

Club Sport Organizational Structure Guidelines



The greatest strength of the club sports organization is the development of its student leaders. While there are guidelines and regulations that each club must follow, the heart of each club sport remains its student officers. The purpose of this guide is to help those student leaders to build and maintain upon the foundation of their respective clubs.

The Club Constitution

Each club is required to have a constitution on file. Each constitution must be revisited each year and updated with current information. The Undergraduate Student Government (USG) has set guidelines for what a student organization's constitution must include. Club Sports requires each of the clubs to base their constitution on this model.

In order to create a better state consistency and availability, the original club constitutions must be kept on file with the Student Programs Manager to archive. A digital file must be submitted to the Student Programs Manager.

Below is the Club Sports Specific Model each club must base their constitution on.

Article I- Purpose of Your Club

This opening article must clearly indicate what the purpose of your club sport is. It must also indicate how your club will meet the needs of the University of Denver Students that are not met by other organizations/clubs on campus.

Article II- Membership

This article must indicate that your club sport is open to all undergraduate and graduate students of the University of Denver. Club Sports have the option of opening membership to current full time-appointed faculty and staff as well.

Article III- Advisor

The Student Programs Manager of the Division of Athletics and Recreation will serve as the advisor for all Club Sports at the University of Denver.

Article IV- Club Officers

Club Sports requires all clubs to elect members to the following is a list of officer positions:

- President
- Vice-President
- Treasure
- Secretary

Each club must have a full time Club Sports Advisory Board (CSAB) representative that attends all CSAB meetings and participates on a committee throughout the academic year. This position is to be responsible for speaking for your club and reporting all information discussed in the CSAB meetings.

Article V- Meetings

This article must include the following two sections:

- I. Section A- Regular Meetings and how they are scheduled. Each club is required to have at least one regular meeting per quarter. This meeting must be dedicated to club planning and administration and be open for all members. A CSAB: Executive Council Member or the Student Programs Manager must be present at one meeting per academic year for each club.
- II. Section B- Called Meetings (unscheduled). This section must outline the procedure for a club sport to call a meeting that is not planned and who is to arrange them.

Article VI- Cost of Membership (Dues)

This article must outline the specific amounts each club sport is collecting for dues. This article must also include the stipulations for club spending of collected dues.

Article VII- Amendments

This article will outline the club's procedure for amending the constitution. The procedure must include notice being given to club members, members voting rights, and the percentage of membership votes required to approve amendments. Each change made to the constitution will be recorded in this section and include the date the amendments are to take effect.

Article VIII- Rules and Regulations

This article must state that the club will function in accordance with all university rules and regulations.

By-Laws

The by-laws must include descriptions of all elected positions, the manner in which they are to be elected, and the length of each position's terms. This section must also include the procedures for removing an officer from office (impeachment) and other laws or rules concerning the management of the organization's internal affairs.

Signatures

This section must contain space for signature and dates of the Club's President, CSAB President, and the Student Programs Manager.

Definition Clause

If there are any terms or phrases in the constitution that may need an explanation due to any chance of unclear or multiple interpretations, a definition clause will be needed within the constitution.