D. Intramurals and Club Sports selects the president, vice president, and treasurer
  - b) Remaining position are elected by the CSC at the last CSC meeting of the spring semester
- 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 open for a debate
  - d) Voting will then take place
  - e) If impeached:
    - i) Normal Officer election process will take place (Article III Section 6)
- 8) If a need arises for another Executive Board member, it is at the discretion of the Council and the Rec Sports Office to approve this decision

**Article V: Staff Advisor (A.D. Intramurals and Club Sports)**

- 1) Responsibilities of Staff Advisor
  - a) Attend meetings if needed
  - b) Consult club sports if needed
  - c) Assist new executive board members if needed

**Article VI: Meetings**

- 1) General membership meetings shall be held on a biweekly basis (every two weeks)
- 2) The Executive Board with the approval of the staff Advisor will create an agenda
- 3) The CSC votes will be won with a majority vote
- 4) Emergency Meeting
  - a) Shall be called by the President and Staff Advisor
  - b) Members will be notified of meeting no less than one (1) day in advance
- 5) Attendance
  - a) Each club is required to have at least one member at each meeting
    - i) In order to be counted on the attendance, the member must be an active member of the team
    - ii) Coaches are welcome at the meetings but will not be counted as attendances unless they are also a member of the team
  - b) Only Presidents and Vice Presidents hold the right to vote
    - i) If both are in attendance, they are only allowed one vote
    - ii) Clubs can present case by case to the Council to have other members be able to place their
      - a. There must be a  $\frac{3}{4}$  majority in favor for it to pass
  - c) One (1) missed meeting per semester
    - i) All Club members whose contact information is on file, staff advisor, and A.D. Intramurals and Club Sports will be notified
    - ii) No repercussions will be implemented as long as a meeting with the Rec Sports Staff is scheduled
  - d) Two (2) missed meetings per semester
    - i) All Club members whose contact information is on file, staff advisor, and A.D. Intramurals and Club Sports will be notified
    - ii) Club's allocated funding will be rescinded and put into the reserve funding pending a CSC vote
  - e) Three (3) missed meetings per semester

- i) All Club members whose contact information is on file, staff advisor, and A.D. Intramurals and Club Sports will be notified
- ii) Club will be placed on Activity Probation pending a meeting with A.D. Intramurals and Club Sports
  - a. While on Activity Probation, RSO only receives the privilege of holding business meetings. The RSO may not sponsor, co-sponsor, or attend any events or fundraisers. Refer to RSO Disciplinary Process for details about our disciplinary procedures.

#### **Article VII: Travel**

- 1) Travel Itinerary must be submitted in a scheduled meeting with the Rec Sports Office ten (10) day prior to travel to receive funding from the allocation fund
  - a) Travel itinerary must be submitted one (1) week prior to travel if not receiving funding from allocation
  - b) Any traveling done without proper paperwork will result in the Club losing travel privileges
- 2) All receipts that are to be reimbursed with allocated funds must be turned in within five (5) days from the return date
- 3) Exceptions can be made after prior contact with Rec Staff

#### **Article VIII: Operational Policies and Procedures**

- 1) Paperwork
  - a) All paper work is due by the date set forth by the Rec Sport Staff
  - b) Failure to have paper work in on the due date can result in Clubs being suspended or losing privileges as seen fit by the Rec Sport Staff
  - c) Due dates can be extended with prior contact with the Rec Sports Office

#### **Article IX: Hazing**

- 1) Hazing is defined as any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, 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. (Ferris State University Code of Student Community Standards under Section III, B. Personal Misconduct On or Off University Property)
  - a) Hazing of a member or prospective member of a Registered Student Organization (RSO) is strictly prohibited. Individuals found to be involved in hazing practices are subject to individual student judicial sanctions, and the RSO found to have members involved in hazing is subject to sanctions up to and including loss of registration.
  - b) RSOs are encouraged to consult with the A.D. Intramurals and Club Sports to review and develop plans for new member development that are free from hazing practices.
  - c) Suspected hazing violations may be reported anonymously to the Hazing Hotline at (231) 591-5300.

#### **Article X: Dues and Budget**

- 1) No Dues shall be charged for membership of the CSC at this point
- 2) CSC Operating Budget
  - a) Budget shall be created and maintained by the Treasurer
- 3) Before purchases can be made the Student Activity Fee Purchasing Application must be filled out and turned into the Rec Sports Office

#### **Article XI: Committees**

- 1) Committees are created on as needed basis at the discretion of Executive Board

**Article XII: Amendments**

- 1) This constitution will be reviewed and updated annually and amendments will be proposed
- 2) Eligible voting members will be notified of proposed amendments at meeting
- 3) A majority vote is required for the ratification of all amendments