

## **SPORTS CLUB EXECUTIVE COUNCIL: OPERATING PROCEDURES**

### 1. Introduction

In order to provide student input and representation for all clubs involved in the Club Sports Program, there shall be an advisory group identified as the Sports Club Executive Council (SCEC).

### 2. Purpose or Function

A. **Advisory:** The primary purpose of the SCEC shall be to advise the Assistant Director of Recreational Programs for Campus Recreation in charge of Club Sports and his/her staff of the interests, desires, and needs of sports club members. In this capacity the members of the council will convey the recommendations of their constituents, and in turn, communicate and interpret the policies and procedures of the Club Sports Program to those whom they represent.

B. **Review and Evaluate:**

1. The SCEC shall review and evaluate the goals, objectives, policies, and services of the Club Sports Program and offer recommendations for the program's improvement.
2. The SCEC shall review cases of reported misconduct amongst members and offer disciplinary recommendations if necessary.

C. **Liaison:** The SCEC shall serve as a forum for the exchange of information between all of the clubs that are part of the Club Sports Program.

D. **Support:**

1. The SCEC shall support the continuous development of Club Sports Program through appropriate requests for financial allocations, and shall convey this support to the University administration in whatever way seems most suitable.
2. The SCEC shall support adherence by its member clubs to the policies and procedures contained in the Club Sports Handbook.
3. Participating in community outreach programs such as Adopt-a-highway, etc.

### 3. Constituency

A. Each registered Sport Club shall provide the SCEC with one representative to be selected by that sport club, preferably the President.

B. The representative must be a member of the club and an enrolled student at Southern Illinois University Edwardsville.

- C. The selection process will remain at the discretion of the organizations. It is advised that care be used to insure that appointments are made in such a manner that the interests of the entire organization are adequately represented.
  - D. Appointments should be made during the Spring Semester for the following fiscal year. All appointment will begin with the first meeting of the school year and last through the following Summer Session, unless the representative resigns or becomes ineligible to serve.
  - E. The club representative alone shall have voting privileges and shall be entitled to one vote each.
  - F. The SCEC shall include one non-voting ex-officio member, the Assistant Director of Campus Recreation or his/her designee.
4. Organization and Operation
- A. Election of Officers:
    - 1. The Assistant Director of Recreational Programs or his/her designee for Campus Recreation shall chair the first meeting of the SCEC each year.
    - 2. At this meeting the SCEC shall elect a President, Vice-President, Secretary, and a representative to run the official business during the course of that year.
    - 3. All officers shall be the SCEC representative of their respective sport clubs.
    - 4. All officers shall be elected by a simple majority vote using a secret ballot during the first meeting of the SCEC in the Fall Semester. Nominations shall be made from the floor.
    - 5. All officers shall take office immediately after the election results for the office they were elected to serve.
    - 6. The term of office shall be until the next election (one year but may be re-elected for a second one-year term) unless the officer ceased to be an eligible member of the SCEC, resigns, or is recalled.
    - 7. The term of office for the officers shall be from Fall Semester through Summer Session.
  - B. Duties of the officers:
    - 1. President – The President shall preside over meetings of the SCEC. He/She shall represent and speak for the SCEC during other campus meeting and events.
    - 2. Vice-President – The Vice-President shall assume the duties of the chairperson in his/her absence and shall assist the President in his/her duties as delegated by the chairperson, and shall serve as the Council Parliamentarian.
    - 3. Secretary – The secretary shall keep notes at all SCEC meetings and submit minutes to the Department of Campus Recreation within three business days for distribution to the Council members.

C. Vacancies (Resignation or Recalls):

1. In case of vacancy on the Executive Council, the Assistant Director of Campus Recreation shall request that the appropriate club appoint a replacement.
2. Should an officer's (of the SCEC) position become vacant, the order of succession to the office of President shall be the Vice-President followed by the Secretary. The Secretary shall succeed the Vice-President. This order of succession will be followed if possible or the SCEC will elect a replacement from the membership, at the next Council meeting, to complete the term.
3. An officer of the SCEC may be recalled from the office by a two-third-majority vote of all SCEC representatives present at a meeting of the SCEC. The motion to recall shall be made at least one meeting prior to the meeting at which it shall be voted upon.

D. Recommendations:

In order to make a recommendation the following procedures must be followed:

1. The appropriate standing committee shall meet, decide on their recommendation(s), and then present their recommendation(s) to the SCEC. When making a suggestion for change to the handbook the committee must present the current procedure, the recommended change and the rationale for the change.
2. It shall be required that the recommendation(s) be presented to the SCEC at least one meeting prior to the meeting where it shall be voted on. A written copy of the recommendation(s) shall be mailed to all representatives one week prior to the meeting where it shall be voted on.
3. A two-thirds majority is required to pass a recommendation.

5. Activities

A. Council Meetings: The council will meet regularly once each month September through April, except December. Required meetings are listed on the Club Sports Calendar and will include the first meeting of each Fall Semester, which is a special orientation for all Sport Club officers and advisors, presented by the Kimmel Leadership Center. Failure to attend this meeting may result in a club not being funded. Special meetings may be called by the SCEC chairperson or the Assistant Director of Campus Recreation, or by a vote of two-thirds of the membership of the SCEC.

1. Notice: Notice of all SCEC meeting shall be made on the annual calendar of the Club Sports Program, at each council meeting, by mail to the club representative, and in the club mailbox at the University Center, no later than

one week in advance. If the name of a representative is not on file, notice will be sent to the club's president and faculty advisor.

2. Agenda: The SCEC and its committees shall be imposed if a club is not represented (without an excused absence) at a council or committee meeting (if it is a member of that committee):
    - a. Upon the first absence, the club president and faculty staff advisor will be notified. There will be no penalty.
    - b. Upon the second absence, the club will be placed on immediate probation with certain privileges suspended for a period of time and/or performance of a service project by the club. A meeting will be held to decide terms of probation.
    - c. Upon the third absence a meeting will be held to decide upon more severe sanctions. There will also be a \$25.00 fine.
    - d. If a club does not resolve this problem during the following semester (by attending all required meetings), its Sport Club status may be revoked.
  3. Quorum: A quorum for any meeting shall consist of a simple majority of the active Sports Clubs.
  4. Open Meetings: All meetings of the SCEC and its committees shall be open except in the case of disciplinary hearings where the club has the prerogative of an open or closed meeting.
  5. Parliamentary Authority: The SCEC and the committees will use the following simplified Parliamentary Procedure to conduct all business as follows:
    - a. The meeting is "called to order" by the chairperson.
    - b. The minutes of the preceding meeting are read by the secretary. They may be approved as read or approved with additions or corrections.
    - c. Reports of standing committees.
    - d. Report of the Advisory Board Representative.
    - e. Unfinished business is next in the order.
    - f. New Business.
    - g. Adjournment.
- B. Standing Committees: If the SCEC consists of seven or more active members, the chairperson of the SCEC shall appoint council representatives to the following standing committees according to the Guidelines for the Selection of Standing Committees. If the SCEC consists of less than seven active members, the executive officers will fill each of the committee positions and shall report to the SCEC at each meeting.
1. The following standing committees shall be established:
    - a. Judicial

1. To review cases of reported Club misconduct and make recommendations to the Assistant Director in charge of Club Sports.
2. To review the Club Sports Handbook and recommend appropriate revisions to the Sports Club Executive Council.

b. Budget

1. To make recommendations on the disbursement of available funds to vendors.
2. To ensure club members are advised of available funding procedures, guidelines and deadlines, and act as a liaison between the SCEC and funding agents.

c. Committee Selection

1. Each committee shall consist of a minimum of three (3) members of the SCEC.
2. All representatives, except officers of the Council, shall serve on one standing committee.
3. No club shall be represented on one committee for two consecutive years except if the individual representative is a carryover from the previous year. This individual may serve on a committee for two consecutive years. This applies to a specific individual and not a club. A maximum of two individuals per standing committee may be retained from year to year.
4. The right to vote shall not be denied to any representative serving on any committee except if the club he/she represents becomes ineligible.

C. Guidelines for Standing Committees

1. Each committee shall select a chairperson and secretary by a simple majority vote of the committee members.
2. A quorum must be present in order for each committee to transact business.
3. Committee members are disqualified from voting on any issues pertaining to their clubs.
4. Committee recommendations are to be decided by a simple majority vote of the members present.
5. The secretary of each committee is responsible for keeping notes at all committee meetings and submitting these notes to the Department of Campus Recreation within three business days for distribution to the chairperson of the council and its members. The secretary shall also insure that the committee members are notified of all committee members.