

# **Constitution Towson University Sport Clubs Organization**

The organization shall be classified as the Sport Clubs Organization and shall be open to men and women alike. The organization shall include all affiliates of the Towson University Campus Recreation Services Sport Clubs Program.

The purpose of this organization is to enhance student education by offering experiential activities that foster positive development of leadership, communication, collaboration, competition and time management skills in order to prepare members for life after college.

## **Article I – Name**

The name of the organization shall be the Towson University Sport Clubs Organization.

## **Article II – Membership**

All Sport Clubs Organization (SCO) members must:

- Be at least 18 years old or have the approval and signature from a parent or guardian
- Complete a liability waiver prior to participating
- Have current health insurance

### **Section A- Full Participation**

- ❖ Towson University Full-time Undergraduate Students

### **Section B- Limited Participation**

The following people are eligible for limited participation within the SCO unless otherwise noted in the SCO policy.

- ❖ Towson University Part-time Undergraduate Students
- ❖ Towson University Graduate Students
- ❖ Towson University Alumni with membership
- ❖ Towson University Faculty
- ❖ Towson University Staff (excluding student staff)
- ❖ SCO Approved Advisors
- ❖ SCO Approved Instructors/Coaches

These people are not eligible to:

- Receive any financial assistance from the SCO.
- Hold a club officer position or SCC position.
- Vote on club business.

## **Article III – Meetings**

General meetings of the SCO shall be held weekly during the academic fall and spring semesters excluding holidays and breaks. Additional meetings shall be held as necessary.

## **Article IV – Voting Regulations**

Voting Limitations:

- Every full participating SCO member present may cast one vote per balloted office.
- There must be a minimum of 15 voters present.
- Impeachment requires a two-thirds vote of all eligible voters.

## **Article V – Sport Clubs Council**

The Sport Clubs Council (SCC) shall administer the goals and duties of the organization.

- The SCC shall be made up of the following:
  - President of the SCO
  - Vice President of the SCO
  - Treasurer of the SCO
  - Secretary of the SCO
  - Student Government Association Representative
  - Two elected Student Ad-hocs/Members
  - Two Student Sport Clubs Supervisors
  - Non-voting Student Sport Clubs Supervisors

The Assistant Director for Competitive Sports will appoint the Sport Clubs Supervisors to the SCC each semester.

## **Section A – Elected Members**

### **Executive Board**

Duties of Officers are as follows:

- President
  - Oversee all organizational activities
  - Act as a liaison to the Student Government Association (SGA)
  - Maintain contact with committee members and Sport Clubs Staff
  - Keep the Assistant Director for Competitive Sports informed of organization activities
  - Attend all meetings called by the Assistant Director for Competitive Sports and/or Sport Clubs Staff and SGA committees
  - Represent the organization to any on-campus department or outside agency, including the Council of Student Leaders hosted by the Office of Student Activities
  - When present, eligible to cast one verbal vote per motion
- Vice President
  - Act as chair of the SCC meetings
  - Organize SCO events
  - Run SCC Meetings using Parliamentary Procedure
  - Assume duties of the President in his/her absence
  - When present, eligible to cast one verbal vote per motion

- Treasurer
  - Follow and enforce the guidelines set forth in the SCO financial policy
  - Oversee financial matters
  - Maintain contact and meet monthly with the Sport Clubs Financial Supervisor
  - Organize Sport Clubs Organization fundraisers
  - When present, eligible to cast one verbal vote per motion
- Secretary
  - Creating the agendas for the SCC meetings
  - Maintaining the minutes of the SCC meetings
  - Maintaining attendance of the Board at the SCC meetings
  - Ensure all SCC members have document copies
  - Record voting outcomes
  - When present, eligible to cast one verbal vote per motion

### **Representative Board**

Duties of members are as follows:

- Student Government Association Representative
  - Represent the SCO at all SGA meetings
  - Report SGA activities and requirements/policies to the SCC
  - Serve as liaison between SGA and SCO
  - When present, eligible to cast one verbal vote per motion
  - All SCO supervisors are eligible for this position as long as they are elected through normal parliamentary procedures. However, during their time spent with the SGA, they will not be paid as a SCO supervisor.
- Two Student Ad-hoc SCO members
  - Each act as a liaison between SCO members and the SCC
  - When present, each is eligible for one verbal vote each per motion

### **SCC-Elect Eligibility**

Elected officers must:

- Be members of a club in fully active standing with the SCO during that current semester.
  - Fully active standing clubs are defined as clubs with full funding privileges, free of demoted status, probation, suspension, or other disciplinary action taken against them.
- Meet SCO eligibility requirements for full participation.
- Be in good standing with the SCO during the elected term. Good standing is defined as full participation within the SCO.
- Be an individual member in good standing within his/her club(s) to be considered in good standing with the SCO.

### **Election Procedures**

- Elections will be held at the last SCO meeting of every semester for the following

- semester.
- The seven elected members of the SCC are elected by the majority vote of full participating SCO members.
  - Any member of the SCO that is not present that would like to run for a position, must submit something in writing to the SCC by Thursday at 5:00pm to be included in the election process.
  - The positions will have a term of one academic year.
  - A maximum of two (2) voting SCC members may represent the same club on the SCC.
  - No more than one (1) representative per club may serve on the executive board in any given semester. In the event that a lack of individuals interested in serving on the SCC exists, the Assistant Director for Competitive Sports will make the decision to allow more than one (1) representative per club to serve on the SCC Executive Board.

## **Section B – Appointed Members**

### **Voting Staff Members**

- Appointed Sport Clubs Supervisors (2)
  - Act as a liaison between the SCC and Sport Clubs office
  - When present, eligible to cast one verbal vote per motion
  - The Assistant Director for Competitive Sports will appoint two voting representatives to the SCC at the beginning of each semester.
  - Club representation rules listed under **Election Procedures** apply to student sport clubs supervisor voting positions.

### **Non-Voting**

- Sport Clubs Supervisor(s)
  - Non-voting members of the SCC
  - Act as a liaison between the SCC and their perspective area.
- Assistant Director for Competitive Sports
  - Serves as Advisor to the SCC
  - Acts as liaison between SCC, Sport Clubs Staff, and University Community
- Graduate Assistant
  - Serves as Advisor to the SCC
  - Acts as liaison between SCC, Sport Clubs Staff and University Community

## **Section C – Duties of the SCC**

- The SCC is responsible to do the following:
  - Review and set policy for the SCO
  - Approve all affiliated club constitutions
  - Approve spending for the SCO Miscellaneous Account
  - Allocate money following the guidelines set forth in the SCO Financial Policy
  - All club business to be reviewed by the SCC must be submitted on or by the Thursday prior to the Friday SCC meeting.
  - Assign discipline and/or sanctions to any club found in violation of the Towson University Sport Club or Student Code of Conduct

- If an individual or club were found to be in violation of the above mentioned Code of Conduct and the situation were serious enough, the SCC reserves the right to refer the individual or club to Office of Student Conduct and Civility Education for additional sanctions.
- All SCO supervisors and SCC members cannot speak on their club's behalf when involved in a SCC meeting regarding sanctions for a violation in the above mentioned Code of Conduct.

## **Section D – SCC Meetings**

- The SCC will meet weekly on Fridays beginning at 12:00pm during the academic year for their closed meeting.
- The SCC will follow basic parliamentary procedure to conduct all meetings.
- The SCC requires at least three club members to be present at their open Friday SCC meeting to defend business concerning their club.
- In order to meet quorum, a minimum of 5 voting SCC members must be present.
- The SCC needs a majority to take action.
- In the event of a tie, the motion goes into debate and a re-vote is taken. A second tie fails.
- Verbal votes are made by a role call and recorded by the Secretary.

## **Section E – Replacement of Officers/Committee Members**

### **Resigning**

- Must be formally announced at an SCO meeting one week prior to electing a replacement.
- Elections for a replacement must follow the election procedures for the vacated office.
- If at any time an officer/member does not meet SCC-elect eligibility, the officer/member must resign.

### **Impeachment/Complaint Process**

- Grounds for impeachment include the following:
  - Failure to complete tasks as listed in the SCO Constitution
  - Failure to represent the SCC, SCO and Towson University in an appropriate manner.
  - Violation of the SCO and Towson University Student Code of Conduct
- A formal written request must be submitted on or by the Thursday prior to the SCO meeting.
- All parties involved will be notified upon receipt of request.
- A hearing giving both sides a chance to present their arguments and time for open discussion shall be held at the following SCO meeting.
- An impeachment vote shall be taken at the SCO meeting immediately following the hearing, following voting regulations (See Article IV).
- Once impeached, the officer/member may not hold any future SCC position. An impeached officer/member may continue to be an active participant within the SCO.
- Elections for a replacement must follow the election procedures if the office is vacated.
- The election will be held at the next meeting following the impeachment vote.

- Any member of the SCO is able to file an official “complaint” about any member of the Sport Club Council. The complaint must be in writing and given to the Assistant Director for Competitive Sports to investigate and take action if needed.

## **Article VI – Funds**

All funding procedures will follow guidelines set forth in the SCO Financial Policy.

## **Article VII – Appeals**

Any club or individual club member may appeal a disciplinary action citing one of the following:

- Unfair punishment
- Failure to take evidence into account
- Failure of due process

A club or individual club member(s) may appeal once to the Disciplinary Committee per incident.

### **Section A – Appeal to Disciplinary Committee**

- Appeals to the Disciplinary Committee must be submitted in writing within one week after a sanction is issued by the SCC.
- Appeals must be submitted in writing to the Assistant Director for Competitive Sports.
- A committee meeting will then be called. The Assistant Director for Competitive Sports will schedule this meeting, at the convenience of the committee.
- This committee shall handle all disciplinary appeals.
- The Disciplinary Committee shall be made up of the following:
  - Director of Campus Recreation Services
  - Associate Director of Programming and Assessment - Chairperson
  - Assistant Director for Competitive Sports
  - Assistant Director of Facilities and Informal Recreation
  - Office of Student Activities professional staff representative
  - President of the Student Government Association

## **Article VIII – Affiliations**

- The SCO will be affiliated with Towson University, Campus Recreation Services, and the Student Government Association and will abide by all respective policies/procedures.
- The SCO is a program area of Towson University’s Department of Campus Recreation Services.

## **Article IX – Ratification**

This constitution will be ratified by a majority vote by the SCC, operating as the elected governing body of the SCO. Ratification is subject to SGA approval.

## **Article X – Amendments**

Amendments to this constitution may only be made by a two-thirds majority vote by the SCO. Any SCO member may bring about suggestions for amendments. All amendments are subject to SGA approval.

### **Amendment #1**

The Sport Clubs Organization have removed it's membership cap of twenty-five clubs. The SCO will continue to add new clubs until it decides it no longer has the facility space, funding or a combination of both to support the creation of additional clubs.

### **Amendment #2**

Clubs wishing to provide instructors/coaches a stipend for their services will be afforded the opportunity to do so on a semesterly basis.

- There will be a set \$500 minimum for a coach's stipend per semester.
- There will be a set \$3,000 maximum for a coach's stipend per semester.

Clubs are required to pay for instructors/coaches through their general account and must include an additional 9% Benefits fee. In order to be paid, instructors/coaches must follow the guidelines set in Chapter IV, Article B, Section 1 of the SCO Handbook. The Assistant Director for Competitive Sports and each individual club reserves the right to cancel or retain instructors/coaches providing agreed services outlined in the Coaches Agreement Form for that academic year. All paid coaches must have an annual review with the Assistant Director for Competitive Sports to determine if his/her contract will be renewed the following year.