Advisory Board for Club Sports

Preamble

We, the members of the Advisory Board for Club Sports, so hereby revise this Constitution on November 3, 2015 in order that our purpose to be realized to its fullest extent.

Article I. Name

The name of this organization shall be the Advisory Board for Club Sports, henceforth also referred to as ABCS.

Article II. Purpose

The ABCS is composed of five undergraduate student members who are appointed by the outgoing Advisory Board. ABCS supervises the overall administration and effectiveness of club sports. The Advisory Board for Club Sports advises those club sports teams that have access to benefits and determines which new clubs will be granted access to benefits under University policy. ABCS funds and develops policy for the governance of all club sports under its jurisdiction.

Duties and Responsibilities:

1. To support the growth and development of student club sports at Georgetown University consistent with university policy
2. To grant and terminate access to benefits for club sports. A club sport is defined as a student organization with the primary goal of competing at the non-varsity intercollegiate level.
3. To develop policies and procedures involving student activities and club sports to promote the development of club sports.
4. To approve budgets and review financial affairs of club sports.
5. To act as a sounding board for complaints from and about student club sports
6. To advise the Vice President of Student Affairs, who has final authority regarding all matters related to student clubs and organizations, including club sports.

Article III. Membership

1. The voting membership of ABCS shall consist of five or six undergraduate students, each of whom must satisfy the following requirements:
   1. Each student must be a member of at least one club sport
   2. No single club sport may have more than one representative.
   3. The five or six members of the advisory board, including the chairperson, are appointed by the outgoing board
   4. All board appointment are open to involvement of Club Sports captains

All student members shall be selected by the final day of classes of Spring semester. Terms of office start with the graduation the Spring semester the board is elected.

Article IV. Positions and Officers

1. The outgoing Advisory Board will appoint a chair. The Chair shall:
   1. Preside at all meetings of ABCS.
   2. Serve as a liaison between the University community and ABCS.
   3. Ensure that the responsibilities of ABCS herein described are faithfully executed.
   4. Prepare an agenda for each meeting and have the ability to call additional meetings as necessary.
   5. Establish committees and task forces to address and investigate concerns of ABCS, as necessary.
2. A Vice Chair, also appointed by the outgoing ABCS Board, shall assume all duties of the Chair in his/her absence or as assigned.
3. Each member will be assigned a number of club sports to directly advise. They will not be assigned their own clubs. Advising will entail:
   1. Being the primary contact for their clubs on the Advisory Board
   2. Advising their clubs on University and access to benefits policy
   3. Representing the club’s concerns at Advisory Board meetings
   4. Advising their clubs on this constitution and ABCS policy

Article V. Procedure

1. ABCS shall meet weekly during the academic year starting in September and ending in April (not including university holidays).
2. Additional meetings may be called by the Chair or at the request of three board members.
3. All meetings of ABCS shall be open. An individual who is charged with a violation of university policy as it relates to student groups and organizations as provided under section I of this Article may request a closed meeting. The Chair may also decide to make a meeting closed if the meeting relates to disciplinary action towards an individual or group. Upon such a request or decision, the Chair will order a closed meeting. A closed meeting is defined to mean only those people who sit on ABCS may observe the ABCS meeting. In addition, a closed meeting also means that deliberations and votes shall be confidential. An open meeting is defined to mean any person may observe the ABCS meeting.
4. A quorum of four (4) of the ABCS voting members must be present for all meetings.
5. Procedure for the conduct of the meetings will be established by the Chair with the advice and consent of the voting members of ABCS.
6. Removal and Censure. Any member of ABCS in violation of the ABCS’s purpose or constitution, or who accumulates three unexcused absences from regularly scheduled meetings, may be removed from office or censured by the following process:
   1. A written request, signed by at least three voting members of the ABCS, for dismissal or censure is submitted to the Chair.
   2. The Chair notifies the party in question and places that person on the agenda, asking the party to be present at the next meeting prepared to speak in his/her defense.
   3. A three-fourths (3/4) vote of the voting membership present not including the party in question is required to remove or censure an ABCS member. A full Board must be in attendance to remove or censure an ABCS member.
7. Replacement. Should an ABCS member resign or be removed, the remaining members of the board may choose a replacement. The removed member may not rejoin the advisory board in that academic year.
8. Voting
   1. All motions, except those for amendments to this Constitutions, or otherwise stated within said Constitution, shall be carried by a majority vote of voting members present.
   2. No member may vote by proxy.
9. Advisory Board Disciplinary Action
   1. If an ABCS team is charged with a violation of University policy as it relates to student organizations and club sports, and there are issues of fact and responsibility to be determined, the ABCS will conduct a hearing to determine facts and responsibility.
   2. Individual violations will be handled by the Office of Student Conduct as is necessary.

Article VI. Finances

1. The ABCS will request funding from the GUSA Funding Board from the Student Activities Fee every year.
2. The ABCS budget will determine allocations for each of its member groups in a single meeting in the spring. Funding considerations will not be taken into account when approving or denying access to benefits for new clubs.
3. ABCS will also hold aside a discretionary portion of its budget to help fund trips to regional national championship tournaments, limiting applications to one per year. These petitions will be considered on an individual basis, and depend on the overall budget of ABCS.
4. The ABCS will comply with all University financial policies, including the placement of all funds in its University Account.
5. If a Club Sport takes issue with the amount that have been allocated they may appeal through their representative by a date to be determine by the ABCS.

Article VII. Amendments and Bylaws

The Constitution is binding to all members of the Advisory Board for Club Sports.

1. Amendments to this Constitution and bylaws shall be subject to ABCS approval of three-fourths (¾) of the voting membership of the ABCS. A full Advisory Board must be in attendance to amend the Constitution or to approve the bylaws.
2. Amendments are subject to the approval of the Assistant Dean of Student Engagement or his/her designate

Amendments

Amendment I. Debt Forgiveness and Donation Rollover

If a club sport ends the fiscal year in debt by more than 10% of its allocation for that year, it is required to repay 50% of that debt in a reasonable amount of time as determined by the ABCS. The Board will consider giving allowances for exceptional circumstances.

If a Club Sport ends the fiscal year with a surplus that money will immediately be moved to the ABCS reserve account.

Amendment II. Approval of New Sports

Students interested in forming a new Club Sport must apply for Access to Benefits through the New Club Development process (NCD). The NCD process occurs at the beginning of every semester to grant new teams access to benefits. Representatives from each advisory board will sit on the Council of Advisory Boards (CAB) who oversees the process. The process takes an entire semester, if the team makes it through the process, it will receive Access to Benefits in the following semester. Club Sport teams must adhere to additional regulations in conjunction with the NCD guidelines: Ability to get field and court space, compete against other intercollegiate teams, and have membership in an organized league with a governing body.

Amendment III: Sanctions

When groups violate the access to benefits policy and other school policies, the following procedure will be used to sanction the groups.

Minor violations of advisory board policies and procedures will be dealt with by the board in the following way:

* First Offense: formal warning, issued at a regularly scheduled meeting of the ABCS.
* Second Offense: a small fine may be imposed, the size of which will be determined by the board depending on the severity of the infraction and the size of the group’s budget.
* Third Offense: formal review of the group in front of the Advisory Board. This review may result in a larger fine and, at the board’s discretion, further sanctions. This review will also determine what additional sanctions will occur if violations continue.

Minor violations are only considered for a single academic year. Offenses do not carry over from year to year for enforcement purposes.

In the case of a major violation of the access to benefits and/or the student code of conduct, the board will formally review the group and determine sanctions based on the severity of the major infraction.

If a club shows a consistent pattern of violating rules over a three year period, the board will conduct a formal review of the club to determine if the club should be placed on probation for a “culture of rule breaking”