

Red text is required for inclusion.

Blue text indicates questions or advice that is replaced with answers or can simply be deleted.

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

[Enter Club Name] Constitution

Date Ratified (insert most recent 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.

Article I: Club Name

- The Competitive Sports Office requests that all clubs title themselves *Club Name at Southern Illinois University*
- Your formal club's name should appear on all social media and all club merchandise for consistency and branding.
 - The name of the University (e.g., Southern Illinois University, SIU, SIU Carbondale) cannot appear in the title of external club bank accounts.
- List club affiliations - National Governing Body (NGB), leagues, conferences, etc.
 - For example: Competitive Lawn Darts at Southern Illinois University is a member of the National Lawn Dart Union, Division 2 West League
- This organization shall follow all federal, state, and local statutes and regulations as well as the Southern Illinois University Student Code of Conduct, the SIU RSO Handbook, and the Sport Club Handbook.

Article II: Purpose Statement

- When writing your purpose statement, answer the following questions:
 - What is the purpose of your club?
 - Is it to compete, practice sport skills, create lasting friendships, or all the above?
 - Why does your club exist?
 - Why would someone want to join your club?

Article III: Membership

Section A: Criteria

- Membership is open to the following:
 - Current Southern Illinois University students who are enrolled in at least six credit hours for on-campus courses.
 - Current Southern Illinois University students who are enrolled in online courses or less than six credit hours for on-campus courses have purchased an RSS inactive student membership.
 - Current Recreational Sports and Services (RSS) members who have purchased a semester or annual membership.
- Students should comprise most of the club membership.
- With the approval of the Competitive Sports Office, student members may officially represent the University in competitive events.
 - Non-student members cannot officially compete for the club.
- Provide detail for any additional requirements that are mandated by your NGB – GPA requirement, purchase of individual insurance, or registration costs.
 - 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 members 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, Inclusion, and Anti-Hazing Policy

Member selection and access shall be free from discrimination based on 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.

This organization shall provide reasonable accommodations as necessary to individuals with disabilities to provide equal opportunity to participate in programs, services, and activities.

This organization will not conspire to engage in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

This organization must be open and accessible to all Southern Illinois University Carbondale students and RSS members with qualifying memberships. The policies of NGBs cannot supersede this requirement. Appropriate accommodation must be in place to ensure all students and RSS members may participate.

Section C: Membership Dues and Collection Procedures

- The club's fiscal year begins on July 1st and ends on June 30th.
- It is recommended that your officers plan out all expenses for the year prior to determining dues.
- Membership dues details
 - NOTE: Your club is strongly encouraged to charge membership dues. Charging membership dues creates a sense of investment for members.
 - Explain membership tiers (if needed)
 - Amount for each tier (if applicable)
 - You may include a disclaimer stating dues are subject to change based on travel/equipment needs.
- Collection of dues
 - Define the process for collecting dues.
 - Due Date
 - Person(s) designated to receive dues
 - Method of payment (e.g., cash, check, digital wallets (Venmo, PayPal, Cash App,))
- Consequences for failing to pay dues.
 - Possible consequences: loss of travel privileges, voting privileges, etc.
- Define how dues will be used.
 - Travel (gas, vehicles, hotels)
 - T-shirt or other apparel
 - Entry fees for tournaments, insurance, league fees
 - Equipment
- Do you allow refunds for dues paid? If so, under what conditions?
 - It is at the discretion of your officers if you would like to allow refunds.
 - Hypothetical Situation: 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.
 - Some possible solutions
 - You can choose to reimburse the former members for the trips they *did not attend*.
 - You can set a strict no refund policy.
- Are payment plans available for members?
 - It is at the discretion of your officers if you would like to make accommodations for members.
 - If payment plans are an option, officers need to discuss the details of the plan and provide written confirmation.
 - Make sure to develop a contract stating the particulars of the payment plan and obtain signatures.

Section D: Membership Discipline (Guidance)

- Authority
 - The sport club executive board may not override or dismiss the authority of the University.
 - The Office of Student Rights and Responsibilities, the Office of Student Engagement, and the Competitive Sports Office may formally warn, suspend, or remove any sport club member.
 - With justification, the Office of Student Rights and Responsibilities, the Office of Student Engagement, and the Competitive Sports Office may set aside the decision of the executive board and general membership.
 - The executive officers of the club may issue verbal and written warnings, suspensions, and removals for inappropriate member behaviors and actions that include but are not limited to failure to pay dues, failure to attend mandatory practices and meetings, and unacceptable conduct.
- Investigative Responsibility
 - The sport club should refrain from performing investigations until receiving recommendations from the RSS Program Director.
 - The sport club is prohibited from performing investigations regarding violations of the SIU student Conduct Code, alleged Title IX violations, and hazing allegations.
 - Sport club executive officers are required to immediately notify the RSS Program Director, a club advisor, or a University staff member when any forms of misconduct that includes, but is not limited to, violations of the SIU student Conduct Code, alleged Title IX violations, and hazing allegations.

Section E: Member Guidance Process

The membership guidance process is intended to promote personal growth and development as well as emphasize personal accountability for one's actions. Based on the situation, the executive board may choose an appropriate penalty which may include immediate removal. The sport club is required to notify the RSS Program Director and additional advisors, and these professionals shall be copied on all follow-up emails.

- Verbal Warning
 - An informal discussion regarding potentially inappropriate behaviors and actions.
 - The executive officers or their designated representative are required to send a follow-up email, summarizing the conversation in addition to reviewing relevant club policy and procedures.
- Written Warning
 - The executive officers shall schedule an in-person meeting and deliver a formal letter to the party.
 - The officers shall review the letter, answer any questions, and address any discrepancies in the letter.
 - A follow-up email is required to accompany the verbal warning, summarizing the conversation and reviewing relevant club policy and procedures.
 - The member may formally accept or appeal the letter of warning.
- Suspension from Club Activities
 - The executive officers shall schedule an in-person meeting and deliver a formal letter to the party.
 - The letter shall clearly state the parameters of the club suspension (e.g., prohibited activities, length of suspension etc.)
 - The officers shall review the letter, answer any questions, and address any discrepancies in the letter.
 - A follow-up email is required to accompany suspension, summarizing the conversation and reviewing relevant club policy and procedures.
- Membership Revocation
 - The executive officers schedule an in-person meeting and deliver a formal letter to the party.
 - The letter shall clearly state the reason for the membership revocation.
 - The officers shall review the letter, answer any questions, and address any discrepancies in the letter.
 - A follow-up email is required to accompany the revocation, summarizing the conversation and reviewing relevant club policy and procedures.

Section F: Member Appeal Process

- Current SIU student members must have the opportunity to formally appeal written warnings, suspensions, and membership renovation.
- Within seven days of receiving the written warning, notice of suspension, or notice of membership revocation, the affected member shall alert the executive board of their intent to appeal via email or written letter.
- The executive board shall schedule a meeting or set aside ample time during a regularly scheduled meeting.
- A professional staff member from the Competitive Sports Office shall act as the meeting moderator.
- Appeal meeting format
 - The executive board or their representative shall read the formal letter in its entirety and answer any questions from the membership.
 - The appealing member shall offer a counterargument to the membership.
 - The appealing member and the executive officers shall leave the meeting area, and the general membership shall vote on the following:
 - Written warnings.
 - Uphold the written warning.
 - Deny the written warning and expunge the letter from the member's file.
 - Suspension and Membership Revocation
 - Uphold the suspension or membership revocation.
 - If the member's removal has been finalized, all club equipment and uniform must be returned.
 - The membership may choose to refund all or a portion of paid membership dues.
 - Full reinstatement without restrictions
 - Reinstatement with restrictions
 - The general membership shall set restrictions, and the executive board members shall enforce compliance.

Article IV: Voting

Section A: Eligible voters

- Who can vote?
 - Questions to ponder - All members who have completed a waiver? Members who have paid dues?

Section B: Quorum

- 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 most members. A quorum must be determined for the Executive Board as well.

Section C: Matters Available for Vote

- Outline what matters are strictly at the discretion of the officers to decide.
 - 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."
- Outline what matters can or will be voted on by general members.

Section D: Constitutional Ratification

- The Constitution will be reviewed and ratified on an annual basis.
- What voting percentage is needed to ratify the constitution?
- If the constitution is not ratified, what are the next steps?

Section E: Amendments Proposal and Ratification

- Who can introduce a proposal to amend the constitution?
- What is the process for making amendments to the constitution?
- Do you need a majority vote of the general membership or Executive Board?

Section F: Officer Election Procedure

- Inclusive Democratic elections are required annually.
- Determine an annual time for officer election held annually.
 - We suggest electing officers during the Fall Semester or early in the Spring Semester to allow for a training period.
- How will you conduct elections?
 - Members should be notified at least two weeks in advance of an election meeting.
 - Do people have to nominate candidates in advance of the meeting? 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?
- What is the voting process?
 - Is it completed by ballot? If so, who is distributing, collecting, and tallying the ballots?
 - Is it completed by show of hand?
 - Do not forget about proxy votes if allowed.
- The nominee with most of the votes shall be declared the winner.
- What happens in the case of a tie?

Section G: Proxy Voting

- If your club allows proxy voting, what is the process?
 - Please provide a detailed step-by-step process.

Article V: Officers

Section A: Required Positions

- This organization shall always maintain an active President, Vice President, Treasurer, Safety Officer, and Secretary. The President, Vice President, Treasurer, Safety Officer, and Secretary shall comprise the Executive Board.
- At the discretion of your club, additional non-executive officers can be added. 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

- Prospective officers must be officially affiliated with and enrolled at Southern Illinois University Carbondale.
- Students must also be classified as being in “good standing” with the University.
 - A student’s academic and disciplinary status determines their “standing” with the University.

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: Officer Transition

During the officer transition period, outgoing officers are required to transfer the following virtual and physical materials to incoming officers before the end of the current semester:

- ✓ Organizational data
- ✓ Ownership of organizational accounts
- ✓ Physical club materials

Section E: Officer Discipline (Guidance)

- Authority
 - a. The sport club executive board may not override or dismiss the authority of the University.
 - b. The Office of Student Rights and Responsibilities, the Office of Student Engagement, and the Competitive Sports Office may formally warn, suspend, or remove any sport club member.
 - c. With justification, the Office of Student Rights and Responsibilities, the Office of Student Engagement, and the Competitive Sports Office may set aside the decision of the executive board and general membership.
 - d. The executive officers of the club may issue verbal and written warnings, suspensions, and removals for inappropriate member behaviors and actions that include but are not limited to failure to pay dues, failure to attend mandatory practices and meetings, and unacceptable conduct.
- Investigative Responsibility
 - a. The sport club should refrain from performing investigations until receiving recommendations from the RSS Program Director.
 - b. The sport club is prohibited from performing investigations regarding violations of the SIU student Conduct Code, alleged Title IX violations, and hazing allegations.
 - c. Sport club executive officers are required to immediately notify the RSS Program Director, a club advisor, or a University staff member when any forms of misconduct that includes, but is not limited to, violations of the SIU student Conduct Code, alleged Title IX violations, and hazing allegations.

Section F: Officer Guidance Process

The officer guidance process is intended to promote personal growth and development as well as emphasize personal accountability for one's actions. Based on the situation, the executive board may choose an appropriate penalty which may include immediate removal. The sport club is required to notify the RSS Program Director and additional advisors, and these professionals shall be copied on all follow-up emails.

- Verbal Warning
 - An informal discussion regarding potentially inappropriate behaviors and actions.
 - An executive officer should send a follow-up email, summarizing the conversation and reviewing relevant club policy and procedures.
- Written Warning
 - The executive officers shall schedule an in-person meeting and deliver a formal letter to the party.
 - The officers shall review the letter, answer any questions, and address any discrepancies in the letter.
 - A follow-up email should accompany the verbal warning, summarizing the conversation and reviewing relevant club policy and procedures.
 - A copy of the signed letter should be attached.
- Removal from Office
 - A professional staff member from the Competitive Sports Office shall be present for the meeting.
 - The executive officers shall schedule an in-person meeting and deliver a formal letter to the party.
 - The letter shall clearly state the parameters of the removal.
 - The officers shall review the letter, answer any questions, and address any discrepancies in the letter.
 - A follow-up email should accompany the removal, summarizing the conversation and reviewing relevant club policy and procedures.
 - A copy of the signed letter should be attached.

Section G: Officer Appeal Process

- Current officers must have the opportunity to formally appeal written warnings, suspensions, and membership renovation.
- Within seven days of receiving the written warning or notice of removal, the affected officer shall alert the executive board of their intent to appeal via email or written letter.
- The executive board shall schedule a meeting or set aside ample time during a regularly scheduled meeting.
- A professional staff member from the Competitive Sports Office shall act as the meeting moderator.
- Appeal meeting agenda
 - The executive board or their representative shall read the formal letter in its entirety and answer any questions from the membership.
 - The appealing officer shall offer a counterargument to the membership.
 - The appealing officer, executive officers, and all other officers shall leave the meeting area.
 - The general membership shall vote on the following:
 - Written warnings.
 - Uphold the written warning.
 - Deny the written warning and expunge the letter from the officer's file.
 - Removal from Office
 - Uphold the removal.
 - The officer shall remain a member.
 - The membership guidance process must be initiated to complete disassociation.
 - Full reinstatement without restrictions
 - Reinstatement with restrictions
 - The general membership shall set restrictions, and the executive board members shall enforce compliance.

Section I: Officer Vacancies

- How are officer positions vacancies filled outside of the normal election period?
 - Please provide a step-by-step process.
 - Keep in mind that your club cannot have vacancies in the five required officer positions. These positions should be filled within one week. Please notify the Competitive Sports Office of any vacancies.

Article VI: Duties of Officers

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

Section A: Duties of the President

The role of the President is to govern all operations of the club. This position 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:

- Supervises and manages other executive officers.
- Collaborates with the treasurer to provide sound fiscal management.
- Upholds and defends the club constitution in all matters.
- Work closely with the advisor(s), coach, and Competitive Sports Office in the establishment of policies and procedures relative to the club's mission and goals.
- Serves as the point of contact for the Office of Student Engagement, Competitive Sports Office, and the NGB.
- Attends trainings, meetings, and funding allocation hearings as required.
- Reads and understands the Sport Club Handbook, SIU RSO Handbook, relevant RSS policies and procures, and the SIU Code of Conduct. Ensures that all members share this understanding.
- Ensures that all coaches and teammates are approved and eligible to participate.
- Promotes good sporting behavior and appropriate conduct both on and off the field.
- Responsible for coordinating officer elections/nominations and facilitating officer transitions.
- Responsible for coordinating the submission of paperwork and registration information, including but not limited to, the RSO Transition, Fall Meeting, Spring Meeting, Annual Report, and activity registrations.

Section B: Duties of the 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 organizing general club meetings and practices (e.g., disseminating information, recording minutes and attendance at meetings and practices etc.)
- Chief contact for alumni relations and coordinator for alumni events
- Handles external issues of the club such as league scheduling and communication with other clubs, national governing bodies, and league offices.
- Coordinates the marketing and promotion of the club.
- Coordinates the community and campus involvement efforts of the club.
- Coordinates with the safety officer to create and/or enforce effective risk management procedures.
- Assists the Treasurer with fundraising.
- Ensures that all apparel designs are submitted to the Competitive Sports Office for approval *before* production.
- Assists with other duties as assigned by the President.
- Attends trainings, meetings, and funding allocation hearings as required.

Section C: Duties of the Treasurer

The role of the Treasurer is to serve as the overseer of fiscal operations of the club. Duties include, but are not limited to:

- Collaborate with the President to develop and implement a sound fiscal management plan
- Collaborates with the Vice President to plan and execute a fundraising plan.
- Responsible for tracking and approving all financial transactions for all club accounts.
- Completes the annual training during the Fall Semester
- Reviews and tracks receipts, bank statements, and other financial documents.
- Assists with submitting all financial requests to the Competitive Sports Office
- Attends trainings, meetings, and funding allocation hearings as required.

Section D: Duties of the Safety Officer

The Safety Officer works to enforce proper risk management for its members. Duties include, but are not limited to:

- Coordinates with the safety officer to create and/or enforce effective risk management procedures.
- Understands the RSS, facility, and team emergency action plans and educate club members.
- Implements Emergency Action Plans (EAP) when conditions warrant.
- Ensures that two members maintain a current CPR/AED/First Aid certification.
- Ensures that all members complete the sport club participation form annually.
- Completes the annual training during the Fall Semester.
- Attends all organized team practices, competitions, and activities when able.
- Coordinates travel arrangements for their clubs, submitting travel forms.
- Ensures that all incidents and injuries are reported to the Competitive Sports Office.
- Ensures that facility concerns are reported to the Competitive Sports Office.
- Ensures officers and coaches receive and understand concussion management techniques.
- Facilitates team compliance with University policies as well as state and federal laws
- Attends training, meetings, and funding allocation meetings as required.

Section E: Duties of the Secretary

- Responsible for keeping the minutes of all meetings and the meetings of the executive board.
- Provide a copy of the minutes for each officer and keep a master file.
- Maintain a complete and accurate account of attendance and membership status.
- Perform other duties as directed by the president.

Section F: Elastic Clause

- Under extreme and peculiar circumstances, it is within the powers of the executive officers to discuss and reach a resolution, so long as it does not defy the Constitution.
 - If an executive officer objects to the enactment of the Elastic Clause, it cannot be enacted until discussed with the RSS Program Director.

Article VII: 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 as chairperson and define the responsibilities and goal(s) of the committee.
- *If your club does not operate with committees, please remove this article.*

Article VIII: Advisor

Section A: The first advisor is the current RSS Program Director. The current RSS Coordinator of Competitive Sports may assist with advisement.

Section B: The sport club may select a second advisor. The selected advisor must meet all qualifications as outlined in the current version of the SIU RSO Handbook.

Section B: The RSS Program Director shall bear responsibility for approving sport club purchases and payments within departmental and University policies and procedures. The RSS Program Director shall be an advisor of record for all sports clubs with the Office of Student Engagement.

Section C: If requested, the RSS Program Director or RSS Coordinator of Competitive Sports may aid clubs in resolving issues.

Article IX: Coaches/Instructors

If a/the club's officer(s) serve as coach(es), that responsibility should be added into their officer roles in Article VI.

- The coach is a representative of your club and Southern Illinois University.
- All coaches and instructors must complete the coach/instructor agreement before officially starting.
- Compensation
 - The coach/instructor may be considered a volunteer.
 - You may use funds from an on-campus or off-campus bank accounts to compensate the coach.
 - If the coach needs access to the facility, you may purchase an RSS membership for the coach.
- What is their role within the club?
 - Non-student coaches should restrict their involvement to teaching, coaching, and advising.
 - Non-student coaches cannot serve in leadership positions or receive voting authority.
- What is the process for removing the coach or instructor?
 - Quorum vote of general membership or Quorum vote of executive board only
 - Non-student coach/instructors are not entitled to due process.
 - The RSS Program Director may remove a coach or instructor.

Article X: Notice of Meetings

Section A: Regular Meeting Schedule

- 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

- Special or emergency meetings may be called *<hours/days' notice>* by the executive board.

Section C: Format

- The meetings shall include a quorum (define what this is for your club), order of business, and disposition of the minutes.

Article XI: Parliamentary Procedure

Section A: Robert's Rules of Order Revised shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

Section B: Robert's Rules of Order Revised may be suspended by two-thirds vote of the present membership.

Article XII: Financial Procedures

NOTE: This section is intended to provide a framework for managing off-campus bank accounts. This section does not apply to on-campus 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.
- If a bank account is closed, the Treasurer shall serve as custodian of club funds.
 - It is strongly recommended to immediately establish a new bank account to safeguard the funds.
 - If an off-campus bank account will not be created, deposit the funds into the RSS or RSO account.

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.
 - Printing and storing copies in Dropbox or Google Drive is an example of a backup.

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 to monitor 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/overspend 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 should not 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 expenditures 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.
 - I suggest approving purchases that occur within the approved travel period and are related to club business.
- 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.
- The Committee should consider the club's audit and accounting requirements on an annual basis and consider appointment of an 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 must 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 number 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.