

Constitution
University of Baltimore
Sport Clubs Organization Constitution

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

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

Article I: Name

The name of this organization shall be the 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.
- Have a liability waiver signed and on file.

Section A: Full Participation

University of Baltimore Undergraduate, Graduate and Law Students shall have full participation

Section B: Limited Participation

The following people are eligible for limited participation within the SCO unless otherwise noted in SCO Handbook:

- University of Baltimore Alumni with Campus Recreation and Wellness Gym Membership
- University of Baltimore Faculty
- University of Baltimore Professional Staff
- Maryland Institute College of Arts Students with Campus Recreation and Wellness Gym Membership
- 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
- Vote on official club business

Article III: Affiliations

- The SCO will be affiliated with the University of Baltimore, Campus Recreation and Wellness, and the Finance Board and will abide by all respective policies and procedures.
- The SCO is a program area of the University of Baltimore's Department of Campus Recreation and Wellness.

Article IV: 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 if necessary.

Article V: Voting Regulations

Voting Limitations:

- Every full participating SCO member present may cast one vote per ballot.
- There must be a minimum of five voting members present to establish a quorum.
- Impeachment requires a two-thirds vote of all eligible voters.
- In the case of a tie, the Assistant Director of Sport Clubs will act as a tie-breaker.
- Each club may have a maximum of three voters per vote; voters must report club affiliation.

Article VI: 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 SCO
 - Vice President of the SCO
 - Treasurer of the SCO
 - Secretary of the SCO
 - Three Student Ad-hoc Members
 - Assistant Director of Sport Clubs

Section A: Elected Members

The Executive Board: The duties of elected officers are as follows:

- The responsibilities of the President shall be:
 - Oversee all organizational activities
 - Act as the head of the committee and responsible for implementation of policy

- Serve as a liaison to the CRW and other relevant administrative organizations and maintain lines of communication
 - Coordinate and attend all SCC meetings and events
 - Prepare and conduct meeting agendas
 - Maintain contact with clubs and their officers
 - Keep the Assistant Director of Sport Clubs informed of organization activities
 - Attend any relevant administrative meetings
 - Represent the organization to any on-campus department or outside agency
 - Inform incoming president of operating procedures
 - Facilitate the creation and implementation of any amendments to the SCC Constitution
 - Ensure Vice President performs required tasks and aid if needed
 - Serve as member of the SCC Funding Committee
- The responsibilities of the Vice President shall be:
 - Assume all duties of the President in the event he or she is unable to complete any of their responsibilities
 - Set meeting dates and inform officers and other members
 - Work closely with the President to assist in development of meeting agendas
 - Organize SCO events
 - Run SCC Meetings using Parliamentary Procedure
 - Ensure Treasurer and Secretary perform required tasks and aid if needed
 - Communicate regularly with other officers of the SCC
 - Attend any relevant administrative meetings
 - Serve as member of the SCC Funding Committee
- The responsibilities of the Treasurer shall be:
 - Follow and enforce the guidelines set forth in the Funding Handbook
 - Maintain accounts of each club's budget
 - Maintain accounts of each club's spending histories
 - Process club's financial requests with aid from CRW (invoices, reimbursements, contracts)
 - Set date and time for Funding Committee meetings and allocation request due dates
 - Document each club's allocation request and provide club with report
 - Organize SCO Fundraisers
 - Serve as member of the SCC Funding Committee
- The responsibilities of the Secretary shall be:
 - Keep notes during meetings and events
 - Keep minutes log for meetings and events
 - Maintain attendance at SCO and SCC meetings
 - Ensure all SCC members have document copies
 - Record voting outcomes
 - Email SCO members to inform of upcoming meetings and events
 - Serve as member of the SCC Funding Committee

SCC-Elect Eligibility: Elected officers must:

- Meet SCO eligibility requirements for full participation.
- Maintain a minimum cumulative GPA of 2.5.
- 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, and free of demoted status, probation, suspension, or other disciplinary action taken against them.
- Be in good standing with the SCO during the elected term. Good standing is defined as full participation with 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 General Meeting of every spring semester for the following academic year.
- The four elected members of the SCC are elected by the majority vote of full participating SCO members.
- Any eligible SCC-Elect that is not present that would like to run for a position must submit a written statement of intent to run to the SCC before the Voting Meeting begins.
- The positions will have a term of one academic year.
- Elections must follow normal voting procedures, discussed above.
- 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 Sport Clubs will make the decision to allow more than one (1) representative per club to serve on the SCC Executive Board.

Section B: Appointed Members

The Assistant Director of Intramurals and Sport Clubs may appoint other members that serve in administrative capacity in the SCO. These members are considered part of the SCC, and have certain responsibilities:

Voting Members:

- The responsibilities of the Student Ad-hoc Officers shall be:
 - Each act as a liaison between SCO members and the SCC
 - Serve as member of the SCC Funding Committee

Non-Voting Members:

- The responsibilities of the Sport Club Supervisor(s) shall be:
 - Serve as a liaison between SCO, SCC members, and the CRW

- Complete Sport Club related responsibilities delegated by the Assistant Director of Sport Clubs
- The responsibilities of the Assistant Director of Sport Clubs shall be:
 - Serve as advisor to the SCC
 - Act as a liaison between the SCC, SCO, and the University of Baltimore Staff and Community
- The responsibilities of the Graduate Assistant shall be:
 - Serve as advisor to the SCC
 - Act as a liaison between the SCC and SCO, and the University of Baltimore Staff and 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 General 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 SCO or University of Baltimore 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, the SCC reserves the right to refer the individual or club to Student Affairs.
- No SCO supervisors and SCC members may 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 bi-monthly during the academic year for their closed meeting.
- The SCC will follow basic parliamentary procedure to conduct all meetings.
- The SCC requires at least two club members to be present at the request of the SCC to defend business concerning their club.
- In order to meet quorum, a minimum four voting SCC members must be present.
- The SCC needs a majority vote to take action.
- In the event of a tie, the motion goes into debate and a re-vote is taken. In the case of a second tie, the Assistant Director of Club Sports will cast a deciding vote.
- Verbal votes are made by a role call and recorded by the Secretary.

Section E: Replacement of Officers

Resigning:

- Must be formally announced at a General 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 does not meet SCC-Elect eligibility, the officer must resign
- In the case of resignation, an acting officer will be elected to serve the rest of the annual term

Impeachment or Complaint Process:

- Grounds for impeachment include the following:
 - Failure to complete responsibilities listed in the SCO Constitution
 - Failure to represent the SCC, SCO and/or the University of Baltimore in an appropriate manner
 - Violation of the SCO and/or University of Baltimore Student Code of Conduct
 - Missing 2 consecutive SCC or SCO meetings and/or missing a total of 4 in the semester
- All parties involved will be notified upon receipt of request.
- A hearing giving both sides a chance to represent their arguments and time for open discussion shall be held at the following SCC Meeting.
- After arguments and open discussion, the member/club in question may be placed on probation until the next General SCO meeting, at the discretion of the SCC.
- An impeachment vote, if applicable, shall be taken at the General SCO Meeting immediately following the hearing, following normal voting regulations.
- If impeached, the officer may not hold any future SCC position. An impeached officer 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 General SCO Meeting.
- Any SCO member is able to file a complaint about any member of the SCC. The complaint must be submitted in writing the day before and given to the Assistant Director of Sport Clubs to investigate and take action if needed.
- In the case of impeachment, an acting officer will be elected to serve the rest of the annual term.

Article VII: Funds

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

Article VIII: 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 of Sport Clubs.
- A committee meeting will then be called. The Assistant Director of Sport Clubs 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 and Wellness
 - Assistant Director of Sport Clubs
 - Dean of Students
 - President of SCO
 - Sport Club Supervisor

Article IX: Ratification

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

Amendment 1:

The Assistant Director of Sport Clubs is granted the authority to appoint an acting member at large to the SCC in the case of an inactive officer. Inactive officers would be defined as those ceasing to perform their duties as designated in the SCO Constitution. This decision is at the discretion of the Assistant Director of Sport Clubs.

Amendment 2:

Article VI, Section B, *Non-voting Members*, Bullet 3, the responsibilities of the Graduate Assistant is void.

Amendment 3:

General meetings of the SCO will be held biweekly throughout the semester. The meetings will be scheduled at the discretion of the Assistant Director of Sport Clubs and the President of the Sport Club Council. Meetings of the SCC will be monthly or as needed.