

# **Club Sports Association**

## Constitution

### **Preamble**

We, the students of the State University of New York at Geneseo, in order to facilitate the aims and objectives of club sport organizations and to provide for the co-curricular development of students, do establish this constitution.

### **Article I – Name**

The name of this organization is the Club Sports Association of the Undergraduate Student Association of the State University of New York at Geneseo, hereinafter called the CSA.

### **Article II – Purpose**

The CSA is a part of the Undergraduate Student Association, which provides students with the opportunity to compete in athletic competitions of various sports, not found on the varsity level at the State University of New York at Geneseo.

### **Article III – Membership**

The membership of the CSA shall be composed of all full-time or part-time, mandatory student activity fee-paying students currently holding membership in a recognized club sport organization of the Undergraduate Student Association of the State University of New York at Geneseo. Membership to the CSA, or any club sport organization governed by the CSA, shall not be denied for any student who meets the above qualifications. A list of all currently recognized club sports will be available on the Student Association website.

### **Article IV – Becoming a CSA Recognized Organization**

Prior to gaining official recognition as a member organization of the CSA, the executive committee of the Student Association must acknowledge that the club sport organization has met the following criteria through a two-week reading presented at open business meetings:

- A. The club sport organization must be a recognized organization of the State University of New York at Geneseo.
- B. There exists no club sport organization or varsity team within the same activity.
- C. The organization must be comprised of full-time and part-time, mandatory student activity fee-paying SUNY Geneseo students.
- D. The organization must have an on-campus advisor (faculty/staff) who has demonstrated interest in the named activity. The CSA Executive Board shall also have an advisor, to be chosen from the Director of Athletics, Department of Sports and Recreation.
- E. The organization must provide a list of rules and regulations and safety policies required for participation to the SA executive committee.
- F. All club sport organizations must practice and/or compete in athletic activity with institutions outside of SUNY Geneseo. Organizations must provide written documentation to the CSA executive board proving the existence of other organizations outside SUNY Geneseo who are willing to compete against the SUNY Geneseo organization.

- G. All organizations must serve a one-year probation period without funding from the CSA. Any organization serving in the probationary period may not receive funding during that period. The team and its members, will however, be covered by the insurance of the Student Association. Insurance coverage consists of medical, and liability coverage. At the end of that period, the existing representatives of the CSA, in conjunction with the CSA executive board, shall vote on that group's recognition based on their ability to meet the requirements of this constitution and accepted by-laws. The cost of insurance will also be factored in when determining the admittance of a new team to the CSA.
- H. Following the one-year probation period, it is the requirement of the organization to present a budget before the Student Association Executive Committee. With approval of the budget, the club sport is officially accepted into the Student Association and shall continue to receive insurance coverage. Furthermore, they are now required to attend Student Association meetings.
- I. If an organization has withdrawn from the CSA and wishes to return, the organization must serve the one-year probation period.

## **Article V – Representative Council of the CSA**

### Section I – Membership

- A. The CSA shall be composed of the President from each recognized club sport organization.
- B. Within the membership of the CSA, there shall be an Executive Board of Officers consisting of a President, Vice President, Secretary, Treasurer, and the Student Association Vice President (non-voting).

### Section II – Meetings

- A. Meeting shall be held upon direction of the Executive Board and must be held at least one time per month during the academic year.
- B. Meetings shall be open to the campus except when in executive session. No legislative or financial decision can be made in executive session.
- C. Special meetings shall be called by the President of the CSA upon the request of a majority of the representatives, or by request of the CSA Executive Board.
- D. Meetings shall be run according to parliamentary procedure as stated in Robert's Rules of Order.
- E. The dates and times of the meetings for the semester must be given to the club sport organizations within 2 weeks of the beginning of the semester.

### Section III – Student Association Meetings

- A. It is the responsibility of each Club Sports team to send a representative to every meeting of the Student Association held Wednesdays at 6:15 PM in the College Union Hunt Room.
- B. Representatives should announce any upcoming tournaments and results from past events.
- C. Failure to attend the meetings will result in the organization's budget being frozen per Student Association Financial Policy.

### Section IV – Duties of the CSA

- A. To represent the members of respective club sport organizations on matters of concern to the CSA.

- B. To make recommendations on policies concerning the CSA to all concerned all club sports.
- C. To approve all actions taken in the name of the CSA.
- D. To set financial policy governing the budgeting and expenditure of moneys from the CSA treasury in accordance with all Student Association financial policies.
- E. To submit the annual CSA budget to the Student Association when requested by the Student Association Director of Business Affairs.
- F. To approve the expenditure of moneys from the CSA treasury.
- G. To be responsible for communication between the CSA and individual club sport organizations.
- H. To provide a list of all recognized club sport organization's officers and representatives and other information for the reference of all members of the CSA to the Director of SA Programs, Personnel and Finance.

#### Section V– Executive Board of Officers of the CSA

- A. The Executive Board of the CSA shall consist of a President, Vice-President, Secretary, Treasurer, and the Student Association Vice President, as provided in Article V, Section I B of this constitution.
- B. The President, Vice-President, Secretary, and Treasurer shall be elected by plurality vote within the CSA before May 1<sup>st</sup> of each year for the following academic year.
- C. The four elected officers of the CSA must be members of a recognized club sport organization during the term of office.
- D. The term of office is to be one academic year. All officers shall assume office the first Monday of May, and shall serve until the first Monday in May of the following spring.

#### Section VI – Duties of the Officers of the CSA Executive Board

- A. The President shall:
  1. Preside over all meetings of the CSA.
  2. Represent or appoint a representative of the CSA at all appropriate college committees.
  3. Call any special meetings as provided for in Article V, Section II.C of this constitution.
  4. Attend all meetings of the Student Association as a representative of CSA.
  5. Meet regularly with the Student Association Vice President.
- B. The Vice-President shall:
  1. Assume the duties of the President in the President's absence.
  2. Assume the position of President in the event of the President's resignation or removal from office.
  3. Assist the President whenever possible in the performance of the duties of the President.
  4. Coordinate all special events of the CSA.
- C. The Secretary shall:
  1. Keep minutes of all official meetings of the CSA and make them available to any member before the next meeting. The minutes are to be distributed to the Student Association President, Student Association Vice President, Club Sports Presidents, the CSA Executive Board, the CSA advisor, the

- Director of Athletics, and the SA Director of Programs, Personnel, and Finance.
2. Maintain all non-financial records of the CSA including team rosters, team schedules, and equipment records.
  3. Prepare an agenda prior to each meeting and encourage suggestions from individual club sport organizations as to the topics that need to be discussed.
- D. The Treasurer shall:
1. In conjunction with Student Association regulations, pay all bills due by the CSA and deposit all receipts due to the CSA.
  2. Make recommendations to Club Sports organizations about designing a budget and informing them about the SA budget hearing process.
  3. Draw up and submit a budget for the CSA to the Student Association, annually, contingent on ratification by the Student Association.
  4. Attend all meetings of Student Association on financial matters concerning the CSA.
  5. Maintain and update all financial records of the CSA.
- E. The Student Association Vice President shall:
1. Act in an advisory capacity to the CSA regarding Student Association policies and procedures.
  2. Plan the annual hazing workshops with the SA Advisor.
- F. Maintain a non-voting position on the CSA executive boardThe Executive Board of CSA shall:
1. Have the power to suspend a club's budget in full or in part if the club is in violation of CSA policy or procedure, Student Association financial policy, college policy, or is operating unsafely or irresponsibly. When this occurs, the Student Association Director of Business Affairs must be notified immediately.

#### Section VII– Voting Procedures

- A. The voting members of CSA shall consist of full-time and part-time, mandatory student activity fee paying Presidents from each of the recognized club sport organizations and the officers of the CSA Executive Board, with the exception of the President and the Student Association Vice President.
- B. Each club sport organization will have one vote, regardless of the number of organization representatives present at the time of a vote. A member of the Executive Board may not cast a vote as both an Executive Board member and a representative of his/her club sport organization.
- C. Voting shall be performed in a roll call manner, with each organization President providing their vote when called upon by the President or his/her appointee.
- D. A majority vote of those Presidents present shall be required for the passage of a motion, unless otherwise stated in this constitution.
- E. The President of CSA shall vote only in a case of a tie.
- F. All those present at a meeting shall constitute quorum.

## **Article VI – Requirements of Recognized Club Sport Organizations**

Each recognized club sport organization shall submit the following to the executive board of the CSA:

- A. Proof of recognition from the college.
- B. A list of officers and advisors.
- C. A tentative schedule of competitions for the upcoming season.
- D. A Year-End report which includes a summary of activities and accomplishments, along with recommendations for the following year. Equipment records must be included in the report.

## **Article VII – Suspension of Recognition and Withdrawal**

- A. A team may lose their affiliation with the CSA if CSA policies and/or Student Association policies are not followed.
- B. The CSA Executive Board reserves the right to discipline any team that is found in violation of CSA or Student Association policies. The discipline can take the form of a warning, or suspension.
- C. If a team chooses to withdraw their membership within the CSA, they must file a written request to withdraw to the President of the CSA and the Student Association Vice President. Upon receipt of the said letter, funding and insurance coverage will immediately cease for the remainder of the year.
- D. A team that has withdrawn and wishes to re-enter the following year must serve the one-year probationary period, as outlined in Article IV.G of this constitution.

## **Article XIII – Succession – Executive Board**

- A. Vacancies of the Executive Board of the CSA, with the exception of the President and the Student Association Vice President, shall be filled by special election within three weeks of such vacancy among the CSA.
- B. Candidate(s) for the office to be filled must receive a majority of the votes cast, in said election.
- C. A vacancy in the office of the President shall be filled by the Vice-President currently serving, pursuant to Article V, Section V.B, of this constitution.

## **Article IX – Impeachment**

- A. Excessive absences from meetings of the CSA by a delegated representative or an Executive Board member shall constitute grounds for impeachment of the said member from the CSA.
- B. All cases of impeachment shall be heard by the CSA, which must render a 2/3 majority decision on the question of impeachment.
- C. The impeachment decision may be appealed to Student Court. Any decisions made by the Student Court shall be final and binding.
- D. The officer or delegated representative being considered for impeachment may not vote on the question of his/her impeachment.
- E. Grounds for impeachment also include the failure to perform the duties of the office, gross neglect of service, misapplications of the powers of the office, and

abrogation of powers to the office not specifically provided for in this constitution or its by-laws.

**Article X – Anti-Hazing Policy**

SUNY Geneseo prohibits a student organization to engage in any practices in connection with an initiation into an organization. Examples of hazing including, but are not limited to: participation in illegal acts, excessive fatigue, physical brutality, forced consumption of liquor or drug, etc. If a club is found in violation of this policy, the organization will be referred to the Office of Student Conduct and Community Standards.

**Article XI– By-Laws**

There shall be a set of by-laws to this constitution, which shall serve to further define and govern the purposes, organizations, and procedures of the CSA

**Article XII– Amendments**

Amendments to this constitution or its by-laws proposed by the CSA must be approved by 2/3 majority of votes cast at the CSA meeting where such amendment has been moved.

**Article XIII– Ratification**

- A. This constitution and its by-laws shall supersede and replace previous constitution and by-laws of the CSA.
- B. This constitution and its by-laws must be approved by 2/3-majority vote of the CSA.
- C. This constitution and its by-laws shall go into effect immediately upon ratification of each said document by the CSA.

**Article XIV– Required Statement**

The CSA “agrees to uphold in the conduct of its affairs all regulations of the college and the State University of New York and the State of New York.”

This Constitution was revised April 2009.