

Constitution for the Badminton Club at Virginia Commonwealth University

Article I. Name of the Organization

The name of the organization shall permanently be “Badminton Club at Virginia Commonwealth University”.

We abide by all Virginia Commonwealth University and Recreational Sports policies as well as the laws of the State and Federal Government

Article II. Mission Statement

- To promote the competitive play of badminton at VCU
- To recruit individuals who want to learn and compete at a higher level than high school play
- To have good sportsmanship with other teams/competitive players
- To successfully host home tournaments
- To successfully create a team environment for all individuals to join

Article III. Memberships

Section One: Requirements

Each individual member must be affiliated as either an undergraduate, graduate, or faculty member of Virginia Commonwealth University. To use item(s) purchased by club funds, the member is required to have paid the association fee to the university. All members must be in good academic standing with at least a 2.0 GPA per semester.

Section Two: Termination of Membership

A member of Badminton Club at VCU may be removed from the club if they are guilty of the following violations:

1. Unsportsmanlike conduct to other club individuals or other teams
2. In violation of the VCU Honor Code
3. Failure to meet academic requirements
4. Failure to pay club membership dues by requested date/late date

Section Three: Membership Dues

Each member will have to pay one fee of \$25 for the semester. All membership dues are expected **one week** after practices start. Dues are reduced near the end of the semester for newer

members. These dues will go toward practice supplies for our members, tournament and club t-shirts, birdies and rackets. A \$3 guest fee per practice for non-club members after the dues are due. The Treasurer, James Ho, and President, Lanney Le, are responsible for maintaining the off campus bank account.

Section Four: E-Board Dues

Membership dues per semester are waived for the President, Vice President, Treasurer, Historian, General Officers, and Risk Management Officers (RMO's) will have half their dues waived due to the work put into keeping the club running in good standing.

Article IV: Club Organization

This recreational sports club will be primarily run by the President, Vice President, and Treasurer. Historians, General Officers, and Risk Management Officers will help the E-board members run the club and learn more about each of the E-board positions. Risk Management Officers will be present at every practice for any emergencies and help the E-board members run the club. The club will consist of both non-travelling and traveling members.

Article V: Club Officer Duties

Overall E-board duties, E-board must attend events such as Recs Sports night, SOVO Fair, club meetings, first general body meeting, practices, etc. E-board members must notify the president directly in advance of the event. Absences will be excused for illness, emergency/family emergency, appointment, court, work that cannot be rescheduled, classes, exam on the next day, and no transportation. If failure to notify or give an invalid excuse, will lead to a warning. As well as, club officers must attend all club meetings (unless valid excuse above) which are held once every 3 weeks per semester. As well as, must attend mandatory training sessions and follow through officer's requirements to ensure successful operation of the club.

Section One: Presidential Duties

- Register the club before each semester with RamsConnect
- Oversee all club operations (meetings, practice, tournaments, etc.)
- Run club meetings
- Communication/Liaison with Sport Club Office
- Run practices
- Report potential violations to proper authorities and AD-SC
- Must post to Event Recap to RecSports Club Officer page after each tournament (If VP does not)
- May only miss one tournament per school year
- Booking Hotels and overseeing registration of players at away tournaments

- VCU Open Operations alongside Vice President
- Contacting vendors (tournament t-shirts, collegiate, etc.)
- Work alongside the Treasurer to manage money and spending
- Guide, assign tasks, and teach all of the interns for a potential next year board
- Conducting regular meetings with their clubs so that all club members can be a part of the club decision making process and be the final decision maker regarding towards any decision making
- Ensuring that all club documentation is submitted in a timely manner
- Informing club officers and club members of the policies and procedures in the Sport Club Handbook, and ensuring that the club complies with these policies and procedures
- Informing the general officers of the routine guidelines for club operation and informing this individual of the policies and procedures of the Recreation Sports Department
- Assisting other club officers with their duties as needed and ensuring that all club officers are fulfilling their duties as outlined in the club constitution
- Maintaining regular contact with the Sport Club Administration
- Contacting other institutions and clubs to provide playing opportunities for the club
- Ensuring that club equipment and facilities are being used appropriately
- Submitting lineup, payment, and roster for collegiate

Section Two: Vice Presidential Duties

- Duties are assigned along the school year from the President
- Submit the travel roster for each tournament no later than two weeks before the tournament date alongside President
- In charge of amending and rewriting the constitution per approval from the rest of the E-Board.
- Must post Event Recap to RecSports Club Officer page after each tournament (If President does not)
- May only miss one tournament per school year
- Contact other clubs to create and enhance bond between clubs
- Contact vendors and manage equipment (club-tshirts, plastic birdies, etc.)
- Finding and operating volunteer opportunities with Treasurer
- Representing the club in the President's absence
- Run VCU Open tournament with the E-board and the general officers
- Book hotels for tournaments alongside the President
- Work along with general officers for managing social media, flyers, and marketing

- Finding community service opportunities with the President for the club

Section Three: Treasurer Duties

- Oversee all financial duties of the Badminton Club at VCU
- Has access to the outside bank account
- Submit all reimbursements within a 10 day period to the sport club office
- Keep track of all paid local/travelling members
 - Must keep a shared google sheet in the Badminton Google Drive with dates and amounts that each member has paid.
 - Must be able to verify that all membership dues money acquired has been placed into the Badminton Club @ VCU bank account
- Must regularly transfer PayPal and Venmo money into bank account (Since there is a limit to how much you can per month)
- Must attend over half the tournaments in the school year
- Must fully complete the financial request form
- Creating and generating fundraising and sponsorship opportunities for the club
- Gaining the approval of the Sport Club Coordinator before utilizing any club funds
- Preparing the “Budget Allocation Request” at the end of the Spring Semester
- Ensuring that all club funds are spent on approved club related expenditures

Section Four: Historian Duties

- Aid the Vice President with social media
- Must take pictures at social events, practices, tournaments, etc.
- In charge of recruiting new members and be a leader for new members
- Help run both recreational and travel practices
- Help Treasurer to create fundraising opportunities for the club
- Work along with each officer to learn about each position for the future E-board.
- Help plan club events for the semester

Section Five: General Officers Duties

- In charge of recruiting new members and be a leader for new members
- Work along vice president for managing social media, flyers, and marketing
- Help run both recreational and travel practices
- Help Treasurer to create fundraising opportunities for the club
- Work along with each officer to learn about each position for the future E-board.
- Help plan club events for the semester

Section Six: Risk Management Officers Duties

- Must be CPR/FA/AED certified through American Red Cross (in-person or online blended class)
- Must be present at every practice
- In charge of recruiting new members and be a leader for new members
- Help run both recreational and travel practices
- Help Treasurer to create fundraising opportunities for the club
- Work along with each officer to learn about each position for the future E-board.
- Help plan club events for the semester

Article VI: Elections/ Impeachment

Section One: Elections

An election for an officer position will be held each year. Elections are open to only club members who have paid their dues. An individual interested in being elected will submit a brief statement to either the President or Vice President of why they deserve their wanted position and the statement will be posted to a google poll and/or paper ballot where all paid members may vote anonymously.

Section Two: Re-Election

An officer may keep their position as long as they have fulfilled their duties and have the academic requirement of a 2.5 GPA. There will be no reelection for the E-board positions in the 2022-2023 school year if the current member stepped down or impeached.

- If the President is impeached or steps down, the Vice President will take over as the new President. And a General Officer will take over as Vice President.
- If the Vice President or Treasurer is impeached or steps down, the most-fitting General Officer will assume the necessary position.

Section Three: Election Requirements

- **President:** A member wishing to run for President of the club must have been on the E-Board or General Officer prior. Members will not be considered on the ballot if they have not been an officer of the club before. Members have to be aware of the time commitment and duties that the position requires.
- **Vice President:** A member wishing to run for Vice president of the club must have been a travel member and be aware of the time commitment and duties that the position requires. Members must be a paid member prior to running for this officer position.

- **Treasurer:** A member wishing to run for Treasurer of the club must be a travel member and aware of the time commitment and duties that the position requires. This member must be a paid member prior to running for this officer position.
- **Historian:** A member wishing to run for Historian of the club must be aware of the time commitment and duties that the position requires. This member must be a paid member prior to running for this officer position.
- **E-Board General Officer:** A member wishing to run for E-Board General Officer of the club must be aware of the time commitment and duties that the position requires. This member must be a paid member prior to running for an officer position.
- **Risk Management Officer:** A member wishing to run for Risk Management Officer of the club must be aware of the time commitment and duties that the position requires. This member must be a paid member prior to running for an officer position.

Section Four: Impeachment of E-board member

An existing E-board member may be removed from their position if the following occur:

1. At least two officers agree to remove the officer under review.
2. A three strike system: if an E-board member does not fulfill their duties, the E-board member will receive a strike as a warning. If an E-board member has received the third strike, majority of the E-board members will have to attest to remove the E-board member
3. Unsportsmanlike conduct towards other members and other schools
4. In violation of the VCU Honor Code
5. Unable to make the academic GPA requirement

Article VII: VCU Club Handbook Policies

Non-Discrimination Policy

The Virginia Commonwealth University Sport Club Program operates in accordance with all Federal and State regulations requiring non-discrimination on the basis of age, sex, race, religion, ethnicity, national origin, sexual orientation, socio-economic status, or handicap membership. All Sport Club participants must be affiliated with Virginia Commonwealth University as students, faculty, or staff members.

Alcohol and Drug Policy

The VCU Sport Club Program's policy on the consumption of alcohol and/or drugs is as follows: There will be no consumption of alcoholic beverages (regardless of the participant's age) during any university or club sponsored events such as practices, competitions, travel to other sporting venues, fundraisers, banquets and so on. There will be no consumption of non-prescribed drugs, performance enhancing drugs, or any other substances that might be dangerous or detrimental to the participant's health, or performance as a member of the organization.

Club Officers have an obligation to report all violations, especially those involving alcohol and/or drugs. Any deviation of this policy will result in immediate sanctions from the Sport Club Administration, and further actions may be taken.

Hazing Policy

The Sport Club Program has a **zero tolerance** policy for hazing. The VCU Student Code of Conduct defines hazing as *"Subjecting a person(s) to any mental or physical requirement, request, or obligation that could cause discomfort, pain, fright, disgrace, injury, that is personally degrading, or that violates any federal, state, or local statute or University policy; the willingness of the individual to participate in such activity notwithstanding."*

Conduct Policies

All Sport Club members are expected to function in a mature and responsible manner both on and off campus in all club related activities. Furthermore, they are expected to act in accordance with all policies set forth by the following institutional documents:

- The bylaws of their club's constitution
 - Available in the Structured Sports Office
- The [VCU Student Code of Conduct](#)
- The [VCU Student Organization Requirements](#)
- The VCU Sport Club Handbook
- Local ordinances
- The laws of both the state and federal government

Conduct Violations

Any Sport Club participant/organization may face disciplinary action for inappropriate behavior while participating in any club related activities. Disciplinary action may result in loss of recognition as a Sport Club, as well as further disciplinary action if deemed necessary, including referral to the Office of Student Conduct and Academic Integrity and/or prosecution.

Acts that may cause a club or participant to be sanctioned include, but are not limited to, the following:

1. Inappropriate conduct or actions while participating in any club related activities. Some examples of such behavior include, but are not limited to, damaging private or public property, misusing equipment or club funds, putting the lives of others in danger by driving unsafely while on club trips, and being financially irresponsible.
2. Club members participating in an inappropriate activity that violates any of the policies set forth by: their club's constitution, the VCU Student Handbook, the VCU Student Organization Handbook, local ordinances, and/or state or federal law. Including, but not limited to the following examples of misconduct:
 - a. Physical harm or threat of physical harm to any person(s), including but not limited to assault, sexual abuse, or other forms of physical abuse.
 - b. Physical, verbal, or written harassment or conduct that threatens the mental or physical health or safety of any individual(s).
 - c. An alleged violation engaged in by individual members that was sanctioned, encouraged, or approved by the organization itself.
3. Delinquency when turning in forms, requests, reports, equipment, etc. Delinquency in attending practices/events that must be supervised by Sport Club staff.
4. The presence of alcohol at any event involving the club including, but not limited to competitions, practices, fundraisers, and banquets.
5. Operating without the permission or approval of the Sport Club staff.

Misconduct Sanctions

A violation of conduct policies outlined in this handbook and the other documents listed in the "Conduct Policies" section of this handbook could result in the sanctions listed below. However, the Recreational Sports Department and VCU reserves the right to enforce other sanctions depending upon the severity and prevalence of the violation(s). Additionally, individuals who receive disciplinary action from Cary Street Gym, MCV, Intramurals, and/or another division of Recreational Sports may also receive disciplinary action from Sport Clubs. For example, if you are removed from Cary Street Gym for fighting, then you may be suspended from Sport Club participation as well.

- **Formal Reprimand**
 - A formal warning that can be issued to document the violation and immediate sanction, as well as the resulting further sanctions for continued violations. It will be kept on file by the Sport Club Program as formal documentation that a club/participant's behavior/actions are unacceptable.
- **Probation**

- Generally, clubs/participants who continually violate conduct policies or violate a more serious policy (the presence of alcohol at a club event) will be placed on probation. A club/participant being on probation represents a change in status between good and suspended. Clubs on probation are not eligible for Allocation Funds. Clubs/participants may lose their travel or other privileges depending upon the violation.
- Probationary periods can last from one semester to indefinitely.
- **Remedial/Educational**
 - Certain violations may result in remedial or educational sanctions being enforced. Such sanctions could include, but are not limited to: community service, loss of practice time or loss of Allocation Funds.
- **Suspension**
 - This action would be reserved for those who violate a more serious conduct policy or for repeat offenders (clubs/participants on probation). Clubs/participants who are suspended must immediately cease all club activities, and they will remain inactive for the length of the suspension.
 - Suspension periods can last from one semester to indefinitely.
- **Referral to the Office of Student Conduct and Academic Integrity**
 - For those actions deemed very severe (possession of alcohol/drugs, assault, etc.) and/or violate VCU policies as outlined in the Student Handbook, the club/participant may be referred to the Office of Student Conduct and Academic Integrity to receive punishment from the university that could include, but are not limited to, probation or suspension from the university.
- **Prosecution**
 - For acts that violate state/federal laws (the misappropriation of club funds, assault, possession of alcohol by a minor, etc.), the proper authorities will be notified to deal with the situation appropriately.

***Any club member who is under investigation by the the Office of Student Conduct and Academic Integrity for any reason may not participate in any club related activity until they have been cleared by Office of Student Conduct and Academic Integrity ***

Discipline Process

When a club/participant is in violation of any “Conduct Policies,” that participant or a club representative must go through the discipline process as outlined below:

1. All participants and/or club representatives must meet or attempt to meet with the appropriate Sport Club staff member within 48 hours/two business days (Monday - Friday 8:00 a.m. – 4:30 p.m.) of the incident.
 - After this initial meeting with the appropriate Sport Club staff member, the participant(s) must submit a typed written letter of reinstatement outlining the events surrounding the incident, the club/individual's actions that led to the incident, and assurances as to how this type of behavior will be avoided in the future. This letter must be submitted within 48 hours/two business days (Monday – Friday, 8:00 a.m. – 4:30 p.m.) of the initial meeting with the appropriate Sport Club staff member. If this letter is not submitted to the Sport Club Program, the participant/club will be suspended indefinitely.
 - Subject to referral to Office of Student Conduct and Academic Integrity if the club/individual violated a policy of the VCU Student Handbook.
 - Subject to referral to local/federal law enforcement officials if the club/individual violated a state/federal law.
 - All participants who have violated a “Conduct Policy” must satisfy all of the above criteria before they can be reinstated.

The Sport Club Program at Virginia Commonwealth University has three status levels for its various clubs that reflect disciplinary sanctions and affect funding, practice times, travel privileges, and other club activities. Those club status levels are as follows:

- **Good Standing**
 - Clubs with this status indicator are fully eligible for all the rights and privileges of Sport Clubs at Virginia Commonwealth University. These clubs have committed no violations that were either deemed serious enough or happened prevalently enough to affect these privileges.
- **Probation**
 - Clubs with this status indicator have been placed on restriction for an amount of time determined by the Sport Club Administration. These clubs may lose or have their allocation funds frozen as well as have other restrictions placed on them as deemed necessary by the Sport Club Administration. Further violations while on probation may result in that club being suspended from the VCU Sport Club Program.
- **Suspension**
 - Clubs with this status indicator have been suspended from all club activities connected to Virginia Commonwealth University and the Recreation Sports Department for an amount of time determined by the Sport Club Administration. These clubs must cease all activity for the amount of time determined by the Sport

Club Administration, and they will forfeit all club assets and University owned equipment to the Sport Club Program.

- **Recreational Sports Hold**

- For those individuals who do not meet with the Recreational Sports/Sport Club Staff to discuss disciplinary actions or other Sport Club issues, a hold may be placed on the student's account preventing them from accessing any Recreational Sports Facilities (Cary St. Gym, Cary St. Field, Larrick Student Center) and they will be unable to participate in their club activities.