

## Sport Club Council

On behalf of the Council of Student Organizations the Sport Club Council (SCC) has been created to provide funding, training, facilities and other administrative support to the member clubs of this council.

a. The SCC is advised by Campus Recreation's Assistant Director of Competitive Sports with support from the Advisor of the Council of Student Organizations. Each Sport Club is a Registered Student Organization (RSO) with the Office of Student Involvement and Leadership (SIL).

d. Sport Club Council Composition:

i. Chair

1. Hired by the COSO Director, COSO Advisor (Assistant Director, SIL) & Competitive Sports, Assistant Director in late summer/early fall. Deadline depends on the hiring timeline by the campus governor but must be in place before the end of August.

2. Paid \$1,000 stipend over the course of the academic year through the Council of Student Organizations

3. Responsibilities will include:

a. Oversight of the Sport Club Council and alignment with all policies, procedures and requirements of the University.

b. Supervise and control the activities of the organization

c. Be familiar with Robert's Rules of Order to conduct meetings

d. Preside over all meetings and call all meetings to order

e. Maintain communication and collaborate with COSO Director and SIL

f. Ensure every clubs' paperwork is current

g. Be one of the signers on SCC financial documents

h. Work in conjunction with the SCC Treasurer to prepare and present the SCC budget to the Council of Student Organizations Executive Board

i. Ensure all officers are performing their duties as defined herein

j. Assist the Vice Chair and Treasurer with management of the Budget Point System (to be organized 2012-2013)

k. Assign special projects to officers

l. Attend all Council of Student Organizations Executive Board Meetings as a voting member therein

m. Meet monthly with the Assistant Director of Competitive Sports to discuss progress, duties, and expectations

ii. Vice Chair

1. Elected by active sport club members/participants

2. Volunteer position

3. Responsibilities will include:

a. Assist the Chair in his/her duties

b. Assumes the Chair's responsibilities in his/her absence

c. Keep accurate records of all meetings in the Secretary's absence

d. Plan and be responsible for all retreats and training of the organization in line with Campus Recreation, SIL and COSO policies

e. Assist in special projects as assigned by the President

f. Manage the Point System

g. Meet monthly with the Assistant Director of Competitive Sports to discuss progress, duties, and expectations

iii. Secretary

1. Elected from active club sport membership

2. Volunteer position

3. Responsibilities will include:

a. Notify members of meetings via email and/or telephone

b. Keep accurate records of all meetings

c. Maintain an accurate list of all members and their contact information

d. Perform a roll call of all members and maintain an attendance record

e. Prepare ballots for elections

f. Keep copies of all governing documents available for members

g. Assist in special projects as assigned by the President

h. Meet monthly with the Assistant Director of Competitive Sports to discuss progress, duties, and expectations

i. Check Executive Board email and communicate on a regular basis and keep up communication with clubs and interested members

iv. Treasurer

1. Elected from active club sport membership

2. Volunteer position

3. Responsibilities will include:

a. Keep an accurate account of all funds received and expended

b. Provide monthly budget updates to each member organization

c. Be responsible for collecting a cumulative budget report for the SCC prior to the beginning of each fiscal year

d. Work in conjunction with the SCC Chair to prepare and present the SCC budget to COSO

e. Provide financial records sufficient to allow the Assistant Director of Competitive Sports to perform audit

f. Assist Sports Club Members with the Student Government Fiscal Certification Process

g. Assist in special projects as assigned by the President

h. Check Executive Board email on a regular basis and keep up communication with clubs and interested members.

v. COSO Director

1. Appointed by the Boca Campus Governor Compensated through Student Government's Governors Administrative Cabinet

2. Responsibilities will include (but not limited to):

a. Assist the SCC to ensure responsible fiscal management of the Sport Club Council's allocations, including, but not limited to following all COSO Policies and Procedures and A&S Fee guidelines set forth by the University

b. Will not have a vote unless in the event of a tie

e. Sports Club Council responsibilities include:

i. Serve as funding board for Sports Clubs

ii. Request lump sum funding from COSO board on behalf of each individual Sport Club—SCC will have a contingency funding budget within S00324 for the sports clubs to allocate according to the student organization limitations governing that index. All annual funding for the individual organizations will have been disseminated and available in the S00324 Account in line item form by the 2011-2012 COSO Board. 2013-2014 annual budgets will be submitted to the SCC and voted on therein. Presentation and voting of final SCC budget will take place with the COSO Board.

iii. Allocate funding to individual Sports Clubs (after 2013)

iv. Requests and allocations should be made for Regular Season Funding to include: travel (pending SG Travel Process Decision), equipment needs, and membership, etc.

v. Award Post Season Funding and Emergency requests as needed

vi. Coordinate Council wide fundraising and service activities

vii. Explore vendor relations, group discounts & risk management plans

viii. Manage the point/tier system

ix. Communicate with individual Sport Clubs

x. Coordinate Sport Club recruitment/representation at campus-wide events

xi. Manage election process of council

xii. Manage CollegiateLink

xiii. Coordinate recognition & press for Sport Clubs

xiv. Meet monthly

xv. Provide spending updates for individual clubs

xvi. Inventory, track and tag equipment

xvii. Other responsibilities to be determined