The University of Rhode Island Club Sports Resource Manual and CSIC By-Laws

2018-2019

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Section 1: Important Contact Information

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Section 2: Club Sports Administration

Division of Student Affairs
The Division of Student Affairs at URI is made up of 9 Departments and is committed to creating inclusive and collaborative learning experiences that ignite a lifelong pursuit of knowledge, equity, justice, and well-being in every student. The Division of Student Affairs is led by the Vice President for Student Affairs and the Associate Vice President for Student Affairs.

Department of Campus Recreation
The Department of Campus Recreation is a department within the Division of Student Affairs at the University of Rhode Island. Campus Recreation is made up of 7 programs areas including: Aquatics, Club Sports, Fitness and Wellness, Intramural Sports, Open Recreation, and Sailing programs. Campus Recreation provides students with diverse experiences which enhance the quality of campus life through recreational opportunities that promote a lifelong commitment to health and well-being. We foster student success through engagement, collaborative learning experiences and embracing individual interests and values that inspire a sense of belonging. The Department of Campus Recreation is led by the Director of Campus Recreation.

Coordinator of Club Sports
The Coordinator of Club Sports is a paid, professional staff member in the Department of Campus Recreation that oversees all aspects of the Club Sports Program. The Coordinator is responsible for managing the day-to-day operations of the club sports office, developing the strategic mission and vision for the Club Sports Program, and serves as an advisor to all club sports teams. The Coordinator of Club Sports directly supervises the Club Sports Fiscal Clerk, all club sports student staff, and all club sports coaches. The Coordinator of Club Sports reports to the Director of Campus Recreation.

Club Sports Fiscal Clerk
The Club Sports Fiscal Clerk is an administrative staff position in the Club Sports office. The position is paid for using funds from the CSIC budget. The Fiscal Clerk is responsible for processing all financial transactions for the Club Sports program, maintaining accurate financial records, and performing reconciliations of accounts. The Fiscal Clerk assists the Coordinator of Club Sports with the supervision of the student office staff. The Fiscal Clerk reports to the Coordinator of Club Sports.

Student Office Staff
The Club Sports student office staff provides administrative support to the Coordinator of Club Sports and the Club Sports Fiscal Clerk. These students are well versed in club sports policies and procedures and are available to assist club officers.
**Student Event Staff**

The Club Sports student event staff is available to assist with home event operations. Staff can be scheduled to sell tickets, operate scoreboards, keep score, or any other operational task. The event staff is supervised by both the Coordinator of Club Sports and the Home Events supervisor.

**Club Sports and Intramural Council (CSIC)**

The Club Sports and Intramural Council (CSIC) is the student-led governing body for the Club Sports program. The Council works to ensure the proper support and success of its member teams and their student participants. The CSIC also assists in the coordination of the activities and the distribution of allocated funds to Club Sport teams and programs. Additionally, the Council works closely with the Club Sports staff and the University to enhance the growth and development of its participants.

**CSIC Executive Board**

The Executive Board is the administrative arm of the Council and ensures its smooth operation. The Board is responsible for creating the Council’s agenda, running regular meetings, recording minutes and Council actions, assigning sub-committee work, and planning events. The Executive Board will meet with the Coordinator of Club Sports on a regular basis to discuss key issues. Each Executive Board Member will have an equal voice/vote in all Executive Board decisions. (Executive Members will not have a vote in Council decisions except in the event of a tie.) The Executive Board is not allowed to officially represent their clubs at Council meetings. Responsibilities for each member of the Executive Board are outlined in the CSIC By-Laws.

**Section 3: Mission Statement**

The University of Rhode Island Club Sports Program is a competitive recreational sports program for university students, designed to fulfill athletic needs not met by existing intercollegiate programs. The basic philosophy and key to the success of the program, is the emphasis placed on season-long participation and competition. Each club is organized by students; coaches are selected by each team’s executive board, and perform without monetary compensation, unless funds are raised by the individual team specifically for that purpose.

**Section 4: Purpose Statement**

The Club Sports Program relies heavily on student initiative, organization, and financing to make the program effective. The Club Sports office considers its primary role in this area to be advisory in nature so as to preserve student initiative and leadership.

The purpose of the Club Sports Program is to:

- Offer a sporting and competitive activity for any interested student, who has the desire to participate, and develop skills in specific sports.
- Provide an opportunity for extramural competition.
- Foster the development and growth of individuals through satisfying competitive club sport experiences.
- To secure the use of facilities and to provide, if possible, equipment and instruction necessary for orientation and learning skill development.
- To serve as a guiding force to perpetuate existing clubs.
- To provide a basis for fellowship among students, around common interests.

**Section 5: Criteria for Recognition of Club Sport Teams**

Each team must satisfy all of the criteria listed below in order to maintain status as a URI club sport.

1. The mission and purpose of each club sport team must be athletic in nature and support the mission and purpose of the URI Club Sports Program and the Club Sports and Intramural Council (CSIC).

2. A constitution and team by-laws written in accordance with URI Student Senate guidelines must be kept on file in the club sports office and reviewed/updated every 3 years. This document shall include but not be limited to a statement of purpose and objectives, membership requirements (including nondiscrimination clause), policy for the collection of dues (must be in accordance with URI Club Sports Dues Policies), statement indicating the club will abide by all University policies, procedure for maintaining continuity (articles of succession), a list of Officers and their duties/responsibilities.
3. All teams must maintain sufficient membership. Sufficient membership is defined as at least ten (10) members and as many as is required to field a competitive team. Membership total must also be in compliance with league or national governing body policies.

4. Facility space for regular practice and competition must be available on-campus or within a reasonable distance from campus.

5. Collegiate and extramural competition must be available within a reasonable distance from campus.

6. If the sport is a duplicate of an existing intercollegiate varsity sport managed by the Department of Athletics, the Club Sport Team must be approved by both the Athletic Director and Vice President for Student Affairs.

7. Team is not funded independently by the URI Student Senate.

8. Team must be a part of a national governing body (NGB).

9. Team must have league, regional, and national competitions.

10. Team must be eligible for and actively compete toward a regional or national championship.

**Section 6: Formal Process for Recognition of New Teams**

1. Those students interested in initiating a new club sport team should schedule a meeting with the Coordinator of Club Sports and the Club Sports & Intramural Council (CSIC) Executive Board.

2. Prospective teams must obtain and maintain status as a Student Senate-recognized organization for two (2) consecutive academic semesters before applying for recognition as a club sport.

3. Prospective teams must satisfy all of the requirements outlined in section 5 of this manual and uphold the mission and purpose of the URI Club Sports Program and the CSIC.

4. Teams seeking recognition as a club sport should submit a formal application to the Coordinator of Club Sports before November 1 of the Fall Semester or March 15 of the Spring Semester.

5. In conjunction with the CSIC Executive Board, the Coordinator of Club Sports will review and evaluate all applications to determine if the eligibility requirements are met and make a recommendation to the full CSIC for approval or disapproval.

6. The application and the Coordinator's recommendation will then be forwarded to the CSIC for review and a vote will be added to the agenda for the next scheduled CSIC meeting.

7. Members of the prospective team’s executive board should attend the CSIC meeting to present their application and to answer any questions.

8. An affirmative vote of two-thirds (2/3) of the voting membership of the CSIC is required for recognition of a new team.

9. If a team is denied membership, the team can reapply once every two (2) semesters.

10. Newly recognized teams will serve a probationary period of one year.

**Funding for New Club Sport Teams**

Funds for new clubs will come from the CSIC. A maximum of $1,000 is available to any new club team for their first budget request. Teams receiving recognition in the Fall semester may request funding from the CSIC for the current academic year. Teams receiving recognition in the Spring semester cannot request funding from the CSIC until the budget process begins for the following academic year.
Section 7: Club Membership and Participant Eligibility

Non-Discrimination
A club sport team shall not discriminate against any person due to race, color, sex, sexual preference, gender identity or expression, handicap, national origin, religious affiliation or belief.

Individual Requirements
Each participant must register online, complete the appropriate forms and sign the Club Sports Liability Waiver prior to participation in any club sport event and/or activity.

Individual Eligibility
1. All matriculated undergraduate or graduate students in “good standing” at the University of Rhode Island shall be eligible for membership on a club sport team. The following stipulations apply:
   • Graduate and part-time matriculated students must pay an additional $26 in dues, as the student activity fee that supports the CSIC is only collected from full-time undergraduate students.
   • Teams that hold tryouts and make cuts cannot have graduate students on their roster, as they would displace a fee-paying undergraduate student.
   • Part-time undergraduate students in their final semester prior to graduation shall be eligible for membership without incurring any additional fees.
2. Non-matriculated students who have graduated from high school, are enrolled in at least three (3) credits, and have a pending admissions application are eligible for membership on a club sports team for one (1) semester prior to matriculation, but must pay an additional $26 in dues.
3. Community members and non-matriculated students who do not have a pending admissions application or who have not graduated from high school are not eligible for membership.
4. All league and/or national governing body regulations regarding individual eligibility must be followed in addition to the policy outlined above.
5. Students are only allowed to participate for eight (8) semesters unless enrolled in an academic program intended to be more than 4 years (e.g. Pharmacy). Exceptions may be made for students with multiple majors, or students in good academic standing who changed majors through an appeal process and as long as national governing body eligibility allows.

Membership Dues
Participation in club sports may require an individual to pay annual membership dues. Paying dues does not guarantee playing time. Dues can only be paid via cash, personal check or cashier’s check. Dues are not refundable after the competitive playing season begins or 10 business days after payment, whichever comes first. All club sport teams are considered yearlong activities. Teams may choose to split the annual membership dues over the two semesters, but in all cases the total annual membership dues must be paid in full. Full payment of dues must be received by the first scheduled competition or by 5:00 PM on October 12, 2018, whichever comes first. If dues are collected each semester, second semester payment must be received by February 15, 2019.

For teams that do not split dues between semesters, if dues cannot be paid by the fall semester deadline due to extenuating circumstances, the Head Coach or team President must be notified. A payment plan may be created only with the written approval of the Head Coach, or team President. The Coordinator of Club Sports will draft the payment plan to be signed by the participant and the Coordinator of Club Sports. To establish a payment plan, a minimum of half of the amount due must be paid upon creation of the payment plan. The balance of the payment plan must be paid by 5:00 PM on December 11, 2018. If dues have not been paid within 10 days of the deadline, or the payment plan becomes delinquent, the participant will be notified via email that he/she has two weeks to pay the past due balance before a hold is placed on his/her e-Campus account and he/she will be prohibited from participating with the team until the payment plan is brought current.

Dues are non-refundable, non-transferable, and must be paid in-full. Participants electing to quit due to injury or other health issues will not be issued a refund or released from a payment plan without a doctor’s note that explicitly restricts athletic activity. No payment plans will be allowed for teams whose annual dues is less than $500 or for teams who collect dues per semester.

Insurance/Physical Examinations
The University of Rhode Island assumes no responsibility for any student with existing health conditions that makes it inadvisable for him/her to participate. It is strongly recommended that all club sport members have adequate medical coverage and have an annual physical examination. Each URI Student is required to carry medical/health insurance.
**Hazing**

Hazing is strictly prohibited. Hazing is defined as any action taken or situation created (the willingness of individual to participate notwithstanding) upon which initiation, admission into, or an affiliation with an organization is directly or indirectly conditioned and which produces mental or physical discomfort, embarrassment, harassment, or ridicule.

**Rosters**

A club team roster must be submitted to the Club Sports Office as soon as it is finalized and kept up-to-date at all times.

**Size of Membership**

Due to the fee-funded nature of the Club Sports Program, club sport teams cannot arbitrarily place restrictions on the number of members allowed to join. However, teams may limit membership due to national governing body or league rules, availability of facility space, or safety concerns. The Coordinator of Club Sports and CSIC Executive Board must approve all membership caps.

** Eligibility for Competition**

Student-Athletes may be restricted from competition by the eligibility regulations of their team’s association, league and/or national governing body. Each team is responsible to ensure these regulations are followed. If a team’s governing body requires eligibility certification by the Office of Enrollment Services, the form must be submitted to the Club Sports office and requires a minimum of two weeks for processing. If league/NGB academic eligibility rules are more strict than URI’s academic eligibility rules, the league rules will supersede URI’s.

**Section 8: Club Sport Coaches**

Each team, is responsible for the selection of its own coach(es). The Coordinator of Club Sports must be involved in the selection process and approve the selection before an offer is made.

If deemed necessary, a search committee can be formed and a national search can be conducted. Contact the Coordinator of Club Sports to organize the search process for a coach.

The role of club sport coaches differs in scope from that of a varsity coach. Although it is encouraged that the club sport coach takes an active role in assisting and participating in all aspects of his/her sport, it should be carefully explained to each coach that a club sport is a student-run organization.

All coaches must complete all required coaches trainings annually.

**Coaching Requirements**

- Head coaches must be four years removed from undergraduate commencement.
- Head coaches must have a Bachelor’s degree
- Head coaches must have a current adult CPR/AED & First Aid certification on file.
- All coaches must meet the qualifications laid out in the job description developed specifically for each coaching position
- All coaches must pass a national criminal background check

**Coaching Contract**

Upon approval, each coach must sign a coaching contract that specifically outlines agreements reached by the student officers, the prospective coach, and the Coordinator of Club Sports and/or the Director of Campus Recreation. Included in the contract and job descriptions are detailed explanations, guidelines, duties & responsibilities and clauses focusing on, but not limited to: payment, evaluations, and safety and risk management issues. Once approved and signed by all parties, the contract and job description becomes binding.

**Coaching Responsibilities**

Although coaching responsibilities differ from sport to sport, some basic guidelines all coaches must follow include: to develop and improve skills; to coordinate and direct team practices; to accompany team to all event/activities; to assist in planning, coordination and evaluation of fundraising activities; to follow and enforce safety guidelines; and to promote good sportsmanship.

**Coaching Evaluation**

**Mid-Year Evaluation**

- Officers will hold a team meeting at the end of the fall semester where the team will voice any concerns to the officers.
- Officers will share any concerns with the Coordinator of Club Sports.
- If a mid-year meeting with coach is necessary to discuss concerns, it will be done immediately upon return from winter break or prior to the start of the spring season with officers and at the officer’s request, the Coordinator of Club Sports.

**Year-end Evaluation**
- Evaluations will be conducted immediately at the completion of the team’s competitive season.
- The Coordinator of Club Sports will schedule a time for the entire team to evaluate coach. This may be done in-person at a team meeting or via SurveyMonkey. If SurveyMonkey is used, team members will need to sign in for administrative tracking purposes only. Individual survey responses will not be shared with Coach.
- The Coordinator of Club Sports will meet with team officers to review the evaluations.
- Officers will give opinions on the evaluation results and the status of renewing the Coach’s contract for the following season.
- After meeting with the officers, the Coordinator of Club Sports will make the final decision based on personal observations and interactions.
- If it is determined that a Coach’s contract will not be renewed, the CSIC Executive Board will be informed prior to notifying the Coach. The CSIC Executive Board may be asked to review coach evaluations if necessary.

**Section 9: Club Sport Team Executive Board and Officers**

Each club sport team must have an elected executive board. Positions and responsibilities will vary from team to team and should be defined in each team’s constitution. Graduate students cannot serve as a team officer. Below are the required and optional positions.

1. **Required Positions**
   These positions are required and must be held by separate individuals.

   **President:**
   Responsibilities include:
   - Serve as the primary contact and representative for the team
   - Preside over and provide leadership/direction to the team
   - Enforce and uphold all URI, Campus Recreation, Club Sports, and team policies
   - Delegate responsibilities and tasks to other officers
   - Schedule and lead meetings with other officers and coaches
   - Meet with the Coordinator of Club Sports regularly to discuss day-to-day operations.
   - Check team mailbox in Mackal Field House at least once per week for correspondence
   - Attend and/or send two representatives to scheduled CSIC meetings
   - Provide a schedule of activities to be approved by the Coordinator of Club Sports
   - Ensure that each student-athlete has registered online and signed all appropriate documents prior to participation in any club sport event and/or activity
   - Assist the team treasurer in the development of an annual budget
   - Schedule all club practices and competitions in cooperation with the Coordinator of Club Sports
   - Assist in maintaining alumni communications and updates
   - Approve all expenditures

   **Treasurer:**
   Responsibilities include:
   - Keeping an accurate record of all club expenditures.
   - Submitting all dues and monies received from fund-raising to the Club Sports Office within three (3) business days of receipt.
   - Preparing all Intent to Purchase forms and Payment Requests
   - Approving all expenditures
   - Preparing an itemized budget for upcoming academic year by the specified date
   - Reviewing club balances, deposits and expenditures with the Coordinator of Club Sports.
   - Upholding all financial rules/policies of the URI Student Senate, URI Foundation, and The University of Rhode Island.
2. **Required Designations**
   An individual must be designated to take on the responsibilities for the positions below. The responsibilities for these roles can either be added to the responsibilities of an existing officer or an additional officer position can be created specifically for these roles.

   **Travel Manager**
   Responsibilities include:
   - Managing all team travel arrangements
   - Submitting travel request forms to the Coordinator of Club Sports
   - Locating and reserving hotels for overnight accommodations
   - Determining the safest and most cost-effective method of transportation (personal vehicles, rental vehicles, school bus, coach bus, air, train, etc.)
   - Requesting excused absence forms for team members that will be missing class due to team travel

   **Marketing/Social Media Manager**
   Responsibilities include:
   - Leading all marketing efforts for the team
   - Managing the team’s social media accounts
   - Collaborating with the Campus Recreation Coordinator of Marketing and Memberships

3. **Optional Positions**
   These positions are not required but could enhance the efficiency and organization of your team.

   **Secretary**
   Responsibilities can include:
   - Maintaining all team records and history
   - Upholding and enforcing the team constitution
   - Taking minutes at all team meetings
   - Maintaining communication between team members and officers
   - Sending reminders to team members about upcoming events and deadlines

   **Fundraising Chair**
   Responsibilities can include:
   - Setting team fundraising goals
   - Leading and organizing all team fundraisers
   - Collaborating with the Coordinator of Club Sports to execute fundraising activities

   **Recruitment Chair**
   Responsibilities can include:
   - Leading all team recruitment efforts
   - Collaborating with Marketing/Social Media Manager to develop promotional material
   - Communicating with incoming first-year students interested in club sports

   All officers must complete required trainings in order to maintain their positions.

**Section 10: Office Support**
The Club Sports Office and staff provide assistance and guidance in a number of areas for each club sport team, including, but not limited to:
- Accounting and budget services
- Equipment purchase and storage
- Facility scheduling for practices and games
- Field lining material and services
- Equipment inventory
- Assistance with fundraising
- Mailboxes
- Copying & Fax Services (requires approval from Coordinator of Club Sports)
- Alumni development, support and outreach services
- Contracts for all home contests.
- Mailing of team correspondence.
Section 11: Facility Reservations

Field or gymnasium space at the Mackal-Keaney-Tootell Complex is very limited. Requests must be made to the Coordinator of Club Sports in writing prior to scheduling any team activities. The form will be forwarded to the facility manager to be entered into the reservation system. The Department of Campus Recreation will make every attempt to accommodate a club’s request; however, due to high demand there are no guarantees.

Scheduling Meeting Rooms
Club members can request rooms in the Memorial Union by visiting the scheduling office in the Memorial Union or by emailing reserve@etal.uri.edu. All requests are filled on a first-come, first-serve basis. Meeting space in the Mackal/Keaney/Tootell complex is available on a limited basis. Requests for meeting rooms must be given to the Coordinator of Club Sports at least 48 hours in advance.

Weight Room Reservations
Teams may request to reserve the Mackal Weight Room for exclusive usage during select times (usually early morning and late evening). Schedules will be created on a semester basis and priority will be given to teams that are currently “in season.” The Coordinator of Club Sports will create the schedule on a first come, first served basis. Requests may be submitted to the Coordinator of Club Sports beginning on approximately August 15th for the Fall Semester and December 1st for the Spring Semester (exact dates will be announced each semester).

At least 10 members of your team must be present at each session in order for the weight room to be closed off to the public. The Mackal Weight Room attendant will take head counts each half hour and report the numbers to the Coordinator of Club Sports to ensure that this minimum is being met. Weight room time slots may be shared by multiple teams, as long as both teams approve.

Section 12: Competitions

All club teams are required to maintain a competitive schedule throughout the course of the season. Clubs must be mindful of their budget limitations in planning their schedules.

Game/Competition Contracts
Written contracts for all home contests are required and must be signed and approved by the Coordinator of Club Sports. Contracts can be requested by contacting the Coordinator of Club Sports.

Officials Scheduling
It is the responsibility of the individual teams to secure qualified officials for all home contests. The Coordinator of Club Sports can assist in securing officials to handle events. Officials must complete an Officials Payment Request form as well as a W-9 form on the day of the event in order to ensure timely payment.

Home Event Staff
The Club Sports Office can provide student staff to keep score, operate time clocks/scoreboards, sell tickets, sell merchandise, control crowds, enforce policies, etc. Requests for staff must be made at least two weeks in advance.

Section 13: Practices

All club sports practices must appear on each team’s official schedule.

Official Practices
Attendance to practice is mandatory for all members of each club sport team. Teams may not hold official practices during final examinations or official university breaks without permission from the Coordinator of Club Sports.

Unofficial practices
Teams may schedule unofficial practices during reading days and final examinations. Attendance MUST be voluntary for all members.
Section 14: Field Painting
It is the responsibility of each team to make arrangements to have their playing field painted in advance of competitions. Teams can choose from the options below:

Self-Painting
Teams can use the spray paint machine, tape measures, stakes, and string to layout and paint their own fields. Only the cost of the spray paint will be passed on to the teams.

Club Sports Staff Painting
Teams can request to have the club sports student staff paint their fields using the professional painting machine. Requests must be submitted via email to the Coordinator of Club Sports at least one week in advance.

- Initial Painting
  For the first painting of a season or if the previously painted lines have faded beyond visibility, the cost of the painting will be $150 per field, including the cost of the paint. If the team assists with measurement and layout, the cost will be reduced to $100.

- Repainting
  If the lines from a previous painting are still visible, the club sports staff can repaint the field for $100 per field, including the cost of the paint.

URI Lands and Grounds Painting
Teams may choose to have their field professionally painted by the URI Lands and Grounds staff. Requests must be sent to the Coordinator of Club Sports via email at least two weeks in advance. The cost will be determined by the Lands and Grounds staff, but is typically $400 per field, including the cost of the paint.

Section 15: Travel Planning
Prior to any travel the team must submit a travel request form, travel roster, and driver list (if required). These forms must be completed and turned into the Club Sports Office at least 4 weeks prior to the travel date.

Charter Bus
Charter busses are encouraged for long-distance and overnight trips. The Club Sports program has a preferred company (Lucini Bus Lines), but others may be used. If staying overnight, the team must pay for an additional hotel room for the bus driver.

School Bus
School busses are encouraged as a cost-effective alternative to charter busses. They can only be used for same-day return trips.

Rental Vehicles
Rental vehicles are encouraged when small groups are traveling or when other means of transportation is cost prohibitive. The policies of the rental agencies must be followed. The Club Sports Program has a contract with Enterprise and can reserve vehicles upon request. Only those authorized by the Club Sports Office may drive rental vehicles. 12 or 15 passenger vans may be used but drivers must be 25 years old or older.

Private Vehicles
Drivers and their passengers who use their own vehicles to travel to sanctioned Club Sport events are NOT covered by URI liability insurance. All student-athletes drive to these events at their own risk. Drivers must have a valid driver’s license and adequate liability insurance to cover passengers in the vehicle. It is highly recommended that busses or rental vehicles be used for all team travel.

Gas Reimbursement for Private Vehicles
Private vehicles will be reimbursed according to the current mileage zone rates printed on the CSIC Travel Reimbursement form. All Travel Reimbursement forms must be completed and submitted to the Coordinator of Club Sports within five (5) business days after trip completion. Travel requests submitted after the due date will not be honored. Receipts for purchases of gasoline will not be honored for private vehicles.
Gas Reimbursement for Rental Vehicles
Drivers who use rental vehicles will be reimbursed for gasoline purchases by receipt(s) only. The receipts must be attached to a completed Travel Reimbursement form. All Travel Reimbursement forms must be completed and submitted to the Coordinator of Club Sports within five (5) business days after trip completion.

Tolls for all Vehicles
Drivers who pay tolls will be reimbursed for purchases by receipt(s) only. The receipts must be attached to a completed Travel Reimbursement form.

Hotels
It is the responsibility of the team’s Travel Manager to research and select a hotel. Contact the hotel’s group sales office to obtain a group rate. If you agree to the price, the hotel will provide a contract and credit card authorization form. Submit both to the Club Sports office. Do not sign the contract yourself. The Coordinator of Club Sports will review the contract and submit the credit card authorization form.

If your group is too small for a group rate and you need a standard reservation, do not hold the rooms with your personal credit card unless the reservation is 100% refundable. Schedule a meeting with the Coordinator of Club Sports to hold the rooms with the Club Sports Credit Card.

All hotel receipts must be turned in to the club sports office within 5 days of returning to campus. Failure to submit hotel receipts to the club sports office within 5 business days will result in the following:

1st Offense: Written Warning
2nd Offense: $100 Fine
3rd Offense: $100 Fine and loss of credit card privileges for hotels for the remainder of the academic year

Travel Emergencies
In the event of an emergency while traveling, the Head Coach or captain/president must notify the Coordinator of Club Sports within 24 hours, immediately if possible. Travel related emergencies include auto accidents, serious injuries requiring medical attention, hotel issues, vehicle breakdowns, any incident involving police, etc.

Travel Distances
Regular season travel is restricted to east of the Mississippi River and north of Tennessee/North Carolina

- Specifically: Connecticut, Delaware, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, and Wisconsin
- This does NOT apply to nationals

If traveling west of the Mississippi River or south of Tennessee/North Carolina, the following terms must be met:

- Must be paid for using money raised specifically for this trip; CSIC allocation cannot be used
- CSIC Executive Board must be notified a minimum of one month prior
- Must be approved by Executive Board and Coordinator of Club Sports
- If questions arise, the team’s executive board may be asked to attend a CSIC Exec Board meeting

Section 16: Publicity, Media Relations and Website Development
The Club Sports program will maintain an up-to-date website for each club team using materials and information provided by club officers/leaders. Club Sport teams are expected to handle their everyday publicity; however, the Club Sports program will assist upon request. It is mandatory that all clubs clear publicity events/ideas through the Coordinator of Club Sports.

Website Development

- Club Sports office maintains a website that provides up to date schedules, rosters and news available to athletes and prospective students.
- Teams may submit links to team pages and NGB’s. The sites must be up to date with appropriate pictures and information.
- Any additional pages/links must be monitored by a team representative and the Club Sports Coordinator must have access to all files and databases.

Sources of Publicity

- The Good Five Cent Cigar (student newspaper): Each club team is entitled to one (1) free personal ad per week. The Club Sports program strongly encourages all clubs to take advantage of this offer. For feature articles, please contact the sports editor. www.ramcigar.com
- **WRIU (90.3 FM):** Campus radio station which can make public service announcements. For more information, please visit [www.wriu.org](http://www.wriu.org).

- **Signs and flyers:** The club sports office can design flyers. In all cases, permission must be granted prior to the posting of any materials throughout the University.

- **First Night:** Club sports reserves tables for every team during First Night, an event open to every first-year student prior to the start of classes. Teams should use this as a strong recruiting opportunity.

- All teams are required to maintain Facebook, Twitter, and Instagram accounts.

- All club Twitter accounts must follow @URICampusRec.

- Tables may be reserved in Hope or Butterfield Dining Halls for recruitment or advertising by contact dining services.

### Section 17: Medical Care

First Aid kits are issued to every team at the start of each season. Medical supplies are available to re-stock First Aid kits throughout the season. Any team not returning their first aid kit will be fined $150 to replace the kit.

It is the responsibility of each team's coaches and officers to promote a safe practice and competition environment for their team. Here are some recommended best practices:

- Provide water bottles and an ample supply of water at all practices and competitions.
- Provide insect repellent if practicing/competing outdoors in the evening or early morning.
- Keep your team's medical kit on-site during all practices/competitions.
- At least one CPR/AED/First Aid certified coach and/or team member must be present at all practices and competitions.
- Store the URI Campus Police Emergency Line phone number in your cell phone (401-874-2121).
- Each team member's emergency contact information should be on-hand at all practices/competitions.

The Club Sports program provides Certified Athletic Trainers (ATC's) for all home contests. At the very least, an EMT must be present at every club sport home contest.

The Club Sports program requires at least two (2) student-athletes and the Head Coach to be certified in adult First Aid and CPR/AED. A copy of certifications must be on file in the Club Sports office.

Should a serious injury occur, please contact on-site medical staff or campus police immediately at 401-874-2121. Emergency contact information for all student-athletes must be with the coach at all times, as well as the Coordinator of Club Sports emergency contact number. All injuries require that an Accident Report Form be filled out and turned into the Club Sports office as soon as possible.

### Section 18: Financial Policies

Financial support for the Club Sports program is derived from the URI Student Senate and URI Campus Recreation. Financial policies of the Club Sports program are governed by the URI Student Senate Finance Handbook, URI Foundation, and in some cases, the CSIC Constitution and By-laws.

#### Annual Budgets

Each club must submit copy of their budget request for the next academic year to the Coordinator of Club Sports and the CSIC on or before **April 1st. Any team that needs assistance may set up a meeting with the Club Sports Coordinator.**

Budgetary requests submitted will be considered based on several criteria:

- Number of student-athletes in the sport.
- Years in existence.
- Club's actual need.
- Inventory Accountability.
- Attendance and responsibility to CSIC.
- Compliance with University policies.
- Fundraising efforts (all club teams are required to fundraise 20% of their requested budget).

#### Allocation Committee Members

The committee will consist of the CSIC Executive Council and two representatives from each of the recognized Club Sports teams. The budget meeting will be held as a round table discussion where each team has the opportunity to explain their requests and answer questions. The Coordinator of Club Sports will provide the council with the total CSIC...
budget allocation from Student Senate and the committee must work together to fit the individual team requests into the overall budget. Each team should be knowledgeable of the previous year’s budget and use that as a model for creating their new request.

**Allocation Process:**
An administrative fee of $27,850.00 will be taken out of the budget, to pay for the Club administrative needs, i.e. fiscal clerk salary, office supplies, printing, and more. An additional $16,000.00 will be allocated annually to pay for athletic trainers or EMTs for home competitions and medical supplies for all teams. An additional $18,000.00 will be set aside as a contingency fund. Clubs may request money from the contingency fund for the purpose of regional/national championship competition or capital improvements. See the Contingency Funds Request section for request procedures.

Once the budgets are approved funds will be allocated according to the needs of each team in the following categories:
- National Governing Body/League Affiliation fees, tournament fees, and official fees
- Equipment that remains the property of URI
- Travel associated costs and facility rental needs
- Coaches’ salaries and team meals will not be funded through allocated funds

**Fiscal Accountability**
It will be the responsibility of both the Coordinator of Club Sports and the team officers to ensure that budgets are maintained and balanced. The Coordinator of Club Sports, the CSIC President and Business Manager must approve all expenditures.

**CSIC Contingency Funds**
CSIC contingency funds are maintained to support newly formed organizations, and to provide funding support to help a club sport team should they qualify for regional or national competition(s) (up to $1,000 per school year) if needed. If a team does not qualify for their regional or national competition, they may request to use contingency funds for capital improvements. Contingency monies will be disbursed according to the guidelines described in the CSIC Constitution and By-Laws, Article II, Sections 4 & 5. If funds are needed prior to playoffs, a request for a loan may be submitted.

Teams must submit a Club Sports Contingency request form prior to the competition and at least one week before the next CSIC meeting or funds will not be granted.

**Student Senate Contingency Funds**
The Student Senate maintains a contingency fund that is available to all recognized student senate organizations through a formal request process. CSIC member teams may apply for these funds only after approved and recommended by the CSIC and the Coordinator of Club Sports. All requests must be submitted to the Coordinator of Club Sports and the CSIC Executive Board prior to submitting to the Student Senate Finance Committee.

**Student Senate Accounts**
- All money allocated by CSIC is deposited into each team’s Senate account.
- Team operational expenses should be paid through Senate accounts at all times unless extenuation circumstances apply.
- All travel expenses are paid through Senate accounts.
- Dues money may be deposited into Senate accounts.
- Fundraised money (not donations) can be deposited into Senate accounts.

**Foundation Accounts**
- All donations must be deposited into Foundation accounts.
- Team dues may be deposited into Foundation accounts.
- Team Foundation accounts are used to pay all coaches. Only fundraised money or team dues can be used to pay coaches. No money allocated by CSIC can be used to pay a coach.
- Teams with available funds in their Foundation account may purchase equipment, supplies and reimburse team members/coaches with available funds. Foundation funds should not be used for team travel expenses.
- Teams must receive prior permission from the Coordinator of Club Sports to purchase equipment or reimburse a player or coach from Foundation funds.
- No after the fact invoices will be accepted for URI Foundation accounts- example:
  - Submitting an invoice for goods that have already been delivered without prior authorization for the purchase from the Foundation account. The University will not accept the invoice and the team will be financially responsible for all costs incurred and the bill will be paid out of pocket from team members.
- Payment cannot be made until goods or services are delivered or provided. Deposits for special orders may be made upon request.

**Private Bank Accounts**
Private bank accounts are not allowed under any circumstances. All monies must be deposited in either the Student Senate or URI Foundation Accounts by completing a deposit slip and submitting to the Club Sports Office.

**Purchasing Process**
*Items where action by teams is required are BOLDED. All other steps are completed by the Club Sports Office.*

<table>
<thead>
<tr>
<th>Step 1: Intent to Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.</strong> All purchases are initiated by submitting an <strong>Intent to Purchase form</strong> to the Club Sports Office. <strong>Intent to Purchase forms must be submitted by the team’s President or Treasurer or their designee.</strong></td>
</tr>
<tr>
<td><strong>B.</strong> The Coordinator of Club Sports will review the Intent to Purchase within 24 hours of receipt and reach out to the team if there are any questions.</td>
</tr>
<tr>
<td><strong>C.</strong> If the purchase is approved by the Coordinator of Club Sports, the expense will be logged as an encumbrance in the team’s budget.</td>
</tr>
</tbody>
</table>

If the Coordinator of Club Sports approves the usage of funds from a URI Foundation Account, Step 2 will be skipped. It is recommended that the Student Senate account be used for most purchasing as the URI Foundation purchasing process is lengthy and sometimes complicated. If necessary, funds can be transferred from the Foundation account to the Student Senate Account.

<table>
<thead>
<tr>
<th>Step 2: Purchase Order (Student Senate Account only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.</strong> When the Intent to Purchase is approved by the Coordinator of Club Sports, the Club Sports staff will request a Purchase Order (PO) from the Student Senate Accounts office.</td>
</tr>
<tr>
<td><strong>B.</strong> When the PO is typed, signed, and returned to the Club Sports Office, the team will be notified that the PO is ready.</td>
</tr>
</tbody>
</table>

If the purchase is for entry fees, league dues, or any other expense that does not require that items be delivered or a service be rendered, you may skip Step 3 and proceed to Step 4.

<table>
<thead>
<tr>
<th>Step 3: Place Order/Request Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.</strong> The order can now be placed with the vendor. A copy of the purchase order can be provided to the vendor if necessary.</td>
</tr>
<tr>
<td>a. The club sports credit card can only be used if the vendor will not accept a purchase order</td>
</tr>
<tr>
<td><strong>B.</strong> If purchasing items that require delivery, the order <strong>MUST</strong> be shipped to the following Address: URI Club Sports, 75 Keaney Road, Kingston, RI 02881</td>
</tr>
<tr>
<td>a. When the items are received, the club sports staff will notify the team immediately</td>
</tr>
<tr>
<td>b. The team will take an inventory to verify that all requested items were delivered</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 4: Payment Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.</strong> Once the items are received or service is rendered, the vendor will provide an invoice.</td>
</tr>
<tr>
<td><strong>B.</strong> A <strong>Payment Request should be submitted to the club sports office with the invoice attached.</strong></td>
</tr>
<tr>
<td><strong>C.</strong> The club sports staff will request a check to be mailed to the vendor.</td>
</tr>
<tr>
<td><strong>D.</strong> The club sports staff will log the payment in the team’s budget as an expense.</td>
</tr>
</tbody>
</table>

**Club Sports Credit Card**
- The use of the Club Sports credit card is a privilege
- Only **Student Senate** funds can be used for credit card purchases
- The credit card is only allowed to be used for **team travel (airfare/hotel)** or **online registration/entry fees**.
- To use the credit card, teams must follow the purchasing procedure, just as they would for a check. The only change is that a credit card authorization form, web link, or phone number must be provided at the payment request step (Step 4) in order to process the payment.
- Any teams traveling using the credit card must obtain a receipt and submit it to the Club Sports Office within 5 business days after trip completion.
- Failure to submit a receipt will result in the following fines:
First Offense – Written Warning
Second Offense- $100 Fine
Third Offense – $100 Fine and loss of credit card privilege.

Service Contracts
Contracts are used for services provided by experienced vendors such as DJs, speakers, caterers, laborers, guest coaches, house rentals, etc. The “Team” should be the name listed on the contract, not a member of the team or coach.
Individual students cannot sign contracts. The Coordinator of Club Sports and the Director of the Memorial Union and Student Involvement must review and sign all contracts.

Deposit Slips
In order to deposit funds, a DEPOSIT SLIP is required and can be obtained from the Club Sports office. All money must be deposited to the club sports office within 3 days of receipt. The deposit slip will be signed by a Club Sports or Campus Recreation staff member. The white copy of the deposit slip remains with the deposit. The yellow copy will be placed in the team mailbox once the deposit is confirmed with Student Senate or the URI Foundation and should be retained by the team’s treasurer. The pink copy will be given to the individual making the deposit as their receipt.

Equipment Purchase
Before a team can purchase any new equipment, the team must have money remaining in its budget specifically for that purpose. The team must submit the specifications of the equipment to be purchased to the Coordinator of Club Sports for approval. All equipment purchased with team funds becomes the property of the University of Rhode Island.

Equipment purchases exceeding $5000 must be coordinated in advance with the Coordinator of Club Sports. A bid process may be required.

Section 19: Fundraising
Each year URI Club Sport teams organize fundraisers to help pay for their coaches’ salaries, equipment, travel expenses, league dues, officiating expenses and much more. In order to supplement their annual budgets, club sport teams are required to raise a minimum of 20% of their budgetary allocation during each academic year. Any teams that do not raise the 20% minimum required will have the following years budget cut by 20%.

Fundraising Rules and Regulations
All promotional materials must clearly indicate that the sponsoring group is a Club Sport, clearly show the Campus Rec logo and be approved by the Coordinator of Club Sports, Coordinator of Marketing, and/or the Director of Campus Recreation. Fundraising activities involving alcohol, tobacco, or drugs are prohibited. Any fundraising activities must be cleared through the Club Sports Office, prior to the execution of the event or activity. A “Fundraising Authorization Form” must be completed by a team officer and approved by the Coordinator of Club Sports.

URI Foundation
The URI Foundation is available to assist with fundraising for all club sports teams. The Foundation has a staff of professional fundraisers tasked with raising money for the University. The Foundation can assist with phone-a-thons, solicitation letters, crowd-funding and other fundraising initiatives. Contact the Coordinator of Club Sports to utilize the services of the URI Foundation.

Membership Dues
Membership dues are considered a fundraising activity, but should be kept minimal so that all are financially capable of participating. Teams should make an effort to fundraise as much as possible using other fundraising methods in order to reduce the amount of dues collected.

Crowdfunding (New in 2018)
Crowdfunding is the process of funding an event, trip, or capital item by collecting small amounts of money from a large number of people via the internet (think GoFundMe). The URI Foundation can set-up a crowdfunding website complete with a description, photos, videos, and a fundraising goal thermometer. The use of GoFundMe or other crowdfunding platforms is not permitted. Teams must use the URI Foundation Crowdfunding platform if they wish to use this fundraising method.

Raffles/Games of Chance
Raffles/Games of Chance must be approved in advance by the Coordinator of Club Sports. A license must be obtained from the Rhode Island State Police and the Town of South Kingstown. License applications must be turned in to the South...
Kingstown Police department. Please list 75 Keaney Road, Kingston, RI 02881 as the address where the drawing will take place. Please provide the original license to the Club Sports Office to be kept on file.

**Phone-a-Thon**
Club teams desiring to participate in a phone-a-thon must submit a list of potential donors and/or alumni to the Coordinator of Club Sports. Teams are then assigned a night(s) along with phone(s) to call for donations. A club teams’ success depends on advanced preparation and caller training. For more information, please contact the Coordinator of Club Sports.

**Newsletters**
The Club Sports office understands the importance of maintaining a close relationship with club sport alumni and friends. Several club teams send regular newsletters to keep alumni informed of upcoming events, general information, social gatherings and to solicit financial support. Although most newsletters are written by Club Sport student-athletes, the Club Sports office reserves the right to edit any material for content, layout and quality. The Club Sport staff is available to help any team prepare a professional newsletter. Newsletter and all other printed materials must be approved by the Coordinator of Club Sports and the URI Foundation.

**Media Guides**
The purpose of the book is to provide current media information about the program for players, families, friends and potential recruits. Vendors are encouraged to place a paid advertisement inside the book to help defray the cost of printing. In previous years, media guides have realized a profit of $500-$2000. Please consult with the Coordinator of Club Sports for more information.

**Section 20: Equipment**
All equipment purchased with team funds is the property of the University of Rhode Island and cannot be retained by individual members. Any items that are meant to be kept as personal items must be paid for by the individual members of the team. If team dues includes personal items in addition to membership, the cost of the personal items must be explicitly identified and explained to both the paying members, and the coordinator of Club Sports (e.g. if dues cost $250 and $50 of it goes toward team jackets, then dues are $200 and personal items are $50).

The Club Sports program has an equipment storage room where clubs can store equipment during the summer and off-season. Space is limited and on a first-come, first-served basis. An inventory listing is required at the end of every spring semester with equipment turn-in.

The coach and/or club officer/leader(s) is authorized (with permission of the Coordinator of Club Sports) to check out equipment and issue it to club members. Specific times should be set and announced for team members to pick up and return equipment. It is required that clubs label their equipment and sign it out by number to club members. If an individual does not return equipment, a hold will be placed on that individual’s e-Campus account, preventing future class registration, as well as access to transcripts and diplomas. The hold will be lifted once the item is returned or its replacement value is paid to the club sports office.

**Section 21: Points System**
Beginning in 2018, the club sports program will utilize a points system to ensure teams remain compliant with program requirements. Each requirement is assigned a value. Teams will be awarded points for each requirement completed by the established due date. Teams can collect additional points or make-up missed points by completing bonus point items. The amount of points collected at the end of the year will directly impact each team’s CSIC allocation.

The point goal for 2018-2019 is **110 points**. Teams that exceed the year-end point goal may be eligible for a monetary award, if approved by the CSIC.

Teams that end the year with less than 95 points will have their CSIC allocations for the next year reduced by the following amounts:

<table>
<thead>
<tr>
<th>2018-2019 Point Total</th>
<th>Allocation reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 or more</td>
<td>No reduction. Team will receive 100% of allocation</td>
</tr>
<tr>
<td>85-94</td>
<td>5% allocation reduction</td>
</tr>
<tr>
<td>75-84</td>
<td>10% allocation reduction</td>
</tr>
<tr>
<td>65-74</td>
<td>20% allocation reduction</td>
</tr>
</tbody>
</table>
The following is a detailed description of the point system requirements.

Certain requirements are critical items and must be completed before team activities commence. The critical items are indicated with an asterisk (*). If these requirements are not completed by the corresponding due date, the team will not be allowed to practice, compete, spend money, or utilize any services offered by the Department of Campus Recreation until the requirement is completed. No points will be awarded for critical requirements turned in after the due date.

**Meeting Attendance**

**CSIC Meetings**
2 Points Each/16 Points Total
CSIC meetings are an essential means of communication between the Club Sports Office, CSIC Executive Board and the clubs themselves. Each club must have at least two officers attend ALL monthly council meetings facilitated by the Club Sports Executive Board.

**Mentor Meetings**
2 Points Each/4 Points Total
Each team will be assigned a mentor from the CSIC Executive Board. The team’s officers are responsible for meeting with him/her once per semester.

**Coordinator Meeting**
2 Points Each/4 Points Total
Each team’s officers must meet with the Coordinator of Club Sports at least once per semester.

**Budget Presentation**
2 Points
Each team’s officers must present their budget request for the next fiscal year to the CSIC budget committee.

**Forms/Required Submissions**

**Member Registration*”
4 Points
Any person who participates on or tries out for a club sport team must complete the online registration form. If a team acquires new members throughout the year, they must complete this registration form and your roster must be updated. All rostered team members must complete this registration prior to the due date.

**Waiver, Release, and Assumption of Risk*”
4 Points
Any person who participates on or tries out for a club sport team must turn in a signed Waiver, Release, and Assumption of Risk to the club sports office. If a team acquires new members throughout the year, they also must sign this form and your roster must be updated. All rostered team members must complete this waiver prior to the due date.

**Officer Registration*”
2 Points
Names and contact information for all team officers must be submitted to the Club Sports Office by the due date.

**Roster*”
5 Points Each/10 Points Total
Team rosters must be submitted at the beginning of each semester and updated regularly throughout the season. If your team is competing prior to the roster due date, a copy of your roster must be provided to the office before your first competition.

**Schedule*”
2 Points Each/4 Points Total
Complete practice/competition schedules must be submitted at the beginning of each semester and updated regularly throughout the season. If changes in opponent, time, or location occur, the club sports office must be notified immediately.

**Inventory**
4 Points
A complete listing of team inventory must be submitted to the club sports office once per year.

**Mid-Year/End-of-Year Report**
10 Points Each/20 Points Total
Each team must submit a mid-year report at the end of the Fall Semester and an end-of-year report at the end of the Spring Semester. These reports provide critical data to the club sports office for the purpose of assessments, developing marketing materials, providing information to prospective students, and record keeping. The club sports office will provide a form or general format to complete these reports.
Budget Request
Each team must prepare an annual budget for the next fiscal year and submit it to the club sports office. A spreadsheet and previous fiscal year data will be provided at least one month before the due date.

Coach/Team Evaluation
At least 80% of the team’s final roster must complete the year-end evaluation before the established deadline. This should be completed as close to the end of the team’s competitive season as possible. The Club Sports office will provide an online survey for evaluation.

Fundraising
Teams must fundraise an amount that is greater than or equal to 20% of their CSIC allocation for the current year.

Trainings/Certifications

Officer Training* 5 Points
Each club sports officer must complete the required officer’s training by the established deadline. If officers change during the course of a school-year, the new officer must also complete the training.

Coach Training* 5 Points
Each club sports coach must complete the required coaches’ training by the established deadline. If a new coach is hired during the course of a school year, the new coach must also complete the training.

CPR & First Aid/AED* 1 Point Per Person, Per Certification/4 Points Total
All teams must have 2 active members that are CPR & FA/AED certified. Copies of valid certifications must be submitted to the club sports office by the established deadline. Teams will receive 1 point per certification (up to 2 points per student). Teams can submit additional CPR/FA/AED certifications and can receive up to 8 total points.

Bonus Points

Committee Participation 1 Point Per Person/ 3 Points Max
Teams can receive 1 point per member (3 max) who participates on a CSIC Committee. Committees are chaired by members of the CSIC Executive board and are involved in making decisions and planning events.

Game/Event Attendance 1 Point Per Event/ 5 Points Max
Teams can post pictures of their attendance at other URI Club Sports events on their social media pages. You must be in the picture with the team playing in the background and tag @URICampusRec for it to count! A majority of the team must be present in the picture.

Additional CPR & First Aid/AED 1 Point Per Person, Per Certification/6 Points Max
Those teams with more than 2 CPR & First Aid/AED certified members will receive 1 point per additional certification (6 points max).

Community Service/Philanthropy 2 Points Per Event/6 Points Max
Teams can attain additional points for hosting a community service or philanthropic event. These events must be approved by the Coordinator of Club Sports in advance. The Coordinator of Club Sports reserves the right to determine what events can satisfy this option.

The coordinator of Club Sports may provide additional opportunities for teams to attain bonus points throughout the course of the year.

Points Due Dates
The Coordinator of Club Sports will send reminder emails one week before all due dates and again 48 hours before all due dates. If the Coordinator fails to send these reminders in a timely manner, additional time will be granted for completion.

Missed points can be appealed to the CSIC Executive Board if a reasonable explanation for missing the deadline can be provided.
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
<th>Due Date</th>
<th>Completion Instructions/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September CSIC Meeting</td>
<td>2</td>
<td>9/13/2018</td>
<td>Attend meeting in MU Senate Chambers</td>
</tr>
<tr>
<td>Officer Registration</td>
<td>2</td>
<td>9/14/2018</td>
<td>Submit on Club Sports website</td>
</tr>
<tr>
<td>Fall Roster</td>
<td>5</td>
<td>9/19/2018</td>
<td>Submit on Club Sports website</td>
</tr>
<tr>
<td>Member Registration</td>
<td>4</td>
<td>9/21/2018</td>
<td>Each member must register on Club Sports website</td>
</tr>
<tr>
<td>Fall Schedule</td>
<td>2</td>
<td>9/21/2018</td>
<td>Submit on Club Sports website</td>
</tr>
<tr>
<td>Waiver and Assumption of Risk</td>
<td>4</td>
<td>9/24/2018</td>
<td>Each member must submit signed form</td>
</tr>
<tr>
<td>Officer Training</td>
<td>5</td>
<td>9/28/2018</td>
<td>Complete online training via Sakai</td>
</tr>
<tr>
<td>Coaches’ Training</td>
<td>5</td>
<td>9/28/2018</td>
<td>Complete online training via Sakai</td>
</tr>
<tr>
<td>CPR/FA</td>
<td>4</td>
<td>9/28/2018</td>
<td>Submit certification to Club Sports Office</td>
</tr>
<tr>
<td>October CSIC Meeting</td>
<td>2</td>
<td>10/4/2018</td>
<td>Attend meeting in MU Senate Chambers</td>
</tr>
<tr>
<td>November CSIC Meeting</td>
<td>2</td>
<td>11/1/2018</td>
<td>Attend meeting in MU Senate Chambers</td>
</tr>
<tr>
<td>December CSIC Meeting</td>
<td>2</td>
<td>12/6/2018</td>
<td>Attend meeting in MU Senate Chambers</td>
</tr>
<tr>
<td>Fall Coordinator Meeting</td>
<td>2</td>
<td>12/11/2018</td>
<td>Schedule meeting with Coordinator of Club Sports</td>
</tr>
<tr>
<td>Fall Mentor Meeting</td>
<td>2</td>
<td>12/11/2018</td>
<td>Schedule meeting with team mentor</td>
</tr>
<tr>
<td>Mid-Year Report</td>
<td>10</td>
<td>12/20/2018</td>
<td>Submit on club sports website</td>
</tr>
<tr>
<td>Spring Roster</td>
<td>5</td>
<td>2/1/2019</td>
<td>Submit on club sports website</td>
</tr>
<tr>
<td>February CSIC Meeting</td>
<td>2</td>
<td>2/7/2019</td>
<td>Attend meeting in MU Senate Chambers</td>
</tr>
<tr>
<td>Spring Schedule</td>
<td>2</td>
<td>2/8/2019</td>
<td>Submit on club sports website</td>
</tr>
<tr>
<td>March CSIC Meeting</td>
<td>2</td>
<td>3/7/2019</td>
<td>Attend meeting in MU Senate Chambers</td>
</tr>
<tr>
<td>Fundraising</td>
<td>10</td>
<td>3/29/2019</td>
<td>Coordinator of Club Sports will calculate the amount</td>
</tr>
<tr>
<td>Budget Request</td>
<td>2</td>
<td>4/1/2019</td>
<td>Submit on club sports website</td>
</tr>
<tr>
<td>April CSIC Meeting</td>
<td>2</td>
<td>4/4/2019</td>
<td>Attend meeting in MU Senate Chambers</td>
</tr>
<tr>
<td>Budget Presentation</td>
<td>2</td>
<td>4/12/2019</td>
<td>Submit on club sports website</td>
</tr>
<tr>
<td>May CSIC Meeting</td>
<td>2</td>
<td>4/25/2019</td>
<td>Attend meeting in MU Senate Chambers</td>
</tr>
<tr>
<td>Spring Coordinator Meeting</td>
<td>2</td>
<td>4/30/2019</td>
<td>Schedule meeting with Coordinator of Club Sports</td>
</tr>
<tr>
<td>Spring Mentor Meeting</td>
<td>2</td>
<td>4/30/2019</td>
<td>Schedule meeting with team mentor</td>
</tr>
<tr>
<td>Inventory Report</td>
<td>4</td>
<td>5/10/2019</td>
<td>Submit on club sports website</td>
</tr>
<tr>
<td>End-of-Year Report</td>
<td>10</td>
<td>5/10/2019</td>
<td>Submit on club sports website</td>
</tr>
<tr>
<td>Coach/Team Evaluation</td>
<td>10</td>
<td>5/10/2019</td>
<td>Complete online survey provided by Club Sports</td>
</tr>
</tbody>
</table>

**Section 22: Parking**

All Club Sports participants and coaches must adhere to all URI parking regulations while parked on-campus. Club sport participants must park in the lots designated for their particular type of parking pass. Coaches will be provided with a Campus Recreation visitor’s parking pass and must park in the designated visitor’s lot.

**Section 23: FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The University of Rhode Island extends the definition of “student education records” to include records related to a student’s participation in club sports.

In order to remain compliant with FERPA, coaches and team officers should not disclose ANY information related to specific students to anyone (including a student’s parents) without their written consent.

If someone asks specific information about a student, kindly inform him/her that you are unable to disclose the information due to federal law. Best practice is to recommend that the student reach out to you directly to discuss their questions.
Section 24: Standards of Conduct and Disciplinary Procedures
Each club sport team and its individual members are obligated to conduct themselves in a mature responsible manner that does not threaten the safety of others or detract from the reputation of The University of Rhode Island. In addition, each club is required to abide by the URI Student Code of Conduct and Club Sports Code of Conduct. Any violation of University, State, or Local laws or policies may result in dismissal from the CSIC, loss of all privileges, and/or Campus Judicial Charges. Each team is also encouraged to establish an individual team code of conduct policy. This can be created by the team captains along with the coach or Club Sports Coordinator.

The CSIC Executive Board will review any action in violation of the Club Sports & Intramural Council or The University of Rhode Island policies or regulations. Matters of Federal, state, or local laws will be referred to the appropriate authority and the Campus Judicial Board.

Disciplinary Process
When the Coordinator of Club Sports or Director of Campus Recreation becomes aware of a violation of the Club Sport Athlete Code of Conduct, they will meet with the athlete and the coach/captain to gain information about the incident. After this meeting, the Coordinator, Director and coach/captain will determine the proper course of action. The coach/captain will notify the athlete of the consequences at an in-person meeting and the Coordinator will follow up in writing to the athlete and coach.

Penalties Available to the Coordinator (as suggested guidelines)
The following are examples of possible recommendations the Coordinator can offer as a disciplinary action.

For minor penalties the committee has the following options:
- Probation for a specified period of time, not to exceed one year from the time of the violation.
- Probation as well as community service.

For moderate penalties the committee has the following options:
- Probation for a specified period of time, not to exceed one year from the time of the violation.
- Probation as well as community service.
- Probation as well as cutting funding. Dependent upon the severity of the violation cut 1/3, 2/3, or 100% of the budget. Any funding that is cut due to disciplinary action shall be placed in the contingency fund.

For major penalties the committee has the following options:
- Probation for a specified period of time, not to exceed one year from the time of the violation.
- Probation as well as community service.
- Probation as well as cutting funding. Dependent upon the severity of the violation cut 1/3, 2/3, or 100% of the budget. Any funding that is cut due to disciplinary action shall be placed in the contingency fund.
- Suspension for a semester or year along with the team account being frozen. The team must provide team CSIC representatives to all CSIC meetings. The representatives will have no voting authority at the CSIC meetings. Should your club not provide representation you will be subject to further sanctions.
- Should a team have essential expenses that must be paid while under suspension, any debt incurred by Club Sports will be considered a loan that must be resolved upon re-recognition with Club Sports.

Appeals Process
All decisions of the Coordinator of Club Sports may be appealed by the following procedure:

Written notification of appeal must be filed with the Club Sports Coordinator within 5 days of receipt of the written notice of disciplinary action. This notification must address the specific ground for appeal, relief requested, and appellant’s position and reason in support of the relief requested. The Coordinator will convene a meeting of the CSIC Executive Board to discuss the appeal. Based on review of available information, the CSIC Executive Board may uphold, reverse, or modify the disciplinary actions.

Should any representative on the CSIC Executive Board be involved in the incident, they will not take part in the appeal process.

Code of Conduct
The University of Rhode Island values fair play and the generally recognized high standards associated with wholesome competitive sports. Participation on a club sport team is a privilege and should be treated as such. The Club Sports program and Club Sport athletes are a window to the University. Club Sport athletes often are in the spotlight; their behavior is subject to scrutiny by their peers, the campus, local and national communities, and the news media. The actions of one Club Sport athlete may reflect positively or negatively on the team, the Club Sports program, and the
University. Therefore, Club Sport athletes at The University of Rhode Island are expected to represent themselves, their teams, and the University with honesty, integrity and character – whether academically, athletically, or socially.

**Violations of Local, State, Federal Laws**

Club Sport athletes are subject to city, state, and federal laws. A Club Sport athlete who is *charged* with violating local ordinances, state statues or federal law or who is *arrested* in connection with possible illegal activity may be subject to immediate suspension from the team activities pending further investigation.

**Policy on Club Sport Athlete Conduct**

Club Sport athletes are expected to:

- Abide by University, Club Sports, team, and National Governing Body policies;
- Refrain from the consumption or possession of alcohol (regardless of the student's age) or illegal drugs while involved in any team-related activities;
- Refrain from the use of tobacco products, including cigarettes, electronic cigarettes, chewing tobacco, etc.
- Refrain from hazing;
- Complete their academic coursework in a timely fashion and make progress toward a degree each semester;
- Attend all classes as scheduled and follow University guidelines for excused absences;
- Understand that plagiarism and cheating will not be tolerated;
- Communicate with their teammates, coaches, faculty, and other members of the campus community with honesty and timeliness;
- Be respectful of all others and treat people as they would want to be treated;
- Understand that vandalism of public or private property will not be tolerated;
- Assist in promoting positive attitudes among all involved in their program;
- Refrain from inappropriately using an online social network.

Campus Recreation and Club Sports understand the popularity and usefulness of social networking sites and support their use by Club Sport athletes provided:

- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- Any information placed on the website(s) does not violate Club Sports or University codes of conduct;
- Photos and/or comments posted on these sites do not depict negative team-related or University-identifiable activities (including wearing/using team uniforms or gear inappropriately)

Club Sport athletes must remember that they are representatives of The University of Rhode Island and your team. Club Sport participants are in the public eye more than other students. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and it completely out of your control the moment it is placed online – even if you limit the access to your site.
- You should not post any information, photos, or other items online that could embarrass you, your family, your team, the Club Sports program, or The University of Rhode Island. This includes information that may be posted by others on your page.
- Coaches, Club Sports, and Campus Recreation administrators may monitor these websites.
- Local police and other law enforcement agencies may monitor these websites regularly as may potential employers and internship supervisors as a way of screening applicants. In addition, many graduate programs and scholarship committees also search these sites to screen applicants.

Club Sport athletes should be very careful when using online social networking sites and keep in mind the sanctions that may be imposed, including suspension or expulsion, if these sites are used improperly or depict inappropriate, embarrassing or dangerous behavior.

**Consequences**

The consequences for a violation of the Code of Conduct may include, but are not limited to: verbal warning; written reprimand; community service; mandatory behavioral assessment/counseling (including required chemical dependency assessment and/or treatment; anger management training; other counseling as determined by appropriate professionals); immediate suspension from the next regular or postseason competition(s); suspension from the team; and dismissal from the team. The University may impose additional sanctions, including probation, suspension from school, or dismissal from the University.
A written copy of team rules and The University of Rhode Island Club Sport Code of Conduct will be provided to each Club Sport athlete at the start of each academic year. These will also be available online. Club Sport athletes will also be directed to the University of Rhode Island Student Handbook which is available online at http://www.uri.edu/judicial/studenthandbook.pdf.

It is a Club Sport athlete’s responsibility to report to his/her head coach or captain within 24 hours involvement in any violation of law or campus policies. The head coach or captain will immediately inform the Coordinator of Club Sports or Director of Campus Recreation, who then will inform the appropriate administrators. Self-reporting an incident may help to reduce sanctions.

A Club Sport athlete who is found responsible for violations of the Club Sport Athlete Code of Conduct will, at the first available opportunity, have an in-person meeting with the Coordinator of Club Sports, Director of Campus Recreation, and his/her head coach or captain. After collecting other information and speaking with appropriate parties the head coach or captain, Coordinator of Club Sports and the Director of Campus Recreation will determine the course of action. The head coach or captain will notify the Club Sport athlete of the consequence at an in-person meeting. The Coordinator of Club Sports and Director of Campus Recreation will follow up in writing to the Club Sport athlete and his/her head coach or captain.

A Club Sport athlete may appeal the decision of a disciplinary suspension to the Club Sports and Intramural Council Executive Board, a board comprised of four Club Sport athletes, and a Campus Recreation designee. Such a request must be in writing and must be submitted to the members of the CSIC Executive Board within 5 days after receipt of the notice of suspension. Based on a review of available information, the CSIC Executive Board may uphold, reverse or modify the suspension.

Violations of policies in The University of Rhode Island Student Handbook for which a Club Sport athlete is found responsible through the University’s judicial process are considered to be violations of the Club Sport Athlete Code of Conduct. The Dean of Students (or his/her designee) will report such violations, including charges and sanctions issued, to the Director of Campus Recreation or Coordinator of Club Sports, who in turn will immediately inform the Club Sport athlete and his/her coach or captain.

If a team without a coach is involved in any disciplinary situation, the Coordinator of Club Sports will assume the role as the coach and will administer team meetings.

Team or Club Sport sanctions may be imposed in advance of campus disciplinary actions or criminal proceedings.
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 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 organization’s 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 aid 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