



# Iowa State University

## Constitution

# Sports Club Council



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## INTRODUCTION

The Sports Club Council Handbook has been constructed as a resource for sports clubs and their advisors. The Handbook has information on Sports Club Council policies, operating procedures, budgeting, due dates, guidelines, and many other areas of information the clubs will find useful. The officers and advisor of each club should read the Handbook thoroughly.

## SPORTS CLUB COUNCIL DESCRIPTION

The Sports Club Council is represented within the Sports, Recreation and Leisure Activities category of the Student Activities Center. For clubs to be incorporated into the Sports Club Council, they must be voted in by the council. There are a number of clubs within the Sports, Recreation and Leisure Activities that are not in the Sports Club Council.

For the purpose of this handbook, any club within the Sports Club Council will be known as a *sports club*. Some clubs do not consider themselves to be a sport, however, for this handbook all clubs will be sports clubs.

The Sports Club Council at Iowa State University is designed to serve individual interests in different sports clubs and is student oriented in every respect. It could be stated that the program is for the students and by the students under the supervision of the Sports Club Council and the Sports Club Advisor.

At Iowa State University a sports club usually develops when several students express a desire to participate in a particular sport activity. Each club has officers and a constitution, keeps official club records, charges dues, may request GSB funds, has regular meetings, and usually has practice sessions and/or special events, and/or competitions. Each club elects one person to be a representative to the Sports Club Council. The Sports Club Council deals primarily with budget decisions, sports club promotion, discipline, administrative policies, and scheduling problems.

Sports clubs are one of many options available to students at ISU. You are responsible for your actions while participating in these clubs and in all activities associated with these clubs, including transportation.

The following statements shall define sports clubs and their philosophy:

1. *Sports clubs are voluntary in nature.*
2. *Sports clubs are non-profit in nature. The members must assume most of the financial responsibilities or find alternative methods to fund their interest.*

3. *Sports clubs adhere to Sports Club Council regulations governing travel, budget practices, and records filed with the advisor's office.*
4. *Sports clubs offer members a chance to develop their knowledge and skill to greater degrees by organizing special clinics or programs directed by interested and knowledgeable individuals. These individuals help on a voluntary basis depending on the uniqueness of the club.*
5. *Most sports club members have a chance to exhibit their skills in competitive situations by traveling off campus, by hosting events on the ISU campus, and/or by traveling to other universities. The extent of their road game schedule is limited by their interest and/or desires, and their operating budget.*
6. *Club members do not typically emphasize strict training rules or conference regulations as with varsity competition.*
7. *Sports clubs are not affiliated with the ISU Athletic Department and do not typically emphasize recruitment practices, financial aids, scholarships, letters of intent, profits, or extended road trips.*
8. *Emphasis is placed on student leadership, and the most successful clubs have outstanding student leaders. The clubs survive and thrive only by means of active student involvement and participation.*

### **RISKS, RULES, ALCOHOL/DRUGS**

There are inherent risks in these sports. Those who participate do so at their own risk, and should have the physical ability and skill level necessary to participate safely.

Participants agree to follow all rules associated with the sport.

Participants are expected to follow the University Alcohol Policy (<http://policy.iastate.edu/policy/alcohol/>).

# CONSTITUTION OF THE SPORTS CLUB COUNCIL OF IOWA STATE UNIVERSITY

## ARTICLE I: NAME

Recognizing the contributions to physical and emotional well-being made by participation in sports, and appreciating the pleasure derived from physical recreations, the students of Iowa State University do hereby establish and support an organization to be known as the Sports Club Council.

## ARTICLE II: PURPOSE & GOALS

Section 1: The purpose of the Sports Club Council is to promote and advise sports clubs at Iowa State University.

Section 2: The Sports Club Council abides by and supports established Iowa State University policies, State and Federal Laws.

## ARTICLE III: MEMBERSHIP

- I. Any Student Activities recognized student organization may be a member of the Iowa State University Sports Club Council.
- II. Each recognized sports club on campus shall have one vote at Sports Club Council meetings.
- III. Ex officio members shall include a representative of the Department of Recreation Services, Dean of Students Office, Student Activities Center, Government of the Student Body, and faculty advisors of all affiliated clubs.

## ARTICLE IV: EXECUTIVE BRANCH

- I. Authority: the Executive authority of the Council shall be vested in the President, who along with the Vice President, Secretary, and Treasurer, shall form the Executive Board of the Sports Club Council and shall direct and carry out the affairs of the Sports Club Council. The Sports Club Council Advisor and the Past President shall be non-voting members of the Executive Board.
- II. GPA: The officers of this organization must meet the following requirements:
  - A. Have a minimum cumulative grade point ratio (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/ appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate and professional students, the minimum GPA is 2.00. In order for the provision to be met, at least six hours (half-time credits) must have taken for the semester under consideration.

- B. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- C. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

III. Powers of the President: all Executive powers and responsibilities of the Sports Club Council herein granted shall be vested in the President.

- A. Administration: in fulfillment of his/her role as President, he/she shall have sole power and complete responsibility for the effective and efficient administration of the affairs of the Sports Club Council.
  - 1. Review: the actions of the President may be subject in all cases to review, modification, or reversal by the Sports Club Council.
- B. Executive Order: in fulfillment of his/her role as President of the Sports Club Council, the President may choose by Executive Order to put a hold on a club's activities and/or funds, call special meetings of the Sports Club Council, and establish administrative procedures which he/she deems necessary and proper.
  - 1. Force: such an Executive Order shall stand until such a time as it may be modified by the Sports Club Council or changed by succeeding Executive Order(s) established by the President.
  - 2. Conformance to Law: such order(s) shall in all cases conform to provisions as set forth in the Constitution and By Laws.
- C. Establishment of Sports Club Council Committees: in fulfillment of his/her role as President of the Sports Club Council, the President shall have the power to appoint whatever committees he/she deems necessary to conduct the business of the Sports Club Council.
  - 1. Removal of Appointees: the President shall have the power over removal of such personnel when and if he/she deems it necessary and proper without resources from the Sports Club Council.
- D. Administrative Record: in fulfillment of his/her role as President of the Sports Club Council, the President shall assume responsibility for the assembly of an official Administrative Record, to be prepared in notebook form, at the close of the Administration.

1. Purpose of the Administrative Record: the purpose of the Administrative Record shall be to serve as the official government historical record of the administration's work relative to the transactions of the Executives, the Senate, and Judicial branches of the Sports Club Council.
  2. Location: the Administrative Record shall be kept on file in the Sports Club Council Office.
- E. Chairperson of the Sports Club Council: the President shall serve as the Chairperson of the Sports Club Council.
1. Preside over Sports Club Council and Executive Board sessions: in fulfillment of his/her role as Chairperson of the Sports Club Council, the President shall preside over all sessions of the Sports Club Council and the Executive Board.
  2. Special Sessions: the President shall have the power to summon the Sports Club Council into special sessions.
  3. Legislation: the President may from time to time draft legislation for members of the Sports Club Council to study and introduce on his/her behalf if they so desire.
- F. Representation of the Sports Club Council: in fulfillment of his/her role as President of the Sports Club Council, the President shall serve as the official representative of the Sports Club Council in all ways deemed appropriate.
- IV. Selection of the President: the President of the Sports Club Council shall be elected by popular vote of the Sports Club Council at large.
- V. Tenure of the President: the President shall serve from the meeting following the spring election in April, until the meeting following the next spring election in April.
- VI. Qualifications for President: any Iowa State University student member of a recognized sports club may be elected President so long as they maintain a 2.0 cumulative G.P.A. at Iowa State University
- VII. Powers and Responsibilities of the Vice President: all powers and responsibilities of the Sports Club Council herein granted shall be vested in the Vice President.

- A. Administration: the Vice President of the Sports Club Council shall assist the President in the effective and efficient administration of all Sports Club Council affairs.
  
- B. Vice President of the Sports Club Council: the Vice President shall serve as President of the Sports Club Council in the President's absence.
  - 1. Preside over Sports Club Council and Executive Board Sessions: in fulfillment of his/her role as Vice President of the Sports Club Council, the Vice President shall preside over all sessions of the Sports Club Council and the Executive Board in the President's absence.
  - 2. Special Session: the Vice President shall have the power to summon the Sports Club Council into special session(s) if more than two months lapse between general meetings called by the President.
  - 3. Legislation: the Vice President may from time to time draft legislation for members of the Sports Club Council to study and introduce on his/her behalf if they so desire.
  - 4. Roll: the Vice President will record attendance (absences) at all Sports Club Council meetings by way of placards not handed out at the beginning of the meeting.
  
- C. Establishment of Sports Club Council Committees: in fulfillment of his/her role as Vice President of the Sports Club Council, the Vice President shall have the power to appoint whatever committees he/she deems necessary to conduct the business of the Sports Club Council.
  - 1. Removal of Appointees: the Vice President shall have the power over removal of such personnel when and if he/she deems it necessary and proper without recourse from the Sports Club Council.
  
- D. Administrative Assistant to the President: in fulfillment of his/her role as Vice President of the Sports Club Council, the Vice President shall serve as the Administrative Assistant to the President.
  - 1. Ex Officio Chair of all Sports Club Council Committees: the Vice President shall serve as the ex officio chair of all Sports Club Council Committees. All Sports Club Council committees shall report to the Vice President, as he/she requires. The Vice President may also call a committee meeting as he/she deems necessary.



2. Sports Club Council Coordinator: the Vice President shall serve as the developer/coordinator of all Sports Club Council activities. The Sports Club Council Coordinator will make sure all Sports Club Council activities are planned and executed correctly.
- VIII. Selection of the Vice President: the Vice President of the Sports Club Council shall be elected simultaneously with the President by popular vote of the Sports Club Council at large.
- IX. Tenure of the Vice President: the Vice President shall serve simultaneously with the President from the meeting following the spring election in April, until the meeting following the next spring election in April.
- X. Qualifications of the Vice President: and Iowa State University student member of a recognized sports club may be elected Vice President so long as they maintain a 2.0 cumulative GPA at Iowa State University.
- XI. Powers and Responsibilities of the Secretary: all powers and responsibilities of the Sports Club Council herein granted shall be vested in the Secretary.
- A. Secretary of the Sports Club Council: the Secretary shall serve as the Clerk of the Sports Club Council.
1. Minutes: the Secretary will take minutes at all Sports Club Council meetings. These minutes will be transcribed, typed, and distributed no more than three days after each of the meetings by e-mail to the [sccexec@iastate.edu](mailto:sccexec@iastate.edu) address. Minutes approved by the Sports Club Council Executive board will then be posted no more than one week after the meeting on the Sports Club Council webpage at <http://www.recservices.iastate.edu/clubs/minutes.html> as well as e-mailed to the Sports Club Council.
  2. Legislation: the Secretary will distribute all proposed and passed legislation by e-mail to the [sccexec@iastate.edu](mailto:sccexec@iastate.edu) address. Proposed and passed legislation will also be posted on the Sports Club Council webpage at <http://www.recservices.iastate.edu/clubs/minutes.html> no more than three days after the meeting as well as emailed to the Sports Club Council.
  3. Records: the Secretary will maintain a file containing records of the Sports Club Council.
- B. Secretary of the Executive Board: the Secretary shall serve as the Secretary of the Executive Board.

1. Minutes: the Secretary will be responsible for recording and distributing all actions of the Executive Board to the Executives.
  2. Records: the Secretary will maintain a file containing the records of the Executive Board.
- C. Secretary of the Judicial Branch: the Secretary shall serve as the Secretary of the Judicial Branch.
1. Minutes: the Secretary will be responsible for recording and distributing all actions of the Judicial Branch to the Executives.
  2. Records: the Secretary will maintain a file containing the records of the Judicial Branch.
- XII. Selection of the Secretary: the Secretary of the Sports Club Council shall be elected simultaneously with the President by popular vote of the Sports Club Council at large.
- XIII. Tenure of the Secretary: the Secretary shall serve simultaneously with the President from the meeting following the spring election in April, until the meeting following the next spring election in April.
- XIV. Qualifications of the Secretary: any Iowa State University student member of a recognized sports club may be elected Secretary so long as they maintain a 2.0 cumulative GPA at Iowa State University.
- XV. Powers and Responsibilities of the Treasurer: all powers and responsibilities of the Sports Club Council herein granted shall be vested in the Treasurer.
- A. Treasurer of the Sports Club Council: the Treasurer of the Sports Club Council shall serve as Treasurer.
1. Records: the Treasurer shall keep accurate and immediate records of the Executive Council financial account and share all records with the Executives.
  2. Fines: the Treasurer shall fine all clubs as directed by the Bylaws and shall inform each club of the fine and the reason for the fine and maintain records of all imposed fines.
  3. GSB Finance Committee and Senate: the Treasurer shall attend all pertinent GSB Finance Committee and Senate meetings.
  4. Treasurer's Report: the Treasurer shall submit a Treasurer's Report at all Sports Club Council meetings and it shall be recorded and distributed in the Sports Club Council meeting minutes.

B. Director of Financial Affairs: the Treasurer of the Sports Club Council shall serve as Treasurer for the Council.

1. Advisor: the Treasurer shall act as an advisor to all groups about their financial affairs.
2. Audit: the Treasurer shall oversee the review of each club's account for possible financial mishandling. A report will be made to the respective club and to the Sports Club Council Executives of any problems.

XVI. Selection of the Treasurer: the Treasurer of the Sports Club Council shall be elected simultaneously with the President by popular vote of the Sports Club Council at large.

XVII. Tenure of the Treasurer: the Treasurer shall serve simultaneously with the President from the meeting following the spring election in April, until the meeting following the next spring election in April.

XVIII. Qualifications of the Treasurer: any Iowa State University student member of a recognized sports clubs may be elected Treasurer so long as they maintain a 2.0 cumulative GPA at Iowa State University.

XIX. Powers and Responsibilities of the Advisor

A. Advisor of the Sports Club Council: the Advisor of the Sports Club Council shall be a staff member appointed by the Director of Recreation Services.

1. Communication: The Advisor must maintain communication and meet with officers(s) regularly.
2. Financial: The Advisor must be aware and approve all financial expenditures.
3. Representation: The Advisor must ensure that the organization is operating in conformity with the standards set forth by the Iowa State University and Student Activities Center

XX. Past President: the President who served on the previous year's Sports Club Council shall serve as an additional advising party to the Sports Club Council, if willing and available.

XXI. Web Master: the Web Master of the Sports Club Council shall be a secretary within the Recreation Services office.

XXII. Tenure of the Web Master: the Web Master shall serve so long as she/he is the secretary of the Recreation Services office.

XXIII. Power and Responsibilities of the Web Master: all powers and responsibilities of the Sports Club Council herein granted shall be vested in the Web Master.

A. Web Master of the Sports Club Council: the Web Master of the Sports Club Council shall serve as Web Master.

1. Web Site Maintenance: the Web Master shall keep the Sports Club Council Web Site current and up-to-date as well as coordinating the requested and/or needed improvements and upgrades.

XXIV. Succession to Office: the procedure herein established shall serve as a guideline in the event the President, Vice President, Secretary, and/or Treasurer should resign, be removed, or otherwise be unable to carry out and fulfill the powers and responsibilities respectively granted their offices by the provisions of the Constitution.

A. Office of the President: in the event that the President should resign, be removed, or otherwise be unable to carry out and fulfill the powers and responsibilities of the office of President, the Vice President shall assume the title, the powers and the responsibilities of the office of the President of the Sports Club Council.

B. Office of the Vice President: in the event that the Vice President, Secretary, or Treasurer should resign, be removed, or otherwise be unable to carry out and fulfill the responsibilities of their office, the President shall nominate a candidate for said office subject to approval by a majority vote of all seated Representatives.

C. Office of the Secretary: in the event that the Vice President, Secretary, or Treasurer should resign, be removed, or otherwise be unable to carry out and fulfill the responsibilities of their office, the President shall nominate a candidate for said office subject to approval by a majority vote of all seated Representatives.

D. Office of the Treasurer: in the event that the Vice President, Secretary, or Treasurer should resign, be removed, or otherwise be unable to carry out and fulfill the responsibilities of their office, the President shall nominate a candidate for said office subject to approval by a majority vote of all seated Representatives.

E. Simultaneous Vacancy: in the event both offices of the President and the Vice President should become simultaneously vacant due to resignation or removal, or should both the President and Vice President for any reason be otherwise simultaneously unable to carry out the respective powers and responsibilities as Executives of the Sports Club Council, the Sports Club Council shall call a special general election within 14 days in order to fill the Executive offices of President and Vice President.

1. Acting President: until such a time as the President is elected by the Sports Club Council at large, the Treasurer shall assume the powers and responsibilities of the Office of the President of the Sports Club Council, assuming the title of Acting President.

XXV. Removal of the Executives: an elected officer can be removed from office by a petition signed by 50% plus one of the seated representatives (total clubs of the SCC) and a 2/3 – majority vote of a quorum of the Sports Club Council membership at the next meeting.

## **ARTICLE V: LEGISLATIVE BRANCH**

- I. Authority: the Legislative authority of the Sports Club Council shall be vested in the Sports Club Council.
- II. Powers of the Sports Club Council: all Legislative powers of the Sports Club Council herein granted shall be vested in the Sports Club Council.
  - A. Enact laws as authorized by this Constitution or as necessary and proper to carry out the Constitutional purposes of the Sports Club Council.
  - B. Make all appropriations of the Sports Club Council in accordance with the provisions as established by Law.
  - C. Elect its own officers and establish its own Rules of Procedure.
  - D. Pass resolutions on subjects that affect or are of concern to the Sports Club Council.
- III. Membership: the Sports Club Council shall consist of Representatives elected according to the provisions of their respective clubs and of the non-voting members: the President, the Vice President, the Secretary, the Treasurer, the Web Master, the Past President, and the Sports Club Council Advisor.
  - A. Ex officio members shall include a representative of the Department of Recreation Services, Dean of Students Office, Student Activities Office, Government of the Student Body, and faculty advisors of all affiliated clubs.
- IV. Committees of the Sports Club Council: the Sports Club Council may establish from time to time such standing and/or temporary committees it deems necessary and proper in order to effectively and efficiently carry out the affairs of the Sports Club Council.
- V. Qualifications of a Representative:

- A. A Representative must be a student, which is defined as one who is enrolled at Iowa State University.
  - B. A Representative must be a member in good standing with the club he/she is representing and maintain a 2.0 cumulative GPA at Iowa State University.
- VI. Term of Office: a Representative shall serve on the Sports Club Council until replaced by a new Representative in his/her club.
- VII. Responsibilities of a Representative: the Sports Club Council shall establish by Law the responsibilities of all Representatives in fulfillment of their role as participating representatives in the Sports Club Council.
- A. A Representative shall represent his/her club at all Sports Club Council meetings.
  - B. A Representative shall meet all deadlines required by the Sports Club Council.
- VIII. Legislative Definitions and Procedures: the Sports Club Council may enact, from time to time, such legislation in the form of Council Bills and Council Resolutions, as the Sports Club Council deems necessary and proper in order to effectively and efficiently carry out the affairs of the Sports Club Council, and fulfill the Constitutional purpose of the Sports Club Council. Such enacted legislation shall assume the power of law.
- A. The Code: the Constitution, Laws, and Executive Orders shall constitute the Code of the Sports Club Council.
  - B. Sessions of the Sports Club Council: a regularly scheduled meeting of the Sports Club Council shall be held once every two weeks of the fall and spring semesters.
    - 1. Special Sessions of the Sports Club Council: the President shall have the power to call the Sports Club Council into Special Session.
  - C. Quorum: a Quorum of the Sports Club Council for the purpose of enacting legislations shall consist of 50% plus one of the seated representatives (total clubs of the SCC).
  - D. Legislation: legislation transacted by the Sports Club Council shall become effective when passed by a majority vote of a quorum of the Sports Club Council.

- E. Procedure: basic parliamentary procedures shall be applied to all business meetings according to Robert's Rule of Order.

#### **ARTICLE VI: FINANCES BRANCH**

- I. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.
- II. Authority: The Sports Club Council shall approve club budgets being presented to the Government of Student Body Finance Committee. All fiscal matters of the Sports Club Council must be approved by a majority vote of a quorum of the Sports Club Council members.
- III. Budget Requests: Budget requests shall be submitted to the Sports Club Council at a date at the beginning of the spring semester specified by the President accompanied by an audit of the previous year's financial records, a record of the club's activities for that period, and a schedule of activities proposed for the coming year.
- IV. Special Allocations: Clubs needing special allocations for any reason may appeal to the Sports Club Council and the Government of Student Body Finance Committee. The Sports Club Council shall vote upon the validity of such requests.
- V. Fines: Clubs may be fined for missing meetings. Fines will be approved by a majority of the delegation at the first regularly scheduled meeting of the fall semester.
- VI. Dues: The Sports Club Council will not charge dues of its member organizations.

#### **ARTICLE VII: JUDICIAL BRANCH**

- I. Authority: the judicial authority of the Sports Club Council shall be vested to the Sports Club Council.
- II. Powers of the Sports Club Council: all judicial powers of the Sports Club Council herein granted shall be vested in the Sports Club Council.
  - A. Jurisdiction in any case involving a grievance(s) filed by a registered recognized sports club against another registered recognized sports club.
  - B. Jurisdiction in any case involving a grievance(s) filed by a member of the Sports Club Council.
  - C. All appeals to decisions of the Judicial Branch shall be made to the All University Judiciary.

- III. Organization of the Judicial Branch: the Judicial Branch shall be comprised of the Executive Board and the members of the Sports Club Council.

#### **ARTICLE VIII: ELECTIONS**

- I. Nominating Committee: The President shall form a nominating committee during spring semester to solicit candidates for elections. The Sports Club Council shall approve the committee.
- II. Nominations: Nominations shall be announced at the second and third meetings with voting at the third meeting.
- III. Officers Elect: The Officers Elect will take office at the meeting following the election.
- IV. Special Elections: Special Elections may be called by the President to fill any vacancies.

#### **ARTICLE IX: OPEN MEETINGS**

It is Sports Club Council policy that all meetings of the Executive, Legislative and all Sports Club Council committees, excluding the Judicial Branch, shall be open to any student and the public. This will be in accordance with the Iowa Open Meetings Act as stated in the Current Code of Iowa.

#### **ARTICLE X: EFFECTIVE DATE**

Ratification: this Constitution shall become basic Law of the Sports Club Council the fall semester of 2008 if ratified by 2/3 majority of the seated membership (total clubs of the SCC) of the Sports Club Council. Upon such ratification, all previous Sports Club Council Constitutions shall be null and void.

The Sports Club Council is open to registered students at Iowa State and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.