

University of Montana Sports Club Union

Governing Document

1) **University of Montana Sport Club Union**

2) **Statement of Purpose**

a) The University of Montana Sport Club Union (SCU) is a body composed of members of the various competitive ASUM-recognized sports clubs with the primary goals of collective bargaining for funding from the Associated Students of the University of Montana (ASUM) and the promotion of competitive sport.

3) **Governance**

a) The Sports Club Union and all member clubs shall be governed by this document, Sports Club Union Policies and Procedures documents, and all ASUM governing documents.

b) Member clubs shall also be governed by their own governing documents.

4) **Membership**

a) Club membership is composed of the competitive sports clubs that have received recognition from ASUM as a student group and have been approved for admission into the SCU at a regular meeting by majority vote of member clubs, following the procedures in Section 8.

i) If a team or club, who, in the previous academic year, was a member of the Sports Club Union, submits their ASUM club recognition form to ASUM after the official deadline at the beginning of fall semester, and are subsequently approved as a new student group by ASUM, the Sports Club Union shall consider that club a returning group, rather than a new group, and thus they will retain all funds allocated to them from the budgeting procedure outlined in Section 11, and will not be required to spend the year on the probationary tier, as is otherwise required of new clubs.

b) Individual membership is composed of the members of the sports clubs which make up the SCU.

c) A member of a sports club is defined as any person whose name appears on a team roster submitted by any sports club to the SCU Coordinator at the beginning of fall semester, or any person subsequently added to the roster, either by resubmission of the roster form with the added name, or by the sports club informing the SCU Coordinator of their intent to do so.

d) All member clubs have the right to vote in matters brought before the SCU.

e) All individual members have the right to attend all SCU meetings and to participate in all SCU events.

f) Every member club of the SCU must be actively competitive, participating in competition with other teams/clubs of the relevant sport during the membership year.

g) Member clubs must send representatives to attend regular SCU meetings, in accordance with Section 8.

h) Member clubs will not have an individual ASUM Senator Liaison, and shall instead gain access to the ASUM Senator Liaison for the Sports Club Union.

i) Removal: Clubs may be removed from the Sports Club Union under the following circumstances:

i) Removal by the Executive Board and Automatic Removal:

A) If the officers of a member club alert ASUM and the Executive Board of the SCU that their club no longer exists or is dissolving, that club shall be automatically removed from the Sports Club Union.

B) If the Executive Board of the SCU determines that a member club has dissolved and no longer attends meetings, holds practices, or performs any other functions of a sports club, the Executive Board shall remove that club from the SCU, provided that they have first made every reasonable effort to contact the membership of the club and determine the club's status.

C) If a returning member club fails to be re-recognized by ASUM for one academic year, that club shall be automatically removed from the SCU.

D) If ASUM dissolves a member club, that club shall be automatically removed from the SCU. If the same club is re-recognized by ASUM before or at the start of the next academic year, the club may rejoin the SCU with approval of a majority vote of member clubs, and may request to retain ASUM funds allocated to them through the SCU in accordance with Section 11. Such a motion may be approved by a majority vote of member clubs.

ii) Removal by Membership Vote

A) A motion to remove a member club from the SCU must be proposed by any SCU member or Executive Officer during a regular SCU meeting. Such a motion cannot be seconded by a member from the same club as the member who proposed the motion.

B) A motion to remove a member club from the SCU may be brought for the following reasons:

l) Violation of ASUM bylaws or policies, or violation of SCU bylaws or policies. In such circumstances, the club in question shall be warned and given the opportunity to take corrective steps prior to the vote on the motion of removal.

II) Relegation to the probationary tier for failure to attend meetings as outlined in Section 8 (a) for two years in a row

C) A motion to remove a member club from the SCU can only be voted on at a meeting with at least two thirds of member clubs present.

D) A motion to remove a member club from the SCU must be approved by a two thirds majority vote of member clubs, with the club in question abstaining from the vote.

E) Any club that is subject to a motion for removal shall be given ample opportunity to defend themselves before the membership of the SCU.

F) A motion for removal shall not be both proposed and voted on at any one meeting where no representative for the club that is to be removed is present.

G) If no representative from a club is present at a meeting in which a motion to remove their club is both proposed and seconded, the SCU Coordinator or President shall inform that club via email.

H) Any club proposed for removal has the right to defend themselves before the Sports Club Union, the right to know the grounds for the motion of removal, the right to consult the SCU Executive Board and the ASUM Senate Liaison for the SCU, and the right to request a delay of the vote in order to take corrective steps or prepare a defense. Such a request is automatically granted, unless denied by a majority vote of member clubs, with the club subject to potential removal abstaining from the vote. Such a request should be denied only in extreme circumstances.

I) Any club removed by membership vote may appeal the removal to the SCU, or to ASUM. The SCU may overturn the removal with a two-thirds majority vote, or re-admit the club as a new club with a simple majority vote. The SCU shall abide by any decision of ASUM's with regards to an appeal.

J) A motion to remove a member club from the SCU cannot be brought against a club which has already faced a motion for removal for the same instance of offense that provided the grounds for the previous motion (*this section is to be interpreted as protection against double jeopardy*).

5) **Executive Board**

a) The officers for the SCU will consist of a President, Vice-President, and Secretary.

b) One ASUM Senator shall serve as the ASUM Liaison to the SCU as a non-voting member of the Executive Board.

c) The ASUM Business Manager shall also be an ex-officio member of the Executive Board.

d) The President will be responsible for organizing and leading meetings and overseeing group activities. They will also speak on behalf of the SCU in lobbying for funding with ASUM. The President-elect for the next school year also has the first right of refusal for the position of Sports Union Coordinator. The president shall also oversee organization of SCU events and the associated dispersal of funds, and will assist with fundraisers and other related tasks, assemble the SCU budget for ASUM spring budgeting, and make budget reports to the SCU.

e) The Vice-President will assist the President in the above duties and assume these responsibilities in the President's absence (excepting the duties of the Sports Union Coordinator, if that position is held by the President), as well as perform other duties as requested by the President.

f) The Secretary will keep minutes of SCU meetings and meeting of the Executive Board. These minutes shall be submitted to the Sports Club Union Coordinator to be placed in the Sports Club Union committee binder for public access. The Secretary shall also assist with any organizational needs of the SCU.

g) Vacancies in the officer positions will be filled by electing a member to fill the vacant position in accordance with the procedures outlined in Section 5.

h) If a board member misses two or more Executive Board meetings, they will be brought up for suspension within the Executive Board. The other three voting Board members will decide whether or not this board member should be suspended. If the board member is chosen to be suspended, they will be removed from their position. The remaining voting board members will choose either to absorb the duties of the suspended board member, or to have the SCU elect a new officer at the earliest possible meeting, in accordance with the procedures outlined in Section 5.

i) The Executive Board shall meet at least once a month outside of regular SCU meetings. The ASUM Senator Liaison is not required to attend these meetings.

6) Elections

a) The President for the next academic year will be elected at the last SCU meeting of the academic year preceding their term.

b) The Vice-President and Secretary will be elected at the first meeting of the academic year during which they are to serve.

c) Only SCU members are eligible to hold the offices of Vice-President and Secretary.

d) Only SCU members who have served as their club's primary representative to the SCU for at least one academic year are eligible to hold the office of President.

e) The eligibility requirements for the executive offices may be waived by majority vote.

f) Nominations for officer positions may be brought forth by any SCU member, and must be seconded by any SCU member, and must be accepted by the nominated individual.

- g) Nominees will be allowed to present their qualifications.
- h) Officers will be elected by majority vote of the member clubs, with each club receiving one vote.
- i) In the event of an unresolved tie, the elected position shall be decided by the ASUM Senator Liaison.

7) **Meetings**

- a) Regular meetings of the SCU will be held at least once a month.
- b) Meetings will be held on campus at a time determined by the President with consideration to the time and availability of the member clubs' representatives.
- c) Special meetings will be called by the President, as needed, in accordance with member availability.

8) **Attendance**

- a) Each club in the SCU is required to have a representative present at each regular meeting. Failure to do so will result in a seventy five dollar (\$75) fine to club allocations deducted from the club's funds at the first meeting where such funds are available. Absence from three or more meetings during one academic year will relegate the absent club to the probationary tier for the duration of the next fiscal year.
- b) Funds that have been deducted from absent clubs will be redistributed among the clubs present at the meeting for which the penalized club was absent.
- c) Each club will be granted one absence free of penalty per academic year, provided that the club fulfills the following condition:
 - i) A club representative contacts the SCU President or the SCU Coordinator to inform them of the absence within 24 hours of the absence (before or after).
 - ii) A club representative meets with either the SCU President or the SCU Coordinator within one week of the absence, in order to catch up on what they missed.
- d) Further absences free of penalty may be granted to any club upon a majority vote of the member clubs. Clubs should request additional excused absences only in cases of unforeseen emergency.

9) **Voting**

- a) The representatives of the member clubs at a SCU meeting shall vote on behalf of their club, with each club receiving one vote. If there is more than one representative from a given club present, only one representative shall voice the club's vote.

b) Motions may be brought forth by any SCU member and must be seconded by a different SCU member.

c) No motion shall be voted on without ample time for discussion among the club representatives present at the meeting at which the motion is brought forth.

d) All motions brought forth will be decided by a majority vote of the member clubs, with each club having only one vote. In the event of a tie, motion will be decided by the Executive Board. In the event of a subsequent tie of members of the Executive Board, motion will be decided by the ASUM Liaison.

10) **Funding**

a) Each club shall report its projected costs for the next fiscal year to the SCU President during spring budgeting, or sooner, if requested by the President.

i) Projected costs reports shall be prepared in the form of a budget spreadsheet

ii) The SCU President or Coordinator shall set a due date for budget spreadsheets that is approximately two weeks before the date on which all budgets are required to be turned in to ASUM. If a club does not turn in a completed budget spreadsheet to the SCU President or Coordinator by this date, that club is not guaranteed ASUM funding through the Sports Club Union for the next fiscal year.

iii) If a club does not turn in a completed budget spreadsheet 48 hours before ASUM's budget deadline, that club will not receive ASUM funding through the Sports Club Union for the next fiscal year.

b) The President shall present the SCU's projected budget to ASUM during spring budgeting.

c) The SCU shall distribute funds received from ASUM to member clubs in accordance with the procedures outlined in Section 11.

d) Sources of funds may include, but are not limited to: ASUM funding, fundraisers, donations, and team dues. Funds received through ASUM shall be kept in separate accounts than those raised through independent fundraising.

e) Funds are to be used to help operate each member club for one year.

f) ASUM funds can be used for travel, lodging, league fees, referee costs, and equipment purchases.

i) Equipment purchases (including team jerseys) must not be for individual ownership. Equipment purchased with ASUM funds should remain in team ownership for at least two years from the time of purchase, excepting cases where the equipment wears out or breaks before the end of this two-year period.

g) All member clubs shall follow ASUM fiscal policy regulations.

11) Distribution of Funds

- a) All SCU member clubs not in the probationary tier are guaranteed some portion of ASUM funds.
- b) The teams shall be placed into tiers. Each tier shall receive a different percentage of ASUM funds.
- c) The tier system will include an unfunded probationary tier comprised of first-year member clubs, clubs demoted due to absences, and clubs thus relegated by majority vote.
 - a) Grounds for relegation to the probationary tier include but are not limited to: lack of participation in SCU, based on attendance, and failure to be recognized as a Student Group.
 - d) The percentage of ASUM funds allocated to a tier shall be divided equally among the teams of that tier.
 - e) The SCU shall set aside sufficient funds to provide for the position of Sports Union Coordinator.
- f) The number of tiers, which teams will be on what tier, and what percentage of funds will be allocated to each tier for the following fiscal year will be decided during a regular SCU meeting in the spring, after ASUM posts its final budgeting decisions.
- g) Clubs will be allowed time to advocate for additional funding or placement in a higher tier.
- h) Budget allocation will be conducted in accordance with the procedures outlined in the document Sports Club Union Policies and Procedures 1: Procedure for Internal Distribution of ASUM Funds

12) Sports Union Coordinator

- a) The SCU shall be overseen by a Sports Union Coordinator, who shall be paid using **ASUM funds distributed to the SCU**.
- b) The duties of the Coordinator include but are not limited to: collecting and storing necessary paperwork, informing the SCU of important dates, providing knowledge of how to run a sports club, answering member's questions, and facilitating the day-to-day needs of the SCU.
- c) The Sports Union Coordinator shall report directly to the ASUM President, and is also responsible to the Union.
- d) The SCU Coordinator shall attend all regular meetings of the SCU, and all meetings of the Executive Board.

e) The Sports Club Union Coordinator for the following academic year shall be selected by the Executive Board in coordination with the ASUM President. The position shall be offered to the incoming SCU President first.

13) Committees will be formed according to need or popular demand.

14) In the event of conflict between the membership of the SCU and the ASUM Liaison, the Executive Board may opt to enter mediation with the ASUM Liaison via the approval of a majority of the membership.

15) This document may be amended or replaced at any regular club meeting with a majority of member clubs represented, by a majority vote. Amendments to this document will be formulated as needed by a committee composed of the Executive Board and any members desiring input.

This document revised 4/30/18