



## **Sport Clubs Leadership Council Bylaws – Revised (9/26/18)**

### **ARTICLE I - SCLC COMPOSITION**

- A. The SCLC shall consist of voting and non-voting members in both the Executive Board and General Body.
  - 1. The Executive Board shall consist of the President, Vice President, and Treasurer, as well as four (4) at large members from individual RSC's
  - 2. General Body shall consist of one appointed representative from each individual RSC
- B. Voting Members
  - 1. Each RSC is limited to one voting representative, whether appointed or elected, at all SCLC meetings.
  - 2. Executive Board members may participate in the voting process only if they are their RSC's sole representative to the SCLC General Body.

### **ARTICLE II - MEMBERSHIP RESPONSIBILITIES**

#### **Section I - Voting Members**

- A. To represent their constituents as the sole voting voice of their RSC
- B. To make decisions that furthers the purpose of the Sport Clubs Program and the SCLC
- C. To be responsible for relaying information between the General Body and their RSC

#### **Section II - General Body Representatives**

- A. To serve as an active member of the General Body and attend all General Body and monthly advisor meetings
- B. To act as the official representative of their RSC and to be responsible for relaying information between the General Body and said RSC
- C. To reflect the views, interest, and opinions of their respective RSC
- D. To present to the General Body and Executive Board any suggestions to improve the quality of SCLC and the Sport Clubs Program and its membership
- E. To review and approve budget allotment recommendations made by the Executive Board for the SCLC membership and SCLC sponsored events
- F. Each general body and monthly advisor meeting requires a representative, failure to show results in a \$50 fine

### **ARTICLE III - Executive Board Responsibilities**

#### **Section I – Membership Terms**

- A. Each SCLC Executive Board Member shall serve a full **academic** year
- B. Membership terms on the Executive Board shall be limited to two (2) years in a single board position, and four (4) years total.
- C. All four committee members shall be elected in April by the SCLC General Body
- D. All selected members will be considered SCLC-Elect Committee Members until starting their term at the conclusion of the Spring semester
  - a. The period between election and the official start of the SCLC – Elect's terms shall be used as an observation period to shadow the incumbent committee.

#### **Section II - Expectations**

- A. To serve on the Executive Board and attend all Executive Board meetings

- B. To attend all General Board meetings and report to the General Body the state and progress of their respective positions
- C. To attend all budget allocation hearings and deliberations in their entirety
- D. To assist in revision of policy and to provide written feedback for the following academic year
- E. To be fiscally responsible in the budgeting of SCLC fees for leadership development, programming, and recognition of outstanding Sport Club participants
- F. To execute all duties spelled out in the Constitution and Concurrent Governing Documents of the SCLC.
- G. To engage in the execution of the mission statement and goals of the SCLC
- H. To perform any other jobs as mandated by the President, Vice President or the General Body

### **Section III - President**

- A. To preside over SCLC Executive Board Meetings
- B. To preside over all General Body meetings and call Emergency Meetings as needed.
- C. To meet with Sport Club Advisor(s)/Liaison(s) monthly or as needed
- D. To educate General Body Representatives in the procedures of SCLC
- E. To prepare and distribute each SCLC meeting agenda at least two (2) business days prior to the convocation of the meeting
- F. Keep regular contact with SCLC Representatives and UREC in order to best facilitate the implementation of policies that are responsible, fair, and hold all Sport Clubs to the highest standards of accountability and professionalism
- G. To provide advice and counsel for the President-Elect
- H. To be the primary representative for Sport Clubs and the main contact for all Sport Clubs
- I. To mentor new Sport Clubs

### **Section IV - Vice President**

- A. To act as President, in absence of the President, and perform duties as delegated by the President.
- B. To chair the Media Relations and Outreach portions of meetings and events.
- C. To attend all SCLC Executive Board meetings and General Body meetings
- D. Attend any and all opportunities to promote the Sports Club organization
- E. To facilitate distribution of news updates on social media accounts
- F. To be the main contact for RSC sponsors and vendors
- G. To plan fundraising and marketing events
- H. To promote the Sport Clubs with updates in conjunction with UREC, with WUWM Radio Station, UWM Post, and other media outlets affecting the UWM community for Outreach news
- I. Coordinate fundraising and event planning for Sport Clubs

### **Section V - Treasurer**

- A. Act as President, in absence of President and Vice President, and perform duties as delegated by the President
- B. To chair the Finance portions of meetings and events
- C. Attend all SCLC Executive Board and General Body meetings
- D. Assist in devising, participate in construction, and present the overall Sport Clubs budget proposal and request to the SFC
- E. Present all budget related news or events
- F. To be present at and facilitate all budget audits, presentations, and deliberations with the SCLC Executive Board
- G. Assist in creation and help monitor the annual budget for the fiscal year

### **Section VI – Advisor(s)/Liaison(s)**

- A. Actively and appropriately advise the SCLC and the Executive Board
- B. Attend all SCLC General Body and Executive Board meetings
- C. Act in the best interest of the SCLC and its membership
- D. Meet individually with RSC Presidents at least monthly during the fall and spring semesters

## ARTICLE VII - EXECUTIVE BOARD ELECTION PROCEDURES

### Section I - Nominations

- A. The application process will be overseen by the SCLC Executive Board
- B. Applications for the upcoming year's Executive Board positions will be made available by the current Executive Board no later than March 1<sup>st</sup>
- C. Applications will be made available through a posting on the Sport Clubs Program Website and through an email sent to the Sport Clubs Program Membership
- D. All Sport Club Program members, in good standing, are allowed to run for Executive Board office
- E. Each candidate must be able to fulfill the duties required by their position
- F. Only one (1) representative from each RSC may hold a position on the SCLC Executive Board

### Section II - Procedure

- A. The election process will be overseen by the SCLC Advisor(s) and current SCLC Executive Board
- B. All candidates will be allowed to give a five (5) minute presentation supporting their candidacy to serve as an Executive Board member during the April SCLC General Body meeting
- C. Elections will occur immediately following all candidate presentations
- D. Only the voting member of each individual RSC may cast a vote
  1. Voting will be done via ballot process
  2. The ballot process will include a ballot in paper form being submitted by each RSC at the April SCLC General Body meeting
- E. The candidate receiving a simple majority of the vote will be declared the winner of the election.
- F. In the event of a tie, a run-off election, involving only the tied candidates, will occur
  1. Votes will be cast by members of the current SCLC Executive Board
  2. Any SCLC Executive Board Member involved in the run-off election must recuse themselves from the vote

### Section III – Removal of Members

- A. Due process will be followed during all proceedings.
- B. Any SCLC Executive Board member who misses two unexcused meetings may be removed by a two-thirds vote of all SCLC Representatives.
  1. The motion to remove a SCLC Executive Board Member may be made at any scheduled SCLC General Body Meeting, the motion shall not be voted on until the next scheduled meeting.
  2. The SCLC President must notify the Executive Board Member up for removal of this status, and inform them of the date of the removal vote, so that they may state their case.
- C. Any SCLC Executive Board Member who breaks any legal restrictions, including but not limited to the misappropriation, or intentional misuse, of SUF funds or individual RSC generated revenue shall be immediately relieved of their responsibilities to the SCLC **and may face additional repercussions.**

## ARTICLE V – COMMITTEE RESPONSIBILITIES

### Section I - Finance

- A. Each Fall, members of the SCLC Executive Board will go before the Senate Finance Committee (SFC) on behalf of the member organizations of the SCLC to receive a dedicated amount of Segregated University Fees (SUF) for the UWM Sport Clubs Program and its member organizations
- B. Each Spring, the SCLC Executive Board will review Annual Budget Requests. This process will be led by the SCLC Treasurer, under the guidance of the SCLC Advisor(s)
- C. The SCLC Executive Board allocates monies to eligible RSC's. The SCLC Executive Board does not supply funds to support all the activities of every RSC, but does make funds available to supplement their activities

### Section II – Legal Restrictions of Members

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- A. SCLC Executive Board Members shall abstain from voting on budget allocations when he/she is an officer/member of the RSC in question. Furthermore, SCLC Executive Board Members may not be involved in discussion of their respective RSC during any budgeting procedures.
  - a. **SCLC Executive Board Members may present their club's proposed budget.**
- B. SCLC Executive Board Members may not, individually or in conjunction with other SCLC Executive Board Members, accept money or any other benefit for votes cast or verbal support during deliberations and discussions or allocations.
- C. All SCLC Executive Board Members must adhere to all legal restrictions and policies outlined by the Sport Club Handbook, the SCLC Constitution and Bylaws, the University of Wisconsin – Milwaukee Center for Student Involvement, the University of Wisconsin System, and all Wisconsin State and Federal Laws, including open meeting and record policies and procedures.
- D. All SCLC Executive Board members must go through viewpoint neutrality training facilitated by the University of Wisconsin – Milwaukee's Department of Legal Affairs or SAPS Office.

**Section II – Media and Outreach**

- A. The entire SCLC Executive Board, under direction of the Vice President will be assigned specific duties including but not limited to:
  - Regulating social media
  - Attending outreach and promotional tabling events
  - Planning, scheduling, and working the end of the year Sport Clubs Banquet
  - Seeking out overall Sport Clubs sponsorship and partnership opportunities
  - General promotion of the Sport Clubs Program
  - Voting on Sport Club end of the year award winners

**Section III - Special Committees**

- A. In the event of a situation that needs special attention and cannot be addressed by a Standing Committee, a Special Committee may be convened by the President

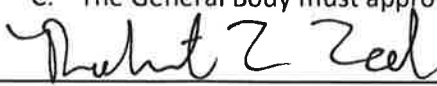
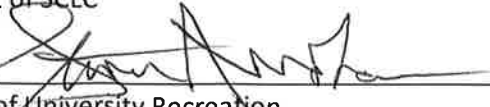
**ARTICLE VI – LEGISLATION**

**Section I - Legislative Process**

- A. Any voting member may submit legislation to make changes within UREC Sport Clubs Program and SCLC.
- B. Legislation may be written by any Sport Club Member in good standing but must be sponsored by an Executive Board member other than the presenting member, if applicable
- C. The General Body must approve all legislation by a two-thirds vote unless otherwise stated in the SCLC Constitution or concurrent governing documents
- D. All legislation shall become effective upon approval by UREC Professional Staff

**Section II - Amendment Process**

- A. Any SCLC representative or Exec Board member may submit an amendment to any governing documents of SCLC in order to make changes in the process of SCLC
- B. Amendments may be written by any Sport Club member in good standing but must be sponsored by an Executive Board member
- C. The General Body must approve all amendments by a two-thirds vote

	10/11/2018
President of SCLC	Date
	10/11/2018
Director of University Recreation	Date