[Enter Club Name] Constitution

Date Ratified (insert date that membership voted to approve the document)

Your club should review this document at the start of each year and vote to approve its contents

*Note: Please make sure formatting (e.g. seriation, fonts, etc.) is consistent throughout the document.

Article I: Club Name

1. The Competitive Sports Office requests that all clubs title themselves Club Name at Southern Illinois University
2. This should be the name that matches your social media and merchandise to keep your group easy to find/identify.
   a. Do not include the name of the University (e.g. Southern Illinois University, SIU) in the title of external bank accounts.
3. List club affiliations - National Governing Body (NGB), leagues, conferences, etc.
   a. For example: Competitive Lawn Darts at Southern Illinois University is a member of the National Lawn Dart Union, Division 2 West League

Article II: Purpose Statement

What is the purpose of your club? Is it to compete, practice sport skills, make friends, or all of the above? Why are you a club? Why would someone want to join?

The following statements are required for inclusion. More information can be found in the Sport Club Handbook:

1. This organization shall be in compliance with all federal and state statutes and regulations as well as the Southern Illinois University Student Code of Conduct and the Sport Club Handbook.
2. Non-discrimination: Access to programs, services, and activities shall be free from discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, order of protection, gender identity and expression, or military status.
3. It is also recommend that your club include a clause about how all forms of hazing are subject to club and University disciplinary action. You may reference the SIU Student Code of Conduct.

Article III: Membership

Section A: Criteria

• Membership is open to the following:
  o Current Southern Illinois University students who are enrolled in at least one credit hour for an on-campus course
  o Current Southern Illinois University students who are enrolled in online courses and have purchased an “inactive student” membership.
  o Current Recreational Sports and Services (RSS) members who have purchased a semester or annual membership
• Students should comprise the majority of the club membership.
• Student members may attend competitions and officially represent the University.
  o Non-student members cannot officially compete for the club.
• Here is where you should detail any additional requirements that your club’s NGB has for membership – GPA requirement, purchase of individual insurance, or registration costs
  o Consider any eligibility policies that address varsity sport participation and the maximum number of years a player may appear on a roster
• To be an active member of the club, do they have to attend a minimum number of practices or meetings?
• Does your club require members to participate in community service throughout the year?
• List out any other requirements that your club enforces for the members to remain ‘active’
Section B: Non-Discrimination Policy

Member selection shall be free from discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, order of protection, gender identity and expression, ancestry, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran or active military.

Section C: Dues and Collection Procedures

1. The club’s fiscal year begins on July 1st and ends on June 30th.
2. Provide information regarding membership dues
   a. NOTE: Charging membership dues creates a sense of investment for members.
   b. Amount (if applicable, explain dues difference between membership tiers)
   c. You may include a disclaimer about how this is subject to change based on travel/equipment needs.
3. Collection of dues and consequences for failing to pay dues
   a. Possible consequences: loss of travel privileges, voting privileges, etc.
4. It is recommend that your officers plan out all expenses for the year prior to determining dues.
   a. NOTE: Your club is given an annual allocation, and you are expected to supplement your allocation with fundraising activities and, if possible, donations.
5. Define how dues will be used.
   a. Travel (gas, vehicles, hotels)
   b. T-shirt or other apparel
   c. Entry fees for tournaments, insurance, league fees
   d. Equipment
   e. Other
6. Do you allow refunds for dues paid? If so, under what conditions?
   a. It is at the discretion of your officers if you would like to allow refunds.
   b. For example: A member tries out in the Fall semester, travels to two events, and transfers to another school for the Spring Semester. He or she requests a refund.
      i. Some possible solutions
         1. You can choose to reimburse the former member for the trips they did not attend.
         2. You can set a strict no refund policy.
7. Are payment plans available for members?
   a. It is at the discretion of your officers if you would like to make accommodations for members
   b. If payment plans are an option, officers need to discuss the details of the plan and provide written confirmation.
   c. Make sure to develop a contract stating the particulars of the payment plan and obtain signatures.

Section D: Revocation of Membership

1. Violation of the Southern Illinois University Student Code of Student Conduct, Southern Illinois University policies and procedures; and city, state, and federal laws.
2. It’s recommended that you also consider other reasons to remove a member – failure to pay dues, failure to follow your club’s player contract (if applicable), failure to attend practices/meetings, poor attitude, etc.
**Section E: Procedures for Membership Revocation**

1. Consider possible methods for removing members. Here are some suggestions:
   a. A club member is removed by a vote of the Executive Board.
   b. A club member is removed by a majority vote of the general membership.

2. Define an appeal process for the affected member. What is the process? Do they appeal to the Executive Board or the general membership? Do they write a letter or verbally state their case?
   a. If the member is reinstated, be sure to clearly state their stipulations for return.

3. If a club member is removed, what happens to the money they have paid into dues, their uniform, or any other team equipment?
   a. NOTE: All equipment and uniforms purchased with Sport Club funds are considered University property and must be returned. There are no exceptions.

**Article IV: Officers**

**Section A: Required Positions**

This organization shall maintain an active President, Vice President, Treasurer, and Safety Officer at all times. At the discretion of your club, more officers can be added. Secretary, social media coordinator, match secretary, tournament chair, fundraising chair are examples of additional officer positions that may be added via the Constitution. You can decide which officers shall sit on the Executive Board.

**Section B: Eligibility**

Current Southern Illinois University students are eligible to serve as officers. RSS members and other non-students cannot be elected to officer positions within the club.

**Section C: Term of Office**

The term of office shall be from <month/year> to <month/year> (We suggest the academic year: August to May).

**Section D: Election Procedure**

Election of officers shall be held annually every <month>. (We suggest electing officers during the Fall Semester or early in the Spring semester to allow for a training period). Members should be notified at least two weeks in advance of an election meeting.

- How will you conduct elections?
  - Do people have to nominate ahead of time? If so, how far in advance and who do they notify?
  - Can nominations be made during the meeting without prior notification?
  - Do nominees have to give speeches?
- How is voting done?
  - Is it done by ballot? If so, who is distributing, collecting, and tallying the ballots?
  - Is it done by show of hand?
  - Don’t forget about proxy votes if allowed.
- The nominee with the majority of the votes shall be declared the winner.
- What happens in the case of a tie?
- What happens if an officer leaves voluntarily in the middle of their term?
  - Do the other officers appoint someone to fill the vacant role or is there an emergency general election held?
Section E: Officer Removal

It is up to your club to decide how officers are removed. For example, *any officer may be removed from their position by a two-thirds vote of the Executive Board or by a majority vote of general membership.*

- Define an appeal process for the affected officer. What is the process? Do they appeal to the Executive Board or the general membership? Do they write a letter or verbally state their case?
- If an officer is reinstated, be sure to clearly state their stipulations for return to the position.
- Are officers who are removed from their position still allowed to be a member of the club?
- Be sure to transfer any responsibilities the officer had to an existing officer. This includes things such as submission of monthly participation and event registration forms as well as removing their name from the club’s bank account (if applicable).

Section F: How are officer positions vacancies filled outside of the normal election period? Keep in mind that your club cannot have vacancies in the four required officer positions. These positions should be filled within one week. Please notify the Competitive Sports Office of any vacancies.

**Article V: Duties of Officers**

The Competitive Sports Office mandates the election of a President, Vice President, Treasurer, and Safety officer. The duties for each position may be reassigned as needed; however, key duties for each position should be representative of the officer position. Your club is welcome to add as many officers as needed for effective management.

**President**

The role of the President is to govern all operations of the club. He or she is the primary club contact listed on the RSS website and the liaison between the club and the Competitive Sports Office. Duties include but are not limited to:

- Work closely with the advisor, coach, and Competitive Sports Office in the establishment of policies and procedures relative to the club’s mission and goals
- Main point of contact for communication with the NGB
- Documentation of procedures in club’s constitution
- Attend trainings, meetings, and funding allocation hearings as outlined
- Reads and understands the Sport Club Handbook, relevant RSS policies and procures, the SIU Code of Conduct. Ensures that all members share this understanding.
- Ensures that all coaches and teammates are approved to participate and have completed required documents and trainings.
- Promotes good sportspersonship and appropriate conduct both on and off the field
- Responsible for coordinating officer elections/nominations and facilitating officer transitions including
- Responsible for submission of paperwork and registration information, including but not limited to: Club Information Packet, semester and annual reports, and event registrations
- Assist the treasurer with determining the budget
- General oversight of other officers to ensure they are completing tasks efficiently and correctly
**Vice President**

The primary role of the Vice President is to fulfill the duties of the President in his/her absence. Duties include, but are not limited to:

- Responsible for disseminating information, recording minutes and attendance at meetings and practices, and general “housekeeping” duties
- Chief contact for alumni relations; completing alumni letter, planning alumni events, etc.
- Responsible for answering incoming emails to the club’s account
- Handles external issues of the club such as league scheduling and communication with other clubs, national governing bodies, and league offices
- Handles the marketing and promotion of the club, working to present the club in a positive light on website and social media
- Coordinates the community and campus involvement efforts of the club
- Responsible for coordinating with the Safety Officer to make sure injury/incident reports are completed correctly and submitted on time
- Assists the Treasurer with fundraising
- Collaborates with the President to submit all apparel designs to Competitive Sports Office for approval before ordering
- Assists other officers with submitting paperwork such as participation (attendance).
- Attends meetings in the President’s absence
- Assists with other duties as assigned by the President and team

**Treasurer**

The role of the Treasurer is to assist the President in the fiscal operations of the club. Duties include, but are not limited to:

- Attends trainings, meetings, and funding allocation hearings as outlined
- Develops opportunities for the club to raise money for operational or discretionary spending with assistance from the Vice President
- Plans all fundraisers and recruit members to participate
- Collects dues and submit requests for deposits into the Club’s sport club account or, if applicable, external bank account
- Responsible for paying officials after matches/games
- Maintains accurate account of the club’s finances including receipts, bank statements, and other financial documents.
- Submits reimbursement requests to the Competitive Sports Office
- In conjunction with the President, prepares and revises the annual club budget as needed.

**Safety Officer**

The Safety Officer works to ensure that club activities remain safe for its members. Duties include, but are not limited to:

- Maintains current CPR/AED/First Aid certification in throughout the entire club season
- Completes Sport Club Safety Officer Classroom Training prior to start of club’s season
- Attends all organized team practices, competitions, and activities, home and away
- Understands the RSS, facility, and team emergency action plans and educate club members.
- Coordinates travel arrangements for their clubs, submitting travel request forms and travel summary forms.
- Reports any incidents and injuries to the Competitive Sports Office via documentation. Reports facility concerns to the Competitive Sports Office.
- Ensures officers and coaches complete the required concussion management training.
- Facilitates team compliance with University policies, state and federal laws related to hazing
Additional Officers

- Any additional officers should have list of responsibilities clearly outlined in the constitution.
- Examples of additional officer positions:
  - Tournament/Game/Competition Coordinator
  - Alumni Relations Chair

**Article VI: Voting**

**Section A:** Decide your club’s quorum, which is the minimum number of members of a group that must be present to validate the proceedings and take a vote. For example, ‘The quorum for club name will be two-thirds (2/3) of members or the majority of members. A quorum must be determined for the Executive Board as well.

**Section B:** Outline what matters are strictly at the discretion of the officers to decide and what can be voted on by general members. For example, “Dues are set at the discretion of the club officers. Club officers are aware of the funds needed for traveling, hotel reservations, games fees, uniforms, equipment and all other expenses. Club officers will provide a breakdown of all costs to explain the approved amount of dues.”

**Section C:** Who can vote? Questions to ponder - All members who have completed a waiver? Members who have paid dues? Members who attend ‘X’ number of practices per week? Only competitive members?

**Section D:** If your club allows proxy voting, what is the process? For example, absent members may vote via e-mail or text by a set deadline.

**Section E:** What is the process for making amendments to the constitution? Do you need a majority vote of the general membership or Executive Board? Who can introduce a proposal to amend and what is the process for that?

**Article VII: Notice of Meetings**

**Section A:** The times for regularly scheduled meetings shall be <day of week/time>.
- What is considered an ‘excused absence’ for a meeting?
- How far in advance will the individual need to notify leadership they have a conflict?

**Section B:** Special or emergency meetings may be called <hours/days notice> by the executive board.

**Section D:** The meetings shall include a quorum (define what this is for your club), order of business, and disposition of the minutes.
Article VIII: Coaches

This section should list who serves in the role of ‘Coach’ for the club. If a/the club’s officer(s) serve as coach(es), that responsibility should be added into their officer roles in Article VI. Sport Clubs at Southern Illinois University are student-led organizations.

1. The coach is a representative of your club and Southern Illinois University
   a. What behavior standards are they held to?
2. How/When is your coach paid or is it a volunteer position?
   a. The club cannot use University allocated money to pay a coach, so this section should cover all payment aspects of their position.
   b. You may use funds from off-campus bank accounts to compensate a coach.
3. What is their role within the club
   a. Non-student coaches should restrict their involvement to teaching, coaching, and advising.
   b. Non-student coaches cannot serve in leadership positions or receive voting authority.
4. What is the process for removing a coach?
   a. Quorum vote of general membership? Quorum vote of executive board only?

Article IX: Advisor

Section A: The de facto advisor is the current SIU Coordinator of Competitive Sports. With the approval of the Coordinator of Competitive Sports, an alternative advisor may be selected by a majority vote of the (Executive Board/General Membership). The alternative advisor must be affiliated with Southern Illinois University as a faculty/staff member or student.

Section B: The alternative advisor must adhere to Recreational Sports and Services facility access rules to be admitted into the Student Recreation Center. The alternative advisor must (A) have a current semester or annual membership, (B) be sponsored by a SIU student or current RSS member and pay the current daily entrance fee or (C) purchase a multi-visit pass.

Section B: The alternative advisor will serve as a resource when asked by the club, assisting the club with delegation of tasks, providing feedback and support, and sharing knowledge and expertise.

Section C: The Coordinator of Competitive Sports shall maintain responsibility for approving sport club purchases and payments within departmental and University policies and procedures. For the purpose of approving purchases, the Coordinator of Competitive Sports shall be the advisor of record for all sports clubs with the Office of Student Engagement.

Section D: The alternative advisor may be removed from the position by a majority vote of the (Executive Board/General Membership). With justification, the Coordinator of Competitive Sports may remove any alternative advisor at any time.

Section E: If requested, the Coordinator of Competitive Sports may aid clubs in resolving issues.

Article X: Group Committee Structure

Your club can create committees to complete tasks. This is common when a club is planning to host a large-scale tournament. The committee would be responsible for researching hotels, reserving room blocks, reserving space, communicating with other teams, scheduling officials, planning meals, etc. If your club does choose to have a committee, please designate a responsible officer and define responsibilities and goal(s) of the committee.

If your club does not operate with committees, please remove this article.
Article XI: Financial Procedures

NOTE: This section is primarily intended to provide a framework for managing off-campus bank accounts. If your club does not have an off-campus bank account, you may delete this article.

Section A: Account Creation & Management
- The President and Treasurer shall create off-campus bank accounts on behalf of the club.
- The name of any existing or future bank account shall not include the name of the University (e.g. SIU, SIUC, Southern Illinois University Carbondale etc.)
- The President and Treasurer shall be authorized account holders.
- It is not recommended to designate more than two account holders. Limiting access to the bank account reduces the chance for malfeasance.
- During officer transition, the outgoing President and Treasurer shall transfer account holder privileges to the President-elect and Treasurer-elect before the end of the academic year.

Section B: Current Accounts
- List all current off-campus club bank accounts.
  - Example: Checking Account – Bank of Carbondale
  - Do not list sensitive information such as account numbers, routing numbers, PIN numbers, passwords etc.
  - Store sensitive information in a secure location.

Section C: Accounting records
- The President and Treasurer should consider every year whether the current system of accounting (records/software) is suitable for the purposes of managing the club’s finances.
- The Treasurer should ensure that the club’s accounting records are stored safely and securely. When software is used, the President and Treasurer should ensure that appropriate back up procedures are in place.

Section D: Budgets and Planning
- On or around (enter date) of each year, the President and Treasurer will begin the process of budget preparation and financial planning for the following year.
- The President and Treasurer will commence the process by meeting with relevant personnel and drafting a budget for presentation to the Committee for approval by the end of (enter date).
  - Creating a committee is optional. The President and Treasurer may appoint members to a finance committee for the sole purpose of helping monitoring the budget.
- If desired, the President and Treasurer will allocate responsibility to relevant personnel as budget holders, and the Treasurer will issue regular reports so that budget holders can control their budget.
- Budget holders should notify the Treasurer of any identified under/over spend against budget on a monthly basis.

Section E: Income
- All income wherever possible should be accompanied by supporting documentation which should be retained and filed.
- Income received should be banked at least (enter frequency recommend weekly) and entered in the accounting records.
- Income may be banked into the sport club’s designated off-campus account or the account on file with Recreational Sports and Services
- Where cash income is received, it is preferable that this is banked in full wherever possible. Should it be necessary to pay expenses out of cash income, a signed receipt should be obtained evidencing the cash payment and a sheet produced that shows the income received, payments made out and remaining cash banked.
- Any un-deposited funds should be stored securely (e.g. in a locked cabinet or safe).
  - It is highly recommended that club funds are not stored with the Treasurer’s personal funds.
  - Stored funds cannot be deposited into the Treasurer’s personal bank account.
Section F: Expenditures

- All expenditures wherever possible should be accompanied by supporting documentation which should be retained and filed.
- Budget holders are responsible for ordering/authorising all expenditure within their approved budget. Any expenditure outside of approved budget should be submitted to the President and Treasurer for approval [for amounts up to state amount]. For amounts over [state amount] full committee approval should be obtained.
- The Treasurer is responsible for setting up and choosing the most appropriate payment method for any transaction.
  - Debit card and check purchases allow the Treasurer to track purchases more easily.
  - Cash should be used only when necessary.
- Expense claims should be accompanied by receipts and checked by the Treasurer, or in the case of the Treasurer’s expenses, by the President.

Section G: Reimbursements

- Prior to each club event or whenever deemed prudent, the President and Treasurer should inform members whether reimbursements will or will not be possible.
- Determine which club-related purchases shall be eligible for reimbursement
  - Approved purchases should be related to club business.
  - Suggested Examples of approved purchases for reimbursement
    - Fuel Expenses
    - Payments for hotel reservations, camping charges, and homestay reservations
    - Vehicle rental
    - Club Uniform purchases
    - Tickets for plane, bus, and train travel for club-related business
  - Suggested examples of non-approved purchases for reimbursement
    - Approved purchases without a receipt
    - Food purchases
    - Clothing purchases (e.g. shoes, compression clothing, other personal athletic attire etc.)
- Determine a procedure for submitting and approving reimbursement requests.
- It is highly recommended that you require receipts for all reimbursements.
- The original receipt should accompany all fuel reimbursement requests.

Section E: Bank Reconciliation

- A bank reconciliation (the process of checking all bank transactions have been correctly recorded in the club’s accounting records) must be prepared by the Treasurer for each bank account on a (enter frequency - weekly/monthly) basis.
- Physical and digital Copies of the bank reconciliation should be printed/saved and maintained with the bank statements. The President should review bank reconciliations on a regular basis and sign as evidence of review.
  - The digital and physical copies of the reconciliation should be stored securely.

Section F: Finance Report

- The Treasurer has responsibility for preparing a regular [preferably monthly] finance report which should be sent to the Committee (every month) or at least [enter days] before the committee meeting is held.
- The finance report will consist of:
  - Income & Expenditure Budget vs Actual Report
  - Balance Sheet
  - Any other information considered necessary e.g. cash flow forecast, debtors’ and creditors’ details
- Any actions, comments, amendments or decisions arising from the meeting should be recorded in the minutes of the meeting. Actions from prior Committee meetings should be reviewed under “matters arising” at each Committee meeting held.
Section G: Fixed/Capital Assets

- The Club will maintain a register of all fixed assets held by the club, their location, and the person/s responsible for the assets’ safekeeping.
- All purchases of fixed assets [over enter value] should be approved by the Committee.
- If there is a significant reduction in value due to the asset’s condition, the matter should be raised at the next committee meeting.
- A regular physical check of assets on the asset register should be carried out at least [enter date: at least annually].

Section H: Inventory

- All inventory should be stored on Club premises or at an authorised place and in an orderly manner.
- Inventory checks should be carried out at intervals (enter frequency) throughout the year with a full inventory check carried out at the beginning and end of the academic year.
- Audit and Accountancy Requirements [amend as appropriate]
- The club is not required under its rules/articles to have an annual audit performed on its financial statements for any designated off-campus club bank account but it is required to appoint an independent person/examiner to review the accounts.
- The Committee should consider the club’s audit and accounting requirements on an annual basis and consider re-appointment of the independent examiner for the following financial year.

Section I: Reserves

- The club operates a reserves policy which has been approved by the Committee
- It is the responsibility of the President and the Treasurer to ensure that the Reserves Policy is implemented and is factored into all of the club’s financial plans and budgets.
- The President and the Treasurer will ensure that the amount designated as the club’s reserve is protected and will not be used without full Committee approval (as recorded in the minutes of Committee meetings).

Section J: Reserves Policy

- It is the opinion of the Committee that the Club should hold financial reserves because:
  - it requires protection against the ability to continue operating despite a significant delay in income streams;
  - it requires protection should the Club lose significant income/funding or have to cease its operations and fulfil contracted obligations;
  - it requires protection against general business risks, fluctuations in income streams and unforeseen costs;
  - it may require funds to restructure or finance future growth and development.
- The definition of financial reserve for this purpose is the amount of unrestricted reserves not invested in fixed assets.
- The Committee believe that an appropriate level of reserve for the Club is [state amount or an amount equivalent to e.g. 3 months operating costs calculated and reviewed annually].
- An annual review of reserves will be carried out in order to:
  - compare current reserves held with current policy level
  - ensure the reserves level requirement continues to be appropriate after consideration of all financial risks and current/future plans
  - ensure current budgets and future financial plans remain consistent with the reserves policy.