Sports Club Council Constitution

Article I: Identification

Section 1. Name

The name of this organization shall be The Winona State University Sports Club Council known as the S.C.C.

Section 2. Purpose:

The purpose(s) of this organization shall be to provide financial assistance from the budget provided by Winona State University Student Senate and to address and enforce policy that pertains to each Sport Club and the S.C.C.

Section 3. Mission:

To continuously improve Sports Clubs as a whole by facilitating communication, leadership training, monetary allocation, providing guidance in organizational structure and other matters that relate to Sports Clubs.

Article II: Membership

Section 1.
Membership is restricted to all currently enrolled students of Winona State University.

Section 2. Sports Club
Sports Clubs are student run organizations for those who have a passion for a particular sport or who want to learn a new sport. Our council emphasizes leadership, education and service through the sports it offers. While all sports clubs are competitive and must compete in at least one event, they also stress skill development, team building and socialization.

Section 3. Sports Club Council Requirements
1. Maintain ten student members currently enrolled at WSU
2. Attach an updated club roster to the directory each year
3. Update contact information and constitution to the Club Directory
4. Participate in a Fall and Club fair.
5. Attend all ASO meetings
6. Attend all Sports Club Council Meetings
7. Complete all community service requirements designated by Tier System
8. Complete fundraising activities
9. Two members certified in First Aid and CPR

Membership requirements will be non-discriminatory and all persons will be treated in a fair and equitable manner

Section 4. Recognition Request

Complete all steps listed below to become a Sports Club Council Member.
Step 1: Shall be a fiscally solvent and active club for two years under ASO policy and WSU Student Senate.
Step 2: Complete S.C.C. application
Step 3: Provide proof of solvency and activity

Article III: Executive Board

Section 1.
The Executive Board is made up of a President, Vice President, Secretary and Treasurer. The Executive Council has been established as a student advisory group to assist administration and the clubs on matters of funding allocations, travel, policies, procedures and trainings. An emphasis of the Council is student development. The Council will meet monthly during the academic school year. Meeting days and times will be determined, based on availability of current members.

Section 2. Individual Duties of Executive Board members

President:
   1. Oversee Executive Board and Council decisions, activities and duties
   2. Notify Council members of monthly meetings
   3. Identify next monthly pre-meeting and meeting times
   4. Create an agenda
   5. Report to Student Senate with monthly updates

Vice President:
   1. Assist President in his/her duties and perform those duties when President is unable
   2. Keep an updated list of Council members
   3. Find fundraising opportunities and resources for Sports Clubs

Treasurer:
   1. Keep an updated record of Council finances and fundraising events
2. Monitor financial allocation decisions, activities and duties

Secretary:
1. Take meeting minutes and distribute them before next Council meeting (Electronically)
2. Keep WSU Sports Club webpage updated with necessary information

Article IV: Elections and Voting

Section 1. Elections for Executive Board positions
1. Elections for Executive Board will be held at the first Sports Clubs Meeting in September each year
2. An individual must be nominated and anyone may nominate him/herself
3. If only one individual is nominated for any position the person automatically holds that position
4. If more than one individual is nominated, it will be put to a vote as described in Section 2 and the winner will hold that position
5. The term of any position is one calendar year, September to September
6. Limitations: President must not be a senior graduating in the current calendar year, unless there is no other candidate for President

Section 2. Voting
1. At the discretion of the Executive Board, matters will be voted on by the Executive Board, and participants of the monthly meeting, as long as 51% of members are in attendance.
   Elections, which is voted upon in the first Sports Club meeting in September of each year.
2. Council- 51% of the sports club representatives must be in attendance for votes to win by simple majority, Constitution ratification and amendment must win by two-thirds majority.
3. In a council-vote and elections, each club has only one vote, regardless of their number of representatives.

Article V: Representatives of the Sport Clubs

The Council Representatives make recommendations regarding yearly allocations and for supplemental and championship funding. The Council makes recommendations regarding revisions to the handbook, program policies, procedures and offers suggestions for the betterment of the program. The Council may be asked to participate in the planning and implementation of leadership development and educational opportunities. Monthly meetings will be scheduled based on member availability.

Article VI: Tier System and Budget

Section 1. Budget
Based off of the Tier Overview in Article VII, the Sports Clubs will receive a yearly base allocation.

<table>
<thead>
<tr>
<th>Winona State University</th>
<th>Sport Clubs Tier System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>National Organization</td>
</tr>
<tr>
<td>Virtual Varsity</td>
<td>Yes</td>
</tr>
<tr>
<td>Competitive I</td>
<td>Yes</td>
</tr>
<tr>
<td>Competitive II</td>
<td>Yes</td>
</tr>
</tbody>
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In the event of a Sports Club needing more money, the club must complete the Request for Additional Funding Form and return to the Sports Club Council for approval.

In the event of the dissolution of the club, all funds will be returned to the Student Activities Fee Committee of Student Senate for re-appropriation.

**Section 2. Tier Overview 2014-2015**

Sport Clubs must meet five of the six classifications: National Organization, Collegiate National Championship, Membership, Days of Competition/Community Involvement, Fundraising/Dues and/or Travel

<table>
<thead>
<tr>
<th>Virtual Varsity</th>
<th>Competitive I</th>
<th>Competitive II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lacrosse (W)</td>
<td>Cheer</td>
<td>Tennis</td>
</tr>
<tr>
<td>Lacrosse (M)</td>
<td>Dance</td>
<td>Fishing</td>
</tr>
<tr>
<td>Rugby (M)</td>
<td>Hockey</td>
<td>Baseball</td>
</tr>
<tr>
<td>Rugby (W)</td>
<td>U. Frisbee (M)</td>
<td>Bowling</td>
</tr>
<tr>
<td></td>
<td>U. Frisbee (W)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wrestling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volleyball (M)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volleyball (W)</td>
<td></td>
</tr>
</tbody>
</table>

*This tier overview will be amended yearly to represent current classifications.*

Virtual Varsity – Highly competitive club that competes nationally and is governed by a national organization.
Competitive I- Competitive club with national, state or regional associations but not necessarily governed by a national body.

Competitive II- Competitive club that competes regionally and occasionally nationally. Possibly governed by a national body.

Section 3. Requirements to Remain in Current Tier

Virtual Varsity –
1. Highly competitive clubs that must compete a minimum of twelve days per year
2. Compete nationally and are governed by a national governing body
3. Must fundraiser/collect dues to gain at least 60% of last year’s S.C.C. allocations
4. Must complete ten or more hours of community service per year
5. Must have a coach, advisor or appointed designee on site for all practices and competitions.
6. Must have two or more members certified in First Aid and CPR

Competitive I-
1. Competitive clubs that must compete a minimum of nine days per year
2. Compete at the national, state or regional levels but not necessarily governed by a national body
3. Must fundraisers/collect dues to gain at least 50% of last year’s S.C.C. allocations
4. Must complete six or more hours of community service
5. Must have a coach, advisor or appointed designee on site for all practices and competitions
6. Must have two or more persons certified in First aid and CPR

Competitive II-
1. Competitive clubs that compete a minimum of six days per year
2. Compete regionally and possibly governed by a national body
3. Must fundraisers/collect dues to gain at least 15% of last year’s S.C.C. allocations
4. Must complete four or more hours of community service
5. Must have a coach, advisor or appointed designee on site for all practices and competitions
6. Must have two or more persons certified in First aid and CPR

Article VII: The Integrated Wellness Complex

1. The S.C.C. must consult with the Director of the IWC on all decisions regarding finances, policy, operation and function.
2. The Sports Club Council shall act in an advisory capacity with regard to all Sport Clubs members.
Article VIII: Sport Club Council Meetings

1. Sport Club Council meetings will be held once a month or when deemed necessary by the Sport Club Council Executive Committee
2. Meetings will be organized by the S.C.C. Executive Board
3. Meetings are open for any WSU student to attend in a non-voting capacity

Article IX: Yearly Requirements

1. Throughout the academic year, Sport Clubs members will have requirements that include paperwork, meeting attendance and communication with the Sports Club Council.
2. A semesterly report must be submitted to the Sports Club Council. This report must contain the following:
   a. Number of competitions
   b. Location of competitions
   c. Money spent
   d. Money fundraised
   e. Community service projects
   f. Current club officers and contact information
   g. Coaches and Faculty Advisors
3. The semesterly report will be used as a reference when evaluating Sport Club members for classification in the Tier System.
4. If a Sport Club member wants to withdraw membership from S.C.C., the club must meet with the S.C.C. Executive Board and S.C.C. advisor. If there are irreconcilable differences that cannot be addressed by either side, then the club may withdraw their membership and return to general WSU club status. At that point, the S.C.C advisor would direct the Budget Office to roll their money back into the main S.C.C. account that could then be used for other S.C.C. members to apply for.
5. If a Sport Club that has withdrawn S.C.C. membership wants to reinstate their membership, they will be treated as a new Sports Club and will have to follow Article II Section 4.

Article X: Use of Facilities and Space

Section 1. Practice Times and Requests
To reserve a space for practice or for a competition on-campus, each sport club is required to fill out a sport club reservation form at least two weeks in advance of dates requested. The form can obtained by e-mailing the Integrated Wellness Director, the request must be completed by the president, coach, or advisor of all WSU Sport Clubs and returned to Integrated Wellness Director. Failure to complete the entire form will result in a denied request.
Requests will be responded to by either Associate Athletic Director, or Intramurals Director regarding space accommodations, availability and alternate options (if necessary).

To reserve a space for practice or for a competition off-campus, each sport club is responsible to find this space on their own. Some alternate options include contacting Winona Park and Recreation, Winona Cotter or Southeast Tech. Any group practicing off-campus is required to provide the “owner” of the space with proof of insurance. This can be obtained through contacting WSU Safety Director and requesting a proof of insurance card which can be provided to each club for no cost. The club president must send the location name, address as well as the contact person’s name and phone number. Please allow for 2-3 business days.

**Section 2. General Room Reservations**

Academic scheduling has first priority on the use of university facilities.

1. Requests for the use of Kryzsko Commons should be addressed to the Student Union (457.5313).
2. Requests for the use of West Campus facilities are scheduled through Camp and Conferencing Services (474.3900).
3. Requests for the use of Athletic Department facilities and the Integrated Wellness Complex are scheduled by completing and submitting a Sports Club facility request form Integrated_Wellness@winona.edu or dropping it off at Memorial Hall office 138.
4. Requests for academic building facilities are handled through the Facilities Services Office (457.5045). Certain spaces across campus are controlled by various departments. It may be necessary to check availability with that department before scheduling.

**Article XI: Suspension, Probation and Expulsion of Clubs**

1. If at any point the Sport Club Council finds a Sport Club member to be in violation of a Council or University policy the club will be placed on probation immediately.
2. During probation, a Sport Club member is subject, but not limited to one or more of the following:
   a. Loss or Freeze of appropriated funds
   b. Loss of practice or game facility space
   c. Suspension of S.C.C. voting privileges
   d. Suspension of club travel
3. Sport Club members are placed on probation for no less than one academic semester, but could be longer if the Sport Club Council deems necessary.
4. Any Sport Club member on probation who continues to violate policies could face expulsion from the Sport Club Council and also as a Sport Club member.

**Article XII: Process for Overruling Executive Board Decision**

Sport Club Council Representatives can override any decision made by the Executive Board with a two thirds vote.
Article XII: Amendments

1. Amendments to this constitution can be made by a written recommendation.
2. Any recommended amendment will be voted on during the next Sport Club Council Meeting.
3. Amendments require a majority vote by the Sport Club Council.