

SPORTS & RECREATIONAL CLUB COUNCIL AND EXECUTIVE BOARD BYLAWS



OVERVIEW

The Sports & Recreational Club Council and Executive Board will provide a place for all active Sport & Recreational Clubs at the University of New Mexico to feel welcomed, supported, recognized, and have access to the tools necessary to succeed.

The Sports & Recreational Club Council holds monthly meetings during the Fall and Winter semesters, to address matters that impact their clubs and programs. It will be comprised of 1-2 representatives from each club and the Executive Board.

EXECUTIVE BOARD

The Executive Board is comprised of five elected officers: President, Vice President, Finance Chair, Marketing Chair and Administrative Chair. The executive board will facilitate Council Meetings, solicit feedback regarding new policies and procedures, and assist with the planning of Club Sport Special Events

OTHER COUNCIL COMMITTEES

The Executive Board may create committees as they find necessary, to accomplish tasks for the Council. Committees may be filled through appointment or volunteers.

GENERAL COUNCIL MEMBERSHIP

Each Sport and Recreational Club may send 1-2 club representatives to attend council meetings. It is recommended that these 1-2 members remain the same for the duration of the year for continuity at meetings. If both members cannot attend, a temporary or designated proxy can be sent in their place.

SPORTS & RECREATIONAL CLUB ADMINISTRATIONS

Includes Recreational Services, the Student Activities Center, the Graduate & Professional Student Body Association (GPSA) and the Associated Students of UNM (ASUNM), all of whom play a role in the success of Sport & Recreational Clubs on the UNM campus.

COACH RESOURCE COUNCIL

The Coach Resource Council is made available to all Sport & Recreational Club Coaches and/or Leaders, to communicate, share resources, and resolve common Club issues.

GOAL

The Mission & Goal of the Sports & Recreational Club Council and Executive Board are to:

- Be an Open Resource for Sport & Recreational Club Students, Officers, Coaches or Team Leaders, and Supporting Sports & Recreational Club Administrations.
- Strengthen communication and collaboration between Clubs and supporting Sports & Recreational Club Administrations.
- Educate, mentor, network, and learn from each other.
- Participate in joint fundraising, gain collective club awareness on campus, boost camaraderie.
- Build momentum for sponsorships.
- Support clubs to overcome challenges and operate sustainably.

PURPOSE

The Purpose of the Sports & Recreational Club Council is to provide a place for Clubs to:

- Voice their Needs, Seek Answers and Find Assistance
- Participate in Trainings and Workshops to Increase Club Member Skills and Success
- Build a Welcoming and Supportive Club Culture of Shared Values, Support, and Understanding
- Remind Clubs council members, we are in this together!

POTENTIAL OUTCOMES

- Joint Club Calendar
- Joint Club Fundraisers & Events
- Sports & Recreational Club Council Newsletter
- Shared Resources, Networking, & Club Support on Campus

CODE OF CONDUCT

The Sports & Recreational Club Council and Executive Board strives to be a safe and respectful environment for everyone. The Councils welcome all individuals and celebrate human diversity with respect to race, ethnicity, skin color, culture, country of origin, immigration status, language, sexual orientation, gender identity, gender expression, socioeconomic status, sex, religion, age, disability, and every other characteristic.

Working together requires trust, which includes physical and emotional safety. This is possible through cultural awareness and competency. Please be respectful and cordial of all council members and students. Please let UNM Recreational Services or the Councils know if we can support you further in any way.

All Council and Executive Board Members are encouraged to engage in community/campus trainings and educate themselves in the following areas:

- Diversity, Equity, & Inclusion
- Safe Zone / LGBTQIA+ Issues
- Dream Zone / Immigrant and Undocumented Issues
- Social Justice, Anti-Racism Trainings & Issues
- Disability Justice & Mental Health Issues
- Grey Area / Sexual Assault and Survivor Issues

EXECUTIVE BOARD (E-BOARD) APPLICATION & ELECTION PROCESS

ELIGIBILITY REQUIREMENTS

- You are eligible for the E-Board if
 - You have attended at least 1 council meeting this year and
 - You have held an officer position on your team
- To be considered, you must fill out the E-Board Interest Form that includes:
 - Which position(s) you are interested in (Choose up to two positions in order of preference)
 - Why you are interested in each position
 - Current E-Board members who wish to return must reapply each year
 - Members may hold the same E-Board position for a maximum of 2 school years.
- Representation on the E-Board
 - No team may hold more than 1 E-Board position
 - If, after elections, there are winners from one team in more than one position, the person who was elected for the highest position will hold that position
 - Positions are ranked (top to bottom):
 1. President
 2. Vice President
 3. Finance Chair
 4. Marketing Chair
 5. Administrative Chair

ELECTION PROCESS

- Names of candidates who filled out the E-Board Application will be emailed to the Club Sports Contacts 2 weeks before the election meeting and again 1 week before the election meeting to ensure voting members have time to review the candidate information.
- Elections will be held during the March or April Club Sports Council Meeting, or as necessary
 - Applying candidates should prepare a 2-3 minute speech about why they are interested in the position and why they should be elected; questions will not be asked/answered – speeches only
 - Candidates who are running uncontested are not required to make a speech
 - If a candidate cannot attend the meeting, they can create a video speech, have someone read a speech for them, or a current E-Board member or Club Sports Staff can read the information submitted on their Application
 - Each Club will get 1 vote for each position. Votes are submitted anonymously.
 - The Club Sports Coordinator or Project Assistant has voting power in the event of a tie.
- Those elected will be notified after the Club Council Meeting and will be required to accept the position by the given date.

TERMS FOR REMOVAL

- If an elected member misses 3 consecutive meetings, the Sports & Recreational Club Council can elect another member to take their place.
- Behavior outside the Code of Conduct will not be tolerated.
- An E-Board Officer will be removed from their position for willful neglect of office, gross misconduct, or malfeasance by a majority vote of clubs (each club will receive one vote) or by Sports & Recreational Club Administrator decision.
 - Neglect of office – Willful knowing and intentional failure to attend to one's official duties
 - Gross misconduct – An intentional act forbidden or unlawful performed with indifference to known or obvious harmful consequences
 - Malfeasance – Commission of a wrongful act which an official has no legal right to do, or any wrongful conduct which affects, interrupts, or interferes with the performance of official duty, or an act for which there is no authority or warrant of law

- An E-Board Officer will also be removed from their position if they become no longer a member of their club sport team or registered student at the University of New Mexico.
- Any Club Sports member may initiate an E-Board officer's removal by the following procedure.
 - Petition Club Sports Staff with at least 3 different club signatures stating the reason for removal.
 - Club Sports Staff will notify council members and call for a vote at the next meeting.
 - At the meeting, the petition will be read and the officer charged shall be allowed to respond to the charges of the petition.
 - A vote will be taken with one vote per club and removal of office will occur with a majority of clubs voting for removal.
- An interim officer will be named by Sports & Recreational Club Administrators until a special election can be held.

EXECUTIVE BOARD POSITION DESCRIPTIONS

PRESIDENT

- Organize the Executive Board function, Oversee the Executive Board members and duties
- Maintain a strong and positive relationship with the Sports & Recreational Club Administrations
- Serve as the primary contact for Club Sports Staff and disseminates information to the E-Board
- Facilitate Executive Board prep-meetings 1-2 weeks before the Sports & Recreational Club Council meets
- Co-facilitate Sports & Recreational Club Council meetings with the Club Sports Project Assistant or Coordinator.
- Serve as Club advocate when communicating to Sports & Recreational Club Administrations
- Serve as the Co-leader of the Executive Board on Club Sports disciplinary process with the Vice President and Sports & Recreational Club Administrations
- Serve as mentor to Club officers as requested/needed

VICE PRESIDENT

- Oversee sub-committee progress and ensure deadlines are met
- Serve as Club advocate when President is unavailable.
- Serve as the Co-leader of the Executive Board on Club Sports disciplinary process with the President and Sports & Recreational Club Administrations
- Serve as mentor to Club officers as requested/needed

FINANCE CHAIR

- Updates and tracks the Executive Board and/or Club Council Budgets
- Seek-out cost-effective Travel, Supplies, Equipment, Referees, and any category a club may be struggling with.
- Search out and inform Council of fundraising and sponsorship opportunities.
- Co-plan and deliver Joint Sports & Recreational Club event opportunities (1-2 per Semester) with the Marketing Chair.
- Serve as mentor to Club officers as requested/needed

MARKETING CHAIR

- Leader of Sports & Recreational Club Council Newsletter or Daily Lobo Club Publications
- Collect professional, up-to-date stories, articles, and photos from Clubs to send to The Sports & Recreational Club Administrations to post to their Department Social Media pages, for a “Sport & Recreational Club Takeover.”
- Co-plan and deliver Joint Sports & Recreational Club event opportunities (1-2 per Semester) with the Finance Chair.
- Seek out opportunities for Sports & Recreational Club representatives to be involved on campus through focus groups, advisory boards, and spread club awareness on campus.
- Encourage Joint Club support at each other’s Games & Tournaments
- Serve as mentor to Club officers as requested/needed

ADMINISTRATIVE CHAIR

- Alert Clubs of Council meeting dates and times
- Co-Prepare agenda for Council meeting if the Club Sports Project Assistant or Coordinator is unable
- Take minutes during Council meetings and send to participating parties afterwards.
- Serve as informant for changes in the Sports & Recreational Club Manual, Policies and Procedures, and Handbooks.
- Serve as mentor to Club officers as requested/needed

POLICY OF PROCEDURES

QUORUM

The Quorum for any Council meeting will be a majority of the membership.

MEETINGS

The E-Board shall meet monthly, at least 2-3 weeks prior to the Club Council meeting, to decide on Club Council meeting topics, speakers, and agenda, for example: the 1st week of each month. The Club Council will meet monthly, for example, the 3rd or 4th week of each month. Additional meetings may be held as needed and at the discretion of the E-Board and Council. Unless announced otherwise, meetings will be held in Johnson Center or remotely via video conference software.

MINUTES

A record of each meeting shall be kept, and minutes recorded. Minutes shall be emailed in a timely manner to all council members. The Recreational Services Department will serve as a digital depository of Council records.

AMENDMENTS

Recommendations for changes in the bylaws must be presented and acted upon by the Council at a regularly scheduled meeting. A vote by the Council membership to amend the bylaws will be taken at the next regularly scheduled meeting. If any urgent changes are approved by less than a full quorum, the change must be approved by a full quorum during the academic year. The Council shall present the new proposed amendments to the Recreational Services Coordinator for approval and implementation.

CONFLICT OF INTEREST

Any member of the Council having a private interest in matters before the Council shall disqualify themselves from discussion and voting on these matters.