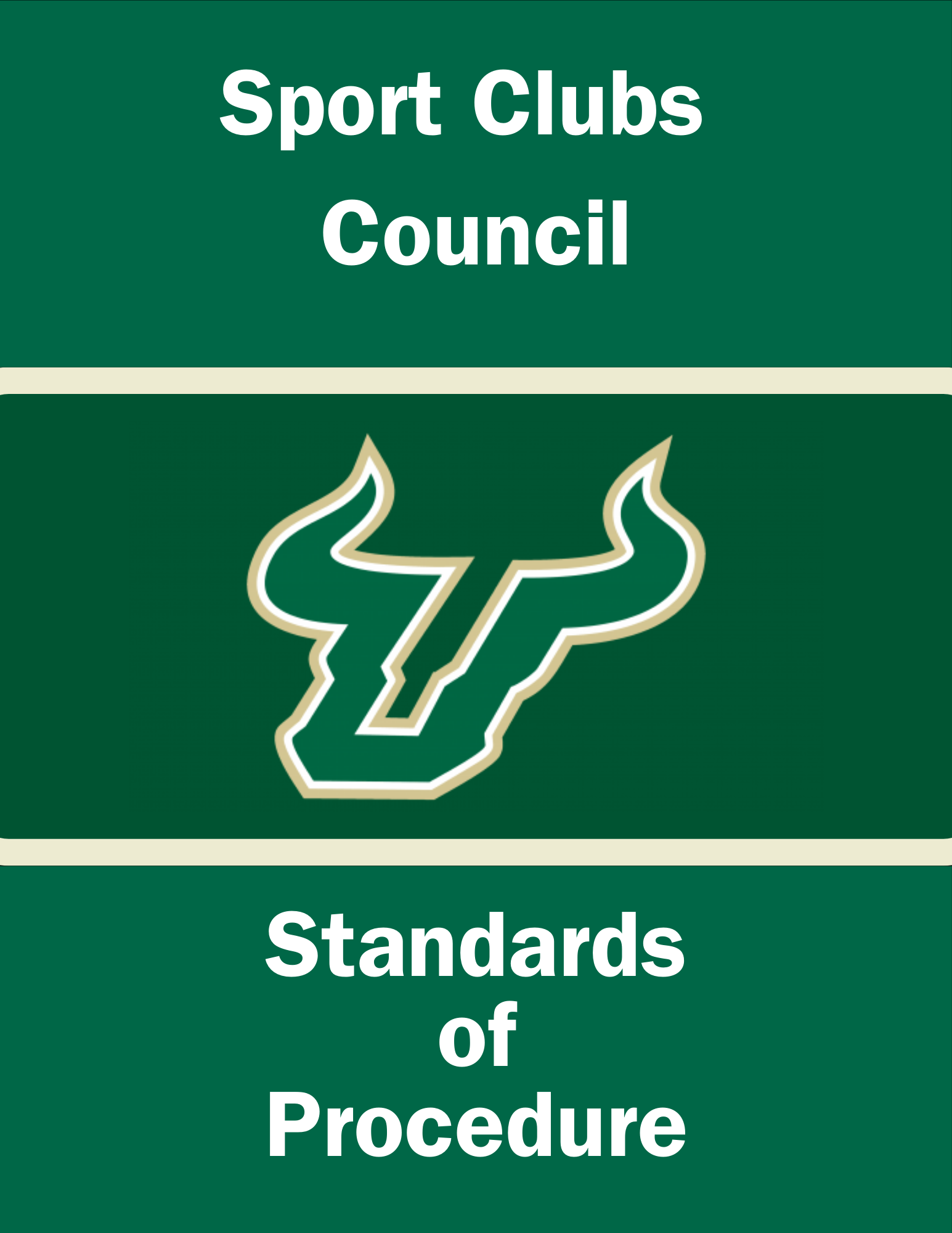
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# Table of Contents

[**Table of Contents 2**](#_e0lutpm3jorm)

[**1. Authority and Jurisdiction 3**](#_kyzj0p51qnm2)

[**2. Sport Club Definition 3**](#_aeu2pa97qb6g)

[**3. Membership and Duties 4**](#_8fbo51excnlh)

[**4. Meetings 10**](#_n7akbz7rzbr0)

[**5. Executive Board Meetings 11**](#_2h8lcmfpb4d8)

[**6. Committee and Executive Board Elections 12**](#_nmn1w2qhk41p)

[**7. Removing and Replacing Executive Board and Committee members 13**](#_trbujesip7xh)

[**8. Annual Funding Process 14**](#_5kcjmryuf71)

[**9. Interim Funding Process 15**](#_ik3kyd4wfjh)

[**10. Communication with Sport Clubs 16**](#_pzsjaeip0vur)

[**11. Amendments 17**](#_vzlgebrxs4zr)

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# Authority and Jurisdiction

* 1. **The Standard Operating Procedures of the Sport Clubs Council shall not conflict with the Student Government Constitution.**
  2. **The Standard Operating Procedures of the Sport Clubs Council shall not conflict with the Student Government Statutes. It may, however, further define any section of Statutes that deals with the operation of the Sport Clubs Council.**
  3. **The Authority of this document is vested within the governing documents of Student Government and the Sport Clubs Council**
     1. **These procedures must be ratified by the Sport Clubs Council, by a supermajority vote, prior to its implementation.**
     2. **This document must be ratified by a subsequent majority vote of the Senate Policy Committee.**

# Sport Club Definition

* 1. **Sport Clubs are Student Organizations which meet all of the following requirements:**
     1. **Participate in a physical or virtual sport/esport activity**
     2. **Have a competitive, recreational, and/or instructional purpose**
     3. **Have a Governing Body**
        1. **A governing body is defined as an official organization that formulates rules for a sport and has regulatory or sanctioning functions over the sport**
        2. **If not a member, the club must still adhere to the rules governing its sport, as established by the governing body**
     4. **Participate in at least one competition/seminar/clinic with non-USF individuals/groups per academic year** 
        1. **A minimum of four club members must participate in this competition/seminar/clinic**
     5. **Physically or virtually practice their sport at least seven times per academic year**

# Membership and Duties

* 1. **The Sport Clubs Council shall consist of the following:**
     1. **General Body**
     2. **Executive Board**
     3. **Traditional Sports Committee**
     4. **Esports Committee**
     5. **Advisor**
  2. **The General Body shall consist of one representative from each Sport Club**
     1. **This representative must be a Sport Club Officer registered with the Sport Club Office.**
     2. **Each Sport Club shall appoint one student club member as an alternate representative in the event that an officer cannot attend a General Body meeting.**
  3. **The duties of the General Body shall be:**
     1. **To collectively organize and present sport club issues to the Sport Clubs Program and University.**
     2. **To elect the members of the Traditional Sports Committee and Esports Committee by a majority vote.**
     3. **To amend the Sport Clubs Council Standard Operating procedures by a 2/3 supermajority vote.**
     4. **To propose changes to Sport Clubs Office policies and procedures.**
     5. **To propose changes to the Student Government Proviso.**
  4. **The Executive Board shall consist of all representatives from the Traditional Sports Committee and Esports Committee**
     1. **To be eligible to serve on the Executive Board, individuals must meet all requirements outlined in their committee overview sections**
     2. **The Executive Board will hold a separate election process for both Chairperson and Vice Chairperson to be voted on by members of both Committees.**
        1. **The duties of the Executive Board Chairperson shall include, but not be limited to, the following:**
           1. **Chair all meetings of the Executive Board and General Body**
           2. **Represent the Executive Board in all official business**
           3. **Represent and promote the Executive Board and its members at University functions**
           4. **Meet bi-weekly with the Sport Clubs Council advisor to discuss progress, duties, and expectations.**
           5. **Serve as a Financial Officer for the Executive Board.**
        2. **The duties of the Executive Board Vice Chairperson shall include, but not be limited to, the following:**
           1. **In the absence of the Chairperson, assume all duties of the Chairperson.**
           2. **To assist the Chairperson in the completion of their duties**
           3. **Meet regularly with the Sport Clubs Council Advisor to discuss progress, duties, and expectations.**
  5. **The duties of the Executive Board shall be**
     1. **To amend the Standard Operating Procedures by a majority vote**
     2. **To allocate Interim and Annual Funding for eligible Sport Clubs**
     3. **To attend all General Body meetings**
     4. **To attend all Executive Board meetings in accordance with the SCC attendance policy**
     5. **Represent the Sport Clubs program at University Events, assist with the promotion of the sport clubs’ program through event planning and facilitation**
  6. **The Traditional Sports Committee shall consist of five elected representatives that occupy the positions of: Chairperson, Vice Chairperson, Financial Officer, Event Manager, Secretary** 
     1. **To be eligible to serve on the Traditional Sports Committee, individuals must:**
        1. **Maintain active membership in at least one active Sport Club**
           1. **The Sport Club Council defines an active member of a club, in reference to SCC eligibility, as someone who has achieved one of the following in their time as a member on BullsConnect;**

**Attended at least 33% of all practices.**

**Attended at least 50% of their club’s General Body Meetings.**

**Have a current club officer vouch on their behalf via an email to the Sport Club Council.**

* + - 1. **Be in good academic standing with the University and be currently enrolled at least part time**
      2. **Have served as an officer of a Sport Club for at least one year.**
         1. **In the event that not enough qualified candidates seek to serve on the Traditional Sports Committee, individuals who have not served as a club officer may run. These individuals must be able to demonstrate active participation within their club.**
  1. **The duties of the five Traditional Sports Committee members shall be:**
     1. **To provide insight on Traditional Sport Club related issues**
     2. **To vote on matters affecting Traditional Sport Clubs**
     3. **To attend all Traditional Sports Committee meetings**
     4. **Review, reply and send messages through the SCC E-mail Account**
  2. **The duties of the Traditional Sports Committee Chairperson shall include, but not be limited to, the following:**
     1. **Chair all meetings of the Traditional Sports Committee**
     2. **Represent the Traditional Sports Committee in all official business**
     3. **Represent and promote the Traditional Sports Committee and its members at University functions**
     4. **Meet bi-weekly with the Sport Clubs Council advisor to discuss progress, duties, and expectations.**
     5. **Serve as another Financial Officer for the Traditional Sports Committee.**
  3. **The duties of the Traditional Sports Committee Vice Chairperson shall include, but not be limited to, the following:**
     1. **In the absence of the Chairperson, assume all duties of the Chairperson.**
     2. **To assist the Chairperson in the completion of their duties**
     3. **Meet regularly with the Sport Clubs Council Advisor to discuss progress, duties, and expectations.**
  4. **The duties of the Traditional Sports Committee Financial Officer shall include, but not be limited to, the following:**
     1. **Making purchases on behalf of the Traditional Sports Committee**
     2. **Oversee the budget for the Traditional Sports Committee**
  5. **The duties of the Traditional Sports Committee Event Planner shall include, but not be limited to, the following:**
     1. **Marketing for the Traditional Sports Committee.**
     2. **Creation, planning, and oversight of events for the Traditional Sports Committee.**
  6. **The duties of the Traditional Sports Committee Secretary shall include, but not be limited to, the following:**
     1. **Drafting the meeting minutes for all Traditional Sports Committee meetings.**
     2. **Maintaining attendance records for General Body Meetings**
     3. **Assisting other committee members with any other duties they require assistance with.**
  7. **The Esports Committee shall consist of five elected representatives that occupy the positions of: Chairperson, Vice Chairperson, Financial Officer, Community Manager, Secretary**
     1. **To be eligible to serve on the Esports Committee, individuals must:**
        1. **Maintain active membership in at least one active Sport Club**
           1. **The Sport Club Council defines an active member of a club, in reference to SCC eligibility, as someone who has achieved one of the following in their time as a member on BullsConnect;**

**Attended at least 33% of all practices.**

**Attended at least 50% of their club’s General Body Meetings.**

**Have a current club officer vouch on their behalf via an email to the Sport Club Council.**

* + 1. **Be in good academic standing with the University and be currently enrolled at least part time**
    2. **Have served as an officer of a Sport Club for at least one year.**
       1. **In the event that not enough qualified candidates seek to serve on the Esports Committee, individuals who have not served as a club officer may run. These individuals must be able to demonstrate active participation within their club.**
  1. **The duties of the five Esports Committee members shall be:**
     1. **To provide insight on Esport Club related issues**
     2. **To vote on matters affecting Esport Clubs**
     3. **To attend all Esports Committee meetings**
     4. **Review, reply and send messages through the SCC E-mail Account**
  2. **The duties of the Esports Committee Chairperson shall include, but not be limited to, the following:**
     1. **Chair all meetings of the Esports Committee**
     2. **Represent the Esports Committee in all official business**
     3. **Represent and promote the Esports Committee and its members at University functions**
     4. **Meet bi-weekly with the Sport Clubs Council advisor to discuss progress, duties, and expectations.**
     5. **Serve as another Financial Officer for the Esports Committee.**
  3. **The duties of the Esports Committee Vice Chairperson shall include, but not be limited to, the following:**
     1. **In the absence of the Chairperson, assume all duties of the Chairperson.**
     2. **To assist the Chairperson in the completion of their duties**
     3. **Meet regularly with the Sport Clubs Council Advisor to discuss progress, duties, and expectations.**
  4. **The duties of the Esports Committee Financial Officer shall include, but not be limited to, the following:**
     1. **Making purchases on behalf of the Esports Committee**
     2. **Oversee the budget for the Esports Committee**
  5. **The duties of the Esports Committee Community Manager shall include, but not be limited to, the following:**
     1. **Marketing for the Esports Committee.**
     2. **Creation, planning, and oversight of events for the Esports Committee.**
  6. **The duties of the Esports Committee Secretary shall include, but not be limited to, the following:**
     1. **Drafting the meeting minutes for all Esports Committee meetings.**
     2. **Maintaining attendance records for General Body Meetings**
     3. **Assisting other committee members with any other duties they require assistance with.**
  7. **The Advisor shall be a member of the Recreation and Wellness professional staff, with preference given to the Sport Clubs Coordinator**
     1. **The duties of the Advisor shall be:**
        1. **Meet with the SCC Executive Board Chairperson and/or SCC Executive Board Representative on a bi-weekly basis**
        2. **Be placed on all communication venues (list serves, canvas, etc.) the organization has set in place**
        3. **Provide up to date information regarding club eligibility, standings within the sport club program, budgets, and all other pertinent materials that might be beneficial to assist the decisions made by the SCC Executive Board**
        4. **Be responsible for the overall administration, supervision, and management of the Sport Clubs Program and its Council.**

# Meetings

* 1. **Meetings of the Sport Clubs Council Executive Board and Committees shall be governed by Robert’s Rules of Order, with the level of adherence to be determined by the Sport Clubs Council Executive Board.**
  2. **Meetings shall cover a wide range of topics that affect Sport Clubs and the Sport Clubs Council.**
  3. **Drafting agendas, recording, and distributing minutes shall be the responsibility of each respective Committee’s Secretary.**
     1. **Agendas shall be sent to all interested parties no less than 24 hours prior to the start of the meeting.**
     2. **All agendas and minutes shall be posted on the Sport Clubs Council’s BullsConnect page.**
  4. **Regularly scheduled Sport Clubs Council General Body meetings will be as follows:**
     1. **Fall Welcome (September)**
     2. **Annual Budgets (November)**
     3. **Spring Welcome (February)**
     4. **Committee Elections (April)**
  5. **The dates, times, and locations of all regularly scheduled Sport Clubs Council General Body meetings will be communicated to all Sport Clubs via email at the start of the fall and spring semesters.**
  6. **In the case of unforeseeable circumstances meetings will take place on Microsoft Teams**
  7. **Additional Sport Clubs Council General Body meetings may be called by the Sport Clubs Council Executive Board as necessary to conduct Sport Clubs Council business.**
     1. **All Sport Clubs will be notified of additional Sport Clubs Council General Body Meetings via email with at least one week’s notice.**
  8. **Voting at General Body meetings:**
     1. **Each Sport Club is allowed one vote at General Body meetings**
     2. **Sport Clubs that are not eligible to receive A&S funding cannot vote on budget- related matters**
     3. **The SCC Executive Board Members do not have voting privileges. If they wish for their club to have a vote, each member must have a member from their club present to vote for their club.**
     4. **Non-USF affiliates do not have voting rights.**
     5. **Quorum shall be defined as a majority (50% + 1) of the total active sport clubs**

# Executive Board Meetings

* 1. **The Sport Clubs Council Executive Board shall meet at least once per month during the fall and spring semesters. The Executive Board is not required to meet during the summer semester but may do so if quorum is met.** 
     1. **In the event of a virtual semester these meetings will take place on Microsoft Teams.**
     2. **The Executive Board shall not meet during the first and last week of classes of the fall and spring semesters.**
  2. **The dates, times, and locations of all regularly scheduled Sport Clubs Council Executive Board meetings will be determined by the Executive Board at the start of each semester.**
  3. **Additional Sport Clubs Council Executive Board meetings may be called by the Sport Clubs Council Executive Board members as necessary to conduct Sport Clubs Council business.**
     1. **All Executive Board members will be notified of additional Executive Board meetings via email with at least 48 hours’ notice.**
  4. **Voting at Executive Board meetings:**
     1. **Executive Board members cannot vote on matters that would be considered a conflict of interest.**
     2. **Non-USF students do not have voting rights.**
     3. **Quorum shall be defined as a majority (50% + 1) of the Executive Board**
  5. **Attendance policies:** 
     1. **All meetings must be attended unless a board member has submitted an excuse by 11:59 PM the night before the meeting or extenuating circumstances occur**
     2. **Two unexcused absences are grounds for removal by vote** 
        1. **A warning will be issued on the first unexcused absence**
     3. **Members are able to subject to removal by vote if 60% attendance falls below 60% after three meetings**

# Committee and Executive Board Elections

* 1. **Committee elections shall be held at the April Sport Clubs Council General Body meeting**
  2. **Committee members are elected to serve a year term of May 1st to April 30th**
  3. **A Sport Club can have no more than one officer serve on their respective committees**
  4. **Committee members shall be nominated and elected to their committees for one of the respective positions previously outlined in the membership and duties section.**
  5. **The Committee elections process will be conducted by their respective Chairperson. In the event the Chairperson is running for re-election, the Vice Chairperson will oversee the elections process. If both the Chairperson and Vice Chairperson are running for re- election, the elections process will be supervised by another member of the Committee who is not running for re-election.**
  6. **Elections are by ballot. In the event of a tie, a run-off between those candidates who tied will take place immediately following the initial vote. If a tie still remains, the elected officer will be determined by a simple majority vote of their respective committee, after individual interviews.**
  7. **A transitional meeting will take place within two weeks of the election, with both former and newly elected Executive Board members present. This meeting shall serve as the training session of the newly elected Sport Clubs Council Executive Board.**
     1. **In the case of a mid-year election of a Committee member, the respective committee will train the new member during a regularly scheduled committee meeting.**
  8. **If a Committee position becomes vacant during the school year for any reason, the vacant officer seat will be filled by election at the next General Body Meeting.**
  9. **Executive Board Chair and Vice Chair elections will be held at the Fall Retreat.** 
     1. **Each committee member receives one nomination and one vote**
     2. **The advisor will oversee the elections receiving no vote**
     3. **Elections are by ballot. In the event of a tie, a run-off between those candidates who tied will take place immediately following the initial vote. If a tie still remains, the nominees will be given 3 minutes to give a speech and another vote will take place immediately.**
     4. **If a position becomes vacant during the school year, an election will occur at the next executive board meeting.**

# Removing and Replacing Executive Board and Committee members

* 1. **An Executive Board member will be removed and replaced if they are removed and replaced within their committee.**
  2. **A committee member may be removed for failing to:**
     1. **Uphold the purpose and objectives of the Sport Clubs Council**
     2. **Fulfill the duties of a committee member**
     3. **Meet committee eligibility requirements**
     4. **Comply with University policies**
  3. **A committee member can only be removed from office by a majority vote of their respective committee.** 
     1. **A vote can be initiated by any member of the General Body of the Sport Clubs Council**
     2. **Prior to this vote, the individual will be given a written reason for removal and will have the opportunity to personally address the concerns**

# Annual Funding Process

* 1. **Student Organizations under the jurisdiction of the Sport Clubs Council (“Sport Clubs”) shall submit their budget request no later than 4:59pm on the third Monday in November to the Sport Clubs Council Email Account. A copy of each club’s budget request shall be forwarded to the Sport Clubs Council Executive Board for review.**
  2. **Sport Clubs that submit late or incomplete budget requests shall be subject to the following penalties:**
     1. **Zero (0) annual funding for the fiscal year**
     2. **A 15% reduction will be applied to their overall interim funding request**
  3. **All Sport Clubs will be given the opportunity to orally present and defend their budget request to the Sport Clubs Council Executive Board. Budget Hearings must be completed between the second and fifth weeks of spring semester classes.** 
     1. **These hearings will be held online on Microsoft Teams.**
  4. **The Sport Clubs Council Executive Board shall review budgets submissions in conjunction with club presentations and notify clubs what their submitted allocation will be.**
  5. **The Sport Clubs Council Executive Board will allocate a period for sport clubs to review their allocation and submit an appeal of any cuts made to their budget**
     1. **The Sport Clubs Council Executive Board will allocate five business days for appeals**
     2. **Appeals may be submitted in writing through the Annual Budget Appeal Form on the Sport Club Council’s BullsConnect Page**
     3. **The Sport Clubs Council Executive Board must inform all Sport Clubs of their final allocation no later than two weeks after the deadline to appeal.**
  6. **The Sport Clubs Council Executive Board shall review and compile all Sport Club budget requests. The Sport Clubs Council Executive Board shall submit a consolidated request to Student Government no later than the submission deadline established by Student Government for the applicable fiscal year. The request shall include both the Sport Clubs Council Interim budget request, and all Sport Club annual budget requests.**
     1. **Additionally, the Sport Clubs Council Executive Board will consider the following when allocating funds: how a requested item supports the Sport Clubs' purpose, the Sport Club's Report Card grade, the Sport Club's Tier and Fulfillment of Tier Requirements in the Classification Matrix, and the Sport Club's current and prior expenditures of allocated funds.**
  7. **After funds have been allocated by the Tampa Campus Allocation Funding Committee (CAFC), the Sport Clubs Council Executive Board shall allocate funds in accordance with Student Government Proviso.**
  8. **The Sport Clubs Council Executive Board must inform all Sport Clubs of their allocation no later than three weeks after receiving its lump-sum allocation from CAFC (excluding spring break).**

# Interim Funding Process

* 1. **Sport Clubs which do not have an Annual Budget for the current fiscal year may request an Interim Budget.**
     1. **Sport Clubs which were eligible for, but failed to submit an Annual Budget request, will be subject to the following penalties:**
        1. **A 15% reduction will be applied to the allocated funds**
  2. **All Sport Clubs may request Interim Funding for the following reasons:**
     1. **Emergency expenditures which result from a natural disaster, theft, vandalism, or unexpected equipment failure and would be extraordinarily detrimental to the organization if not funded.**
        1. **Insufficient funding does not constitute grounds for Interim Funding under emergency conditions.**
     2. **Excellence and Development opportunities, including:**
        1. **Qualifying for post-season competition which is sponsored by a nationally recognized sanctioning body.**
        2. **New initiatives which provide an opportunity for club growth and/or provide positive exposure for the club and University**
           1. **New initiatives must be unforeseen opportunities that could not have been requested in a Sport Club’s Annual Budget request**
  3. **Interim Budget Allocations shall be limited by the following:**
     1. **No Sport Club may receive more than 15% of the Interim Budget per fiscal year.**
     2. **The Sport Clubs Council Executive Board shall not allocate more than 50% of the Interim Funding Account before December 31**
     3. **No Interim Budget requests will be accepted before September 1st and after the first Friday in April, except for:**
        1. **Clubs qualifying for post-season competition which is sponsored by a nationally recognized sanctioning body after the first Friday in April.**
           1. **Clubs who meet this criterion shall request interim funding no later than 5 business days after qualifying for post-season competition.**
        2. **Emergency expenditures as outlined in the aforementioned section under interim funding occurring after the first Friday in April.**
  4. **Sport Clubs must submit their Interim Funding request at least 4 weeks before the funds are needed (with the exception of emergency expenditures and post-season competitions).**

# Communication with Sport Clubs

* 1. **The responsibility for communicating Sport Clubs Council business with the various Sport Clubs shall fall on the members of the Sport Clubs Council Executive Board, who will be aided in this process by the Sport Clubs Council Advisor.**

# Amendments

* 1. **The Sport Clubs Council Executive Board must ratify all amendments to this document by a majority vote of the SCC Executive Board.**
  2. **All amendments must be approved by a subsequent majority vote of the Senate Policy Committee.**
  3. **Amendments and revisions must be reviewed and approved by the Sport Clubs Office once adopted by the organization.**