

# Club Sports Advisory Board Constitution

Amended/Revised: 08/2018



## PREAMBLE

If one can equate mental fitness with physical fitness, to a greater or lesser degree, then one would likely agree that in today's world, the opportunity for an individual to engage in meaningful sport and physical activity is more important than ever before. It is with this purpose that club sports are designed. Every current undergraduate student at the University of Denver who shares the common interests in sporting activities, and aims to participate and compete with other organizations of similar interests is eligible to be a part of the Club Sports Advisory Board (CSAB).

It is the intent of the CSAB to provide leadership, coordination, cooperation and organization for the individual Club Sports at the University of Denver (DU). The CSAB must operate on a basis of mutual understanding and agreement with the Division of Athletics and Recreation, the Office of Campus Activities, and the University community in general. This document is necessary to provide the CSAB with the functional foundation whereby it can work toward the previously mentioned goals.

## I. NAME

The official name of the organization shall be the University of Denver Club Sports Advisory Board (aka CSAB).

## II. PURPOSE

The CSAB is intended to serve as a round table as well as a common ground for each of the individual club sports to participate in. It is during these meetings when information important to the proper functioning of the clubs is disseminated. These meetings are also an opportunity for the development of the student leaders who participate in the club sports program. In addition to its functions as a tool of communication and leadership development, the CSAB will also promote the concept of a healthy lifestyle through participation in recreational and competitive sporting activities, as well as the spirit of fair play.

## III. CSAB MEMBERSHIP

The process for a student interest group to become a club sport is as follows:

1. Form an interest group of eligible Club Sports participants.
2. Complete the [New Club Sport Interest Form](#)
  - a. Application includes:
    - i. Writing a formal club constitution
      - a. Defines your club's purpose and how it will operate.
    - ii. Creating a projected first year budget.
      - a. A sample budget can be found on the Club Sports Website
    - iii. Determining potential governing body, leagues, and opponents.
3. Meet/communicate with CSEC President
  - a. Review club application.
4. CSEC Presentation
  - a. Proposal to full CSEC board.
    - i. The club will have two weeks to address any issues that CSEC has about the club.
      - a. These can be done in person at a CSEC meeting or via email.
  - b. Based on the presentation CSEC will approve or deny proposed club.
  - c. If approved, the club will go to full Club Sports Advisory board for approval.
5. Club Sports Advisory Board Meeting - At a CSAB meeting, the proposed new club sport presents their application to be admitted to the CSAB. The presentation should include a description of:
  - a. The club sport and its activities
  - b. The leadership of the club sport
  - c. Financial needs and how money will be raised
  - d. Facility needs
  - e. The availability of a coach or instructor if required
6. Approval/Denial

- a. Upon acceptance by the CSAB and sanction of the Club Sports Program (two-thirds vote), the new club sport is approved as a club sport for a one year non-funded probationary period.
- b. If denied the club must wait until the next academic year before they may seek club status again.

All officers must be University of Denver students. All participants must be current students, faculty, or staff. Faculty/Staff must be full-time/appointed.

#### Representation

- The CSAB will be composed of one (1) student representative from each recognized individual club sport.
- It is up to the individual clubs to appoint a representative to serve on the CSAB. While it is preferred that this person is a club officer, it is acceptable if the representative is any active club participant and consistently available to attend the CSAB meetings.
- Each club sport shall have one (1) vote on any occasion requiring a vote.
- Members of the CSAB Executive Council may vote
- An officer of the Executive Council may represent his/her club
- In the case of a member of the Executive Council representing his or her club, that individual is entitled to only (1) vote.
- The President of the Executive Council may only vote in the case of a tie
- Status
- All members of the CSAB are automatically eligible for privileges and benefits outlined in this document and the Club Sport Manual. Such status will be revoked if/when the participant(s) fail to comply with the guidelines set forth in this document and/or the Club Sports Manual.

#### IV. EXECUTIVE COUNCIL

The Executive Council will act as an administrative and judicial body in the CSAB. Positions on the Executive Council include President, President-Elect, At-Large Member (2), and Student Programs Manager employed by the Division of Athletics and Recreation. The members of the Executive Council will meet every two weeks to discuss issues pertaining to the Club Sports Program.

1. President
  - a. The CSAB President has a responsibility to lead with purpose and by example. The president must always keep the benchmarks and long-term goal determined by the CSAB in mind when working with club sports. The president's main duty is to ensure that the Executive Council is focused and productive. Tasks must be delegated efficiently to other officers and committees within the CSAB.
2. President-Elect
  - a. The President-Elect is responsible for working closely with the president and knowing the intricacies of the presidential duties and responsibilities. The President-Elect will be responsible for replacing the president in the event that this officer must step down or is removed from office. This person will also be responsible for heading a committee and ensuring each committee member is making progress towards its goal. This position is a two year position in which the vice president will become the president the following year to ensure consistency within club sports.
3. At-Large Members
  - a. At-Large Members assist the President and President-Elect with administrative decisions, disciplinary hearings, and other matters.
4. Student Programs Manager
  - a. While each of the members of the CSAB Executive Council is elected by the individual clubs of the CSAB, the Student Programs Manager is employed by the Division of Athletics and Recreation. All students and coaches associated with the club sports program are accountable to the individual in this position. The Student Programs Manager may assign tasks or duties to any of the Executive Council members in pursuit of the goals and mission of the Club Sports Program, the University of Denver, and/or the Division of Athletics and Recreation.

- b. The Student Programs Manager will utilize the CSAB and the CSAB Executive Council when appropriate in making decisions that affect the general functioning of the program. Each of the Executive Council members will have a personal working relationship with the Student Programs Manager to ensure that each student is taking an active role in their development as a student leader.

If a CSEC member graduates early (Winter Quarter), he/she has the option to remain on board until the end of the academic year to fulfill his/her duties.

## **V. DISCIPLINARY REGULATIONS**

1. Grounds for Disciplinary Action
  - a. Complaints may be considered against a club for any action in violation of this document, the Club Sports Manual, and/or the Division of Athletics and Recreation's Policies and Regulations concerning Club Sports (whether committed by a club, a club's representatives, or club members involved in a club function). Proven violations are grounds for penalties to be assessed against the club.
2. Incident Investigation and Ruling
  - a. Complaints received by the Division of Athletics and Recreation will be referred to the Student Programs Manager for an investigation. When a complaint is referred to the Student Programs Manager, written statements shall be obtained from the plaintiff, accused club, witnesses, and any other person(s) deemed appropriate.
  - b. The investigation will then be referred to the Executive Council. The Executive Council shall notify the club that a complaint has been made.
  - c. In addition to the written statements, verbal conferences should be conducted with the plaintiff, accused clubs, witnesses, any other person(s) deemed appropriate, and the CSAB Executive Council.
  - d. Having conducted an investigation, the CSAB Executive Council shall make a ruling based on the evidence uncovered during the investigation.
  - e. The CSAB Executive Council shall notify the club in writing of the ruling.
3. By the power granted to the CSAB Executive Council by the CSAB, the CSAB Executive Council may impose the following penalties to individual club sport and/or individual club sports' members that have violated this constitution and/or bylaws, or other policies as stated in the Club Sports Manual.
  - a. Fines
  - b. Withholding future funds
  - c. Completion of community service hours
  - d. Suspension of club activities from the campus and University for a specified period
  - e. Suspension from specified Division of Athletics and Recreation facilities
  - f. Probation for a specified period, under specific terms and penalties
  - g. Recommendations of continued review by the Student Programs Manager, the Division of Athletics and Recreation, and/or the University
  - h. Suspension or expulsion of any participant from an individual club sport or the Club Sports organization as a whole
4. Enforcement
  - a. It is the responsibility of the Student Programs Manager in conjunction with the CSAB Executive Council to enforce any disciplinary ruling.
5. Appeal Procedure
  - a. A club has one week from the decision of the CSEC to appeal the decision.
  - b. If appealed, the case will be heard by the Student Programs Manager. He/she will provide a decision.
  - c. If appealed again within one week of the decision, the case will go to the Associate Director of Recreation. He/she will serve as the final decision.
  - d. This will conclude the Appeal Process.

If a case is appealed, the decision may be altered in any way the Student Programs Manager or Associate Director of Recreation deems necessary.

*\*Based upon the severity of the situation/infraction, the Student Programs Manager reserves the right to advance to any particular step in the Disciplinary Procedures Process.*

## **VI. MISSED CSAB MEETINGS & PAPERWORK**

1. Missed CSAB Meetings
  - a. Each club has one (1) grace meetings (no questions asked) per academic year
  - b. If two or more meetings are missed then a deduction of next year's allocation will be imposed. This fine will be imposed for every meeting after the first meeting missed until the end of the year.
  - c. For more details about club fines, see the Club Sports Manual
2. University Regulations
  - a. The CSAB and all member clubs are responsible to uphold all regulations of the Division of Athletics and Recreation as well as the University of Denver. These regulations shall be set forth in the Club Sports Manual.

## **VIII. AMENDMENTS**

Any amendment to this constitution must be made by a two-thirds majority vote of the membership clubs.

## **IX. BY-LAWS**

1. Quorum
  - a. A quorum shall consist of a simple majority of the membership
2. Club Sports Advisory Board Meetings
  - a. The CSAB will meet at least once every three weeks. Meetings will begin at 6:00pm or 6:30pm and generally last approximately 30 minutes. Meeting times are subject to change due to room availability, academic breaks, or special events. Additional meetings will be required in order to plan for and facilitate CSAB sponsored events and Funding Allocation Presentations.
3. Participation
  - a. It must be understood that the expertise found within a club sport must be made available to all students, full-time benefited employees, and staff at the University of Denver, either as members in the club or spectators at club programs.
4. All clubs must participate in CSAB sponsored activities, as noted by the Student Programs Manager.

## **X. CRITERIA FOR THE ALLOCATION OF CSAB FUNDS**

The purpose of this statement is to ensure that all member clubs receive equitable treatment in the allocation of CSAB funds on the basis of standards approved by them. To this end, the CSAB herein established procedures to be followed by clubs in requesting funds, by the CSAB Allocation Board in determining allocations, and criteria on which the Board's decisions are to be based. Procedures are intended to assure complete exchange of all relevant information between clubs and the Allocation Board in an orderly fashion.

1. The Allocation Board will consist of the current and incoming Executive Council. Club Sports staff (interns and Student Programs Manager) will be present to provide feedback, but will not cast a vote. Disagreements that must be voted upon will be decided by a simple majority vote. All members of the Allocation Board must attend all presentations as well as the closed door allocation meetings.
2. Procedures
  - a. In order for the CSAB to make a proper funding request to the AUSA Senate, the individual club sports requesting funds will be required to give a ten minute (10) presentation to the Club Sports Allocation Board formally requesting funding and justifying their request. The presentations must be made by active student members of the club including at least two of the club's officers.
  - b. Coaches, members of the club, and supporters may watch from the audience, but may not participate in the formal presentation.
  - c. Following the formal presentations each club will have a question and answer session for the allocation board to gain a better understanding of the clubs and their individual needs.
  - d. In addition to the formal presentation, a written document (to be provided) must accompany the club's request for funding. Copies must be provided by the club for each member of the Allocation Board and

the Student Programs Manager. This information must include a detailed report of their current budget, as well as a line item budget for the following year.

- e. After all presentations have been made in the designated time frame, the Allocation Board will meet in a closed door session to review the presentations determine how funds will be allocated.

### 3. Allocations

- a. After all presentations have been made in the designated time frame, the Allocation Board will meet in a closed door session to review the presentations determine how funds will be allocated.
- b. The Student Programs Manager (SPM) will be present for all presentations and allocation meetings to ensure that ethical questions and all pertinent information will be considered. While all primary discussion and allocations will be made by the Allocation Board, the SPM will ensure that funding is allocated appropriately to the individual clubs and reserves the right to make a final decision.
- c. The individual clubs will be notified via an emailed memo. Information on the memo will include the amount allocated, what the funding was allocated for, as well as compliments and constructive criticism for future allocations.
- d. Clubs who do not present or complete the funding request application on time will not receive funding from the CSAB for the following school year.
- e. Explanation and Justification of Budgets
  - i. These areas should constitute the main body of a club's proposal and should be the initial area of consideration by the Allocation Board, keeping in mind at all times the goals of the club involved as well as the goals of the CSAB.
- f. Travel
  - i. Travel can be defined as the use by a club of facilities other than those customarily used.
  - ii. A club must justify its travel. For instance, as a way of obtaining competition on its own level of ability. Hence, a consideration in supporting travel is whether the same competition can be obtained close to DU.
  - iii. Club should attempt to combine matches in one geographical area in a single trip.
  - iv. Support should be given only for a reasonable number of players needed to compete on the road. A team taking an excess of players/personnel may not be fully supported or permitted for travel.
  - v. All Expenses (food, gas, lodging) should be fully explained and should be based on the minimum number traveling as noted above.
- g. Equipment
  - i. Support should be given only for equipment which is retained for permanent club use and which is used only during club activities. This is to include individual equipment (e.g. Uniforms) which is necessary for club activities, but which the individual member would not otherwise be expected to have.
  - ii. Expenses should be itemized and considered in relation to the club's current equipment and its necessary maintenance or replacement.
- h. Facilities and Officiating
  - i. A club requiring expenses for facilities or officiating should give a detailed explanation (e.g. in terms of number of officials per match, number of matches requiring officials, cost per match).
- i. Fundraising
  - i. The CSAB recognizes that, in many cases, a club's allocation of funds fall short of its needs. For this reason, all clubs are expected to engage in fundraising activities. Clubs are expected to raise a certain percentage of their allocated funds through donations, events, etc.
- j. Criteria
  - i. Criteria for allocations are divided into those concerning budgets, the explanation and justification of budgets, the nature of expenses, and the performance of club's duties as outlined for each category. Proposals should be written and reviewed on this basis.
  - ii. No allocation will be made to any club which has not met its financial responsibilities to the CSAB (payment of dues and fines, if any).
- k. The CSAB Allocation Board will consider whether a club has met its other responsibilities to the CSAB as outlined in the Club Sports Manual. Principle examples are attendance at meetings, keeping files up to

date, meeting of deadlines, and meeting obligations to CSAB committees. These constitute minimal standards required of all clubs, and failure to meet them is subject to penalty by reduction of a club's allocation. The Allocation Board should recall that in some cases, the CSAB has established fines against a club's current allocation when its responsibilities have not been met. Nevertheless, certain actions by a club, or gross neglect of its responsibilities, may also warrant decreasing its allocation for the next year.

- I. No club can receive an allocation from the CSAB until it has been a member for one (1) full academic year (Fall to Spring).

## XI. ELECTIONS

The CSAB elects an Executive Council to serve as student leaders.

1. Eligibility
  - a. Any active member of a recognized club sport is eligible to stand for election to an Executive Council position; **however, there can be no more than one Executive Council member from each club.**
  - b. The Executive Council President-Elect will be appointed by the Student Programs Manager.
2. Balloting
  - a. All active club sports and each member of the Executive Council are allowed one vote per office being elected. Results will be determined by simple majority vote.
3. Campaigning
  - a. Each Candidate will have three minutes to speak to the CSAB assembly immediately prior to the election.
4. Election Results
  - a. In the case of a tie between any two candidates, the Student Programs Manager will cast a tie breaking vote.
5. Terms of Office
  - a. These newly elected officers will serve as Officers-elect until the last meeting of the Spring Quarter. During the time of transition where the new officers are serving in an Officer-Elect capacity, it will be their duty to attend Executive Council meetings and take an active role in Club Sports governance while they learn their new responsibilities.
  - b. CSAB Executive Council terms of office expire at the conclusion of the Spring Quarter unless they are reelected.
  - c. In the event an office is vacated, the nomination and election may take place for a replacement at the next scheduled CSAB Meeting.
  - d. The Executive Council President will serve a two year term. The first year as the President Elect and the second year as the President of Club Sports. This will help to assure consistency on the Club Sports Executive Council year to year.