

# Club Sports Federation Constitution

Last Updated February 13, 2013

## Title

The official name of the organization shall be the Indiana University Club Sports Federation (CSF).

## Preamble

This assembly of Indiana University students believes that involvement in the institutions of physical fitness and competition, to promote physical well-being and university representation, is of utmost importance. With this purpose each representative club adheres to this document and serves in the Club Sports Federation. Pursuing common interests and like goals compels each member to become involved in his/her club sport and in turn the Club Sports Federation. The aspirations of this document and its corresponding governing body are to promote the shared goals of the Club Sports program in whole and support the goals of each individual club in a manner that promotes merit and fairness. It is to this cause that the Club Sports Federation holds physical well-being, leadership, competitive spirit, and cooperation as its paramount virtues. Through the successful advancement of these goals it is believed by the Club Sports participants that Indiana University, in name and culture, is better served. The powers vested in the organization arise from a mutual agreement with the School of Health, Physical Education and Recreation, the Athletic Department, the Student Activities Office, the student body, and University community in general. This document seeks to outline the relationship between the Indiana University Administration and its students, and serves to foster and preserve this relationship deemed so valuable by all.

## Article I: Membership

### A. Recognition

1. A club sport shall be defined as a group consisting of people who meet regularly to pursue an interest in sport activity.
2. To be eligible for membership in the CSF, a potential club shall meet the following requirements of a club sport
  - a. Fit the definition of a club sport; AND
  - b. Offer an activity that does not duplicate that of an existing club sport; AND
  - c. Offer an activity that falls within acceptable safety guidelines, as determined by the Campus Recreational Sports and the Office of Risk Management.
  - d. Offers an activity for which an approved space is available.
3. Upon request from a potential Club Sport for admittance to the Federation, it will be necessary that the club submit, to the Club Sports Federation Executive Board, the following:
  - a. Written constitution
  - b. Written statement justifying the potential club and why it should be accepted as a club sport.

- c. An explanation of difference between the potential club and any similar existing club sports.
  - d. A written description of the club's activities, and the space requirements for such activities.
4. Upon receipt of documentation from a potential club, the Executive Board shall:
- a. Provide the Assistant Director of Club Sports a copy of the documentation; AND
  - b. Refer the proposal to the Martial Arts Committee, if applicable; AND
    - i. The Martial Arts Committee shall review the proposal and make a recommendation to the CSF Executive Board
  - c. Review the documentation and do one of the following
    - i. Ask for more information; OR
    - ii. Deny the proposal on the basis of failure to meet the requirements of becoming a club sport; OR
      - 1. Executive Board must provide a written explanation of denial.
    - iii. Upon receiving approval from Campus Recreational Sports, Office of Risk Management and the CSF Executive Board, the potential club may proceed to the next step in the process.
      - 1. The Executive Board shall schedule the potential club to present at a Club Sports Federation meeting
        - a. No more than two (2) potential clubs may present at any Club Sports Federation meeting
          - i. The Executive Board determines the meeting at which a potential club sport may present.
          - ii. The Executive Board may postpone a potential club sports' presentation to the Club Sports Federation if two other potential clubs are already scheduled to present at a given meeting.
        - 2. The Executive Board Officers shall make available the potential club sport's constitution at the CSF meeting.
5. The potential club sport will then present their club to the Club Sports Federation
6. The Club Sports Federation may either ask the potential club to provide additional information, and schedule the potential club to re-present at the next meeting, or vote on the matter.
7. A two-thirds affirmative vote of the quorum is required to accept a potential club sport.
- a. A potential club sport immediately becomes a member of the Club Sports Federation upon acceptance by the Club Sports Federation.
8. Upon acceptance into the Club Sports Federation, the club sport will be recommended to the Student Activities Office as a Student Organization.
9. Each potential club sport may present once per semester.

## B. Recurrent Responsibilities

1. Activation
  - a. Each club sport must complete annual activation requirements. A detailed explanation of the Annual Activation and Summer Activation processes and requirements are located in the Club Sports Manual.
2. Classification
  - a. Each club must participate in the annual Classification process. A detailed explanation of the Classification process and requirements is located in the Club Sports Manual.
3. Club Sports Federation Meetings
  - a. Each recognized Club Sport must be represented at Club Sports Federation monthly meetings.
4. Contributing to the Indiana University Community
  - a. All club sports are expected to “give back” to the students, faculty, and staff of the Indiana University community, and as such must:
    - i. Participate in Federation-sponsored activities.
    - ii. Conduct at least one project, tournament, exhibition, or the like, per year from which the entire campus may benefit.

C. Status

1. All members of the Federation are automatically eligible for privileges and benefits outlined in their respective classification categories, and also retain such status until they fail to comply with the guidelines set forth in this document and the Bylaws. Only one Club Sport of each type may hold a seat in the Federation.

**Article II: Compliance**

A. Statement of University Compliance

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

B. Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

**Article III: Executive Board**

The Executive Board Officers will act as an administrative body in the Club Sport Federation and will include a President, Vice-President, Secretary, and Treasurer. The four officers of the Federation will divide up the club roster and serve as liaisons for their particular clubs on information, events, and meetings.

A. President

The President is responsible for chairing Club Sports Federation meetings and representing the Federation in all dealing with University officials. The President

shall represent the Club Sports Federation on the Student Recreational Sports Association.

B. Vice President

The Vice President will fill in for the President at all Club Sports Federation official functions in case of the President's absence. In these situations, he/she will oversee and coordinate all Board work. He/she shall oversee the Classification process. The Vice President shall serve as an alternate to represent the Club Sports Federation on the Student Recreational Sports Association.

C. Secretary

The Secretary will be responsible for recording the minutes of each Federation meeting. He/she will keep a record of each club's attendance and business as it is reported or provided at Club Sports Federation meetings. He/she may be asked to act as correspondent for official notification relating to Club Sports Federation business. The Secretary may serve as an alternate to represent the Club Sports Federation on the Student Recreation Sports Association.

D. Treasurer

The Treasurer will be responsible for keeping an itemized account of Federation funds and expenditures. He/she will provide financial reports to clubs at the beginning of each semester and upon request. He/she will chair the Allocation process. He/she will be responsible to the Student Organization Accounts office for all Federation funds. The Treasurer may serve as an alternate to represent the Club Sports Federation on the Student Recreation Sports Association.

**Article IV: CSF Advisors**

- A. The Assistant Director of Club Sports shall serve as primary advisor to the Club Sports Federation and shall assist and advise in the entire Club Sports Program. He/she will be available for individual club consultation. He/she will attend Federation meetings. He/she will assist clubs by helping to plan, organize, coordinate, and evaluate all projects. He/she will be the liaison between the University Administration and the Club Sport Federation. He/she will have the right to inspect individual club accounts whenever deemed necessary by the Federation or University officials. He/she will have the right to take corrective and/or disciplinary action to correct a violation of Club Sports, Campus Recreational Sports, and/or Indiana University policies by a club sport.
- B. Program Director over Club Sports has the authority to act with or in the place of the Assistant Director of Club Sports.

**Article V: Elections**

- A. Nominations for executive officer positions shall occur each year beginning in March.

- B. Any Club Sport member may complete a nomination form to be considered for the Executive Board.
- C. Elections for executive positions shall take place at the April CSF meeting with the newly elected officers taking office in the fall semester of the next academic year.
  - 1. Nominees shall have the opportunity to speak on their own behalf prior to the vote.
  - 2. Executive Officers shall be elected by a simple majority affirmative vote of the quorum.
- D. In the event an office is vacated prior to the end of the academic year, the nomination and election process may take place at the next Club Sports Federation meeting.

**Article VI: Non-Hazing**

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may engender, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

**Article VII: Budget**

- A. The Allocation Committee shall determine the Club Sports Federation budget annually.
  - 1. The process by which the Allocation Committee determines the annual budget is described in the Club Sports Manual.
- B. The Club Sports Federation finances shall be housed in a Student Organization Account.
- C. The Treasurer shall maintain the Club Sports Federation budget.

**Article VIII: Disciplinary Regulations**

Complaints may be considered against a club for any action in violation of this constitution, CSF Manual, and/or the University's Policies and Regulations concerning Club Sports (whether committed by the club, by club representatives, or club members involved in a club function). Proven violations are grounds for penalties to be assessed against the club. The process by which clubs will be penalized is described in the Bylaws.

**Article IV: Amendments**

Any proposed amendments to this Constitution shall be heard and voted upon by the Club Sports Federation during its usual meeting time unless stated otherwise. Any amendments shall be submitted to and discussed by the Club Sports Federation one month prior to voting on said amendment. Any amendment to this Constitution must be made by a two-thirds majority vote of a quorum of the membership.