

UConn Club Sports Council

CONSTITUTION

ARTICLE I-NAME

Section 1- The name of this organization shall be the UConn Club Sports Council; hereinafter called the CSC. Previously, the organization was identified as the UConn Sports Clubs Council.

ARTICLE II-PURPOSE, POWER, SCOPE

Section 1- The CSC shall assist in coordinating the activities of, and the distribution of allocated funds to, club sport organizations and programs, which are recognized by the University of Connecticut's Department of Student Activities (DSA).

Section 2- The CSC shall be empowered to represent the collective interest of the club sports program at the University, and to prevent duplication of services. The CSC shall work to promote the club sports program and assist, in cooperation with the University of Connecticut's Undergraduate Student Government (USG) and DSA, in the establishment of policies and procedures for operation of these programs. The CSC will also promote the concept of sport and sport competition in the spirit of fair play.

Section 3- The CSC shall not distribute money or goods of any value, other than for its own operation expense, to any person nor to any organization, which is not recognized by the USG and/or part of the DSA. All activities of the organization shall be both legal and non-profit in nature.

Section 4- The CSC shall maintain absolute independence, financial and otherwise, from all non-student organizations; provided that this restriction shall not preclude the hiring of student employees.

Section 5- DSA decisions shall take precedence over those of any other student organization.

ARTICLE III-ORGANIZATIONAL MEMBERSHIP

Section 1- The membership of the CSC shall be comprised of recognized club sports that are registered with the DSA, which meet the membership requirements of the CSC.

Section 2- The CSC shall be comprised of student representatives from each of the recognized club sports. Student representatives to the CSC must meet the eligibility requirements set forth by the constitution of each individual club sport in which they are affiliated. Also, any representative to CSC must be a full time member of their club. No one member can represent more than one organization. Representatives will not be discriminated against on the basis of age, race, color, sex or preference, handicap, national origin, religious affiliation or belief.

Section 3- All organizations must meet the following criteria for membership in good standing on the CSC:

A. Formation of a written constitution and by-laws in accordance with the DSA's guidelines. This document shall include but not be limited to the following items:

1. Statement of purpose and objectives.
2. Membership requirements including non-discrimination clause stating that membership is not limited by race, sex, color, creed, religion, handicap or national origin.
3. Clause stating that the organization shall not be in violation of any University policies.
4. Procedure for maintaining continuity - established officer election dates.

5. Officers and their duties and responsibilities.
 6. Provision for selection of representatives to the CSC.
- B. Elected Club Officers - each club must keep an updated Club Sport Officers listing on file with the CSC at all times.
- C. A roster of club members - this roster must be kept updated at all times and should include member's name, Peoplesoft number, mailing address, and telephone number.
- D. All advisors must be registered with the DSA and must be staff/faculty, a graduate assistant, or a teaching assistant.
- E. Submission of a budget in March of each academic year, divided by semester. See Club Sports Projected Expenses Form.
- F. Representatives must attend all CSC meetings.

ARTICLE IV- OFFICERS

Section 1- The officers of the CSC shall be the President, Vice President, Treasurer, Secretary, and a Publicity Chair. A maximum of two members from one team can serve on the Executive Board, but cannot hold any combination of the offices of President, Vice President and/or Treasurer. The Club Sports Program Coordinator (CSPC) shall serve as an advisor and as an *ex officio* member in a non-voting capacity. No person on academic or disciplinary probation may serve as an officer of the CSC; appeals can be made to the Executive Board.

Section 2- The President shall be the external representative of the CSC, shall provide overall direction, shall preside over all meetings, and shall co-sign all financial commitments. The duties of the President include:

1. Preparation of agendas, format, and discussion for Council and Executive Board meetings
2. Scheduling meetings and reserving rooms/space for Club Sport events
3. Meet with individual teams regarding Council expectations
4. Meet at least once a week with the CSPC,
5. Attend all Vice Presidents' Student Leadership Cabinet (VPSLC) meetings
6. Advise all Council Committees
7. Provide office hours by appointment for convenience of team officers, captains, etc.

Section 3- The Treasurer shall oversee all financial transactions of the CSC, shall maintain up-to-date records of financial state, and shall co-sign all financial commitments. The duties of the Treasurer include:

1. Maintain Council Business Office Account
2. Help Prepare and assist with Program account reports
3. Oversee and sign individual team Purchase Requests
4. Prepare any funding updates or issues to present at Council meetings
5. Head/Advise a Council Committee
6. Hold weekly office hours

Section 4- The Vice-President shall act as President, in absence of the president, and perform duties as delegated by the President. The duties of the Vice President include:

1. Attend USG Meetings
2. Attend Student Union Meetings
3. Serve as President in absence of President
4. Oversee and sign individual team Purchase Requests in absence of President or Treasurer
5. Obtain any News/Discussion to present at Council meetings
6. Head/Advise a Council Committee

7. Hold weekly office Hours

Section 5- The Secretary shall keep all non-financial records of the CSC and be responsible for taking minutes at all CSC meetings. The duties of the Secretary include:

1. Take minutes at Council and Executive Board Meetings
2. Email minutes to Officers and Coordinator
3. Make arrangements for minutes to be online
4. Bring attendance sheets to Council meetings (take attendance)
5. Send reminder emails to representatives about Council Meetings (Friday and Tuesday)
6. Update and maintain Secretary binder
7. Head/Advise a Council Committee
8. Hold weekly office hours

Section 6- The Publicity Chair shall assist with all projects that directly relate to the activities of the CSC. The duties of the Project Manager include:

1. Office maintenance and organization
2. Historian: documentation of Council events (photo album)
3. Prepare and update promotional materials for involvement fair, open house, and other events.
4. Prepare Council Banquet slideshow
5. Advise council of any events on campus that may be of interest.
6. Print and review The Currents before each Executive Board meeting
7. Present The Currents from previous weeks at Council meetings
8. Head/Advise a Council Committee
9. Hold weekly office hours

Section 7- All officers shall serve a term of one (1) year ending annually on Election Day in April. Vacancies in the offices shall be filled by and from the CSC following the vacancy. Any officer may reapply for office and serve additional terms.

Section 8- Any officer may be impeached by two-thirds (2/3) majority vote of the CSC membership. A motion must be made to impeach, then be passed by a two-thirds (2/3) majority vote by the council. That vacancy would be filled with accordance to election procedure (See Article IV).

ARTICLE V-ELECTIONS

Section 1- Elections for officers shall take place annually in April or whenever a vacancy occurs.

ARTICLE VI- MEETINGS

Section 1- The CSC shall meet in regular session at least once a month during the normal academic year. Notification of all meetings shall be in writing (emails are considered to be "in writing") to the members of the CSC at least three days prior to the meeting or by announcement at the previous meeting. Special Meetings may be held more frequently if deemed necessary by the CSPC, the President or by a petition of two-thirds (2/3) of the member organizations.

Section 2- If a member team is not in attendance at any two consecutive CSC meetings, the membership of that individual team will be suspended and budget frozen until the club representative attends a scheduled make-up meeting.. The club's budget will be frozen until a meeting takes place between all involved parties: CSC President, CSC Treasurer, CSCC and representatives from the violating team, or at the next scheduled Executive Board meeting.

ARTICLE VII- QUORUM

Section 1- The minimum number of teams or members who must be present to conduct business legally shall be two-thirds (2/3) of Council recognized teams. Each team in good standing of the CSC will have one vote, which does not include probationary teams. It is mandatory that each CSC member team make an active attempt to be represented at all CSC meetings. In addition, representatives will support policy set forth by the CSC and cooperate in coordination of CSC events.

ARTICLE VIII- METHOD OF AMENDMENT

Section 1-All amendments to this constitution shall require at least two-thirds (2/3) affirmative vote of the quorum; shall be proposed at one regular meeting or via written communication, including email, and debated and voted upon at a regular meeting at least one week later. All such amendments shall be submitted to the DSA within one week after approval by the membership.

ARTICLE IX-FUNDING

Section 1-In order to be eligible to receive funding from the CSC, the individual team must be in good standing with the DSA and in compliance with all CSC policies and procedures. When a team applies for funding from the CSC, the team members must comply with the procedures outlined in the CSC Funding Guidelines.

Section 2-In order to be eligible to receive funding from the USG, the individual team must be in good standing and in compliance with all CSC policies and procedures. When a team applies for funding from the USG, the team members must comply with the procedures outlined in the USG Funding Guidelines.

ARTICLE X-CSC FINANCIAL ACCOUNT

Section 1-The CSC will have financial accounts located in the DSA Business Office. The CSC Treasurer will maintain all financial records for accounts. Accounts that are currently held are:

1. Club Sports Council Account
2. Club Sports Council Depot Field Account
3. Club Sports Council Fun Run Account