

**ASSOCIATED
STUDENTS**



Sport Club Council of California State University, Northridge

Preamble

Statement of Purpose

The Sport Club Council is the governing body that represents, advocates, markets, plans and distributes budgets for the AS Rec Sport Clubs, with the ultimate goal of uniting and involving CSUN Students in a common community of competitive and recreational sports.

Mission Statement

The mission of the Sport Club Council is to unify and advocate for competitive and recreational sport clubs at California State University, Northridge (CSUN), in order to enhance collegiate experiences and provide leadership and support.

Article I

Organization Name

Sport Club Council, California State University, Northridge (CSUN) affiliated with the Associated Students of California State University, Northridge.

Article II Membership

Members

All recognized chartered Sport Clubs (recognized by the Matador Involvement Center and the Associated Students) are eligible to become members of the Sport Club Council.

Club Recognition

Any new sport club must apply to become a member of the Sport Club Council. The club must receive a majority 50% +1 of the present voting membership to be accepted as a member of the Sport Club Council.

Article III Officers and Advisors

Officers

The Sport Club Council will be made up of a non-voting Executive Board and a voting board of Sport Club Representatives. The Executive Board will be made up of a president, vice president, treasurer, secretary, marketing manager, and events and planning manager. The Sport Club Representatives will be made up of one member from each respective sport club. Sport Club Representatives cannot hold a Council Executive Board position concurrently.

President – serves as a liaison between the AS Senate, AS Rec Sport Club Staff, the MIC and the Sport Club Council. The President presides over Sport Club Council meetings and will assign liaisons as needed to the AS Senate. Will provide monthly updates to the A.S. Senate.

Vice President – Assists the president as needed. In the absence of the president, the Vice President will assume the responsibilities of the President.

Treasurer – maintains budget and financial paperwork, reports to the Sport Club Council and the Sport Club Staff.

Secretary – records and circulates the minutes of all Sport Club Council meetings. Relays information to all Sport Club Council representatives. Keeps track of attendance and active member roster. Will verify the eligibility of council members with the Sport Club Office.

Events and Planning Manager – Assists with the planning, marketing, and implementation of Sports-a-Palooza in the Fall semester, Sport Clubs 101, Sport Club game of the month, end of the year banquet in the spring, and one community service/volunteer event. Assists in marketing Sport Club events when requested. Promotes Sport Clubs through campus mediums such as the Daily Sundial, Red Hot News, Mind Network, Facebook page, Meet the Clubs day, ASREC website, etc.

Sport Club Council Representatives –All recognized sport clubs must have a representative whom is also an executive board member for their club. The representative must attend a minimum of 80% of all Sport Club Council meetings per semester.

Officer Qualifications

All officers must be enrolled CSUN students. All Sport Club Council Executive Board and Sport Club Council members must have a minimum 2.0 GPA.

Terms

The length of term for the executive board positions will be one year from June to May with a maximum term limit of two terms per position.

University Advisor

The Sport Club Council will have two Sport Club Staff and the Activities Assistant from the MIC serve as ex officio advisors.

Article IV Elections

Time of Elections

Elections will take place in the month of April. Officers will take their positions in the month of June.

Election procedures

- A. Method of nomination. Nominations will be accepted from the floor the meeting prior to the date of elections, and email nominations will be accepted the Thursday prior to the date of elections.
- B. Method of voting. Votes shall be cast by Roll Call.
- C. Majority specifications. The candidate receiving a majority 50% +1 of the present active membership will be declared the winner.
- D. Run-off election procedures. In case of a tie or no majority, a re-election between the top candidates will occur.

Special election procedures

Should a vacancy in any office occur, it shall be filled by appointment by the executive board and approved by the Sport Club Council.

Recall Election

A petition of $\frac{3}{4}$ of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next meeting after presentation of the recall petition. Recall will require a favorable vote of $\frac{3}{4}$ of the total voting membership.

Article V Meetings

Logistics

The day and time of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.

Frequency

The Sport Club Council will meet on dates scheduled by the Executive Board and approved by the Sport Club Council. The Executive Board will meet on a bi-weekly basis between council meetings.

Special Meetings

The Executive Board has the right to call for a special meeting; council members will be notified by the secretary via email and/or phone call at least 72 hours in advance.

Quorum

Quorum for regular and special meetings shall be 50% of the membership.

Rules of Procedure

The rules of procedure for this council shall be Robert's Rules of Order Newly Revised or as the executive board decides.

Attendance

All clubs must have their designated Sport Club Council Representative attend 80% of meetings throughout the year. Any club that is not present for 80% of a given semester will be fined 10 percent of their annual allocation or up to \$150. For every missed meeting following the first penalty, the club will be fined \$200.

Late Attendance

A late arrival will be counted after Executive Board reports. All designated Sport Club Council Representatives must attend council meetings punctually at the time determined by the Executive Board of that year, or they will be marked late. Two late arrivals will count as one missed meeting for the club.

Sport Club 101

Attendance percentage for Sport Clubs 101 will be 75% of each club's new registered members and 3/5 of club officers as defined by the Sport Clubs Office. Each club will have a fine of \$10 per person until that club meets the required attendance percentage of 75% and 3/5 of club officers. Any club that does not meet the attendance percentage by the middle of the event, which is determined on an annual basis, will be expected to pay the fine to the Sport Club Council at a date resolved by that year's Sport Club Council Executive Board.

Article VI Finances

Account

This council, pursuant to this code, shall maintain an agency account with the Associated Students, Inc. for the official conducting of university business.

Usage

All monies of this council that are deposited in and disbursed from this account must follow the procedures outlined by the Associated Students, Inc.

Dispersal of Funds

Should this council become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accordance with the procedures of the Associated Students, Inc.

Fiscal Year

The fiscal year of this council shall be July 1-June 30 (This is the fiscal year for the State of California and the Associated Students, Inc.)

Dues

Dues will be implemented with Council approval on an ad hoc basis.

Allocation of Funds

Sport Clubs will submit a budget to the Sport Club Council Executive Board in October. The Executive Board will submit a budget totaling all requested allocations to AS Finance Committee. Clubs will then present their budget requests for funding to the Executive Board in April once AS has announced allocations for the new fiscal year. The Executive Board will then recommend an amount to the Sport Club Council in May. The Executive Board's recommended amount cannot be less than 75% percent of the previous year's allocation, unless there is a reduction of funds from Associated Students.

The Sport Club Council will vote whether or not to fund the club the recommended amount. Amendments can be made to the Executive Board's recommendations with a majority vote. The President can veto any budget item that has been amended. The Sport Club Council can then motion to overturn the veto with a ¾'s vote, if they do not overturn the veto, the allocation will default to the Executive Board's recommendation.

Supplemental Funding

Clubs must submit a Supplemental Budget Request from the AS Rec Sports Club webpage. Requests must be emailed to the Sport Club Council President, Treasurer, Secretary and Sport Club Staff 10 days prior to the next Sport Club Council Meeting. The club will attend an Executive Board Meeting. The Executive Board will then make a recommendation to the Sport Club Council. The Sport Club council can approve or amend the recommendation by the Executive Board. The amendment cannot cut more than 50% from the proposed allocation and cannot increase the allocation by more than 25%.

The President can veto any budget item that has been amended. The Sport Club Council can then motion to overturn the veto with a ¾'s vote, if they do not overturn the veto, the allocation will default to the Executive Board's recommendation.

Missing Practice Policy

Sport Clubs will be allowed to miss one practice per semester without communicating with the Sport Club Office at least 24 hours in advance. For every missed practice without at least 24 hours' notice, thereafter, clubs will be accountable for covering the cost of the Sport Club Building Manager's wages for the time allotted to cover the missed practice, with the exception of extenuating circumstances. A missed practice is defined as having less than a minimum of 25% of the active roster present by the end of the scheduled practice. Extenuating circumstances are defined as those that are unforeseen accidents due to forces beyond the control of those involved. An appeal can be made to the Sport Club Council for the chance to demonstrate that those missing members, needed to meet the minimum attendance, were indeed held up by extenuating circumstance, as they are here defined.

Article VII Committees

Standing Committees

Additional committees will be added on ad hoc basis.

Article VIII Amendments

Submission of Amendments

Proposed constitutional amendments shall be presented to the council in writing one meeting before it may be voted on.

Approval of Amendments

Approval by $\frac{3}{4}$ of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.

Article IX Ratification

Procedure for Ratification

Upon ratification by a majority vote of the membership, this code shall become the official governing document of the Sport Club Council.

Revised: 8/22/18