CSIC By-Laws

Membership Rights and Privileges

ARTICLE I- MEMBERSHIP

All full members of CSIC must be approved by the URI Student Senate.

Section 1 Full members of the CSIC must attend all meetings of this organization, are eligible to vote on any issues affecting the CSIC at meetings and elections, and may hold office. Associate members (as determined by the CSIC) shall enjoy the same rights as full members, except the right to vote at elections and impeachments, and to hold office.

Section 2 The number of members of the CSIC shall not be limited. A maximum of only two (2) new member organizations may be accepted into the CSIC in any academic year.

Section 3 Any member may be expelled from the CSIC by two-thirds (2/3) affirmative vote of the membership for willful or negligent actions seriously detrimental to the organization, and for violation of any policy set in accordance with the constitution and/or bylaws of the CSIC. Any expulsion may be appealed by the expelled member to the URI Student Senate, but until the appeal is decided, the expelled members shall not enjoy the rights or privileges of membership.

ARTICLE II- FINANCES AND ASSETS

Section 1 (Except as Stated in Section 2): The URI Student Senate Finance Handbook shall serve as the governing set of rules and regulations for policies and procedures for all financial transactions regarding student organizations recognized under the URI Club Sports & Intramural Council (CSIC).

CSIC members do reserve the right to establish accounts through the Alumni office and/or the URI Foundation, as has been done in the past. In addition, CSIC member organizations, with the approval of the Coordinator of Club Sports, may choose to establish separate fund-raising accounts under Student Senate guidelines with signature authority being vested in their own President and Treasurer.

Section 2 All financial commitments, including payment orders, purchase requisitions, and contractual letter of intent, must be co-signed by the CSIC President and Budget Manager. These forms shall be signed ONLY after they have been completed and reviewed by the Club Sports Coordinator.

Section 3 Any surplus remaining at the end of the academic year will carry over in the same line item and shall be available to the CSIC to supplement the budget for the following fiscal year.

Section 4 The CSIC shall establish a contingency account to support newly formed organizations, and to provide funding support for its member organizations requesting loan support, achieve championships requiring additional funding support and/or seek capital improvement items for their organization or the total benefit of the CSIC. The official Contingency Request Form must be filled out one week prior to the CSIC meeting and submitted to the Club Sports Office; Contingency may also be used for “Major Financial Investments”. Definition of said investments is at the discretion of the Club Sports Coordinator and Executive Board.

Contingency monies will be dispersed under the following guidelines:

1. Maximum dollar grant is $1,000 per academic year.
2. While possible to apply an unlimited amount of times, a club can only be granted funds one time during an academic year. Loans that are paid back in a timely fashion do not count as the one time.
3. A written proposal must be submitted one week prior to voting to initiate all requests.
4. A 2/3 vote of the CSIC membership is required for approval.
5. Loan amounts not repaid as per agreement will be subtracted from that organizations’ budget the following year.
6. When making a capital improvement purchase for the overall CSIC, at least three (3) bids have to be obtained for review of the CSIC.

Section 5
Any monies realized from an increase in enrollment or lost due to a decrease in enrollment will be added to and/or subtracted from the CSIC Contingency Fund.

Section 6
It is expected that all Club Teams fund-raise a minimum of 20% of their budget allocation annually to supplement the budget and demonstrate that the organization is willing to work to support itself. If fund-raising of the 20% is not completed by the budget hearings for the next year, 20% will be automatically cut from the current year’s budget to establish next year’s budget allocation. Dues are considered fund-raising dollars.

Section 7
If a member organization fails to submit a budget for the next academic year, that team will not be given a budget and must reapply to CSIC for budgetary consideration during the next year. Budgets must be completed using the official “budget form” and submitted on the official due date to be determined each academic year. Failure to submit a budget will result in a specific monetary penalty to be decided by the Club Sports Director and Executive Board. A team representative must meet with the Club Sport Coordinator, President, Business Manager, or Vice President to review proposed budget and make financial suggestions after budget has been turned in and reviewed.

Section 8
NO spending will occur if there are insufficient funds in any team account. There will be NO EXCEPTIONS TO THIS RULE.

Section 9
Any missed CSIC meetings will incur a fine that shall be increased as the number of missed meetings increases. Fines imposed are as follows:
- First Offense - $100
- Second Offense - $200
- Third Offense - $300 plus a frozen budget for two months during your competitive season

Section 10
All teams must report all spending to the Club Sports office for approval. Approval will be granted upon review by the Club Sports Coordinator.

Section 11
The Club Sports Coordinator is required to distribute monthly budget reports to each team leader and head coach, respectively.

ARTICLE III-DUTIES AND TERMS OF OFFICERS

Section 1
The President shall be the external representative of the CSIC, shall provide overall direction, shall preside over all meetings, and shall co-sign all financial commitments.

Section 2
The Business Manager shall oversee all financial transactions of the CSIC, shall maintain up-to-date records of financial state, and shall co-sign all financial commitments.

Section 3
The Vice-President shall act as President in his or her absence and perform duties as delegated by the President. Any sub-committees created for the purpose of fundraising, public relations, etc shall be headed by the Vice President under the supervision of the President. The Vice President shall be versed in any and all budgetary information and aide all teams in their budgetary matters along with the President and Business Manager during the budget-process-season. Attendance to all council meetings is mandatory unless previously cleared by President

Section 4
The Secretary shall keep all non-financial records of the CSIC and be responsible for taking minutes at all CSIC meetings.

Section 5
The Student Senate Liaison Officer shall be responsible for reporting to the URI Student Senate once a month throughout the academic year on the activities and accomplishments of the CSIC
member organizations. Also, the liaison must report back to the executive board and department directors on the monthly happenings of the student senate. The liaison must also give a brief report to the council during meeting time.

Section 6
The CSIC Representative shall be a team elected position, required to attend all council meetings, update council on team standings, status, etc, give valuable input when needed during council meetings. This Representative from each team must be the same person that attends meetings every month.

Section 7
All officers shall serve a term of one (1) year ending annually on the first day of May. Vacancies in the offices shall be filled by and from the CSIC following the vacancy. Any officer may re-apply for office and serve additional terms.

Section 8
Any officer may be impeached by two-thirds (2/3) majority vote of the CSIC membership.

Section 9
Any changes in officers must be in writing to the Student Senate Tax Committee Chair-person, SOARC Chairperson, Purchasing Department, Senate Accounts Clerk, and the Scheduling Office.

ARTICLE IV-STANDING COMMITTEES

Section 1
Any member of the CSIC may be a member of any committee. The chairperson of each committee shall be elected by its members.

Section 2
Standing Committees will be established by the CSIC membership through by-laws amendment.

ARTICLE V-ELECTIONS

Section 1
Elections for officers shall take place annually in April or whenever a vacancy occurs. All members must be sent a list of all candidates for office at least one (1) week in advance, together with the time and place of voting, unless the members waive this privilege by two-thirds (2/3) vote at any regular meeting and the election takes place at a meeting following this waiver vote by at least one (1) week. All voting for persons to fill positions shall be by secret ballot.

ARTICLE VI-PARLIAMENTARY PROCEDURES

Section 1
All parliamentary questions not determined by the CSIC Constitution or these By-Laws shall be decided according to Robert’s Rules of Order.

ARTICLE VII-METHOD OF AMENDMENT

Section 1
All amendments shall require at least two-thirds (2/3) affirmative vote of the membership; shall be proposed at one regular meeting and debated and voted upon at a regular meeting at least one (1) week later. All such amendments shall be submitted to the SOARC within one (1) month after approval by the membership. The SOARC shall approve or deny all changes in the constitution of the student organization. They shall take effect only upon approval by SOARC. Denials can be appealed to the Student Senate.

ARTICLE VIII-Travel

Section 1
All Team traveling must be approved prior to occurrence. A Travel request form must be completed and turned in to the clubs sports office at the beginning of each semester with the tentative schedule of travel sites and dates.

Section 2
Travel Request form must be completed and approved prior to any travel. The form must be completed along with a roster list of those intending to travel and participate in the team activity. Also to be included is important contact information for the team when they are traveling.

Section 3
In the event of play-off games or national tournaments the travel request form must be submitted as soon as the team is informed of such travel needs. Failure to do so could result in inability to travel. Additional travel money must be fundraised by the team.
Section 4  All drivers to off campus competition must meet with club sports coordinator and sign a release form along with taking the driving safety class. You will not be able to drive to an off campus competition unless approved by Coordinator of Club Sports.

Section 5  If an accident occurs while on school sponsored travel the “Emergency Protocol” must be followed. This will be outlined in the Club Sports resource manual. Once returned from travel the parties involved in incident must immediately meet with coordinator to determine the appropriate actions. Failure to report any and all incident can draw a sanction on your team.

ARTICLE IX- COMMITTEES

CSIC Ad-hoc Committee
There shall be established an ad-hoc committee comprised of two members from each organization. One member shall serve with full voting power. Should the delegate with voting power be absent from a meeting, the second delegate shall be empowered to vote in the first delegate’s absence.

CSIC Ad-hoc Constitution Subcommittee
There shall be established a constitution committee. The constitution committee shall have all powers necessary to review and propose changes to the CSIC Constitution.

CSIC Constitution and By-Laws Review
The CSIC Constitution and By-Laws must be read, edited (if necessary) and approved at the beginning of each spring semester.

Amendments
Any and all changes proposed by the CSIC ad-hoc constitution sub-committee shall need two-thirds vote of that committee at any regular meeting. The final ratification of proposed changes to the CSIC Constitution shall summarily need two-thirds of those present at any regular Ad-hoc Committee meeting provided it has been introduced at least one week earlier with full notification of CSIC representatives.

Ratification
Final ratification of the CSIC Constitution shall be evidenced upon a two-thirds vote at any regular Ad-hoc Committee meeting provided it has been introduced at least one week earlier with full notification of CSIC representatives AND upon Student Senate S.O.A.R.C. Committee approval. CSIC shall finally be recognized after formal elections are held as established within the CSIC constitution.

Approved