

RECREATION CLUB COUNCIL (RCC)

University of Southern California
Recreational Sports
Los Angeles, Calif. 90089-2500
Approved:
RCC President: Joshua Chung

CONSTITUTION

ARTICLE I- NAME

Section 1- The name of this organization shall be the University of Southern California Recreation Club Council; hereinafter called the RCC.

ARTICLE II- PURPOSE, POWER, AND SCOPE

Section 1- The RCC shall coordinate the activities of and allocate money to student organizations and programs within the USC Club Sports Program, which are recognized annually by—Office of Campus Activities.

Section 2- The RCC shall be empowered to represent the collective interest of the Club Sports Program at this University. The RCC shall work to promote the Club Sport Program and assist, in cooperation with the Office of Campus Activities and the Recreational Sports Office, with the establishment of policies and procedures for operation of these programs. The RCC will also promote the concept of “fair play” in competition.

Section 3- All activities of the RCC shall be both legal and non-profit in nature.

Section 4- The RCC and all of its constituent clubs, teams, and members are required to adhere to all state, federal and university laws, guidelines, standards and/or policies. In an effort to follow SCampus Part G: Recognized Student Organizations, RCC clubs, programs and teams reserve the right to deny or revoke membership to individuals in violation of university rules and regulations, including but not limited to those covered in the SCampus Part B: University Student Conduct Code, Section 11: Behavior Violating University Standards and Appropriate Sanctions. Any violation of these university laws, guidelines, standards and/or policies is eligible for review by the Club Sports Coordinator and the RCC Executive Board.

Section 5- RCC clubs, members and teams will not use “any act that intimidates or threatens a student, staff or faculty member because of his/her intending to file, filing and/or proceeding with a police, USC Department of Public Safety or Student Conduct incident report or review.” SCampus Part B, Section 11.55

Section 6- All members of RCC clubs shall be required to adhere to all rules and regulations outlined in the Trojan Integrity and Conduct Code for Club Sport Athletes (established 2006) regarding sexual misconduct, alcohol and drug abuse, and hazing, a copy of which must be electronically signed by all athletes on Fusion Club before the athlete’s first practice.

Section 7- Members of RCC Clubs who are on academic probation according to the “Academic Policies” Section of the USC Catalogue are not eligible to participate in Club competitions or practice sessions until deemed eligible by the University.

ARTICLE III- ORGANIZATIONAL MEMBERSHIP

- Section 1-** The membership of the RCC shall be comprised of all clubs recognized by the Office of Campus Activities, which meets the membership requirements of the RCC, the approval of the Coordinator, Club Sports and USC Risk Management.
- Section 2-** The RCC shall be comprised of student representatives from each of the recognized clubs. Student representatives to the RCC must meet the eligibility requirements set forth by the constitution of each individual club sport in which they are affiliated. Also, all student representatives to the RCC must be making progress toward their degrees. All students must abide by the University of Southern California Equal Opportunity, Affirmative Action and Non-Discrimination Policy.
- Section 3-** All returning member clubs must meet the following criteria on an annual basis to maintain membership in good standing with the RCC:
- A. Recognition by the Office of Campus Activities as a student organization. Failure to do so will result in funding being rescinded for the semester and/or suspension from use of on-campus facilities as deemed appropriate by the RCC Executive Board.
 - B. Submission and review of a written constitution and by-laws in accordance with the Office of Campus Activities guidelines. This document shall include, but not be limited to the following items:
 - 1. Statement of purpose and objectives.
 - 2. Membership requirements (should include USC Nondiscrimination Policy).
 - 3. Clause stating that the organization shall not be in violation of any University policies.
 - 4. Procedure for maintaining continuity - established officer election dates.
 - 5. Officers and their duties and responsibilities.
 - 6. Provision for selection of representatives to the RCC.
 - C. **Affiliation with a Local or National Governing Body**
Clubs must be active members of a recognized governing body relevant to their sport or activity. This is essential for:
 - 1. Risk management and adherence to industry safety standards
 - 2. Competitive legitimacy and structured opportunities for play
 - 3. Access to liability protection, insurance, and potential funding
 - D. **Competitive Representation of USC**
Clubs must actively represent USC in organized competitions at the local, regional, or national level. While we value all forms of recreation, the RCC's primary focus is to support teams that compete and contribute to the broader visibility of USC Club Sports
 - E. A roster of club members - this roster must be kept updated on Fusion Club (or similar registration platform at all times). Violations of this rule may be grounds for disciplinary actions as determined by the RCC Executive Board. No player may participate in any club activity without signing and completing an online or hard copy waiver.
 - F. **Annual Review Process**
Each club's membership status will be reviewed annually to ensure compliance with these criteria. The Recreational Sports team will review all RCC recommendations and make final determinations.

- Section 4-** Any new club seeking membership must meet the following for membership into the RCC:
- A. All new clubs seeking membership must meet with the President of the Executive Board and the Club Sports Coordinator to discuss viability for entrance into the RCC.
 - B. All new clubs seeking membership must adhere and show evidence of complying with all sections of the RCC Constitution.
 - C. All new clubs must be approved by two-thirds (2/3) of the voting Membership of the RCC at a regularly scheduled meeting.
 - D. Funding for a new club is nothing for the first semester. New clubs are eligible to apply for funds the following semester. If granted, these funds will be allocated from the RCC contingency account.
 - E. Any club that has been denied membership to the RCC may appeal to the Coordinator, Club Sports. [See Appendix for appeal process].
 - F. All new clubs will automatically be placed in Tier IV for the first [academic] year.. At the end of the academic year in which they join, tier placement will be determined by the RCC Executive Board and by application-
- Section 5-** RCC clubs **must** send a representative to attend all meetings in accordance with the RCC Tier system requirements. These members are eligible to vote on any issues affecting the RCC at meetings and elections, and may hold office. See Article VIII for more meeting requirements.
- Section 6-** The number of clubs in the RCC shall not be limited.
- Section 7-** Any club or club member may be expelled from the RCC by two-thirds (2/3) affirmative vote of the membership [or a decision from the Director of Recreational Sports] for willful or negligent actions seriously detrimental to the organization, and for violation of any policy set in accordance with the constitution and/or bylaws of the RCC. Any expulsion may be appealed to the RCC Executive Board. The Club Sports Coordinator shall reserve the right to uphold or reverse any decisions made by the RCC Executive Board. Until the appeal is decided, the expelled club or club member shall not enjoy the rights or privileges of membership.[[Reference to the Appendix]. Upon expulsion, clubs must then reapply to the RCC as if they were a new club. This includes following the guidelines for new clubs applying to the RCC.
- Section 8-** In the case of a violation of any University, Rec Sports, or RCC rules, regulations, or deadlines, the Club Sports Coordinator and the RCC Executive Board may issue terms of probation and suspension.
- Section 9-** In the case of appealing probationary or suspension status as given by any of the following: the RCC Executive Board, the Assistant Director of Recreational Club Sports, the Club Sports Coordinator, or the Director of Club Sports, any club may formally appeal with a written appeal emailed to the RCC Executive Board and the Club Sports Coordinator. Upon receiving the appeal, the President will form a committee including but not limited to, the RCC Executive Board, the Club Sports Coordinator, the Director of Recreational Sports, and other Club Presidents in good standing with the RCC, as deemed appropriate by the RCC President. The committee will hear the club's appeal and will decide to uphold, modify, or lift the probation or suspension. Suspended clubs returning to the RCC may do so upon meeting the terms set forth in their suspension memorandum, which can be sent by the Club Sports Coordinator, the Director of Recreational Sports, the Assistant Director of Recreational Sports, and the RCC Executive Board.
- Section 10-** Any disciplinary action, including but not limited to probation or suspension of a club or club member, may be made at any point in time by the Director of Recreational Sports.

- Section 11-** In the case of an unanticipated or unoutlined circumstance, the RCC Executive Board and the Club Sports Coordinator reserve the right to review the circumstantial details and maintain jurisdiction over the club.
- Section 12-** RCC clubs shall be placed into one of four tiers outlined as follows:
- A. Tier I. Nationally/Regionally Competitive
 - B. Tier II. Locally Competitive
 - C. Tier III. Recreational/Instructional
 - D. Tier IV. Probationary (intended for new teams/no funding for 1st semester) (reference to tier structure document).

ARTICLE IV- FINANCES AND ASSETS

- Section 1-** The funding from the RCC is an allocation from the USG and GSG. The student government Senates allocate the money to the RCC in two lump sums of equal value. At the beginning of the fall semester, the RCC can access half (1/2) of the total allocation. The remaining amount becomes available at the beginning of the spring semester.
- Section 2-** The RCC shall require all clubs to submit a balanced budget proposal in the fall for review. All clubs must also submit a balanced budget proposal in the spring for allocation consideration for the following fiscal year. Failure to submit a spring budget will automatically lead to zero funding for the following academic year.
- Section 3-** The RCC Executive Board will determine the allotment for each club and the allotment will be determined by the completion of a budget proposal, amount of fundraising (actual dollars to date), by Tier, club needs, availability of funds, prior attendance and other demonstrable traits. Contingency funding will be allocated to RCC clubs by the Executive Board, as deemed appropriate.
- Section 4-** The Office of Campus Activities shall serve as the governing set of rules and regulations for policies and procedures for all financial transactions regarding student organizations recognized under the RCC. RCC members do reserve the right to establish accounts through the USC Credit Union provided all rules and regulations of the USC Credit Union and USC Recreational Sports are followed. The USC Credit Union is the only financial institution that may be used for club sports funds.
- Section 5-** All financial commitments, including purchase orders and purchase requisitions must be approved by the Club sports Coordinator and/or the RCC President. Clubs may not enter into any contract or agreement without the approval of USC Recreational Sports.
- Section 6-** It is expected that all clubs fundraise a minimum of 100% of their budget allocation annually to supplement the budget and demonstrate that the organization is willing to work to support itself. If fund-raising of the 100%-is not completed by the budget hearings for the next year, the difference will be automatically cut from the current year's budget to establish next year's budget allocation. Dues are considered fundraising dollars.
- Section 7-** If a club wishes to request contingency funding, tier change or a higher budget allocation, the club's fundraising total will factor heavily in the RCC Executive Board's willingness to grant more club funds. No club may request additional funding if they have not demonstrated independent commitment to generate their own income.

Section 8- Attendance at regularly announced RCC meetings may be used for any funding considerations.

ARTICLE V- SPECIFIC FUNDING PROVISIONS

Section 1- Equipment belonging to USC or under the jurisdiction of USC may be maintained or repaired out of the RCC contingency account.

Section 2- First Aid kits will be provided by the RCC and should be present at every competition or scheduled practice. Kits will be purchased and maintained out of the RCC contingency account.

Section 4- The Club Sports Coordinator will have the final authority to accept or deny any financial request for reimbursement.

Section 5- Coaches' salaries, individual instructors, and lessons will not be funded through RCC allocated funds.

Section 7- Each RCC club may be allowed to request additional funds, known as contingency funding, for the purpose of advancement to a regional, national and/or state race, meet or competition or any unexpected and unbudgeted expense. This allocation will be from unused or revoked funds from other clubs in the RCC. The allocation of these funds will be given with the approval and review of the RCC Executive Board. A club in need of these funds will apply directly to the RCC Executive Board. All clubs in good standing are eligible regardless of previously acquired funding. Clubs who are in their first semester of membership within the RCC are not eligible to apply for contingency funding.

ARTICLE VI- OFFICERS

Section 1- The RCC Executive Board shall consist of the President, and a maximum of five (5) additional Executive Board officers. A maximum of two (2) members from one (1) club can serve as Executive Board officers. The Coordinator of Club Sports shall serve as advisor and as an ex-officio Executive Board member in a non-voting capacity. No person on academic or disciplinary probation may serve as an Executive Board officer. Each officer is entitled to one (1) full-vote for any voting decisions made by the Executive Board.

Section 2- All officers and candidates for office must be currently enrolled USC students making progress toward their degree(s).

Section 3- The RCC President shall be paid a stipend from the RCC account equivalent to one unit of university credit per semester. This stipend will be paid in an hourly rate throughout the semester. It will be calculated based off of the number of hours the RCC President works for a minimum of eight (8) hours and a maximum of twelve (12) hours per week.

Section 4- The President shall be the external representative of the RCC, shall provide overall direction, shall preside over all Executive Board and member meetings, and shall approve all financial commitments.

Section 5- The Executive Board shall oversee all financial transactions of the RCC, shall maintain up-to-date records of the financial state, and shall assist in the approval of all financial commitments. The Executive Board shall keep and allocate all non-financial records (including inventory and space/field concerns) of the RCC and be responsible for taking minutes at all RCC meetings.

Section 6- All Executive Board officers shall serve a term of one (1) year ending annually on the first day of May. Vacancies in offices shall be filled immediately by and from the RCC. Any officer may re-apply for office and serve additional terms.

Section 7 Any Executive Board officer may be removed for failure to perform duties or for violations of the membership criteria by two-thirds (2/3) majority vote of the RCC voting membership.

ARTICLE VII- NOMINATIONS AND ELECTIONS

Section 1- Elections for RCC Executive Board officers shall take place annually in March or whenever a vacancy occurs. All voting members must be sent a list of candidates for office at least one (1) week in advance, with the time and place of voting, unless the members waive this privilege by two-thirds (2/3) vote at any regular scheduled meeting.

Section 2- Nominations for all officers will be taken from the floor or via email with the RCC President after the announcement of an election or vacancy. Any member may nominate any other eligible member, including him or herself for an Executive Board officer position any time up until one (1) week before elections take place.

Section 3- Simple majorities vote of quorum present at a regularly scheduled meeting will be sufficient to elect an Executive Board officer. All voting shall be by secret ballot. The six (6) members who receive the most votes shall be named the new Executive Board. The votes shall be counted by an Executive Board Member who will not be reapplying for their seat.

Section 4- If necessary, the President shall be elected by and from the newly elected Executive Board. A simple majority will be sufficient. In the case where more than two Executive Board members wish to run for the position of President, there will be multiple rounds of voting. Candidates are not eligible to vote. The candidate with the least number of votes will be removed from the running and another round of voting will commence with the remaining candidates. In the case of a tie, the Club Sports Coordinator will serve as the tie-breaker.

ARTICLE VIII- MEETINGS

Section 1- The RCC shall meet in regular session at least once a month during the normal academic year. Notification of all meetings shall be emailed to the RCC membership at least one week prior to the meeting or by announcement at the previous meeting. Special meetings may be held more frequently if deemed necessary by the Club Sports Coordinator the RCC President and/or by a petition of one-third (1/3) of the member clubs.

Section 2- It is mandatory that each RCC team be represented at all RCC meetings. based on tier requirements.

Section 3- If a club is not in attendance at an RCC meeting, they are required to meet with the RCC President within one calendar week of the missed meeting.

Section 4- Clubs exceeding one (1) excused or unexcused absences beyond their tier allotment must meet with the Club Sports Coordinator. The Club Sports Coordinator, in conjunction with the RCC Executive Board, reserves the right to change a Club's tier, fine, suspend or place any club violating the meeting requirement on probation or suspension.

ARTICLE IX- ADVISORS

Section 1- As a recognized student organization at USC, each RCC club is required to have an advisor. The advisor of all RCC clubs will be the Club Sports Coordinator.

ARTICLE X- QUORUM

Section 1- The minimum number of clubs who must be present to conduct business legally shall be one-half (50) percent. Each team in good standing of the RCC will have one (1) vote.

ARTICLE XI- METHOD OF AMENDMENT

All amendments to this constitution shall require at least two-thirds (2/3) affirmative vote of the entire present membership; shall be proposed and voted upon at one regular meeting. There shall be an exception for any amendment proposed and deemed necessary for Club Sports by the Director of Recreational Club Sports-such amendments shall take immediate effect, without a vote.