**\*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?
	+ Why does your club exist?
	+ Why would someone want to join your club?
	+ How will members benefit from the club experience?

**Article III: Membership**

Section A: Criteria

* Membership is open to the following:
	+ Undergraduate and graduate Southern Illinois University students officially enrolled during the semester.
	+ Recreational Sports and Services (RSS) members who are at least eighteen years of age and have purchased a semester or annual membership.
* Students should comprise at least fifty percent (50%) of the official club roster.
* 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 details 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.
* 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?
	+ 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: Member Guidance

* Purpose
	+ The guidance process addresses undesirable behaviors, repairs damaged relationships, and, if necessary, reintegrates offending members into the club sport club community.
* 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 any decision.
	+ 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

* A simple majority of the club membership is necessary to establish a quorum for general meetings, election meetings, and the constitutional ratification meeting.
	+ When determining the quorum, all club members (executive officers, non-executive officers, and general members) are counted.
* A quorum is required to officially vote on club matters. The absence of a quorum will invalidate all decisions during that meeting.
* For meetings of the Executive Board, all designated executive officers must be present to establish a

Section C: Matters Available for Vote

* Matters determined by Vote of the Executive Board
	+ Membership Dues
		- Executive officers are required to provide a breakdown of all actual and anticipated expenses and revenue sources to support their decision.
* Matters determined by Vote of all club members
	+ Public vote
		- Constitutional Ratification
		- Constitutional Amendments
		- General Meeting Schedule
		- Travel Schedule
		- Competition Attendance
	+ Private Vote
		- Election of executive and non-executive officers

Section D: Constitutional Ratification

* The general membership will review and ratify the Constitution on an annual basis.
* Amendments may not be proposed during this meeting.
* Articles, sections, and statements required for inclusion by the Office of Student Engagement and the Competitive Sport Office may not be revised, removed, or reorganized within the Constitution.
* Procedure for Constitutional Ratification
	+ The executive officers shall review and, if necessary, propose revisions to the constitution.
	+ Two weeks prior to the ratification meeting, the proposed constitution will be shared with the general membership via email or online file sharing.
	+ Adequate time must be set aside for the ratification meeting. The meeting may not adjourn until the constitution is ratified. If necessary, the meeting may be suspended until a later date.
	+ At the beginning of the meeting, the executive officers shall hold a vote to ratify the constitution. Two-thirds of the quorum may vote to ratify or to reject the constitution.
		- Outcome: Constitution is Ratified
			* If the quorum ratifies the constitution, the meeting may be adjourned, and the ratified constitution will be shared with the general membership via email and/or online file sharing.
		- Outcome: Constitution is Rejected
			* If the quorum rejects the constitution, the general membership will make recommendations for revisions. There is no limit on the number of revisions that may be proposed.
			* The executive board will respond to each proposed revision.
			* The quorum will vote to approve each proposed revision. If the revision is approved, the executive officers will immediately incorporate the revision into the constitution. If the revision is rejected, that revision shall not be considered for inclusion into the constitution.
			* After all revisions have been addressed, the quorum will vote to ratify the constitution.
* The ratification of the Constitution shall be valid for one calendar year from the date of the official ratification.

Section E: Amendments Proposal and Ratification

* Amendments are proposed after the official ratification of the Constitution.
* Amendments may not target articles, sections, and statements required for inclusion by the Office of Student Engagement and the Competitive Sport Office.
* Procedures for Amendment Proposal and Ratification
	+ An executive officer, non-executive officer, or general member will propose an amendment to the other Executive Board officers.
	+ The executive board will vote to accept or deny the proposed amendment. A simple majority of the executive board is necessary to approve or deny the proposed amendment. The executive board shall provide adequate reasoning for their decision.
	+ Outcome: The executive board accepts the proposed amendment.
		- If the proposed amendment is accepted, the proposed amendment shall be presented to the general membership for ratification at the next scheduled general meeting.
		- One week prior to the next scheduled general meeting, the proposed amendment shall be shared with the general membership via email or online file sharing.
		- At the beginning of the meeting, the general membership shall hold a vote to ratify the constitution. Two-thirds of the quorum will vote to ratify or to reject the amendment.
			* Outcome: Amendment is Ratified
				+ If the quorum ratifies the amendment, the ratified amendment shall be immediately added to the constitution. The revised Constitution will be shared with the general membership via email and/or online file sharing.
			* Outcome: Amendment is Rejected
				+ If the quorum rejects the amendment, the amendment shall not be considered for inclusion in the Constitution.
	+ Outcome: The executive board rejects the proposed amendment.
		- If the proposed amendment is rejected, the executive officer may present the amendment to the general membership at the next general meeting.
		- One week prior to the next scheduled general meeting, the proposed amendment shall be shared with the general membership via email or online file sharing.
		- At the beginning of the meeting, the member that proposed the amendment shall read the amendment and offer their rationale for ratifying the amendment.
		- A dissenting executive officer shall offer their reasoning for rejecting the amendment.
		- After the presentations have concluded, two-thirds of the quorum may vote to ratify or to reject the amendment.
		- Outcome: Amendment is Ratified
			* If the quorum ratifies the amendment, the ratified amendment shall be immediately added to the constitution. The revised Constitution will be shared with the general membership via email and/or online file sharing.
		- Outcome: Amendment is Rejected
			* If the quorum rejects the amendment, the amendment shall not be considered for inclusion in the Constitution.

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 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.
* The prospective officer must be eligible to participate in sport club activities without any programmatic restrictions. The Office of Equity and Compliance, Office of Student Rights and Responsibilities, Office of Student Engagement and the Competitive Sports Office may place programmatic restrictions on sport club members.

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 Election Procedure

* Inclusive democratic elections are required annually.
* Required procedure for executive and non-executive officer elections
	+ The executive board shall appoint an odd number of impartial election facilitator(s).
		- Officers that are not running for re-election may serve as election facilitators.
		- The executive board may choose a non-member of the club to serve as an election facilitator.
		- The election facilitator(s) shall possess authority to run inclusive democratic rules in accordance with the required procedure listed in this section.
	+ Open positions are communicated to members via in-person interest meetings, virtual interest meetings, email, or online file sharing.
	+ The election facilitator(s) will determine the type of voting system to be used.
		- Choices of voting systems shall be limited to the following:
			* One-Vote election
				+ Each eligible club member is allowed one vote per position.
				+ The candidate with the highest number of votes is declared the winner.
				+ If there is a tie, the election facilitator shall break the tie.
			* Roll Call Election
				+ For each position, the eligible club member will rank each candidate in order of preference.
				+ The candidate who received the most “#1” votes shall be declared the winner.
				+ If there is a tie after counting “#1” votes, the election facilitator will count which candidate received the most “#2” votes to determine the winner.
				+ If there is a tie after counting “#2” votes, the election facilitator will count which candidate received the most “#3” votes to determine the winner.
				+ If there is a tie after counting “#3” votes, the election facilitator will vote to select the candidate.
	+ The election facilitator(s) shall determine if the elections will be in-person or virtual.
		- Confidentially must be protected by the choice of venue.
		- For in-person voting, paper ballots or a virtual ballot system may be used.
		- For virtual voting, the system must track the voter and their selections.
	+ The election facilitator(s) shall collect nominations or candidate interest.
		- Nominations may be made at interest meetings or via email.
		- A person may nominate themselves or other eligible members.
* The election facilitator(s) shall ensure that all nominated members are eligible to run for office.
* The election facilitator(s) shall collect candidate statements from nominated members.
	+ Candidate statements shall be submitted via email or online file sharing.
	+ Candidate statements should be shared with members prior to the election.
* The election facilitator(s) shall prepare the ballot.
* The election facilitator(s) shall communicate to all members how voting will be collected.
* The election facilitator(s) shall send a full list of candidates and positions to all members.
* The election facilitator(s) shall conduct the election on the designated date and at the designated location.
* Election Procedure
	+ Prior to voting, the candidates may deliver a brief speech to the voting members.
	+ The election facilitator(s) will explain the voting system being used.
	+ The ballots will be passed out to all members.
	+ Each member will submit their ballot to the election facilitator.
	+ The election facilitator(s) shall sequester themselves and count all ballots.
	+ The election facilitator(s) will conduct tie-breaking procedures as appropriate.
	+ The election facilitator(s) shall inform all members and candidates of the results.
		- The election facilitator(s) shall securely store all ballots for two weeks.
* The election facilitator(s) shall allow two calendar weeks from the election to entertain appeals or grievances.
* After two weeks have elapsed or all appeals and grievances have been addressed, the election facilitator(s) shall send the results to the RSS Program Director via email.

Section E: Election Grievance and Appeal Process

* A voting member may issue a formal grievance or appeal for reasons outlined in Article V, Section F: Annulment of Officer Elections.
* Within fourteen days of the election results, the affected member shall alert the election facilitator(s) of their intent to appeal via email or written letter.
* The election facilitator(s), the appellant, and the executive board shall schedule a meeting with the RSS Program Director, Sport Club Advisory Board, and the sport club’s Executive Board.
* The RSS Program Director and the Sport Club Advisory Board shall issue a final decision.

Section F: Annulment of Office Elections

* The Office of Equity and Compliance, Office of Student Rights and Responsibilities, the Office of Student Engagement, and/or the Competitive Sports Office may annul election results for any reason.
* The executive board may annual an election for the following reasons:
	+ The election facilitator did not follow the officer election process as outlined in Article V, Section D: Officer Election Procedure.
	+ The election facilitator intentionally manipulated the results of the election through action or in-action.
	+ An election facilitator publicly endorses a candidate or candidates.
	+ A candidate’s misconduct has a significant impact on the election.
	+ All candidates for an open position are not eligible to serve as an officer.

Section G: 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 H: Officer Discipline (Guidance)

* Authority
	1. The sport club executive board may not override or dismiss the authority of the University.
	2. 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.
	3. With justification, the Office of Student Rights and Responsibilities, the Office of Student Engagement, and the Competitive Sports Office may set aside any decision.
	4. 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
	1. The sport club should refrain from performing investigations until receiving recommendations from the RSS Program Director.
	2. The sport club is prohibited from performing investigations regarding violations of the SIU student Conduct Code, alleged Title IX violations, and hazing allegations.
	3. 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 I: 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 J: 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 K: 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**

Section A: Duties of the Executive Board

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.

Section A.1: 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 A.2: 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 A.3: 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 A.4: 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 A.5: Duties of the Secretary

* Serves as the parliamentarian for all meetings, enforcing any chosen Rules of Order and decorum.
* Responsible for keeping the minutes of all general 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 B: 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.

Section C: Duties of Non-Executive Officers

* 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.

**Article VII: Advisor**

Section A: Primary Advisor

* The first advisor is the current RSS Program Director.

Section B: Second Advisor

* 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 C: Authority

* The RSS Program Director shall take any action to enforce the club constitution.
* The RSS Program Director may remove officers that fail to follow the guidelines of the Sport Club Handbook, RSO Handbook, and Student Conduct Code.
* With justification, the RSS Program Director may set aside the decisions of the executive officers, non-executive officers, and /or general membership.

Section C: Fiscal Responsibility

* 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 the advisor of record for all sports clubs with the Office of Student Engagement.

Section D: Meditation

* The RSS Program Director shall aid clubs in resolving issues.

**Article VIII: Coaches/Instructors**

Section A: Requirements

* All non-student coaches and instructors must complete the coach/instructor agreement before officially starting.

Section B: 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.

Section C: Role of the Coach/Instructor

* Non-student coaches should restrict their involvement to teaching, coaching, and advising.
* Non-student coaches cannot serve in leadership positions or receive voting authority.

Sectoin D: Removal of the Coach/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 IX: 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

* 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: Suspension of Rules of Order

* Robert’s Rules of Order Revised may be suspended by two-thirds vote of the present membership.

**Article XII: Sport Club Council Representation**

Section A: Appointment

* The Sport Club Council consists of two appointed student representatives from each sport club.
* The president of each sport club shall appoint two student members during the academic year as council representatives.
* Representatives are not required to hold an officer position.

Section B: Duties

* Representatives are required to attend each council meeting throughout the year.
* Representatives are expected to share grievances and recommendations.
* Council representatives should review important information with the club officers and membership.