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Association of Club Sports CONSTITUTION

Last Revised on April 6, 2009

Section 1. Designation

The name of the organization shall be the Association of Club Sports (ACS). This shall be an Executive Board as per Article IX of the Undergraduate Student Government (USG) Constitution.

Section 2. Object

The Association of Club Sports shall be the assembly of representatives of the Tulane Club Sports; its object shall be to direct and coordinate the organization of club sport activities and administer funds appropriate to Tulane club sports for the maximum benefit of all club sport members. A club sport is defined as a recognized student organization that provides a program of instruction, recreation, and/ or competition in a specific sports activity involving a physical skill.

Section 3. Permanent Composition

- A. General membership in a club sport is open to all students, faculty, staff members and any other persons associated with Tulane University who fulfill the requirement for club sports membership as stated in the ACS constitution and the constitutions of the individual clubs.
- B. The Association of Club Sports shall be comprised of all individual Club Sport presidents or their representatives, as well as the Executive Committee as elected by the presidents.
- C. The Association of Club Sports shall elect the student members of the Executive Committee for the following year by a plurality of ballot votes cast by the clubs in the spring.
- D. The Executive Committee of the Association of Club Sports shall be comprised of: 1) President; 2) Vice-President of Finance; 3) Tier III and IV Representative; 4) Tier II Representative; 5) Tier I Representative; 6) Advisor(s) to Club Sports.
- E. The ACS may impeach members of the Association in accordance with Section 6 of the bylaws.
- F. Each student on the Executive Committee must be a member of a club sport at the time of his or her election. At election time, the Executive Committee officer must be from a club with voting privileges.

- G. The representatives on the Executive Committee shall be members of clubs under the respective titles of the officers: the Tier IV and III Representative shall be a member of a Tier III or IV club, the Tier II Representative shall be a member of a Tier II club, and the Tier I Representative shall be a member of a Tier I club.
- H. The Executive Committee must have representation from 5 different Club Sports.
- I. The Association of Club Sports has the power to amend any part of the Club Sports Constitution by a $\frac{3}{4}$ vote of quorum.
- J. In order to create an amendment proposal for the USG Constitution, the Association of Club Sports must pass the proposal by a majority vote of the quorum at a regular monthly meeting or an emergency meeting.
- K. A quorum will be two-thirds ($\frac{2}{3}$) of the total voting club sports representatives and executives comprising the Association of Club Sports at the General Meetings; and $\frac{2}{3}$ of the execs at the Executive Council Meetings.

Section 4. Bylaws

- A. Bylaws can be proposed by any fully recognized club of the Association of Club Sports and will be implemented if approved by at least two-thirds of a quorum.

Section 5. Club Sports Executive Committee Duties and Responsibilities

- A. President: Coordinate the activities of the Executive Committee; promote Club Sports unity; preside over the Executive Committee meetings; represent the ACS on USG Committees and the USG Senate; work with the Advisor(s) to Club Sports to increase club participation and strength; chair ACS meetings.
- B. Vice-President for Finance: Assist the president in ACS activities; preside in the absence of the president; monitor the money accounts; process meeting fines on interdepartmental transfers (IT's); coordinate and recommend allocations of USG travel money; help clubs prepare USG budget requests; present these group requests to the Finance Committee and Senate.
- C. Representatives: Assist the President in ACS activities; serve as a liaison between the Executive Committee and the member clubs; deliver a monthly report at the ACS meetings; attend USG meetings in the absence of the President.
- D. Advisor(s) to Club Sports: Serve as a non-voting member of the Executive Committee; coordinate, administer, and supervise the club sports organizations; act as a liaison between the ACS program and various university relations; and serve as an advisor to individual club sports organizations.

- E. If for any reason an elected member of the Executive Committee is unable to complete a term of office, the president shall appoint a member of the Association to fill the remainder of the term pending subsequent approval by the Association. The Advisor(s) to Club Sports will assist in this appointment.
- F. The Executive Committee shall schedule regular meetings to conduct the ongoing business of the ACS. Executive Committee actions will be reported at the monthly ACS General Meetings for confirmation. A 2/3 vote of the ACS General Meeting is needed to overturn Executive Committee decisions.

Section 6. Impeachment Proceedings for Executive Officers

Officers of the Executive Committee that do not fulfill their stated responsibilities and/or knowingly hinder the development of a club or club sports may be brought up for impeachment.

- A. Notification of impeachment proceedings must be submitted in writing to the Executive Committee and will be discussed at the next executive meeting. The said officer will receive written notification of the charges. The officer will be given a chance to present a defense.
- B. The ACS may impeach the President and Vice President for Finance by a 2/3-majority vote of quorum.
- C. Representatives may be impeached by a 2/3 vote of their constituency. Their decision must be upheld by a 2/3-majority vote of quorum at the next ACS meeting.

Section 7. Eligibility

- A. Membership in any club is contingent upon the completion of the membership and waiver form and the payment of club dues.
- B. The Tulane Club Sports program operates in accordance with Article II, Section 3 of the USG SBAC Bylaws requiring non-discrimination on the basis of sex, race, color, national origin or handicap.
- C. All full-time and part-time students, undergraduate and graduate, who are currently enrolled at Tulane University, are eligible for any and all club membership privileges upon payment of dues and completing the waiver form.
- D. Faculty and staff members are eligible for associate membership on a non-voting, non-office holding basis upon payment of club dues and completing a waiver form.

- E. Alumni and persons unaffiliated with Tulane University are eligible to participate as non-voting, non-office holding associate members providing the following criteria are met:
 - 1. The individual club's constitution permits such membership.
 - 2. Persons unaffiliated with Tulane (neither full-time nor part-time students, faculty, staff, or alumni) must fill out a waiver form (and pay club dues/fees as necessary) and conform to all ACS and USG regulations.
 - 3. If there is not a local city or area club, non-affiliates and alumni can not constitute more than 20% of the club membership, as per Article II, C of the USG Finance Committee Bylaws.
- F. The advisor(s) to Club Sports has the right, after consultation with the president of the club, to refuse permission for membership in a club. Students can appeal this decision to the Executive Committee or to the Department of Campus Recreation.
- G. Whenever possible, alumni and non-affiliated persons involved with a club sport should be encouraged to form their own club.
- H. Dues and club fees may be waived for faculty, staff, alumni, and non-affiliated individuals if they are acting as advisors, coaches or instructors.
- I. In the event that competition within a league is governed by league eligibility rules, clubs belonging to such leagues need abide by such rules only when competing with other members of the league.

BYLAWS

Section 1. Definition and Purpose

- A. A club sport is defined as a student organization recognized by the USG, which provides a program of instruction, recreation, and/or competition in a specific sports activity involving a physical skill.
- B. The purpose of Club Sports is to provide the opportunity for groups to participate using skills they have acquired prior to coming to Tulane or to offer members the opportunity to learn new skills. In many respects the ACS complements the varsity athletic and intramural programs by offering a much broader and in-depth range of activities. Club Sports has a secondary purpose of developing physical, social, mental and lifelong benefits from participation in sports related activities.
- C. Club sports are student organizations promoted "by students, for students." The most successful clubs are those with dedicated and responsible leaders and advisors. Other members of the Tulane community may also participate.

- D. Funding for club activities is derived from several sources: Club membership dues, Undergraduate Student Government allocations, and donations help these clubs exist.
- E. Club sports look to the Association of Club Sports and the Advisor(s) to Club Sports for additional assistance with organizational skills and for interpretation and enforcement of the regulations found in this constitution and its bylaws.

Section 2. Responsibilities of Club Officers

- A. Ensure the collection of dues and waiver forms. Waiver forms are to be turned in to the Advisors(s) to Club Sports.
- B. Register the club with the Office of Student Programs using current procedures.
- C. Monitor the club mailboxes; one is in the basement hallway of the UC and one is in the Reily Center Program Office. These locations are where mail will be, and where the advisor may leave notes, minutes of previous meetings, etc.
- D. Submit club schedule to the Club Sports Office.
- E. Obtain, refer to and uphold the club's constitution and/or by-laws. The clubs former president, the Club Sport Office, or the ASB office may have one that can be copied.
- F. During the semester:
 - 1. Fill out an event form after each activity or contest. This applies to any event. These forms are available in the Club Sports Office.
 - 2. Keep in contact with the Advisor(s) to Club Sports and the club representative.
 - 3. Attend all Association of Club Sports meetings. The club will be fined if there is not a representative from the club at the meeting.
 - 4. Publicize via any available means that are appropriate and conform to university guidelines.
 - 5. Hold club elections as called for in the club constitution.
 - 6. Prepare USG budget requests in the spring.
- G. Assist the President in collecting dues.
- H. Keep records of all club expenditures and income.
- I. Define balances in club accounts, with the help of the Advisors(s) and Office of Student Programs Budget Office.

Section 3. Club Advisor's Duties

- A. Provide continuity and knowledge of university functions.
- B. Assist in transition as club officers' change.
- C. Be available for consultation with club members.
- D. Attend club business meetings as needed.

Section 4. Conduct

- A. All club members shall be expected to act in a mature and responsible manner both on and off campus in all club related activities, as stated in the Student Code of Conduct.
- B. Each club member is representing Tulane University and shall be expected to be an asset to the Tulane Club Sports Program and follow all rules and regulations of Tulane University and of fair play.
- C. Alcohol at Club Sports events is considered inappropriate and against Club Sports policy.

Section 5. Elections

- A. Clubs should hold elections for club officers by April 15. This allows an orderly transition from the old to the new officers and provides a background of experience that the new officers may require.
- B. As soon as a club has had elections the newly elected officers must register the club with the Office of Student Programs.

Section 6. Equipment

- A. Equipment Inventory
 - 1. Equipment inventory, purchase, and storage will be provided on a limited basis by the Club Sport Advisor(s) and Association of Club Sports.
 - 2. Inventories by each club are to be performed by April 30 each year. Equipment is to be turned in for storage, renovation, cleaning, etc., as soon as the club's season is completed, or by the last day of classes in the spring semester.
 - 3. Exceptions to this policy will be made for groups that have their own secure storage area. However, in such cases, a visual inspection by the Advisor to Club Sports will be made in April.
 - 4. Equipment orders for the following year should be placed following this inventory so that it may be ordered and received during the summer

months, added to the inventory, marked, and made ready for issue to the club upon return to campus in the fall.

- B. All equipment purchased by the club should be clearly marked when it is received. This marking should indicate whether USG or club moneys were used to purchase the piece of equipment. Equipment purchased by USG, club, or department funds remains under the control of the funding organization and is not to be considered the personal property of any club member. (A typical marking might be A-86-10, with U indicating USG funds were used to make the purchase, 86 indicating the year of purchase, and 10 indicating it was the 10th piece of equipment of that type purchased in 1986).
- C. Inventory records will be kept in the Office of Club Sports and are available to club officers and advisors at any time.
- D. Equipment Accountability
 - 1. In the fall, the club president or designated officer will sign out the club's equipment. The president will also sign the inventory form when the equipment is returned in the spring.
 - 2. The president or designated officer will act as a monitor of the club's equipment throughout the year. Equipment accountability forms will be used for equipment that is issued and is often considered to be personal (judo uniforms, field hockey sticks, fencing foils). Failure to return equipment issued to an individual will result in his/her account being charged to replace the piece of equipment. It is the responsibility of the president to keep current with these forms.

Section 7. Inactive Clubs

- A. An inactive club may be brought to the attention of the Association of Club Sports at any regular meeting.
 - 1. The facts shall be presented by the Association of Club Sports President, the Advisor to Club Sports, and if present, a representative of the club in question.
 - 2. The club will be given sufficient time to comply with Club Sports policies.
 - 3. When the Association is satisfied that the club's inactivity is preventing it from conforming to Club Sports guidelines, the Association may take action. The usual action will be to place the club on "temporarily inactive" status.
- B. USG guidelines include procedures for inactive clubs:
 - 1. If the organization desires to return to active status, it must resubmit copies of the constitution and a list of officers to the USG Vice President for Student Organizations, who will in turn arrange to have the document on the agenda of the next possible Student Body Administrative Council (SBAC) meeting.

2. If there are no changes in the clubs constitution and the organization has been inactive for no more than two years, the organization may regain permanent status upon the approval of the USG Student Senate.
3. If inactive for over two years, the organization may be allowed probationary recognition.
4. If the Senate disapproves, the same specified methods of recourse provided for in the regular recognition of organizations may be taken.

Section 8. ACS Meetings

- A. The Association shall hold regular business meetings six (6) times an academic year. Club Sport Presidents or proxy from Tier IV and III clubs must attend the first meeting of each semester and the last meeting of the academic year. Failure to attend from a Tier IV club results in a mandatory make-up meeting within one week; after one week, practices will be canceled until the meeting is made-up. Failure to attend from a Tier III club results in an automatic \$50 reduction of travel allocation and a mandatory make-up meeting within one week; after one week, practices will be canceled until the meeting is made-up. Club Sport presidents or proxy from Tier II and I clubs are required to attend all 6 mandatory monthly meetings. Failure to attend from a Tier II or I club results in an automatic \$50 fine and a mandatory make-up meeting within one week; after one week, practices will be canceled until the meeting is made-up.
- B. Guests at Meetings may be invited at the discretion of the Advisor to Club Sports and/or the Executive Committee of the Association of Club Sports.
- C. The ACS president shall set meeting times and dates for the academic year. Once set, the times/dates for will be sent via email to the club President at least 48 hours before the first meeting of the fall semester. Changes in meeting dates will be communicated via email to the club president at least 48 hours before the said meeting.
- D. An emergency meeting may be arranged by phone with 24 hours advanced notice.

Section 9. Affiliation

- A. Affiliation with local leagues and national governing bodies is encouraged, particularly where this will facilitate game scheduling, procurement of game officials, insurance and overall club organization.
- B. Special consideration must be given to arrangements made with private, off-campus sports concerns (ex: karate or judo school, equestrian stable, parachute business, etc.). Prior to agreement on such an affiliation, a representative of the ACS and Advisor of Club Sports should meet with a representative of the association or business to discuss the advantages and disadvantages of the union and discuss the responsibilities of the club to the association.

- C. Written approval of the Advisor to Club Sports will be required for the affiliation to take place.
- D. The following points should be discussed when considering such an affiliation:
 - 1. Financial obligations and method of payment through proper Tulane channels.
 - 2. Scheduling
 - 3. Provision for game officials
 - 4. Facilities
 - 5. Player eligibility
 - 6. Playing seasons conflicting with exam schedule and vacation.

Section 10. Field Abuse

- A. Fields shall not be used when normal play will result in damage to the fields (e.g. standing water is present, conditions are muddy, etc.)
- B. In the event that a club does not abide by the field usage policies, the Executive Committee, pending the approval of the Association, has the power to fine said club \$100.00.
- C. The fine shall be suggested only if a written reprimand was previously given to the club, or if the Execs decide that the club's actions were a blatant abuse of the fields. Any club that receives a fine may appeal the decision to the Association.

Section 11. Travel Money

- A. Travel money requests must be submitted by each sport requesting a travel money allocation.
- B. Initial requests must be submitted to the ACS Vice President for Finance by the deadline set by the ACS Executive Committee at the beginning of the fall semester. Clubs failing to meet the deadline cannot be guaranteed a travel money allocation.
- C. Requests should include the following information
 - 1. Tentative date(s)
 - 2. Destination (city and state)
 - 3. Reason for trip
 - 4. Round-trip mileage (available in the ACS office)
 - 5. Number of persons traveling
 - 6. Number of Vehicles
 - 7. Length of trip (days)
 - 8. Total gas money requested for each trip
 - 9. Total hotel money requested for each trip

10. Total van and car rental money for each trip

- D. Requests should follow the following formulas:
1. Gas Money: $\# \text{ people}/10 \times \text{total mileage}/15 \text{ mpg} \times \text{value per gallon}$
 2. Hotel Rental Money: $\# \text{ people}/6 \times \# \text{ days} \times \text{rate per day}$
 3. Van Rental Money: $\# \text{ vans} \times \# \text{ of days} \times \text{rate per day}$
 4. Car Rental Money: $\# \text{ cars} \times \# \text{ of days} \times \text{rate per day}$
 5. The Executive Committee shall set the value of a gallon of gas, rate per day for hotel rooms, and rate per day for van and car rentals in Section 11, Provision D of the bylaws equal to a fair estimate of the prevailing rates in the State of Louisiana, on or about the date of the first Executive Committee meeting of each academic semester, with the approval of a two-thirds vote of quorum.
 6. Should further amendment be necessary to make the formula rates better reflect any subsequent changes in said rates, the Executive Committee may amend the formula at any time during the academic year with the approval of a two-thirds majority of quorum.
- E. Any money requested for a specific trip by a club, but not spent, will be returned to the ACS Travel Budget and be available to all clubs.
- F. To be eligible for ACS travel allocations, each club must meet the criteria established by the ASB and ACS:
1. Each club must be a Tier III, II, or I club.
 2. Clubs must follow all ASB motor pool rules and regulations (a copy may be obtained in the ASB or Student Programs Office).
 3. No airline tickets will be paid for by the ACS Travel Budget.
 4. Any requests for exceptions to these regulations should be brought to the ACS Executive Committee.
- G. The maximum amount that a club may be initially allocated is according to their Tier standing and their total amount of dues, donations, and other gross revenue from the previous year. A club's travel allocation is first calculated using their total amount of dues, donations, and other gross revenue from the previous year and then a cap is applied according to the Tier the club is in. A Tier III club is capped at a maximum allocation of \$500. A Tier II club is capped at a maximum allocation of \$1500. A Tier I club is capped at a maximum allocation of \$1500 should their revenue be under \$1500. If revenue calculated is above \$1500, there is no revenue cap. Additional, clubs with revenue over \$1,500 will receive 100% of allocation up to \$3,000. Requests totaling over \$3,000 will be determined using the standard formula, with clubs receiving at least \$3,000 if their revenue cap is over \$1,500.
- H. In-town transportation may be funded under special circumstances with approval of the ACS Executive Committee

- I. All travel receipts and travel expenditure reimbursement documentation shall be completed and approved by the ACS advisor within one week upon completion of the trip. Failure to turn in the required documentation will result in possible forfeit of the travel reimbursement funds. This includes all hotel, gas, rental car, and any other allocated travel expenses.
- J. ASB vans should be reserved at least 2 weeks in advance. Be sure to reserve ASB vans early in order to save on rental costs. The rental money saved will be returned to the pool for all ACS clubs and may be requested for unscheduled trips.
- K. All decisions regarding reimbursement and travel budgets are at the discretion of the ACS Executive Committee.

Section 12. Club Sport Insurance

The Club Sport Insurance Policy is an optional policy available to each individual club for participation. The financial commitments of each participant and the policies are as follows:

- A. Club Sport Practice Van Insurance
 - 1. \$30/semester
 - 2. \$500 deductible for accident (Instead of a fee of up to \$2,500)
- B. Motor Pool Vehicles Insurance
 - 1. \$5/trip or \$15/semester
 - 2. \$50 deductible for accident (Instead of a fee of up to \$250)
- C. Club Sport Insurance Rules
 - 1. Club Sport Insurance will not cover the accident if there was also a violation of the ASB Motor Pool Policy and Safety Rules. Examples of violations include but are not limited: the driver not being an approved Motor Pool driver, the use of alcohol or illicit drugs, speeding, or not obeying other traffic laws.
 - 2. IT form must be signed and received by the Club Sport Office before leaving on trip or practice.
 - 3. Club Sport Insurance only covers the fees assessed by the Office of Insurance and Risk Management.
 - 4. Costs may still be incurred by the club for repairs to any damage of the Club Sport van or Motor Pool vehicles.
 - 5. If the fee by the Office of Insurance and Risk Management is less than the deductible, the club will only be charged the amount of the fee.
 - 6. Once a club has been in one accident:
 - a. The deductible will be double for the next accident. (Ex: \$500=\$1,000 deductible and/or \$50=\$100 deductible)
 - b. The next time the club purchases Club Sport Insurance, the cost will be raised 10%. (Ex: \$30/semester = \$33/semester and/or \$15/semester = \$16.50)

7. Worst-case scenario of multiple accidents which would drain the Club Sport Insurance fund will result in the entire fund being split among the clubs that have accidents and the club paying the remainder of the fee.
8. The Association of Club Sports Executive Committee in consultation with the Assistant Director of Club Sports has the authority to change the deductible and/or the insurance amount at the beginning of each academic year depending on the balance of the insurance account.

Section 13. Club Sports Van Policy

The Club Sports Van is available for ASB funded Club Sports who are interested in transporting their members for practices or competitions in Jefferson, Orleans, or St. Tammany Parishes. Violation of the rules may result in fines and/or suspensions of the van privileges of the offending clubs:

- A. Only dues-paying members, coaches, and ACS exec board members may use the van.
- B. This van may be used for travel within Jefferson, Orleans, or St. Tammany Parishes.
- C. Each club is responsible for cleaning the van after each trip.
- D. Alcohol, tobacco, and drugs are not permitted.
- E. A student worker is responsible for filling the gas tank when gas falls below a quarter tank and returning the gas card receipt to Club Sports.
- F. Van requests are due one week before the planned use.

Section 14. Constitution Submission

- A. The Constitution of the Association of Club Sports will be resubmitted to the SBAC every 3 years.

Section 15. Tier Classification System

- A. Tier Levels
 1. Tier IV
 - All provisional clubs
 - 10 or more members
 - Generates less than \$200 in revenue
 2. Tier III
(Meets all 5 of 5 characteristics)

- Travels 0-1 times
- 10 or more members
- Generates at least \$200 in revenue
- Participates in 0-1 events
- Charges at least \$10/semester in dues

3. Tier II

- Charges at least \$20/semester in dues
(Meets at least 4 of 5 characteristics below)
- Travels 2-3 times
- 15 or more members
- Generates at least \$400 in revenue
- Competes in local or regional competitions
- Participates in 2-4 events

4. Tier I

- Charges at least \$20/semester in dues
(Meets at least 7 of 9 characteristics below)
- Travels 4 or more times
- Travels nationally for events (defined as travel over 650 miles away)
- Has a non-student coach
- 20 or more members
- Generates at least \$1,500 in revenue
- Member of Regional or National competitive league
- Participates in 5+ events
- Been a recognized student organization for 4 or more continuous years
- Member of a National Governing Association

B. Tier Application Process: All tier characteristics are based on activity done in an academic year (July – June.) Annual Reports will be due before the April meeting. Clubs will be able to note on the Annual Report any proposed events that will occur April through June. Tier placement will be determined by the Executive Committee in April for the next academic year. Clubs have one week to appeal tier classification. Final decision will be made by Executive Committee in consultation with the Assistant Director of Club Sports. The following chart shows how the tier information will be collected.

Club status & years of existence.....	SBAC
Membership	# of waivers on-file
Revenue.....	Subtotal revenue from 9 account
Travel (# and location).....	Trip Requests
Dues	Annual Report
Events.....	Annual Report
Competitions (# and league)	Annual Report
Non-student coach	Annual Report
National Governing Association.....	Annual Report

- C. Tier Status Changes: To maintain stability within the tier system, it will take two consecutive years to move up or down a tier level. Once a club has met the requirements for a tier two years in a row, they will move to that tier classification. After the first year of meeting a different tier's requirements (either higher or lower,) the club will be considered in an Interim Year. During the Interim Year:
1. Clubs will not move up or down a tier until the end of the Interim Year when the club has completed two consecutive years of meeting the new tier's requirements.
 2. Tier III and IV Interim Year clubs will be able to receive the maximum allocation amount of the tier they are moving to. (Example: Tier III club moving to Tier II will have a maximum allocation of \$1,500.) Revenue caps still apply.
 3. Tier II Interim Year clubs moving to Tier I will not have a maximum allocation amount but will be capped at their revenue.
 4. Provisional Clubs will not have this Interim Year after the end of their provisional status. The year following the end of their provisional year they will move to the appropriate tier.

D. Tier Requirements

1. Tier IV

- Stay in good standing with USG, ACS, and club constitution and rules.
- Maintain the minimum requirements of the tier.
- Attend 3 mandatory meetings an academic year (beginning of each semester, and last one of academic year)
 - Discipline for failing to attend mandatory meeting: Must make-up meeting within one week. After one week, practices will be canceled until meeting is made-up.
- Attend the Fall Activities Expo
- Elect and maintain throughout the year a President and Treasurer. Officer information (name, position, email, and phone number) should be given to the Club Sport Office.
- Encouraged to have a "Safety Officer" that is certified in CPR and First Aid. Two members per club will be able to attend CPR/First Aid classes for free.

2. Tier III

- Stay in good standing with USG, ACS, and club constitution and rules.
- Maintain the minimum requirements of the tier.
- Attend 3 mandatory meetings an academic year (beginning of each semester, and last one of academic year)
 - Discipline for failing to attend mandatory meeting: Automatic \$50 reduction of travel allocation. Must make-up meeting

within one week. After one week, practices will be canceled until meeting is made-up.

- Attend the Fall Activities Expo
- Elect and maintain throughout the year a President and Treasurer. Officer information (name, position, email, and phone number) should be given to the Club Sport Office.
- Encouraged to have a “Safety Officer” that is certified in CPR and First Aid. Two members per club will be able to attend CPR/First Aid classes for free.

3. Tier II

- Stay in good standing with USG, ACS, and club constitution and rules.
- Maintain the minimum requirements of the tier.
- Attend 3 mandatory meetings each semester (Aug, Oct, Nov, Jan, Mar, Apr)
 - Discipline for failing to attend mandatory meeting: Automatic \$50 fine. Must make-up meeting within one week. After one week, practices will be canceled until meeting is made-up.
- Attend the Fall Activities Expo, Fall Social, and Spring Banquet
- Meet with Assistant Director – Club Sports at least once every semester to review long-term plans and goals.
- Elect and maintain throughout the year a President, Treasurer and one additional officer. Officer information (name, position, email, and phone number) should be given to the Club Sport Office.
- Have at least two “Safety Officers” that must be certified in CPR and First Aid. Safety Officers will be able to attend CPR/First Aid classes for free.

4. Tier I

- Stay in good standing with USG, ACS, and club constitution and rules.
- Maintain the minimum requirements of the tier.
- Attend 3 mandatory meetings each semester (Aug, Oct, Nov, Jan, Mar, Apr)
 - Discipline for failing to attend mandatory meeting: Automatic \$50 fine. Must make-up meeting within one week. After one week, practices will be canceled until meeting is made-up.
- Attend the Fall Activities Expo, Fall Social, and Spring Banquet
- Meet with Assistant Director – Club Sports at least three times a semester to review long-term plans and goals.
- Elect and maintain throughout the year a President, Treasurer, and two additional officers. Officer information (name, position, email, and phone number) should be given to the Club Sport Office.
- Have at least two “Safety Officers” that must be certified in CPR and First Aid. Safety Officers will be able to attend CPR/First Aid classes for free.

E. Tier Benefits

1. Tier IV

- All the resources available through Student Programs for recognized student organizations including email account, website, LBC mailbox, Motor Pool vans, and privilege to advertise and reserve space on-campus.
- All the resources available through the Department of Campus Recreation for Club Sports including a full-time adviser, copying (small quantities), fax machine, computer access, financial binder, Reily mailbox, storage space, advertising space, and privilege of indoor club sport members purchasing Club Sport Pass.
- Invitation to attend all ACS functions including Fall Social, Spring Banquet, and Spring Club Sports Fest.
- Eligible to receive Club Sport end of the year awards, David M. Berger Award and G. Shelby Friedrich Award.
- Privilege of receiving priority practice space in Reily Center and on-campus quads over other student organizations.
- **Travel Allocation:** \$0 in funding from ACS travel budget

2. Tier III

- All of the benefits of lower tier, plus:
- Eligible to request David M. Berger Funding for special equipment or tournaments.
- **Travel Allocation:** Capped at revenue deposited in 9-account the previous academic year. Maximum allocation amount is \$500.

3. Tier II

- All of the benefits of lower tiers, plus:
- **Travel Allocation:** Capped at revenue deposited in 9-account the previous academic year. Maximum allocation amount is \$1,500.

4. Tier I

- All of the benefits of the lower tiers, plus:
- **Travel Allocation:** Revenue cap will be applied to all clubs with revenue less than \$1,500. If revenue deposited in 9-account the previous academic year is over \$1,500, then there will be no cap. Additional, clubs with revenue over \$1,500 will receive 100% of allocation up to \$3,000. Requests totaling over \$3,000 will be determined using the standard formula, with clubs receiving at least \$3,000 if the revenue is over \$1,500.

F. Tier Implementation: The implementation of the Tier System would take place over a period of 3 years. The proposed timeline would be:

1. 2008-2009

- Mar 2009 Club Sport Meeting: discussion, possible vote
- Apr 2009: Annual Reports due, reporting 08-09 events
- Apr 2009: Voting on Executive Committee for 09-10, will keep representation of Indoor/Outdoor/Off-Campus
- Apr 2009: Execs determine tier placement based on the following:
 - Current club status and years of existence (as of Apr 09)
 - Membership from 08-09 waivers on-file
 - Revenue: take the greater number either 07-08 or 08-09 revenue
 - Travel: take the greater number either 07-08 or 08-09 Trip Requests
 - Events, competitions, coach, governing association from the 08-09 Annual Report
- These tier placements will be for the 09-10 academic year

2. 2009-2010

- Even though clubs will be placed in tiers, the clubs will not receive benefits or be held to expectations of the tier. (Tier level will be in name only.) This means:
 - Travel allocation will use the same formula as used in 08-09
 - Clubs will still be expected to pay dues of \$10/semester or \$20/semester for travel money. Exception: Clubs can decide to not charge dues if they want to be in the Non-funded category.
 - Clubs will still need to attend monthly mandatory meetings
- Apr 2010: Execs will determine tier placement for the 2010-11 academic year based on the approved Tier System guidelines.
- Apr 2010: Vote on Executive Committee for 2010-2011, following the new representation from each tier level

3. 2010-2011

- This will be the first year that the Tier System will be implemented in full. Clubs must follow tier expectations and receive benefits.

G. Executive Committee:

1. The Executive Committee will have the following positions:
 - a. President
 - b. VP Finance
 - c. Tier III and IV Representative
 - d. Tier II Representative
 - e. Tier I Representative
2. The Executive Committee must have representation from 5 different Club Sports. Provisional Clubs can not vote or hold an Executive Committee position. Once the positions are determined, the committee will meet to determine division of responsibilities including:

- a. Attending USG and SBAC meetings (typically the President)
- b. Financial paperwork (typically the VP Finance)
- c. Van Insurance policy
- d. Indoor practice schedule (ideally an indoor club member)
- e. Outdoor practice schedule (ideally a field club member)
- f. Van practice schedule (ideally an off-campus club member)

