

# Constitution of the Dickinson College Sport Club Council

## Article I – Name

The official name of the organization shall be the Dickinson College Sport Club Council (SCC).

## Article II – Purpose

The purpose of the Sport Club Council is to provide recognized club sports the role to regulate the functions of the Dickinson College Sport Club program. The mission is to promote sportsmanship, leadership, competitive spirit, cooperation, and fun among recognized club sports. In addition, the council serves as a liaison between the Sport Clubs, Office of Intramurals and Recreation, Division of Student Development, and Dickinson College

## Article III – Membership

### A. Recognition

- a. A Sport Club shall be defined as a group consisting of students who meet regularly to pursue an interest in sport activity.
- b. To be eligible for membership in the SCC, a potential club shall meet the following requirements:
  - i. Fulfill the definition of a club sport;
  - ii. Offer an activity that is not a duplicate of another club sports organization;
  - iii. Offer an activity that falls within safety guidelines, as determined by the Office of Intramurals and Recreation;
  - iv. Offer an activity for which an approved space is available.
- c. Upon request from a potential Sport Club for admittance to the Council, it will be necessary that the club submit, to the Sport Club Council Executive Committee, the following:
  - i. Written constitution;
  - ii. Completed Intent to Organize Form;
  - iii. A projected budget and strategic plan detailing the goals for the organization.
- d. Upon receipt of documentation from a potential club, the Executive Committee shall:
  - i. Review the documentation and do one of the following:
    1. Determine the organization is ready to proceed in the recognition process;
    2. Or if the Intent to Organize is denied, the Executive Committee must provide a written explanation of denial.
- e. When the Executive Committee deems appropriate it shall convene the Club Sports Council to review the potential organization.
  - i. The Executive Committee shall email the potential club's documentation to all SCC Representatives at least 24 hours prior to the Sport Club Council meeting at which the potential club is scheduled to present.
- f. The Sport Club Council may either ask the potential club to provide additional information, and schedule the potential club to re-present at the next meeting, or vote on the matter.
- g. A three quarters affirmative vote of quorum is required to accept a potential sport club.
  - i. A potential sport club immediately becomes a member of the Sport Club Council upon acceptance.
- h. Each potential club sports may present once per semester.

### B. Recurrent Responsibilities

- a. Activation
  - i. Each club must complete annual activation requirements. A detailed explanation of the Annual Activation processes and requirements are located in the Sport Club Manual.
- b. Classification
  - i. Each Club must participate in the annual Classification process. A detailed explanation of the Classification process and requirements is located in the Sport Club Manual.

- C. Club Sports Council Meetings
  - a. Each recognized sport club must be represented at Sport Club Council monthly meeting.
- D. Contribute to the Dickinson College Community
  - a. All club sports are expected to “give back” to the students, faculty, and staff of the Dickinson College community, and as such must:
    - i. Participate in Council-sponsored activities.
    - ii. Conduct at least one project, tournament, exhibition, or the like, per year from which the entire campus may benefit.

#### **Article IV – Executive Committee**

The Executive Committee will act as the governing body of the Sport Club Council and will include a Chair, Vice Chair, Communications Coordinator, and Treasurer. The four officers of the SCC will divide the club roster and serve as liaisons for their particular clubs on information, events, and meetings. Members of the Executive Committee will serve a one year term.

- A. Chair
  - a. The Chair shall be picked by the Director of Intramurals and Recreation at the last meeting of the Spring Semester for the following academic year
  - b. The Chair has the authority to call and preside over all SCC meetings.
  - c. The Chair shall coordinate and mediate any disputes between the club sports organizations.
  - d. The Chair shall only hold a vote in the event of a tie.
- B. Vice Chair
  - a. The Vice Chair shall preside over the SCC in the Chair’s absence with full authority of the Chair’s office.
  - b. The Vice Chair shall oversee and coordinate committee work.
  - c. The Vice Chair shall be the chairperson of the event subcommittee and the awards committee.
  - d. The Vice Chair shall be responsible for documenting attendance at required events
- C. Communications Coordinator
  - a. The Communications Coordinator shall be responsible for recording the minutes of each Council meeting.
  - b. They shall also be responsible for any Council correspondence and official notification relating to Sport Club Council business, including social media and web page management.
  - c. They shall chair the Communication Committee.
- D. Treasurer
  - a. The Treasurer shall be responsible for keeping an itemized account of Council funds and expenditures.
  - b. They shall provide financial reports to each club at the beginning of each semester and upon request.
  - c. They shall chair the Allocation Committee and process.
  - d. They will be responsible to the Senate Treasurer and Finance Committee for all Council funds.

#### **Article V – SCC Advisor**

The Director of Intramurals and Recreation shall serve as primary advisor to the Sport Club Council and shall assist and advise in the entire Club Sports Program. The Director will be available for individual club consultation and will attend all Council meetings. The Director will assist clubs by helping to plan, organize, coordinate and evaluate all projects.

## **Article VI – Elections**

- A. Nominations for executive officer positions shall be made by the first SCC meeting of each year.
- B. Any sport club member may complete a nomination form to be considered for the Executive Committee.
- C. Elections for executive positions shall take place at the first Sport Club Council meeting each year.
  - a. Nominees shall have the opportunity to speak on their own behalf prior to the vote.
  - b. Executive Officers shall be elected by a simple majority affirmative vote of the quorum.
- D. In the event an office is vacated prior to the end of the academic year, the nomination and election process may take place at the next Club Sports Council meeting.

## **Article VII – Non-Hazing**

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may engender, 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.

## **Article VIII – Budget**

- A. The Sport Club Council will be given a yearly budget from the Student Senate. The budget will be distributed as follows:
  - a. 95% of the budget will be allocated the Sport Clubs that are members of the Council
  - b. 5% of the budget will be used as the Sport Club Councils yearly Operating Budget
- B. Budgeting
  - a. Individual club sports executives will present their budgets to the SCC executive board for revision. The SCC Treasurer will compile the individual budgets of the sport clubs into a comprehensive budget to be submitted for approval to the senate finance committee during the budgeting process. The club sports budget should incorporate standard senate budget cuts as follows:
    - i. Prioritize necessities such as facilities rental and equipment to be kept by the club sport in their inventory and not the individuals (ie team uniforms/jerseys are a club item but t-shirts to be kept by club members will not be funded)
    - ii. Entry/competition fees will be funded for half of admission with the rest to be covered by fundraising or club sport members
  - a. The SCC will have an 06 account to hold funds raised to be used for discretionary needs.
- C. Sinking Fund
  - a. The Sport Club Council will have a sinking fund that the remaining operating budget balance in the sport club council 04 account and the remaining balances of all the clubs 04 accounts will be deposited into at the end of every academic year. The sinking fund can never exceed 10% of the total Sport Club Council budget allocation. If the sinking fund exceeds this amount, the Sport Club Council has one month to prudently use the money. Any money left in the sinking fund after one month will be automatically transferred to the Senate-SLCE fund.
- B. Fundraising
  - a. Sport Clubs with a budget of over \$10,000 are expected to fundraise the equivalent of 10% of their annual budget to be deposited in their 06 account following the fundraising standards in the finance manual. Sport Clubs with a budget of under \$10,000 are expected to fundraise the equivalent of 5% of their annual budget to be deposited in their 06 account following the fundraising standards in the finance manual.
  - b. Fundraising can be done through dues, fundraising events, or suggested donations at events but no senate-funded event can charge admission to students.
- C. Penalty for non-compliance

If a sport club fails to follow the constitution or guidance of the SCC executive board, the Director of Intramurals and Recreation may freeze their accounts and the budget will be frozen until the issue is resolved

## **Article IX – By-Laws**

### **By-Law I – Quorum**

A quorum shall consist of three-fourths of the membership of the Sport Club Council

### **By-Law II – Sport Club Council**

- A. The Club Sports Council shall meet once per month. The meetings will last for no more than one hour, unless the meeting is extended for 15-minute intervals by a majority vote of the clubs present at the meeting.
- B. The Sport Club Council will be composed of two (2) student delegates from each Sport Club holding membership. This person shall be known as the Sport Club Council Representative.
  - a. At least one (1) SCC representative from each club is expected to be at every SCC meeting
  - b. If no SCC Representative from a club can go to a meeting, another member of that Sport Club must be present.
    - i. This person will not having voting privileges at the meeting.
  - c. Each person may represent only one Sport Club on the council.
- C. Each club on the Council will have one (1) vote.
  - a. Officers of the SCC Executive Committee excluding the President may vote
    - i. The President may only vote in case of a tie
  - b. An officer of the Executive Committee may also represent an individual sport club.
  - c. In the case where an officer of the Executive Committee is also serving as a representative for their club, that club only has one (1) vote.
- D. Absences shall result in the following:
  - a. The Vice Chair of the SCC shall notify clubs that are absent from meetings.
  - b. The club must submit a written explanation of the absence to the Executive Committee within 3 days of the meeting. Failure to do so will result in the absence being automatically unexcused.
  - c. The Executive Committee shall meet within 5 days of receiving the written explanation to determine if the absence is excused or unexcused
    - i. The Executive Committee may ask that the SCC representative of that club be present when reviewing the case.
  - d. The Executive Committee must report the ruling to the Sport Club in writing.
    - i. Any club sport that is unexcused from two meeting will have to remove their SCC Representative from their duties and assign a new SCC Representative.
    - ii. Any Sport Club that is unexcused from three meetings will be removed from the SCC, and will not be entitled to any membership benefits of the Sport Club Council.
      - 1. Removed Sport Clubs may re-apply for membership in the SCC the next semester.

### **By-Law III – Disciplinary Regulations**

- A. Grounds for Disciplinary Action:
  - a. Complaints may be considered against a club for any action in violation of the Sport Club Council Constitution, Sport Club Manual, and/or the College Policies and Regulations concerning Sport Clubs (whether committed by the club, by club representatives, or club members involved in a club function). Proven violations are grounds for penalties to be assessed against the club.
- B. Staff Investigation and Ruling:
  - a. Complaints received by the Office of Intramurals and Recreation will be referred to the Director of Intramurals and Recreation and Sport Club Council Executive Committee for an investigation and

- ruling. The SCC Executive Committee shall notify the club verbally, then in writing that the complaint has been made.
- b. When a complaint is referred to the Director of Intramurals and Recreation, written statements shall be obtained from the complainant, accused clubs, witnesses, and any other person(s) deemed appropriate.
  - c. In addition to the written statement, verbal conferences should be conducted with the complainant, accused clubs, witnesses, any person(s) deemed appropriate, and the Executive Committee.
  - d. Having conducted an investigation, the Executive Committee and the Director of Intramurals and Recreation shall make a ruling based on the evidence uncovered during the investigation, keeping with the penalties as listed below.
  - e. The Director of Intramurals and Recreation shall notify the club in writing of the ruling.
- C. Scope of Penalties:
- a. By the power granted to the Sport Club Council, and the Director of Intramurals and Recreation, the Sport Club Council may impose the following penalties to the Sport Clubs that have violated the SCC Constitution and/or policies and procedures.
    - i. Fines from the clubs 04 account for a specified amount of money.
    - ii. Probationary status for as specified amount of time.
    - iii. Suspension of recognition for specified amount of time and specified terms of reactivation.
  - b. Any investigation that shows that members of a club violated the Dickinson Community Standards will turn over the information to the Dean of Students Office and the student Conduction System.
- D. Enforcement:
- a. It is the responsibility of the Director of Intramurals and Recreation and the Sport Club Council to enforce any disciplinary ruling.

**By-Law IV –Sport Club Council Executive Committee and Subcommittee Budgets**

- A. The SCC Executive Committee and all other subcommittees shall be included as petitioning organizations during yearly allocation hearings.
- B. The SCC Operating Budget shall not be subject to the annual allocation adjustment procedure.

**By-Law V – Amendments**

Any amendments to these bylaws must be made by two-thirds of Quorum at a regularly schedule SCC meeting.