

I. Article I: Name of the Organization

- a. The name of this official University of Northern Colorado club organization shall be: \_\_\_\_\_.

II. Article II: Purpose and Mission Statement

- a. {\_\_\_\_\_} will abide by all University policies as well as local, state, and federal laws.

- b. The mission of the \_\_\_\_\_ organization is:  
i.

- c. Our purpose is to enrich the UNC experience of students by offering a structured athletic environment and for participants to develop leadership, fiscal management, conflict resolution skills, foster life-long friendships, and represent UNC regionally and nationally.

III. Article III: Membership Guidelines

- a. Parameters of Membership Requirements:

- i. a. \_\_\_\_\_/\_\_\_\_\_ (\$dues/\$dues) per individual player, per \_\_\_\_\_/\_\_\_\_\_ (fall/spring/annual) for team dues.
- ii. \_\_\_\_\_ (organization name) reserves the right to increase/decrease individual player dues in accordance with the annual budget.
- iii. Maintain a GPA that is in accordance with the University or assigned association's guidelines.
- iv. In accordance with the University's policy and established laws, {name of organization} will not limit membership and participation in organizational activities based on race, religion, gender, age, national origin, disability, sexual orientation, gender identity, gender expression, military service, or political affiliation.
- v. Non-student membership will not exceed 49% of total membership and non-student members may not hold voting privileges or other formal decision-making authority.

IV. Article IV: Officer Responsibilities—

- a. President/Primary Contact: Main leadership role and contact person for the Office of Student Engagement
  - i. The President shall be charged with overseeing and administrating all general aspects of the \_\_\_\_\_ (name of organization). Including general season operations, events, and fundraising opportunities.
  - ii. Other duties include:
    1. Travel Plans
    2. Community Outreach & Community Service
    3. Equipment & Property Responsibilities
    4. Practice and Game Venue Responsibility
    5. Will cooperate with the Treasurer and all other officers in managing and coordinating club finances and fundraising events
    - 6.
  
- b. Vice-President/Secondary Point of Contact: The second leadership role and individual who takes over Presidential duties if necessary
  - i. The Vice President shall assist the President in carrying out their duties and obligations.
  - ii. Fulfill the role of the President if the President is unable to fulfill their duties and obligations.
  - iii. Other duties include:
    1. Assumption of risk
    2. Compliance and enforcement of non-hazing regulations
    3. Keep records of emergency contacts and vehicle forms of all members
    4. Maintaining network connections with other schools/ programs
    5. Scheduling games and officials
    - 6.

- c. Treasurer:
  - i. The treasurer is responsible for managing the organization's finances.
  - ii. Other duties include:
    - 1. Collect and account for all dues
    - 2. Establish handling processes and procedures for all fundraisers
    - 3. Maintain accurate accounting of all organization funds
    - 4.

- d. ADD ANY AND ALL OTHER OFFICER POSITIONS WITH DESCRIPTIONS
  - i.

- e. Non-student members may not serve in officer roles.

#### V. Article V: Officer Selection and Removal

- a. Each officer will serve for a one-year term. Officers may be reelected or volunteer for up to three consecutive terms. Individuals may only hold one Officer position at a time. Officers can be appointed one of three ways:
  - i. Volunteers will be accepted for every officer position not including presidency.
  - ii. If more than one member were to volunteer for the same position, then the club would hold democratic elections to determine who will hold that position.
  - iii. All Presidents must be elected to hold their position.

- iv. All elections will take place every preceding Spring semester to determine the President and other officers (if applicable) for the next school year (ex: Elections will be held in the Spring of 2023 for 2023-2024 school year positions).
- b. All elections must be completed, and officer positions successfully filled by September 1<sup>st</sup> if not done the previous Spring. A candidate may win with a simple majority (51%) of votes. In the event that no candidate receives a majority of the votes for any one position, then the OSO Office will facilitate a run-off election between the top two candidates.
- c. Officers may, at any time, voluntarily vacate their position. In such instances, a special election will be held within one month of vacancy. The OSO Staff shall oversee special elections.
- d. If there is a majority vote from the team and officer board to remove an individual from their role as an officer, a meeting must be held with the OSO Staff in which the argument for removal is made.
- e. Other questions to consider: (skip if not applicable)
  - 1. Will elections be online or in person?
    - a. \_\_\_\_\_
  - 2. Will you use a simple majority or other criteria to determine who is selected?
    - a. \_\_\_\_\_
  - 3. When will officers be selected and how? (Nominations?)
    - a. \_\_\_\_\_
  - 4. Are there limits on how long an officer may serve?
    - a. \_\_\_\_\_
  - 5. What happens if an officer steps down?
    - a. \_\_\_\_\_
  - 6. Can officers be removed from their positions? IF so, what is the process for doing so?
    - a. \_\_\_\_\_

VI. Article VI: Advisor

- f. The club advisor will fulfill the following:
  - i. Navigate order
    - 1. Ensure that meetings are properly scheduled. They should serve as resource people at most regular meetings as well as attend social and special functions.
    - 2. Assist with the formulation and revision of the constitution and by-laws.
    - 3. Encourage and assist the organization in the setting of group goals. They should also assist in the planning and implementation of events/activities.

4. Work with the officers to promote an efficient administration of the Club.
5. Support the Treasurer in maintaining accurate accounting procedures and in formulating event budgets, fundraising initiatives, travel, and spending money properly.
- ii. Invest in the Group's Growth
  1. Be a facilitator of creativity and innovation for the group.
  2. Help the club make decisions, but ensure there is growth, learning, and student development taking place.
- iii. Communicate and connect
  1. The advisor should be prepared to give positive & constructive feedback to the department regarding leadership decisions, event planning, recruitment, etc.
  2. There may be times when you will have to intervene in the group to help solve inner-group conflict.
- iv. Be the Expert
  1. The advisor should be aware of and be able to interpret University policies and any regulations that govern a student organization such as Bear Code and the indicated Club Manual.
  2. There may be occasions where the advisor will have to advise your group on the legal ramifications, liability, or inclusiveness of an event or activity.

VII. Article VII: Meetings

- a. The meetings among club officers will take place \_\_\_\_\_ (location) \_\_\_\_\_ (frequency: monthly, weekly, ect- indicate day of week).
- b. The meetings among officers and OSO Staff will take place once a month, or more, if necessary, with the President, Treasurer, and at least one other officer present.
- c. Officer Orientation is mandatory for all Presidents and all other predetermined officers. Orientation takes place the first week of classes during the Fall Semester. Failure to attend orientation results in a halt of club operations until orientation is completed.
- d. Individual club meeting agreements (skip if not applicable)
  - i. Example: Individuals of the club must be in attendance for 2 out of the 3 weekly meetings/practices throughout the semester to remain an active participant in the club.
  - ii.

VIII. Amendments

- a. Any student member of the club may propose an amendment to the constitution and by-laws at any time. Proposed amendments will be voted on during the next monthly officer meeting when a OSO Staff Member is present. The amendment must be approved by 2/3 of the voting members to be enacted. Every active member on the roster at the time of the proposed amendment is considered a voting member.

IX. Mental Health

- a. Club Officers and Advisors will respond to students in emotional distress with compassion and empathy. (i.e., validating feelings, listening without interruption, in a calm patient demeanor).
- b. Club Officers and Advisors will prioritize personal and group safety.
- c. Club Officers and Advisors will contact a representative of Clubs if they have concerns about a participant's health or safety in regard to their mental health. (if a student is discussing thoughts about seriously harming self or others this should be immediately reported to the OSO)
- d. This policy serves as a reminder that all staff members in the Office of Student Organization are Responsible Employees and Mandated Reporters, as outlined in Policy 4.5: As dictated by Title IX, all OP employees are *required* to report to the university if any participant discloses any past or current abuse or intent to harm himself or herself or someone else.
- e. Club Officers and Advisors should do their best to create calm, a sense of safety, a sense of connection and care, and hope.

X. Hazing

- a. Conduct, including but not limited to forced and prolonged physical activity; forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption; prolonged deprivation of sleep, food, or drink, that has the purpose and/or effect of endangering the health or safety of, or causing a risk of bodily injury to another person, or that destroys or removes public or private property, for the purpose of initiation, admission into, and/or affiliation with an RSO or a group or organization that engages in activities on UNC's campus; except that "hazing" does not include customary athletic events or other similar contests or competitions, or authorized training activities conducted by members of the armed forces of the State of Colorado or the United States.

XI. Conduct and Responsible Parties

- a. Any violation of the BearCode of Conduct may result in an investigation.
- b. The BEAR Code applies to anyone who is a student who engages in Misconduct as those terms are defined in the Code. In addition, any Registered Student

Organization/RSO is subject to the provisions and requirements of the BEAR Code

- i. A person is a student for purposes of the BEAR Code from the time they are issued a Bear Number until the time they are awarded a degree by UNC or until their date of withdrawal from UNC, whichever occurs last. Until a degree is awarded or a person withdraws from UNC, a person's Student status continues uninterrupted. In addition, a person is a student for the purposes of the Code when they engage in conduct while a student that constitutes Misconduct under the Code. Therefore, a person cannot avoid Student status under the Revised January 7, 2022, 2 Code by withdrawing or by the awarding of a degree if they engaged in Misconduct while they are a student.
- ii. The BEAR Code applies to Misconduct by a Student that occurs on UNC Property or off-campus, including but not limited to Misconduct that occurs at UNC Sponsored Activities. It includes Misconduct that occurs between semesters or when classes are not in session.
- iii. The Dean of Students has the authority and discretion to determine, on a case-by-case basis, if the BEAR Code shall be applied to off-campus Misconduct.
- iv. Disciplinary action may result in revocation of recognition as a Club by the Office of Student Organizations. Incidents that involve violations of UNC Student Code of Conduct will also be referred to the Dean of Students Office for investigation.

XII. Acknowledgement of Bear Code, RSO Manual, and Club Sport Manual

- a. All active members of the team are aware of their responsibility to abide by the Bear Code, RSO Manual, and Club Sport Manual at all times when representing UNC.

CLUB MEMBER:

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Print Name

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Signature

Date

TEAM PRESIDENT:

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Print Name

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Signature

Date

OFFICE OF STUDENT ORGANIZATIONS:

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Print Name

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Signature

Date