Constitution of Stanford Club Sports

Article I - Stanford Club Sports

Stanford Club Sports is a coeducational athletic program within the Stanford Department of Athletics, Physical Education, Recreation and Wellness (hereinafter called the Athletic Department).

Article II - Statement of Purpose

The purpose of the Club Sports program at Stanford University is as follows:

1) To provide instructional and recreational opportunities to Stanford undergraduate and graduate student-athletes in a player-oriented setting unique to the Club Sports program;

2) To promote student-run athletic teams by emphasizing student leadership in training, competition, team management, and program direction;

3) To encourage athletes at all levels, from recreational to elite, by maintaining a fun, athlete-focused environment and by recognizing individual and team achievement;

4) To provide, where practical and appropriate, financial and logistical assistance to teams and athletes in advancing their level of training and competition;

5) To bring together students, faculty, and staff from diverse backgrounds to share their enthusiasm for a broad array of athletic activities.

Article III - Governing Body

A. Athletic Director

1. Overview
a. As primary director of the Athletic Department, the Athletic Director oversees the Club Sports program.

2. Eligibility and Appointment

   a. The Athletic Director is chosen by the Athletic Board.

3. Duties and Responsibilities

   a. The responsibilities of the Athletic Director, including those pertaining to oversight of the Club Sports program, are set by the Athletic Board.

4. Term of Office

   a. The term of office of the Athletic Director is determined by the Athletic Board.

5. Removal from Office

   a. The Athletic Director may be removed from office at the discretion of the Athletic Board.

6. Vacancies

   a. If the position of Athletic Director is vacant, a new Athletic Director is chosen by the Athletic Board.

B. Club Sports Director

1. Overview

   a. The Club Sports Director manages daily operations and provides long-term vision for the Club Sports program.

2. Eligibility and Appointment
a. *The Club Sports Director is a member of the Athletic Department and is appointed by the Athletic Director.*

3. Duties and Responsibilities

a. *The responsibilities of the Club Sports Director are set by the Athletic Director.*

4. Term of Office

a. *The term of office of the Club Sports Director is determined by the Athletic Director.*

5. Removal from Office

a. *The Club Sports Director may be removed from office at the discretion of the Athletic Director.*

6. Vacancies

a. *If the position of Club Sports Director is vacant, a new Club Sports Director is chosen by the Athletic Director.*

C. Club Sports Presidents

1. Overview

a. *The Club Sports Presidents are the primary student leaders of the Club Sports program. The student leadership role is split between the Administrative President and the Financial President.*

2. Eligibility and Appointment

a. *In order to be considered eligible to hold the position of Club Sports President, an individual must:*
i. Be a currently registered Stanford undergraduate or graduate student;

ii. Reasonably expect to be a registered student for two quarters and to be present on campus for all three quarters of the term in which they will serve as President;

iii. Have served as a team officer for at least one term;

iv. Have served as a team Financial Officer for at least one term (if seeking the position of Financial President).

b. *The Club Sports Presidents are chosen by Club Council vote (defined in Article III, Section E).*

3. Duties and Responsibilities

a. *The following responsibilities are shared by the Administrative and Financial Presidents:*

i. Organize and preside over all meetings of the Executive Committee (defined in Article III, Section D) and the Club Council;

ii. Promote and publicize the Club Sports program;

iii. Coordinate publicity to gather votes in ASSU Special Fees elections;

iv. Propose and pursue fundraising opportunities and organize fundraising events;

v. Guide expansion related to facilities and finance;

vi. Assist the incoming Presidents in planning events that will take place at the beginning of the next academic year.

b. *The following responsibilities are the sole purview of the Administrative President:*

i. Record, compile, and distribute minutes of all Executive Committee and Club Council meetings;

ii. Oversee all evaluation proceedings;

iii. Request reports and information, including team rosters and competition schedules, from all Clubs and ensure that reports and information are submitted on time and in the appropriate format;

iv. Communicate with the leadership of individual teams regarding upcoming Club Council meetings, important deadlines, and other relevant program information.
c. The following responsibilities are the sole purview of the Financial President:

i. Manage all funds obtained through Stanford’s student government (the Associated Students of Stanford University, hereinafter referred to as the ASSU), including University Special Fees:
   (a) Deposit income and pay expenses;
   (b) Transfer allocations to individual Clubs;
   (c) Maintain a complete record of transactions.

ii. Prepare an annual financial report and Special Fee request for consideration by the ASSU and Stanford’s student body;

iii. Oversee the allocation of funds to individual Clubs;

iv. Oversee allocation of ASSU funds, when deemed necessary and appropriate, to cover Club Sports operational expenses;

v. Assist Club Financial Officers with all aspects of financial administration:
   (a) Hold orientation meetings and workshops;
   (b) Advise Financial Officers on budget preparation, account management, and funding applications;
   (c) Ensure that Financial Officers are aware of all ASSU requirements and policies;
   (d) Respond to individual problems and questions as they arise.

vi. Prepare year-end Club Sports account statements and financial summaries as requested by the Club Sports Director, the Athletic Department, or the incoming Club Sports leadership, or as deemed necessary and appropriate by the acting Financial President. These statements shall be made available to the Club Sports Director, the Athletic Department, and incoming Club Sports leaders;

vii. Collect year-end account statements and financial summaries from all Clubs. These statements and summaries will be distributed to incoming Club Financial Officers, and upon request to the Club Sports Director, the Athletic Department, and incoming and outgoing Club Sports leaders.

4. Term of Office

a. The Club Sports Presidents are elected in the spring and serve the following academic year.
b. There may be a transition period during the spring and summer preceding the official start of a President’s term during which they are trained by their predecessor and begin to assume some duties of the position.

c. An individual may run for an additional term as Club Sports President if he or she continues to meet all eligibility requirements. There are no term limits.

5. Removal from Office

   a. If the Club Sports Director feels that the President has not fulfilled the duties required, he/she may present a proposal to the Club Council recommending the removal of the President from office.

   b. The President may be removed from office by a two-thirds majority vote of the Club Council.

6. Vacancies

   a. If a Club Sports President is removed from office, resigns their position, or resigns membership in their Club, the Club Sports Director shall appoint an interim President from among the members of the Executive Committee.

D. Executive Committee

1. Overview

   a. The Executive Committee is comprised of the Club Sports Director, the Club Sports Presidents, and five elected Club Council representatives.

2. Eligibility and Appointment

   a. The Club Sports Director and Club Sports Presidents serve on the Executive Committee by default.

   b. Any member of the Club Council is eligible to serve as an elected Executive Committee member.
c. Elected Executive Committee members are chosen by Club Council vote.

3. Duties and Responsibilities

a. Assist the Club Sports Presidents in all projects, including:
   
   i. Drafting program policies and policy changes for Club Council consideration;
   
   ii. Carrying out Club Council mandates related to Club affiliation and sanction;
   
   iii. Planning and supervising all special program events.

b. Review financial allocations prior to their finalization by the Financial President;

c. Report all actions and findings to the Club Council.

4. Term of Office

a. The elected members of the Executive Committee are chosen in the spring and serve the following academic year.

b. There may be a transition period during the spring and summer preceding the official start of an Executive Committee member’s term during which they are trained by their predecessor and begin to assume some duties of the position.

c. An individual may run for an additional term as an Executive Committee member if he or she continues to meet all eligibility requirements. There are no term limits.

5. Removal from Office

a. If the Club Sports Director, in consultation with the Club Sports Presidents, feels that an elected member of the Executive Committee has not fulfilled the duties required, he/she may present a proposal to the Club Council recommending the removal of the member from office.
b. An elected Executive Committee member may be removed from office by a two-thirds majority vote of the Club Council.

6. Vacancies

a. If an elected Executive Committee member is removed from office, resigns their position, or resigns their Club membership, the remaining Executive Committee members may elect to appoint an interim member from among the Club Council representatives. The Executive Committee members may also elect to allow the position to stand vacant until the election of a new Executive Committee the following spring.

E. Club Council

1. Overview

a. The Club Council is comprised of one student representative from each affiliated Club.

2. Eligibility and Appointment

a. Any currently active Club member is eligible to serve as a representative to the Club Council.

b. Council members are appointed by their Club according to protocols set by Club leadership.

c. Clubs are free to send multiple representatives to Club Council meetings; however, each Club must designate one voting member to represent the team in Council elections.

3. Duties and Responsibilities

a. Determine Club Sports policies and approve any major policy changes, including Constitutional amendments and revisions;

b. Elect the Club Sports Presidents and Executive Committee;
c. Oversee the performance of the Presidents and Executive Committee and make final determinations regarding removal of Club Sports leaders from office;

d. Assist the Presidents in enforcing Club Sports policies as defined by the Council:
   i. Evaluate teams’ eligibility for Club Sports affiliation (defined in Article IV);
   ii. Propose and approve sanction of teams that fail to comply with Club Sports policies.

e. Propose program-wide special events and assist the Club Sports Presidents and Executive Committee with event organization.

4. Term of Office

a. The term of office of each Club Council representative is determined by the leadership of his or her Club. The position of voting Council member may rotate during the year at the Club’s discretion.

5. Removal from Office

a. Club Council representatives may be removed from office at the discretion of their Club.

b. The details of removal from office, including justification, proposal, and approval of a motion to remove the representative, are left to Club leaders’ discretion.

6. Vacancies

a. If a Club Council representative is removed from office, resigns their position, or resigns their Club membership, the Club shall appoint or elect a new representative from among the Club’s active members.

F. Club Officers
1. Overview

   a. Club Officers comprise the leadership of each Club. The exact number of officers and the organization or leadership roles is unique to each Club and is left to the discretion of Club members. Certain officer positions may be required by the Club Sports Director for consistent club management.

2. Eligibility and Appointment

   a. In order to be considered eligible to hold the position of Club Officer, an individual must:

      i. Be an active participating member of the Club for which they are serving as an officer;
      ii. Be a currently registered undergraduate or graduate student and reasonably expect to be registered as a student and present on campus for two quarters of their term;
      iii. Be present on campus for all three quarters of their term (Financial Officer only);
      iv. Meet any other eligibility requirements set by their Club.

   b. Club Officers are elected by the members of each Club.

3. Duties and Responsibilities

   a. Fulfill all specific duties and responsibilities of the Officer position as defined by their Club’s members;

   b. Ensure that their Club is adequately represented at all Club Council meetings and special Club Sports program events;

   c. Advocate for the health and safety of their Club’s members and protect the Athletic Department from liability related to Club Sports athletes’ health and safety:

      i. Urge all members to undergo a physical examination certifying their fitness for participation in competitive athletic activities. Remind all members that their physical fitness is their own responsibility and not that of the Athletic Department.
ii. Inform all members of their responsibilities for health and accident insurance. Encourage members to utilize the University's Supplemental Health Plan if their family insurance is not adequate.

iii. Inform all members of injury and emergency care procedures and ensure that these procedures are followed.

iv. Club Safety Officers:
   (a) Ensure that every member signs a Non-Varsity Athletic Liability Release and Waiver or a Non-Student Athletic Liability Release and Waiver;
   (b) Report all incidents and injuries related to practice or competition to the Club Sports Director.

d. Schedule and organize Club practices, competitions, and special events:
   i. Submit practice, competition, and event schedules to the Club Sports Director and Presidents for approval;
   ii. Arrange for necessary facilities;
   iii. If applicable, arrange for travel, including transportation and lodging;
   iv. If applicable, arrange for referees, event security, and other officials;
   v. Prepare and distribute event publicity materials and submit copies of all materials to the Club Sports Director for review.

e. Determine eligibility among Club members for Athletic Awards according to the criteria set by the Athletic Department.

f. Attend to the financial affairs of the Club:
   i. Manage all revenues and funding allocations;
   ii. Set dues requirements and collect and deposit member dues;
   iii. Handle all Club expenses;
   iv. Prepare budgets and account statements as requested by the Club Sports Financial President and the Club Sports Director.

g. Maintain a current Club roster;

h. Maintain Club equipment:
   i. Maintain a detailed and current inventory of all equipment owned by the Club;
ii. Ensure that equipment is properly maintained, stored in a secure location, and remains the property of the Club as a whole as opposed to the property of a single individual:

   (a) Ideally, equipment should be kept by a Club Officer.

   (b) If necessary, another Club member, or the Club’s coach, may be appointed to store some or all of the Club’s equipment.

   (c) Regardless of how equipment is stored, it remains the Club Officers’ responsibility to ensure that equipment is well-maintained and is reasonably accessible to all Club members.

4. Term of Office

   a. Club Officers are elected in the spring and serve the following academic year.

   b. There may be a transition period during the spring and summer preceding the official start of an Officer’s term during which they are trained by their predecessor and begin to assume some duties of the position.

   c. An individual may run for an additional term as a Club Officer if he or she continues to meet all eligibility requirements. Term limits are left to the discretion of individual teams.

5. Removal from Office

   a. Club Officers may be removed from office at the discretion of their Club.

   b. The details of removal from office, including justification, proposal, and approval of a motion to remove the Officer, are left to the Club’s discretion.

   c. If a Club feels that any Officer is not fulfilling their responsibilities, the Club may approach the Club Sports Director, Presidents, or Executive Council for assistance in mediating the situation. The Club Sports Director will have the final decision in any cases of internal team conflict regarding officers.

6. Vacancies
a. If a Club Officer is removed from office, resigns their position, or resigns their team membership, the team shall appoint or elect a new Officer from among the team’s active members.

Article IV – Club Sports Affiliation

A. Club Affiliation Requirements

In order for a Club to request or maintain formal affiliation with the Club Sports program, the following criteria must be met:

1. The Club must serve an instructional, recreational and competitive purpose and involve physical activity as its medium;

2. The Club activity must not subject the participant to any hazard or risk deemed excessive by the Athletic Department or University;

3. The Club activity must be such that no motorized equipment is utilized in the performance of the activity. However, motorized equipment may be used in the training and supervision of participants;

4. Student (undergraduate and/or graduate) interest must be evident:
   
   a. The level of interest may be evaluated by the number of participating club members or by other metrics proposed by the Club Sports leadership.

   b. Although the Club must be student-directed and composed primarily of students, membership may be extended to students’ spouses or to University faculty and staff pending approval from the Athletic Department.

5. Facilities and equipment related to the Club activity must be available in adequate quality and accessibility. Ideally, facilities and equipment should be available on campus.

6. Adequate financing must be available to support all aspects of the Club's proposed programs.
7. The proposed Club may duplicate a Club Sport currently affiliated with the Athletic Department if it can be demonstrated that it is necessary to establish separate clubs for men and women.

8. The proposed Club may duplicate a Varsity Sport currently affiliated with the Athletic Department if it can be demonstrated that it is necessary to establish a Club team in order to meet the needs of participants seeking a different program emphasis.

B. Club Affiliation Procedures

1. First-Time and Lapsed Affiliates

The procedure outlined below will be followed for teams desiring Athletic Department affiliation for the first time and by Clubs desiring re-affiliation after an absence.

a. The team or Club shall prepare the following documents for submission to the Club Sports Executive Committee:

i. A statement of purpose explaining the reasons for desiring affiliation or re-affiliation;

ii. Documents establishing general sustainability:
   (a) Rosters for the previous three years, including the current year’s roster;
   (b) A record of established leadership positions for the previous three years, including descriptions of leadership roles and contact information for current leaders;
   (c) Collegiate competition schedules for the previous three years, including complete results.

iii. Documents establishing financial sustainability:
   (a) Budgets for the previous three years, including the current year’s budget. All budgets must include sources of estimated income and expenditure detail for all relevant categories, including salaries/honoraria, capital and non-capital equipment, travel (transportation and lodging), and general supplies.

iv. Facility Request Form if Athletic Department facilities are desired or necessary;

v. Names of all current or recommended instructors and coaches, and resumes if instructors or coaches are not currently registered Stanford students.
b. *The Club Sports Executive Committee shall present the proposal to the Club Council for discussion and vote.*

i. Representatives from the team or Club seeking affiliation shall be given the opportunity to formally present their case to the Club Council.

ii. A representative from the team or Club seeking affiliation shall be present during the discussion to respond to questions from the Club Council.

iii. All representatives from the team or Club seeking affiliation shall be absent during the voting process.

iv. A two-thirds majority vote of the Club Council shall be required to approve the team or Club’s request for affiliation.

v. The Club Council shall not approve more than three new or re-affiliations in a single academic year.

c. *If approved by the Club Council, the request for affiliation shall be submitted to the Athletic Director for final approval.*

d. *After obtaining final approval, the newly affiliated Club shall spend one trial year as an active Club Sport without receiving any funding from the Club Sports General Fund.*

e. *After successfully completing the trial year, the Club shall be recognized as an active Club Sport with all rights and privileges.*

2. Yearly Re-Affiliation

*In order for a Club to maintain formal affiliation from year to year, the following minimum requirements must be met:*

a. *The Club must have fulfilled, during the previous year, all requirements for Club Sports affiliation as outlined in Article IV, Section A;*

b. *The Club must have participated, during the previous year, in intercollegiate competition at a level deemed sufficient by the Club Sports Executive Committee;*

c. *The Club must have submitted all final reports pertaining to the previous year, including financial statements, as requested by the Club Sports Executive Committee;*
d. The Club must submit the current year’s documents and information, including rosters and budgets, to the Club Sports Executive Committee;

e. The Club must re-register with Student Activities and Leadership (SAL) and maintain their ASSU accounts.

3. Suspension of Club Affiliation (Inactive Club Status)

a. Justifications for Suspension of Club Affiliation:

   i. Student interest in the Club’s activities is not sufficient to sustain the Club;
   
   ii. The Club’s representative is not present during the first Club Council meeting of the academic year, and the Club does not contact a member of the Club Sports Executive Committee to explain the absence;
   
   iii. The Club’s representative is absent for two of three consecutive Club Council meetings;
   
   iv. The Club is unable to pay debts and finance all aspects of Club activities and operations;
   
   v. The Club fails to meet other affiliation requirements described in Article V, Section A, or commits other offenses deemed sufficiently egregious by the Club Sports Executive Committee.

b. Suspension Procedures:

   i. The motion to place a Club on inactive status may be introduced either by the Club Sports Executive Committee or by the Club’s own leadership.
   
   ii. If the Executive Committee moves to place a Club on inactive status, approval of the motion requires a two-thirds majority vote of the Club Council.
   
   iii. If the Club leadership moves to place their own Club on inactive status, the Club may be declared inactive without a Council vote. However, a Council vote will still be required to reinstate the Club’s active status.

   c. Inactive Clubs:

      i. Shall transfer all remaining funds in the Club’s ASSU account to the Club Sports general savings account;
      
      ii. Shall return all equipment, uniforms and files belonging to the Club to the Club Sports Office for safekeeping;
iii. Shall not incur any debts. Rental equipment or facilities shall be relinquished, and all animals and equipment that must be maintained shall be sold. The revenues from any sale of Club property shall be placed in the Club Sports general savings account.

d. Re-Affiliation Procedures:

   i. If an inactive Club wishes to reestablish active status, they must follow the re-affiliation procedures described in Article IV, Section B, Part 1.

   ii. If the Club is granted re-affiliation, all remaining equipment, uniforms and files will be immediately returned to the Club leadership. All remaining funds will be returned after the Club has completed one year as an active club. If Club Sports cannot store the equipment for three years, it reserves the right to sell the equipment while the club is inactive.

   iii. A Club may remain inactive for a maximum of three years. If the Club is not reinstated to active status within three years, the club shall no longer be considered affiliated with the Club Sports program. All Club assets shall become the property of Club Sports, to be managed or redistributed by the Club Sports Executive Council.

C. Responsibilities of an Affiliated Club Sport

   1. Continue to meet all qualifications of an active club as specified in Article IV, Section A;

   2. Have a representative to the Club Sports Council in attendance at all Club Sports Council Meetings;

   3. Participate in all Club Sports general fundraisers;

   4. Submit all required reports, forms and applications;

   5. Fulfill responsibilities set by relevant leagues and national governing bodies.

D. Rights and Privileges of an Affiliated Club Sport

   1. One vote on the Club Sports Council;
2. Financial support from the Club Sports General Fund;

3. Use of Athletic Department Facilities when available;


E. Individual Affiliation Requirements

_In order for an individual to request or maintain formal affiliation with a Club Sports team, the following minimum criteria must be met:_

1. The individual must hold a Stanford ID card;

2. The individual must be willing and able to assume responsibility for acquiring and maintaining any personal equipment necessary for their participation in the Club’s activities;

3. The individual must pay the dues set by Club Officers, unless they have been declared exempt by a decision of the Club leadership;

4. The individual must be an active participant in the Club’s activities and fulfill all responsibilities to the Club;

5. The individual must be willing and able to assume responsibility for his/her physical condition and for all medical bills incurred as a result of any injury sustained while participating in Club activities;

6. The individual must meet any other requirements set by the Club’s leadership, including fundraising and volunteer commitments.

F. Individual Affiliation Procedures

1. Requirements and procedures for individual affiliation are left to the discretion of each Club, provided that all affiliated team members meet the requirements outlined in Article IV, Section E.
G. Suspension of Individual Affiliation

1. Policies and procedures related to the suspension of an individual member’s affiliation are left to the discretion of each Club.

H. Responsibilities of Affiliated Club members

1. Affiliated Club members must continue to meet all requirements outlined in Article IV, Section E. Additional responsibilities may be imposed at the discretion of the individual Club.

I. Rights and Privileges of Affiliated Club members

1. Access to Club equipment and facilities;

2. Opportunity to participate in coached practices and Club events;

3. Opportunity to compete in regular-season competitions;

4. Access to training room and weight room when available;

5. Consideration for awards offered by the Club, the Club Sports program, and the Athletic Department;

6. Any additional rights or privileges deemed appropriate by the Club leadership.

Article V - Club Sports Discipline and Termination Policies

A. Grounds for discipline of an affiliated Club Sport

1. Failure to meet the requirements and criteria for an active club as outlined in Article IV, Section C;
2. Failure to maintain Fiscal Solvency and inability to demonstrate extraordinary justifying circumstances;

3. Failure to have the Club organized and run primarily by students;

4. Alumni participation in regular Club competition and in regularly scheduled practices where space is limited;

5. Violations to the University or Club Sports Alcohol Action Plan.

B. Discipline Procedures

1. The Club Council President and Director shall meet with the Club in question, discuss the matter, and warn of impending disciplinary action.

2. Fines shall be imposed if Club representatives have been absent from Club Council meetings or if the Club has failed to turn in necessary documentation in a timely fashion.

3. If the problem persists, the allocation of funds to the Club shall be withheld or cut back.

4. If no change results, the Executive Committee shall place the Club on probation for a defined period, not less than three months and not greater than one year. The Club Council shall be informed of the Committee’s decision. The Club shall not receive financial support from the Club Sports program during the probationary period.

5. If the Club has not improved to the satisfaction of the Executive Committee by the end of the probationary period, the Club shall be permanently de-affiliated from Club Sports and the Athletic Department. All Club Sports funding to the Club shall be cut off, and access to Athletic Department Facilities and fields shall be terminated.

C. Appeals
1. If a Club feels that they have been treated unfairly by the Executive Committee, they may appeal to the Club Council. A two-thirds majority vote of the Club Council is required to sustain the appeal or to approve any action related to the Club’s status.

2. If the Club is not satisfied after appealing to the Club Council, the Club may take their appeal to the Athletic Director. The decision of the Athletic Director is final.

**Article VI - Meetings**

A. Regular Club Sports Council meetings

1. Regular meetings shall be held at least once each quarter during the academic year.

2. Dates of all regular meetings for the academic year shall be determined by the Executive Committee. Dates of all subsequent meetings shall be announced at the first meeting of the year. A list of meeting dates shall be posted on the Club Sports website and shall be available in the Club Sports office.

3. Minutes of Club Council meetings shall be kept and distributed by the Administrative President.

4. The first Club Council meeting of each academic year

   a. *The first Club Council meeting of the academic year shall be held no later than the fourth week of the autumn quarter.*

   b. *At this meeting:*

      i. The Club Sports leadership shall provide a general orientation to the Club Sports program and a review of important policies and deadlines;

      ii. The Financial President shall provide an overview of program finances and a review of financial policies and deadlines, including guidelines for Club budget preparation.
5. The last Council meeting of each academic year
   
a. All outgoing and incoming Club Officers must be present at this meeting.
   
b. At this meeting, student representatives of the affiliated Clubs shall elect the Financial and Administrative Presidents and the five elected members of the Executive Committee for the following academic year.
   
6. Club Council meetings shall be open to the public, but voting privileges shall be restricted to designated Club representatives.

B. Special Club Council meetings

1. Special Club Council meetings may be called by any member of the Executive Committee or by majority vote of the Club Council. Special meetings shall be governed by the same rules that apply to regular meetings.

C. Executive Committee meetings

1. Executive Committee meetings may be called by any Executive Committee member.

2. Minutes of Executive Committee meetings shall be kept by the Administrative President and shall be made available upon request to any Club Council member.

D. Team Evaluation meetings

1. If deemed necessary by the standing Executive Committee, evaluation meetings between individual Clubs and the standing Executive Committee members shall be held during the two week period immediately following the last Club Council meeting of the academic year.

Article VII - Elections

A. Club Sports Presidents
1. The Club Sports Administrative and Financial Presidents shall be elected by the Club Council during the last Council meeting of the academic year.

2. Presidential candidates may be self-nominated or may be nominated by any acting Club Council member.

3. Declarations of intent to run for Club Sports President must be submitted to the standing Executive Committee at least two weeks prior to the last Council meeting of the academic year.

4. Each Presidential candidate shall give a short speech prior to the Council vote.

5. The Presidential candidates shall be dismissed while the Council members discuss the candidates and vote.

6. The new Presidents shall be chosen by majority vote of the Council. In the event of a tie, the top two candidates shall be considered for a second vote. A second tie shall be broken by the Club Sports Director.

B. Club Sports Executive Committee

1. The five elected members of the Club Sports Executive Committee shall be elected by the Club Council during the last Council meeting of the academic year.

2. Executive Committee candidates may be self-nominated or may be nominated by any acting Club Council member.

3. Executive Committee candidates shall declare their intent to run at the last Council meeting of the academic year, after the election of the new Club Sports Presidents. Each candidate shall follow the declaration of intent to run with a short speech.

4. The Executive Committee candidates shall be dismissed while the Council members discuss the candidates and vote.
5. Each Executive Committee candidate must be approved by a majority vote of the Council.

6. In the event that there are more than five candidates, each voting Council member shall cast a ballot naming their five preferred choices. The five candidates receiving the most total votes shall be named to the Executive Committee.

7. Any tied candidates shall be considered separately in a second vote. Further ties shall be broken by the Club Sports Director.

C. Club Officers

1. Club Officers shall be elected each spring prior to the final Club Council meeting of the academic year.

2. Club Officers must be determined by the students, by appointment of student leadership or by team vote.

3. Specific nomination and election procedures for Club Officers are left to the discretion of each club’s student members.

Article VIII - Funding

A. Responsibility for securing funding

1. Securing funding for Club activities and events is primarily the responsibility of each Club’s members and leadership.

2. The Club Sports Presidents, in consultation with the Executive Committee and the Club Sports Council, are responsible for identifying and pursuing opportunities to secure general funding for the Club Sports program. General Fund resources shall be allocated to individual teams as described in Article VIII, Section C.
3. The Department of Athletics shall secure and allocate funding for the Club Sports program in accordance with policies and procedures approved by the Athletic Director.

4. The Club Sports Director and the Department of Athletics shall, insofar as is practical and appropriate, assist the Club Council and each individual Club in establishing and maintaining fiscal solvency.

B. Eligibility for allocations from the Club Sports General Fund

1. Only currently active Clubs may apply for allocations. Failure to participate in all Club Council activities, including Council meetings and special fundraising events, will result in a reduced allocation and may jeopardize the Club’s eligibility.

2. Each Club must establish and maintain an ASSU account for the disbursement of funds allocated by the Club Council. Outside accounts are not permissible unless approved by the Club Sports Director.

3. Each club must account for all funds collected and expended for the past year. The Club Financial Officer must be prepared to submit the Club’s budgets, account statements, and other financial records to the Executive Committee for review and audit at any time.

C. Club Sports General Fund allocation procedures

1. General Fund resources shall be distributed to eligible Clubs based on the needs of each Club and the total funding available. All Clubs are expected to cover the majority of their own expenses, and no Club is guaranteed funding.

2. Each Club shall present a proposed budget for the coming year to the Club Sports Presidents and Club Sports Director by the second Friday after the first meeting of the academic year.

3. The Club Sports Director and Presidents shall meet to evaluate each Club's budget.
4. The Financial President, in consultation with the Club Sports Director and the other members of the Executive Committee, shall draft preliminary allocations for each eligible team.

5. Following evaluation of all Club budgets and drafting of preliminary allocations, the Club Sports Presidents and Director may hold additional budget meetings with representatives from the individual Clubs.

   a. The Presidents and Director may request to meet with representatives from any Club if they wish to review the Club’s budget in greater detail, or if they feel that the Club’s financial situation merits special consideration.

   b. Club representatives may request to meet with the Presidents and Director if they wish to discuss their budget or the allocation procedure in greater detail, or if they feel that their Club’s financial situation merits special consideration.

   c. During these additional budget meetings, the Club Sports leadership shall present the preliminary funding allocation for the Club in question. Outstanding issues and arguments for adjusting the allocation shall be discussed, and any party not satisfied with the preliminary allocation shall propose a revised allocation.

6. Upon conclusion of any additional budget meetings, the Financial President shall draft revised allocations for each team. The revised allocations shall be submitted to the Executive Committee for review and approval.

7. The Club Council shall be given the opportunity to protest the allocations before they are declared final. The Club Sports Presidents and Director shall consider any protests, and the Club Sports Director shall make a final determination regarding further adjustment of the allocations.

D. Approved uses of Club Sports General Fund allocations

1. Rental of Athletic Department facilities and related expenses such as facility supervision and security, utility costs, and normal janitorial services;

2. Purchase and maintenance of essential Club equipment. Such equipment is to be considered Athletic Department property;
3. Payment of league or conference dues;

4. Payment of registration fees associated with member participation in training opportunities and competitive events;

5. Transportation and lodging expenses associated with training opportunities and competitive events;

6. Expenses associated with events organized by the Club, including event registration, equipment rental, and event security;

7. Payment of coach and instructor salaries;

8. Purchase of administrative and secretarial services associated with Club operations.

E. Unacceptable uses of Club Sports General Fund allocations

1. Purchase of personal equipment;

2. Purchase of food or drink;

3. Travel expenses not directly related to training or competition.

F. Disbursement of Funds

1. Following finalization of the General Fund allocations, The Financial President is responsible for ensuring that each team receives their full allocation in a timely manner.

2. Each club shall receive their full allocation during fall quarter. A portion of the allocation may be withheld if the team has not met requirements set forth by the Club Sports leadership.

G. Outside sources of income
1. Dues shall be collected from each Club member to help defray the debts incurred by the Club.

2. All other sources of income must be reviewed and approved by the Club Sports Director.

3. All fundraising activities (whether on or off campus) must be approved by the Club Sports Director prior to implementation. Off campus solicitation requires the additional approval of the Athletic Director and the Office of Development.

Article IX - Competitive Eligibility

A. All Clubs entering competition must abide by the rules and regulations of the Conference, Association or other governing body overseeing collegiate competition for the Club’s activity.

B. Clubs desiring to enter championships and/or tournaments which require adherence or near adherence to NCAA or Pac-10 regulations must declare this intention to the Club Sports Director, preferably during Spring Quarter proceeding the year of such competition.

1. As approved by the Athletic Department, these Clubs shall be identified to the NCAA or Pac-10 as intercollegiate teams.

2. Each Club so identified must submit its respective team rosters prior to its first competitive event of the year.

3. NCAA or Pac-10 eligibility shall be checked by the Athletic Department, and the Club advisor (defined in Article X) shall be responsible for assuring that no other students compete in events that require NCAA, NorCal, and/or Pac-10 eligibility.

Article X - Advisors

A. Advisors shall be selected by the student members or officers of each Club.
B. All advisors must be full-time members of the University's faculty or staff.

C. A faculty or staff advisor is not required unless the Club engages in competition requiring compliance with specific eligibility regulations (such as those imposed by the NCAA, NorCal, Pac-10 or other governing sport leagues). However, it is the strong recommendation of the council that each Club select an advisor.

D. Responsibilities of the advisor

1. The primary function of the advisor is to ensure sustainability and continuity by supporting the Club’s student leaders and by assisting with leadership transitions.

2. Advisors of Club Sports Teams engaged in competition requiring compliance with specific eligibility regulations (such as those imposed by the NCAA, NorCal, Pac-10 or other governing sport leagues) have the additional responsibility, in collaboration with the Athletic Department and the Club Sports Director, of ensuring total compliance with these regulations.

3. The advisor must not actively run the club.

Article XI - Coaches

A. The instructor and/or coach of the Club shall be selected by the student members or officers. The coach need not be a student or member of the University faculty or staff.

B. The Club’s selection of instructor and/or coach is subject to the approval of the Club Sports Director and of the Athletic Department.

C. Each Club is responsible for negotiating the coach’s salary, if any, and ensuring that the coach receives all payments in a timely manner. The salary agreement is subject to Athletic Department approval.

D. Responsibilities of the coach
1. Each Club’s leadership shall define the responsibilities of the Club’s coach.

2. The coach’s responsibilities may include:
   
   a. Coaching team practices and competitions;
   
   b. Assisting the club officers in scheduling competitions, arranging for transportation, lodging, and officials, and obtaining equipment;
   
   c. Advising the Club Officers in financial matters.

E. Coaching contracts

1. The coach’s salary and responsibilities, as agreed upon by the coach and the Club’s leadership, shall be documented in a written contract.

2. The coaching contract shall be signed by the coach and at least one team representative.

3. The coaching contract shall be submitted to the Club Sports Director for final approval, and a copy shall be kept on file in the Club Sports office.

4. If a Club fails to pay the coach in a timely manner based on terms in the approved contract agreement, disciplinary action may be taken by the Club Sports leadership.

Article XII – Athletic Department Facilities

A. Facility access and scheduling

1. Clubs that wish to make use of Athletic Department facilities shall be accommodated by the Athletic Department insofar as it is practical and equitable to other student groups.

2. Before the start of each academic quarter, The Club Sports Director shall call upon Clubs wishing to make use of Athletic Department facilities to
submit Facility Request Forms. Forms shall be made available on the Club Sports website and may also be obtained from the Club Sports office. Forms must be submitted to the Club Sports Director in a timely manner for the Club to be considered for facility access.

3. The Club Sports Director shall review the Clubs’ requests and present formal requests for use of Athletic Department facilities by Club Sports teams to the Athletic Department’s facility coordinator.

4. The Club Sports Director shall draft a facility access schedule in collaboration with the facility coordinator and shall make the schedule available to all Clubs upon its finalization.

B. Facility use

1. Club members are responsible for ensuring that their use of Athletic Department facilities does not interrupt regular maintenance and servicing of buildings and grounds. Clubs must adhere to facility closures as designated by facility signs and/or communication from the Club Sports Director.

2. Club members shall abide by all facility regulations set by the Athletic Department, including parking regulations and capacity restrictions.

3. Club members shall conduct themselves in a manner that reflects respect for Athletic Department property and consideration for other users of Athletic Department facilities.

4. Club members should be prepared to present written proof of permission for use of facilities or equipment at the request of any member of the Athletic Department or any other authorized University official. A copy of the facility access schedule issued by the Club Sports Director for the current quarter shall be considered sufficient proof of permission.

Article XIII - Insurance and Injuries

A. Medical insurance
1. Each Club member is personally responsible for ensuring that they are enrolled in an adequate medical insurance plan.

2. All Club members are encouraged to enroll in the University's Supplemental Health Care Plan (for students) or to be certain that their own family medical/health insurance coverage is adequate.

B. Medical care

1. Each Club member is personally responsible for arranging and financing necessary medical care related to their participation in Club activities.

2. Registered Stanford students may take advantage of the basic health care services provided by the University to all registered students, including treatment at Vaden Student Health Center and partnering clinics.

3. If hospitalization or hospital services are required, these charges are borne by the individual.

C. Prohibitive health conditions

1. Each Club member is personally responsible for ascertaining whether he/she has any health condition that might make it inadvisable to participate in Club activities.

D. Role of the University and the Athletic Department

1. The University and the Athletic Department shall receive assurance from each affiliated club that its respective members understand their personal responsibilities related to medical insurance, treatment, and conditions. The University and the Athletic Department assume no further responsibilities related to Club members’ medical insurance, treatment, and conditions.

2. Athletic Department Training Quarters and associated medical services may be made available to certain Club teams. Information on these services shall be announced annually.
E. Off-campus treatment

1. If a Club trains or competes off-campus, it is the responsibility of the individual Club members to locate adequate medical and emergency treatment facilities near the training or competition site. These facilities should be identified and their suitability evaluated prior to the Club’s participation in training or competition.

2. Visiting club teams and their participants shall be advised that only emergency care (with cost borne by the injured) is available when training or competing at Stanford.

F. Injury Reports

1. If an injury related to a Club’s activities requires any type of professional treatment, full information on this injury must be reported to the Club Director no later than one full business day following the injury.

2. If an injury related to a Club’s activities results in loss of consciousness or hospitalization of a Club member, or is otherwise deemed to be unusually serious by the Club’s members and leadership, the Club Sports Director must be notified by phone immediately.

G. Automobile insurance

1. When private automobiles are used for Club purposes, it is the responsibility of each Club’s leadership to verify that the owners/drivers of these automobiles maintain adequate insurance and liability coverage.

2. The University does not provide for insurance coverage for privately owned vehicles or their drivers.

H. Liability Insurance

1. Stanford University is self-insured for liability coverage. The Club Sports program, Club Sports coaches and Clubs, and the University itself are protected from liability under the University program.
I. Worker's Compensation

1. Coaches and Stanford staff employed by Club Sports teams, whether on a paid or volunteer basis, are covered by the University’s worker's compensation program. This program includes covers medical care, disability, and death payment as made necessary by events arising out of and in the course of employment or service to the Club.

J. Property Insurance

1. All property owned by Stanford is self-insured. The first $1,000 of each loss is charged to the department (Club Sports) and the balance is covered by the University property self-insurance reserve.

Article XIV - Contracts

A. All contractual arrangements must be made in the name of the Club entering into the contract and not in the name of the University or the Athletic Department unless so authorized.

B. Prior to entering into any type of contract, the Club must discuss the details of the contract with the Club Sports Director.

C. In certain instances, property liability contracts may be authorized by the University. These contracts must be reviewed by the Club Sports Director prior to their execution.

D. No contract is binding upon the University or Athletic Department unless signed by an officer specifically authorized by the University Board of Trustees or the Athletic Board.

E. Contractual agreements for competition must be signed by the Club Sports Director.

Article XV - Competition Schedules

A. Submission of competition schedules
1. Competition schedules shall be requested by the Club Sports Director on a quarterly basis and must be submitted by each team upon the Director’s request.

B. Academic restrictions

1. Athletes shall not be compelled to participate in competitions that conflict with academic commitments.

2. Individual team members are responsible for making up classes and academic work associated missed due to home or away competition.

3. Competitive events shall not be scheduled during either Dead Week or Finals week. In the event that a Club wishes to participate in a Regional, National, or Invitational Championship event scheduled for Dead Week or Finals Week, the Club Sports Director must approve the Club’s participation.

Article XVI - The Club Sports Constitution

A. Ratification

1. Prior to ratification, the constitution shall be presented to the Club Sports Council for discussion.

2. Upon conclusion of discussion, the Club Council may vote to ratify or reject the Constitution in its original form or in amended form. Ratification requires a two-thirds majority vote of the Council.

B. Amendments

1. Prior to the proposal of specific amendments, the Executive Committee shall present the Club Council with a proposal to amend the Constitution. The Club Council must approve the proposal by majority vote before considering specific amendments.

2. Specific amendments to the Constitution shall be proposed to the Club Council by the Executive Committee.
3. The proposed amendments to the constitution shall be presented to the Club Council for discussion and vote.

4. A two-thirds majority vote of the Club Council is required to approve a Constitutional amendment.

**Article XVII - Bylaws**

A. Bylaws or amendments to bylaws shall be drafted by the Executive Committee.

B. Bylaws or amendments shall be presented to the Club Council by the Executive Committee for discussion and consideration.

C. A majority vote of the Club Council is required to approve bylaws and amendments.

D. Approved bylaws shall take effect immediately following the vote, unless otherwise written.

The 2010 version of Club Sports Constitution was amended by the Club Sports Council on Tuesday, January 19, 2010.