

Club Sports Constitution Guide

Article I - Name

- The formal name of this organization must be written and used in the following format for all communications: (Club Sport) at MSU Denver”.
- The name of the club must be placed before “at MSU Denver”

Article II - Purpose

- Describe the purpose of this club sport and how it benefits its members.
- This is also a great place to list the Mission and/or Vision Statements of the club.

Article III - Membership

- Describe the membership benefits of joining the club.
- At a minimum, the club’s constitution must address the following questions and requirements:
 - A. State your club’s notice on non-discrimination.
 - B. State which people are qualified for membership. (MSU Denver students? CU Denver students? CCD students? Gender identity requirements?)
 - C. Detail member behavior and code of conduct requirements.
 - D. List the paperwork requirements and payment deadlines for membership.
 - E. When is membership to be renewed?
 - F. Can membership be revoked? If so, detail that process. Officer majority vote? Unanimous decision from all members? Advisors make the call?
 - G. Are tryouts required each year?
 - H. What is the club’s method of communicating and notifying members of announcements?

Article IV - Meetings

- A. State and describe the following items:
 1. How many meetings are to be held each year?
 2. What the meetings are called and what they will cover?
 3. When are the meetings regularly scheduled?
 4. What are the probable venue(s) for each meeting.
- B. Describe the procedures for calling special meetings to handle issues like officer vacancies, emergency elections, conduct considerations, etc.
- C. What is the format for these meetings? Town hall? Robert’s Rules of Order? Informal?
- D. When are members notified about meetings? 7 days prior? 14-days? Immediately?

Article V - Officers

- The associated roles and responsibilities assigned to each office by Campus Recreation are mandatory, but a club may list more positions and/or responsibilities at the approval of the Assistant Director of Recreation and Leadership.
- At a minimum, the club’s constitution must list the following officer positions and responsibilities to form an Executive Board.
 - A. President

1. Represents the club in all club matters
 2. Communicates all club needs with the Assistant Director of Recreation and Leadership
 3. Communicates all club needs with the club's advisor
 4. Schedules official club meetings
- B. Vice-President
1. Assists the President in the affairs off the club
 2. Will be the Acting-President in the absence of the President
- C. Secretary
1. Records the minutes of all formal meetings
 2. Maintains all formal documents of the club
 3. Notifies members of meetings
- D. Treasurer
1. Collects, remits and records all financial transactions of the club
 2. Collects and maintains receipts for all financial transactions of the club

Article VI - Officer Elections

- Describe the election process.
- At a minimum, the club's constitution must address the following questions in detail:
 - A. When is the Officer Election held every year?
 - B. Who can run for office?
 - C. How and when will candidates be selected?
 - D. How long is an officer's term?
 - E. How many times may a student hold the same office?
 - F. How will the elections be administered?
 - G. What happens in the case of a tie?

Article VII - Funds

- Describe the funding sources for the club (see Club Sports Program Handbook)
- What happens in the event that the club's financial account balance becomes evaluated as insufficient?
- At a minimum, the club's constitution must include the following details:
 - A. Membership Dues
 1. How are they determined?
 2. When are they due?
 3. In what form can payment be made?
 4. Who owns goods purchased with Membership Dues?
 5. Are dues refundable? Partially? Not at all?
 6. What will Membership Dues be used for?
 - B. Distributed Funds
 1. Who owns goods purchased with Distributed Funds?
 2. What will Distributed funds be used for?

Article VIII - Affiliations

- Include this clause in the club's constitution: "(Club Sport Name) is affiliated with MSU Denver Club Sports and shall adhere to their policies and procedures for maintaining a fully functioning Club Sport of MSU Denver Campus Recreation."
- State adherence to any rules by a sport's governing body
- List any current or potential affiliation(s) with local, state, regional or national organization(s)

Article XI - Advisor

- Include this sentence in the club's constitution: "All Club Sport advisors must be a current and non-contracted MSU Denver employee."
- At a minimum, the club's constitution must list the following advisor responsibilities, but a club may list more positions and/or responsibilities at the approval of the Assistant Director of Recreation and Leadership.
 - A. The advisor's main responsibility is to ensure that the club is maintaining safety and operating in a controlled manner.
 - B. Ensure MSU Denver is positively represented at all times
 - C. Provide guidance during the development and/or evaluation of the club sport's organizational structure
 - D. Maintain proper use of the MSU Denver brand, logo and editorial standards
 - E. Assist the club sport's executive board develop and uphold their constitution, rules and bylaws
 - F. Guide the club sport's executive board to complete the required paperwork and processes of purchasing, reimbursements, travel authorization, budget proposals, the hiring and firing of coaches and any mandatory trainings of MSU Denver or Campus Recreation
 - G. Support the club sport's executive board when making student conduct decisions and help the club navigate any grievance procedures or formal complaints
 - H. Help provide and maintain a smooth transition on an annual basis for the club sport
 - I. The advisor is not required, but is encouraged, to coordinate or attend any meetings, practices, events or games
 - J. Report sexual harassment, Title IX matters and illegal or illicit behavior to the Assistant Director

Article X - Coach/Manager

- Detail the determination of qualifications and the selection process that will be used by the club's Executive Board when searching for a coach.
- Describe the process for determining if and how compensation will be determined.
- At a minimum, the club's constitution must list the following coach/manager responsibilities, but a club may list more positions and/or responsibilities at the approval of the Assistant Director of Recreation and Leadership:
 - A. The coach's first and foremost responsibility is to ensure that the club is maintaining safety during events
 - B. Ensure MSU Denver is positively represented at all times

- C. Must be aware of and follow all MSU Denver and Campus Recreation policies and procedures relative to the Club Sports program
- D. Restrict their contributions to coaching and refrain from activities involved in the management of the club sport
- E. Maintain a current CPR/First-Aid/AED certification and submit the certification document to Campus Recreation to be kept on file
- F. Adhere to FERPA and HIPAA laws

Article XI - Ratification

- Include this clause: "This constitution shall be approved by the Assistant Director of Recreation and Leadership."
- Describe how and when this constitution will be ratified by the club's members each year.

Article XII - Amendments

- Describe how and to whom an amendment will be presented to, and how it will be ratified by the club's members

Article XIII - Bylaws

- Detail any procedures for the inclusion of any rules or regulations *specific* to the club