



# CAMPUS & COMMUNITY RECREATION

## CLUB SPORTS PROGRAMS CONSTITUTION

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# 1. Identification

This Club Sport shall be known as the “University of Alberta \_\_\_\_\_ Club” and will operate within the University of Alberta Campus and Community Recreation Club Sports Program. As such, the University of Alberta \_\_\_\_\_ Club shall abide by all policies, procedures, and protocols mandated in the [Club Sports Program Handbook](#). In no instance shall this Constitution override the information documented in the Club Sports Handbook or the professional judgement of the Club Sports Program Staff.

Official Name:

Alternative / Shortened Name(s):

Acronym(s):

# 2. Purpose

## 2.1 Mission

## 2.2 Vision

## 2.3 Objectives

# 3. Classification

The University of Alberta \_\_\_\_\_ Club is a [Recreational // Performance // Competitive](#) club.

# 4. Membership

- This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership appointment on the basis of a person’s age, race, national origin, color, gender, sexual orientation, creed, handicap or place of residence (mandatory wording).
- This student organization shall consist of **100% currently enrolled University of Alberta students**. The currently enrolled University of Alberta student members must be paying an Athletics and Recreation Fee as part of their tuitional assessment in BearTracks.

## 5. Eligibility

In order to join a club, participants must:

- Be 18 years or older (unless they are a 17-year-old current University of Alberta student)
- Pay the Club-Specific Membership Fee
- Pay the Club Sports Administrative Fee (ActivityReg Fee)
- Complete all risk management documentation associated with the Club Sports programs (waivers, contracts, attendance, etc.)
- Be a currently enrolled University of Alberta student paying the Athletics and Recreation Fee in their tuition.

Club Executive Members and coaches/choreographers have additional responsibilities above and beyond these eligibility requirements, which are further outlined in this Constitution and the [Club Sports Program Handbook](#).

### 5.1 Methods of Selecting Members

### 5.2 Methods for Revoking Membership

Before any membership revocation may occur, the Club Sports Program Staff are to approve the course of action.

The Club Sports Program and Campus and Community Recreation reserves the right to expel General Members and/or coaches/choreographers from the club for behavior it deems disruptive and/or otherwise unacceptable. Appeals of all discipline decisions may be made to the Club Sports Program Coordinator.

## 6. Executive

Club Sports are self-administered; the daily operation of each Club Sport is the responsibility of its Executive Team. The contribution of each Executive Member is vital to the club's success. As per the [Club Sports Program Handbook](#), each Club Sport must have the following five mandatory executive positions filled by current University of Alberta students:

- President,
- Vice President,
- Treasurer,
- Risk Management,
- Communications.

Additional non-mandatory executive positions may be created to better support specific club needs.

## 6.1 Executive Duties

Refer to the [Club Sports Handbook](#). Ensure your club has the mandatory Executive requirements and/or has spoken to Club Sports Staff regarding modifications to the templated mandatory positions (e.g. some clubs may ask for a different title or a merging of duties into one position. This may be approved as long as all requirements are met within the position descriptions.

## 6.2 Qualifications of Executives

A formal nomination and election process will be followed to determine the Executive Team; however, the following list includes the necessary eligibility benchmarks for Executive Team consideration. These policies are in place to ensure the longevity and transference of club information throughout the years and to help ensure interested individuals have a chance to participate on the Executive Team during their postsecondary schooling.

- All Executive Members must be current University of Alberta students throughout the duration of their term.
- All Executive Members should hold, at minimum, a one year term in office to ensure club continuity and sustainability.
- The maximum term for an Executive Member in the same position is two years
- The maximum number of years an Executive Member can serve on the Executive Team is four years.
- Executive Members may only hold one executive position at a time.

To inquire about any exceptions to these policies, please contact the Club Sports Program Staff.

# 7. Elections

## 7.1 Election Procedures

## 7.2 Nominating Procedures

## 7.3 Term of Office

## 7.4 Vacancy Procedures

## 7.5 Impeachment Proceedings

Before any impeachment proceeding may occur, the Club Sports Program Staff are to approve the course of action.

The Club Sports Program and Campus and Community Recreation reserves the right to expel Executive Members from the club for behavior it deems disruptive and/or otherwise unacceptable.

Impeachments will be handled by the President and Club Sports Program Coordinator. In the event that the President is being impeached, the Vice-President will assume the responsibility of discussing the impeachment with the Club Sports Program Coordinator. Appeals of all discipline decisions may be made to the Club Sports Program Coordinator.

## 8. Meetings

### **Annual General Meeting (AGM)**

There will be 1 Annual General Meeting (AGM) per club (fiscal) year. The AGM is open to all current, paid club members.

An AGM will take place in order to educate club membership about the Executive Team, club information and upcoming events. Other purposes for the AGM are:

- The adoption of rules of order;
- The consideration of the financial statements;
- The report of the Executive Team;
- The report of the Auditor, if any;
- The election of Executive Team;
- The appointment of the Auditor, if required; and
- The other business that, under these Bylaws, ought to be conducted at an AGM, or business that is brought under consideration by the report of the Executive issued with the notice convening the meeting.

No rule made by the Executive Team in the Annual General Meetings invalidates a prior act of the Executive Team that would have been valid if that rule had not been made.

### **Executive Meetings**

Executive Meetings are conducted to ensure all clubs are operating at a functional level and Executive Members remain knowledgeable about policies, procedures and events.

- Executive Meetings will be held a minimum of once per month throughout the academic year.
- Attendance is mandatory for all Executive Members unless an identified proxy from the absent Executive Member is identified for attendance.
- Non-Executive Members may not attend Executive Meetings.

### **Emergency Meetings**

Emergency Meetings may be requested by any Executive Member and will be scheduled by the President. These meetings are intended to address urgent problems and will take place as needed.

- In the event an Emergency Meeting is required, the President shall provide a minimum of 48 hours notice to Executive Members through email.
- All serious injuries and incidents under the risk assessment guidelines require an Emergency Meeting to discuss, assess, mitigate the reasons behind the incident or injury. The club operates on the premise that all injuries and incidents can be avoided.

## 8.1 Quorum

The following govern the conduct of any meeting with respect to quorum:

- Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a meeting at a time when a quorum is not present;
- If, at any time during a meeting, there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated;
- A quorum of 50% + 1 of the club's membership base in Good Standing must be present at Annual General Meeting.
- If, within 30 minutes from the time appointed for a meeting, a quorum is not present, the meeting, if convened on the requisition of members, must be terminated.
  - In any other case, it must be adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

## 8.2 Chairperson

Any mandatory executive position (President, Vice President, Treasurer, Risk Management Officer or Communication) shall be the chairperson for all meetings.

If, at a meeting, there are no Executive Members who hold a mandatory executive position present within 15 minutes after the time appointed for holding the meeting; or the mandatory Executive Member(s) present are unwilling to act as the chairperson; the members present must choose one of their members to be the chairperson.

## 8.3 Motions

1. Motions reserved for Executive Team decision will be passed if at least 51% of the attending Executive Members vote in favor of the motion in question.
  - a. At minimum, 75% of the Executive Team must cast their vote for any motion to be considered valid.
2. Motions put forward to General Members will be passed if at least 75% of voting General Members are in favor of the motion in question
  - a. At minimum, 50% of the General Members must cast their vote for any motion to be considered valid.

## 8.4 Resolutions

A resolution proposed at a meeting need not be seconded, and the chairperson of a meeting may move or propose a resolution. In the case of a tie vote, the chairperson does not have a

casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.

## 8.5 Minutes

## 8.6 Adjournment & Termination

The following govern adjournments and termination with respect to meetings:

- If, at any time during a meeting, there ceases to be a quorum, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated;
- If, within 30 minutes from the time appointed time for a meeting, a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated;
- Meetings may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place;
- When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting and, except as outlined in this Constitution, it is not necessary to give notice of the business to be conducted at an adjourned meeting.

# 9. Financial

## 9.1 Membership Fees

### **Club-Specific Membership Fees**

All clubs will have two types of membership fees: Student Membership Fees and Non-Student Membership Fees.

- Student Membership Fee - will be the same for all UAlberta student members and will be set by the Executive Team.
  - Executive Members are permitted to have discounted prices on their Student Membership Fee.
  - “Students” are defined as any current University of Alberta student who has paid their Athletics and Recreation Fee as part of their tuitional assessment on BearTracks.
- Non-Student Membership Fee - will be, at minimum, 25% more than the Club-Specific Student Membership Fee.

All Club-Specific Membership Fees go directly to the club’s account and must be used for club purposes. Club Executive Teams should be transparent and communicative with their members about how these fees are utilized.

### **Club Sports Administrative Fees**

All clubs will have three types of administrative fees paid through the [ActivityReg Registration Management System](#):



- Student Administrative Fee (ActivityReg Fee) - \$10 per term
  - “Students” are defined as any current University of Alberta student who has paid their Athletics and Recreation Fee as part of their tuition.
  - Executive Members are permitted to utilize club funds to reimburse this fee to themselves following the completion of their registration.
- Non-Student Administrative Fee (ActivityReg Fee) - \$10 per term.
  - The Executive Team may utilize club funds to reimburse this fee to coaches/choreographers who have completed all the necessary onboarding documentation and processes.
  - Non-Student Members must also have an active VVC membership. Membership information is available [here](#)
- One Free Drop In - Free once per term
  - Required if a participant drops-in (ie. has not participated in any other club Special Events and has NOT paid their ActivityReg Fee) to a Special Event or regular club practice.
  - Note - if a participant has already paid their ActivityReg Fee, they will not be required to complete a One Free Drop In registration.

All Administrative Fees go directly to the Club Sports Program for the purposes of overall program costs including staffing, risk management, promotions, etc.

Fee Type	Student	Non-Student
Fall Club Membership		
Fall Club Sports Administrative	\$10	\$10
Winter Club Membership		
Winter Club Sport Administrative	\$10	\$10
Spring/Summer Club Membership		
Spring/Summer Club Sport Administrative	\$10	\$10
Annual (Fall/Winter) Membership		

## 9.2 Fundraising

All fundraising projects shall be approved by Campus & Community Recreation (**mandatory wording**)

## 9.3 Expenditures

All expenditures shall be approved by Campus & Community Recreation (**mandatory wording**)

# 10. Affiliations

## 11. Bylaws

The Executive Team shall have the power to make or repeal minor by-laws and regulations (not inconsistent with these rules) as they shall think expedient for the internal management of the club albeit they do not disregard the policies, procedures, and protocols of the [Club Sports Program Handbook](#).

All such bylaws and regulations shall be binding to all members, temporary members, and guests until repealed by the Executive Team or set aside by resolution at the AGM of the club.

## 12. Amendments

Amendments may be proposed to the Constitution on an annual basis prior to the club's Annual General Meeting (AGM).

- Executive Members and General Members may propose and vote upon amendments to the Constitution.
  - Proposed amendments should be displayed and available to all club members to see using a method befitting the circumstance(s).
  - Amendments shall pass if at least 75% of voting members are in favor and if the quorum for the AGM is met at the time of voting.
- Proposed amendments to the Constitution must be submitted to the Executive Team, in writing, no later than seven (7) days before the date of the AGM.
- All passed amendments must be submitted to the Club Sports Program Staff for final approval before being instituted into the revised Constitution.

## 13. Dissolution

Upon dissolution of the club, any physical and monetary assets will be kept by the University of Alberta Campus and Community Recreation department, as per protocol, until a new club Executive Team has been formed to restart the club. We will leave it in the discretion of the University of Alberta Campus and Community Recreation Club Sports Program Staff to select a new Executive Team for the club.

## 14. Documentation

All club documentation, including this Constitution, will be stored in perpetuity on the University of Alberta Campus and Community Recreation Club Sports Program Google Drive account. Clubs agree to:

- Use the designated Club Sports UAlberta email provided by Club Sports Program Staff to access, upload, and review documentation.
- "Make A Copy" of documentation that will undergo revisions, edits, and updates.
- Retain and not overwrite any historical documentation (e.g. old Constitutions shall be retained and stored).

## 15. Effective Date of Constitution

(Required to record all dates of edits)