

Siena College Women's Club Soccer Team

Club Budget Code: 5sc682

18 November 2018

1 Name

Siena College Women's Club Soccer Team

2 Purpose

The purpose of this club is:

1. To provide a competitive team for Women at Siena College to play soccer against surrounding club teams.
2. To get more people involved on campus in a healthy and fun way. Because being a part of a team or club helps build healthy relationships and good self esteem.
3. To make new friends with similar interests.

3 Membership

-All members of the Siena College student community interested in competing in a competitive women's soccer league may be eligible to join. There will be tryouts in the Spring for the following fall season.

-Playing time will be based off practice attendance and commitment shown.

-Membership can be suspended/terminated if a player fails to meet the club expectations. This will be decided by the officers with approval of the coach.

-**NOTE: Not all players must receive equal playing time. All eligible Siena students have the opportunity to try-out for the team and must be allowed to practice if they pass try-outs, but they are not guaranteed playing time.

4 Officers

The officers shall be PRESIDENT, VICE PRESIDENT, SECRETARY, AND TREASURER.

1. ALL OFFICERS will complete Risk Management Training when it is sent via email from the Student Life Compliance Officer.
2. The PRESIDENT shall preside at the official meetings/practices and decide policy subject to approval by majority of club membership. The following jobs are to be performed by the PRESIDENT:
 - (a) AFTER EACH game, the PRESIDENT will submit the score to the league through www.imleagues.com. **This is to be done NO LATER THAN TWO(2) DAYS after the game.
 - (b) The PRESIDENT will also be in charge of keeping the club information up-to-date online at www.saintsconnect.siena.edu.
 - (c) The PRESIDENT will communicate all events to the team.
 - (d) The PRESIDENT will reserve field space for games and practices, and will reserve rooms for meetings.
 - (e) The PRESIDENT is required to complete the club training each semester.
 - (f) The PRESIDENT with aid from the VICE PRESIDENT will organize all elections for the club.
3. There will be a VICE PRESIDENT and together, the PRESIDENT and VICE PRESIDENT will be the CAPTAINS. The following jobs are to be performed by the VICE PRESIDENT:
 - (a) The VICE PRESIDENT with aid from the PRESIDENT shall be in charge of scheduling all games by contacting other club captains in our region. The VICE PRESIDENT will then submit the schedule to www.imleagues.com.
 - (b) The VICE PRESIDENT will be in charge of submitting travel forms on www.saintsconnect.siena.edu. These must be submitted AT LEAST 5 days in advance.
 - (c) The VICE PRESIDENT will help the PRESIDENT organize elections.
4. CAPTAINS
 - (a) When there is no coach, the CAPTAINS will collaborate and run all practices.
5. The SECRETARY will be in charge of the following tasks:
 - (a) Reserving transportation for games AS EARLY AS POSSIBLE. For use of Siena vehicles, the SECRETARY will email Siena Transportation at transportation@siena.edu
 - (b) The SECRETARY will complete event forms for all practices and all games.

- (c) The SECRETARY is responsible for registering the team each SPRING for the following fall season. The secretary should check with the TREASURER to make sure the league fee is paid on time.
 - (d) The SECRETARY will ensure we have a medical kit and ice packs for each home game.
 - (e) The SECRETARY with help from the VICE PRESIDENT will reserve referees for each home game through www.imleagues.com.
6. The TREASURER will be in charge of the following tasks:
- (a) All financial matter including transaction of club funds, and collection of fees and dues.
 - (b) When fundraisers are being planned by the club, it shall be the responsibility of the TREASURER to fill out the fundraiser request form(s) and submit fundraiser request form(s) to the Student Senate Treasurer for Budget Allocation Committee review and approval at least two weeks in advance of the proposed fundraiser.
 - (c) The TREASURER will also be in charge of collecting money for team uniforms and other apparel when it is ordered and necessary.
 - (d) When using money from our club fund provided by the school for gas, paying for buses, or paying referees, the TREASURER will get the money from the account at least two weeks in advance in cooperation with the school policy.
 - (e) The TREASURER will also contact BAC, (Budget Allocation Committee), the Sunday before the scheduled meeting in April each year to propose the following year's budget, and make sure that the league fee is paid on-time, (around the same time the league registration form is due in March or April).
 - (f) When new equipment or jerseys are being ordered, the TREASURER must be notified to ensure that the budget allows for such purchases. The TREASURER is also required to attend club training each semester. The club budget code is 5sc682.
7. THE OFFICERS shall hold office for 1-2 years with elections taking place at the end of the fall season.
8. Resignations must be submitted in writing 2 WEEKS IN ADVANCE. If an officer resigns or is impeached, an election will take place for that position.
9. IMPEACHMENT: 2/3 of the members must sign a petition and receive approval from the coach and the director of student activities.

5 Elections

The current team, seniors included, will vote for the new OFFICERS. The list of candidates will be presented by the CAPTAINS.

6 Meetings

Meetings will take place in a reserved classroom, while practices will be on an available field at Siena College at times set-up by the CAPTAINS based on dates and times when fields are available. There will be a MINIMUM of TWO practices each week while the team is in season, (end of August to mid-October). Special meetings may be called by any member of the club's Executive Board or coach/advisor. Games will take place at Siena College, (when space is available), or at other schools at which we are instructed by NIRSA to play.

7 Organizational Procedures

General Procedures: The general operating rules and procedures established by Student Senate and/or the Budget Allocation Committee for all clubs/organizations shall apply. Either the PRESIDENT or VICE-PRESIDENT will publish a report summarizing its own work and activity annually.

8 Fees and Dues

The Executive Board may charge dues as they see fit, with the success of the club and its members in mind. Fees and dues may be used toward equipment, apparel, or travel costs.

9 Advisor

The Siena College Women's Club Soccer Team shall be represented by whoever the coach/advisor of the team is at the time. Their responsibility is to ensure and enforce the continuation of the purpose and policies of this club and to act as consultant in policy matters. The advisor will work with the PRESIDENT on all decisions for the club. The coach/advisor is also to be the one to determine if the 30-30 rule for lightning during outdoor games and practices needs to be applied based on weather conditions. The coach/advisor shall attend games, (home and away), and practices. The coach/advisor will also complete training as directed by Student Activities.

10 By-Laws

Hazing of any kind is strictly prohibited by or to any members of the Siena Women's Soccer Club. The By-Laws will be amended by a simple majority, 2/3 majority, vote.

11 Ammendment Procedure For This Constitution

Amendments shall be submitted in writing and signed by five members of the club. 2/3 of the club membership must approve.

12 Dissolution

All club members must sign and submit a petition to the Student Senate for the dissolution of the club. The decision must be unanimous. If this organization is inactive for one year, a new constitution must be drawn up and the normal approval procedure for any club must be followed.

13 Ratification

Constitutions are effective when ratified by the Student Senate. Amendments are effective with the ratification of the Student Senate.

14 Effective Date

This Constitution is approved by members on: Fall 2018
Student Senate Ratification on:

15 Renewal Date

This Constitution will be reviewed and renewed by the CCMC every three years by contacting the Senate Vice-President.
Next Renewal Date: Fall 2021