

## **University of Northern Colorado Club Sports Bylaws**

Adopted July 1, 2007 (Revised Fall 2007 to include SRC Bylaws)

### **ARTICLE I – PROGRAM**

The University of Northern Colorado Club Sports program is a part of the Department of Campus Recreation with funding and chartering in conjunction with bylaws of the Student Representative Council.

### **ARTICLE II – PURPOSE**

Club Sports are student organizations that have been established to promote and develop the interests and skills of their members in a particular sport or recreational activity. UNC Club Sports participants participate in intercollegiate competitive sports, improve skill levels and overall knowledge of sports, learn new sports, and develop friendships as they enjoy group activities. UNC Club Sports are student-run and student-fee-funded organizations. The clubs provide the elected officers with opportunities to acquire valuable life skills in organization, working with diverse individuals, and leadership.

### **ARTICLE III – ELIGIBILITY**

- A. Students: Any full-time student currently enrolled in classes during a semester is eligible to join a sport club.
- B. Faculty/Staff: UNC faculty and staff may participate in club sports on a limited basis. Faculty and staff members may apply for affiliate club membership, and they may only become members of the instructional and/or recreational clubs. Faculty and staff must purchase a Campus Recreation Center membership in order to join a club sport. In addition, faculty and staff may be restricted from competing due to certain league or association regulations.
- C. Non-University Participants: Any non-University individuals must receive special approval from the Assistant Director of Intramural and Club Sports prior to participation. These non-UNC members are limited to participation in the instructional and recreational sports clubs at UNC, and decisions on eligibility will be made on an individual basis. Outside community members must pay a daily entrance fee to the Campus Recreation for every practice that is held indoors.
- D. Club Membership: Membership must also be approved by individual club constitution guidelines as well as local, state, regional, or national league governing bodies where applicable.

### **ARTICLE V – OFFICERS, CLUB SPORTS COUNCIL & ADVISORS**

- A. Each club is required by the UNC Student Representative Council to have five students officers in the following positions:
  - 1. President
  - 2. Vice President
  - 3. Treasurer

4. Secretary
  5. Web Assistant Director
- B. Each club officer's duties are described in detail in each individual club's constitution.
  - C. Officers are required to attend monthly Club Sports Council meetings. See SRC Bylaws, below, for details regarding purpose and membership.
  - D. Each club is also required to have an Advisor that is either a faculty, staff or administrator at the University. The Advisor may not be an employee of the Department of Campus Recreation. This individual's responsibilities include:
    1. Providing guidance in regards to UNC policies and procedures.
    2. Assisting students in developing ideas for marketing and fundraising.
    3. Providing assistance in meeting organizational goals.
    4. Supporting ethical conduct by the members.

#### **ARTICLE VI – ELECTIONS**

- A. Each club will elect officers annually for one-year terms. During the spring semester, every club must elect officers for the following school year. These elections must be held by April 15 of each academic year.
- B. No first year students may hold the positions of President or Treasurer, unless previously approved by the Assistant Director of Intramural and Club Sports.
- C. Every club must follow its' own constitution's guidelines regarding election procedures.
- D. Each club must submit an officer's information sheet to the Assistant Director upon completion of the election process.

#### **ARTICLE IV – MEETINGS**

- A. Mandatory Meetings: UNC Club Sports holds Club Sports Council meetings for all Club Officers at the least once per month. Officers are also required to contact the Assistant Director of Intramural and Club Sports or the Graduate Assistant for Club Sports and schedule individual club meetings once a month or more often as needed.
- B. Meeting Procedures: During the Club Sports Council (CSC) meetings, Clubs are required to have a minimum of two officers present. During these meetings, Clubs will receive updates of their financial situations and information concerning current issues and policies involving Club Sports.
- C. Team Meetings: All UNC Club Officers will be responsible for holding two meetings with their entire active club roster, the Graduate Assistant for Club Sports and the Assistant Director of Intramural and Club Sports. These meetings must occur within the first two weeks of both the fall and spring semesters.
- D. Additional Meetings: Club members are required to attend other meetings throughout the year which include, but are not limited to, Student Fee Allocation Process, student government and specific team meetings. Officers will be notified via phone and email at least two days prior to the meeting. The Officers will be responsible for informing the appropriate club members of the meeting

date, time and location. Failure to attend required meetings will result in possible disciplinary action by the Assistant Director.

#### **ARTICLE VII – COMMITTEES**

- A. Team committees may be formed during individual team meetings to deal with any items that need additional attention. These committees may only consist of current, active team members.
- B. Faculty or staff participants may serve as non-voting committee members.
- C. The Assistant Director of Intramural and Club Sports may appoint special Club Sport committees comprised of members from a variety of sport clubs to deal with specific and particular club sports issues.

#### **ARTICLE VIII – STARTING A CLUB**

- A. First meet with the Assistant Director of Intramural and Club Sports to assess the interest and feasibility of forming a club.
- B. Complete and submit the Application for Recognition of a UNC Club Sport. This application is a narrative that includes the following points:
  - 1. Provide evidence that there is interested, involved and committed student leadership capable of organizing and leading the club.
  - 2. The club must prove it has at least 10 members willing to pay dues, participate in all practices, meetings, and competitions, and follow the club's constitution.
  - 3. For competitive sports, the group must show they have a coach with acceptable skills and knowledge to assist the club in developing their competitive abilities. For instructional sports, the club must have instructors who are skilled and certified to be teaching their activity.
  - 4. The groups must provide a statement the club's competitive or recreational nature, and related league affiliation.
  - 5. Collegiate competition within the region must be demonstrated.
  - 6. The group must provide evidence that the club does not duplicate an existing varsity sport.
  - 7. Identify available on-campus and off-campus practice and game facilities needed.
  - 8. Provide a draft budget for the first season. Note that no student-fee or department funds will be available for year one if the group is granted probationary club status.
- C. Once a club's application has been approved by the Assistant Director, a club is required to submit a constitution and the appropriate Student Organization Charter packet to the Student Representative Council.
- D. When applying for recognition as a club sport, the following areas will be reviewed prior to making a decision: collegiate league sanctioning; peer institution involvement; availability for regional collegiate competition; fiscal, physical and personnel resources; and a complete risk management assessment. New clubs are not to duplicate existing varsity sports available.
- E. The club must submit an operational budget for the first year of their existence. They must show how they are going to raise these funds and how they will be

managed. Depending on what time of year a club is established, they will be ineligible for Club Sport funding for one year from the recognition of the club.

- F. All clubs are required to have a faculty or staff advisor. The club is responsible for arranging and locating this advisor. The Assistant Director of Intramural and Club Sports may not serve as a club's advisor.
- G. Following the comprehensive review and approval from the Director of Campus Recreation, those clubs determined to be in compliance with parameters set forth in section F, above, will be forwarded to the Student Representative Council to complete the UNC chartering process. See SRC Bylaws, Chapter IX (Part 4).

#### **ARTICLE IX – CONTINUING CLUBS**

- A. Clubs must repeat the SRC chartering process on an annual basis (See SRC Bylaws, Chapter IX (Part 4). Chartering packets are submitted to the Assistant Director of Intramural & Club Sports prior to the SRC deadline each fall semester.
- B. Officers for each club and the Assistant Director will meet to ensure that all required information is completed and the club is in good standing prior to submission of the chartering packets.

#### **ARTICLE X – STUDENT CONDUCT AND SPORTSMANSHIP**

- A. The basic concept underlying the University of Northern Colorado's standards of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. Club Sports members are expected to function in a mature and responsible manner both on and off campus in all Club Sports activities.
- B. While participating in any event associated with the University or representing the institution through sport at another college or university, members are expected to adhere to the following standards taken from the University of Northern Colorado's undergraduate student handbook:
  - 1. Controlled Substances: The University strives to create a healthy environment, one in which the high risk use of alcohol and the use of illicit drugs does not interfere with learning, performance, or development. Substance abuse disrupts this environment and places at risk the lives and well-being of the members of the University community as well as the potential of students for contribution to society.
    - i. It is important for all members of the University community to take responsibility for preventing the illegal or high risk use of alcohol or other drugs from negatively affecting the community's learning environment and the academic, physical, and emotional well-being of its students.
    - ii. The University of Northern Colorado prohibits the unlawful possession, use, or distribution of drugs, alcohol, and other controlled substances by all members of the University community

(students, faculty, staff, alumni, and guests). Individuals who violate this policy shall be subject to discipline, termination, dismissal, debarment, arrest, or citation as applicable.

- iii. Additionally, employees or students who violate this policy may be required to participate satisfactorily in drug abuse education, counseling, or rehabilitation programs approved by the University. The University of Northern Colorado neither encourages nor discourages the use of alcoholic beverages, (includes 3.2 and 6% beer, vinous or spirituous liquor), but does condemn the misuse/abuse and illegal use of alcoholic beverages.
- iv. All members of the University community (students, faculty, staff, alumni, and guests) are responsible for making decisions about their behavior within the context of Colorado and the City of Greeley laws and University regulations.
- v. In addition, individuals must always be aware of, and respect the rights of others within the University and local community.

## 2. Hazing:

- i. The University of Northern Colorado prohibits recognized fraternities, sororities, athletic teams, other recognized student organizations, persons or groups using University facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations, from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations.
- ii. Hazing is any action or activity, whether conducted on or off University property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing, or exposing to danger a person as a condition, directly or indirectly, of the person's consideration or, continuation in, admission to membership in, participation in activities of, receipt of benefits or services from, an organization or group. No persons may consent to participation in hazing activities. Further, a person's consent shall not release or minimize an organization's or person's liability to discipline due to violation of this regulation.
- iii. Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests, and the University during initiation activities. Every precaution must be taken to protect against University, individual, and organizational liability. Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to University disciplinary processes and/or debarment from use of University facilities.

- C. Club Sports upholds the highest standards of personal conduct for all participants and requires that each individual participant sign a sportsmanship agreement prior to competing with the University.
- D. Disciplinary action may be initiated by the Assistant Director of Intramural and Club Sports if students should elect to disregard the codes of conduct and sportsmanship.

#### **ARTICLE XI – DISCIPLINARY MEASURES**

- A. Club Sports, or individual members of the club, may face disciplinary action for inappropriate on- or off-campus actions while engaging in any club activity.
- B. Within each club constitution there should be team rules and standards regarding conduct and disciplinary measures.
- C. Clubs involved in the following types of situations will be subject to disciplinary procedures as outlined in Article XI, Sections D and E, and/or general UNC disciplinary proceedings as appropriate:
  - 1. Any altercation which occurs on-campus or within greater Greeley community and involves an entire Club, or more than 7 active participants.
  - 2. Alcohol or Drugs in vehicles when driving to and from team competitions
  - 3. Sexual Harassment, Abuse or other Misconduct
  - 4. Verbal or Physical Abuse
  - 5. Opening Off-campus Club Bank Accounts
  - 6. Signing contracts & agreements on behalf of the team without permission
  - 7. Traveling without appropriate paperwork completed
  - 8. Underage and/or unapproved drivers of University or Rented vehicles
  - 9. Dangerous driving while on team travel
  - 10. Missing deadlines for mandatory paperwork
  - 11. Any other illegal or inappropriate action as deemed so by University policy, and/or municipal, state or federal laws.
- D. Any action deemed to be illegal or in violation of institutional policy will immediately result in the suspension of the involved member until reviewed by Assistant Director of Intramural & Club Sports. Serious violations will be brought before the Dean of Students and the Director of Campus Recreation to ensure due process.
- E. Disciplinary action may result in revocation of recognition as a Club Sport by the Department of Campus Recreation and a letter to the office of the Dean of Students recommending additional appropriate action. Remember that the actions of all club members reflect on many individual aspects of the University.

#### **ARTICLE XII – FUNDS**

Funding guidelines are established within the SRC Bylaws (see below). The Club Sports budget is proposed and funds allocated annually as part of the SRC, Student Fee Allocation Process. All club sports are represented as a whole during this process. Individual club sports budgets are proposed to the Club Sports Council following the SFAP. The Assistant Director will take recommendations of the C.A. Council under consideration when determining the final allocations to individual clubs. State of

Colorado and University of Northern Colorado policies and procedures govern fiscal operations of the Club Sports Program.

### **ARTICLE XIII – AFFILIATIONS**

Clubs must adhere first to University and Department policies and then to that of any affiliated governing body.

### **ARTICLE XIV – COACHES**

- A. Coaching staff are hired, evaluated, and paid by club sports teams.
- B. Coach's agreements are signed annually and coaches are expected to meet with Campus Recreation staff prior to the start of the season. See the current coach's agreement document for guidelines related to coach's responsibilities and definition of their roles.
- C. Student-fee dollars do not support coach's salaries.

### **ARTICLE XV – AMENDMENTS**

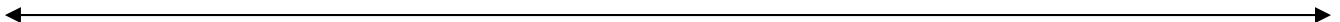
Amendments to these bylaws require formal proposal to the C.S. Council with a 2/3 majority required to pass. All amendments must receive final approval by the Director of Campus Recreation in order to be ratified.

### **ARTICLE XVI – SRC BYLAWS, CHAPTER IX (Part 4): Club Sports**

SRC Bylaws serve as the primary document governing the establishment and maintaining Club Sports.

### **ARTICLE XVII – CLUB SPORTS HANDBOOK**

The Club Sports Bylaws, used in conjunction with the current Club Sports Handbook, provide operating and behavioral guidelines for Club Sports teams, participants, coaches, and advisors.



SRC BYLAWS  
Chapter IX (Part 4)  
Club Sports

### **SECTION 1: CLUB SPORTS**

Club sports are a group of student organizations that have been established to promote and develop the interests and skills of their members in a particular sport or recreational activity. The UNC program offers students the opportunity to participate in extramural/intercollegiate competitive sports, to improve skill level and overall knowledge of a sport, and to make new friends as they enjoy group activities.

- A. Criteria for Qualifying as a Club Sport
  - 1. Each program will be reviewed on an individual basis by the Club Sport Coordinator. His/Her decision will be subject to review and approval by SRC and the Director of the Campus Recreation Center.

- B. Supervision of Club Sports
1. A full time Club Sport Coordinator shall be employed by the Campus Recreation Center to supervise the club sport program.
  2. The Coordinator shall work very closely with the SRC VP for Student Organizations to foster a positive relationship between SRC and the club sport program.
- C. Chartering
1. Club sports must complete the chartering process through the Campus Recreation Center. This will grant all club sports a special charter as defined in the SRC Bylaws.
  2. A minimum of two members from each team are required to attend an orientation meeting organized by the SRC VP for Student Organizations and the Sport Club Coordinator at the beginning of each school year. If a minimum of two members do not attend an orientation meeting, their charter and funding potential will be jeopardized.
- D. Funding
1. The club sport program will continue to receive funds as a program through the Student Fee Allocation Process.
  2. Club Sports who have already been assigned a base budget by the club sport program will receive those funds after their charter has been approved by SRC.
  3. Following approval by SRC, the coordinator shall disperse the SFAP funds into the appropriate club sport account.
  4. All expenditures must be approved by the Club Sport Coordinator.
- E. Liability
1. All clubs sports must abide by the liability policy set forth in the Club Sport Manual which relieves the University from any and all responsibility if an individual receives any physical harm. The only exception this policy would be if the student carried the University's Health Insurance Policy.
- F. Sport Club Council
1. The Sport Club Council is created to coordinate club sport programs and activities for the purpose of providing members of the University with a sound, organized non-varsity, athletic competition and/or recreational activity that will benefit all participants.
  2. Purpose
    - a. The Council will serve in both an advisory and policy capacity related to the following areas: budget matters, operating policies, eligibility, facility scheduling, discipline matters, and future direction and planning.
    - b. The Council will meet monthly. Special meetings will be called by the Chair as needed.
  3. Membership
    - a. Membership will include the President of each recognized club and the Club Sport Coordinator. The faculty sponsor and/or coach of each team is invited to attend the meetings although he/she will not have formal voting privileges.  
The membership will elect a Chairperson who will conduct all meetings.

*Revised September 2007*