

**VIRGINIA COMMONWEALTH UNIVERSITY
DEPARTMENT OF RECREATIONAL SPORTS/SPORT CLUB COUNCIL
APPROPRIATIONS BYLAWS**

I. SPORT CLUB COUNCIL MISSION STATEMENT

The Sport Club Council was established by the Virginia Commonwealth University Student Government Association for the Monroe Park Campus for these purposes:

- A. To allocate the Student Activity Fee on the Monroe Park Campus to organizations funded by the Sport Club Council. The allocations will be made with full consideration to the diverse needs of the members of the Sport Club Community. The Virginia Commonwealth University Student Government Association for the Monroe Park Campus maintains final approval power over these allocations.
- B. To recommend changes in the amount of the Student Activity Fee allocated to the Sport Club Council.
- C. To coordinate the activities of the Student Organization Financial Office for Student Organizations regarding the disbursement of the Student Activity Fee and to receive regular reports from the Student Organization Financial Office regarding collections and disbursements. The Student Organization Financial Office will also ensure that Student Activity Fee funds are dispersed only for those purposes and amounts as approved by the Sport Club Council or other umbrella organization authorized to allocate funds.

II. PROCEDURES FOR DECISIONS OF THE APPROPRIATIONS COMMITTEE OF THE SCC

The SCC Appropriations Committee Guidelines comply with VCU Policies. All SCC Appropriations Committee Decisions shall strictly follow VCU Policies. No Sport Club shall receive funding for events, activities, travel, apparel, equipment etc. that do not adhere to VCU Policies and/or Virginia state regulations/guidelines. For a complete list of VCU Policies, refer to: VCU Policy Website

Meetings of the SCC Appropriations Committee will occur once monthly or more often as necessary. Meeting times will be decided based on member's schedules at the beginning of each semester. All meetings shall follow Robert's Rule of Order. SCC Appropriations meetings will not be held on Friday afternoons while the Monroe Park Campus Student Government Association Appropriations Committee is in session.

By no later than December 1, 2009, the SCC shall be comprised of at least half student membership. Until then, the committee shall be comprised of VCU RecSports staff.

In determining the allocation for the Sport Club Council Funding, the SCC will observe the following rationale in making its decisions:

- A. The SCC Appropriations Committee will allocate funds to reflect the needs of the Sport Clubs based on the following:
 - a. Number of active members
 - b. Frequency of use
 - c. Current inventory of items
 - d. Benefit to Sport Clubs as a whole
- B. All Sport Clubs will be required to submit a budget request in the Spring for the following Academic year. All budget requests must be accompanied by documentation (proof of cost) for all items requested.

- C. All Sport Clubs will be given the opportunity to make a presentation to the Sport Club Council/Recreational Sports Staff regarding their request. Presentations will be limited to 30 minutes including 10 minutes for questions at the end. The following should be included in the presentations:
 - a. History and present activity of the club
 - b. A comprehensive budget request
 - c. Documentation for all items requested
 - d. Detailed account of past year fundraising and a new plan for fundraising the following year
 - e. A summary of goals for the upcoming year
- D. SGA Appropriation Committee members who sit on the SCC, as prescribed in the SGA Appropriations Bylaws, perform in a nonvoting, advisory role.

III. Funding Eligibility

The following groups may become a part of the SCC and become eligible for the Sport Club Council Allocation of SGA funds:

- A. Sport Clubs that are in current good standing with the Student Organization Service Center
- B. Sport Clubs that the Department of Recreational Sports had determined to be viable entities within the Virginia Commonwealth University Community. See Appendix A.
- C. Approved Sport Clubs that have presented a comprehensive start-up plan involving member recruitment, playing space, a club constitution (see Appendix B), competition possibilities and fund raising goals. Clubs will have two months from their registration date to begin this process. After two months, the club's activities and constitution will be presented to the current SCC for evaluation.
- D. Sport Clubs may NOT register in the Spring Semester. All Sport Clubs must be registered by October 15 of the Fall Semester.

Once a club has been approved by the SCC for membership, it may submit a budget in the spring semester for the following academic year.

- A. Current SCC member clubs that have been considered active by the SCC for at least 3 months, may request supplemental funding through the SCC as needed. A small portion of the SCC budget will be set aside for this purpose.

IV. What is eligible for funding

- A. All items requested must have documentation no matter the cost. Similar items requested by multiple clubs may end up being bundled to get a more cost effective price (i.e. t-shirts).
- B. There are no limits on any type of funding. Again, funding will be based on the items in Section II. Each club should prioritize their funding requests during their presentation in order to ensure they get the most necessary items.
 - a. Exceptions
 - i. All students who are funded to travel must have a minimum cumulative GPA of 2.25.
 - ii. Travel funding for clubs where just 1-2 members will be competing will not be funded.
 - iii. Coaches fees will not be funded.
 - iv. Food for meetings will not be funded.

- C. All clubs wishing to purchase equipment must clearly state where the equipment will be stored. In some cases, documentation may be required.

V. When funds are allocated

- A. After the completion of the Sport Club Council Appropriations hearings, the designated council members will present the budget decisions to the SGA Appropriations Committee for approval. Upon approval the budgets will be published.
- B. Clubs may appeal to the SCC and/or the Sport Club Coordinator in the Department of Recreational Sports.

VI. Procedures and policies for requesting fees

- A. All Sport Clubs must have their President and Treasurer attend a Spending Workshop presented by the Finance Office in the Office of Student Organization Development.
- B. All requests must be made on the SCC Request Form (see Excel spreadsheet).
- C. After the request deadline, all clubs will make a presentation for their request (see I, C).

VII. After the allocations have been made

- A. Approval must be given by the SGA to the decisions made by the SCC.
- B. Funds should be spent in the manner for which they were requested. Any funds not spent as such will need to be changed in a line item budget request through the SCC.
- C. All funds will be maintained in a university account.
- D. Any funds that results from a fundraising opportunity will need to be deposited in your university account.

VIII. Spending the funds

- A. Purchases must be made with approved requisition forms obtained from the Student Organization Financial Office for Student Organizations. Organizations and committees must check with the Student Organization Financial Office to learn which specific items require a requisition form. When invoices are received, they should be submitted to the Student Organization Financial Office's office. Organizations or committees which do not follow these procedures will be liable for all expenditures.
- B. All payments are made by the University Accounting Office directly to vendors, and no payments will be made without supporting documentation in the form of receipts, invoices, etc. No cash payments may be made.
- C. The president and/or treasurer of each organization are required to provide the Student Organization Financial Office with a signature specimen card as a means of authenticating all requests. All individuals authorized to spend against an account must receive training at scheduled workshops from the Student Organization Financial Office on all current policies and procedures for usage before they are eligible to access funds. If training has not been received, no expenditures will be permitted. Training workshops for spending funds are scheduled primarily in September but also throughout the academic year. See the Business Office for Student Organizations for a complete schedule.
- D. Timelines that are required for various types of financial processing must be adhered to or processing may not occur.
- E. State regulations require that all procurements for goods and all procurements for services in excess of \$5,000 must be competitively bid and documentation must be submitted with the request for purchase.

- F. All organizations funded by the SCC must state on all printed materials that the event was “Partially or fully funded by the Student Activity Fee.”
- G. The Sport Club Coordinator as designated by the Department of Recreational Sports shall act as the Finance Director for the SCC. The Finance Director will act as a liaison between the SCC, the MPC SGA, and the Fiscal Manager of the Student Activity Fee. Any decisions made by the SCC and/or Finance Director (allocations, freezing of funds, return of funds, line item changes etc.) must be communicated to the Fiscal Manager within 48 hours.
- H. Line Item Changes
 - a. If it becomes necessary to make changes to budgets following the initial approval of the SCC, the following policies apply:
 - i. The Sport Club must submit a request to change the budget and present the information at the first meeting of the SCC in the fall semester.
 - ii. The SCC reserves the right to review all changes and to disapprove any through the hearing process established by the SCC.

IX. Surplus/deficit funds

- A. All organizations having surplus/deficit balances at the end of the fiscal year will have the amount of their surplus/deficit counted against new allocations for the following year and will be notified in writing by Sport Club Council.

X. Freezing of funds

- A. The SCC and/or Professional Staff in the Department of Recreational Sports has the right to freeze any funds for inappropriate spending activity for any club.
- B. Freezing of funds may occur for the following reasons:
 - i. Spending university money on unauthorized purchases
 - ii. Moving money to another line items without permission
 - iii. Failing to turn in any club paperwork to the Sport Club Coordinator
 - iv. Failing to abide by the VCU Student Code of Conduct or conduct bringing negative attention to VCU
- C. If funds are frozen the Sport Club will need to meeting with the SCC/Sport Club Coordinator to determine a course of action. This may include removing the freeze, removing the freeze with conditions, imposing restrictions on future allocations or the members conduction transaction.
- D. Clubs should be aware that the University Accounting Office may also freeze funds if improper use is discovered without the knowledge of the SCC/SGA/Sport Club Coordinator. The University Accounting Office is not bound by these SCC Appropriation Committee Guidelines.

APPENDIX A

List of clubs that the Department of Recreational Sports will support

Baseball

Men's and Women's Basketball

Bowling

Crew

Cricket

Cycling

Fencing

Field Hockey

Golf

Ice Hockey

Men's and Women's Lacrosse

Men's and Women's Rugby

Men's and Women's Soccer

Men's and Women's Tennis

Men's and Women's Volleyball

Running

Swimming

Triathlon

Softball

Whitewater

Judo

Racquetball/Squash

Handball

Table Tennis

Badminton

Ultimate Frisbee

APPENDIX B

Constitution Template

APPENDIX C

Budget Request Form