

Starting a New Sport Club

Drew University



Office of Campus Recreation

Coordinator: Kerry Klug

Phone: 973-408-3444

Email: KKlug@drew.edu

Drew.Edu/CampusRec

Instagram: [Drew_Recreation](https://www.instagram.com/Drew_Recreation)

What is a Sport Club?

A Sport Club at Drew University is a Student Organization that is student-initiated, student-led and is instructional, recreational, and/or competitive in nature. Some Sport Clubs compete with other universities and clubs throughout the country; others may participate in local demonstrations or contests. Sport Clubs are open to the beginner as well as the advanced participant.

Drew's Sport Club program seeks to provide students a chance to enhance their experience in a specific sport while at the same time providing social, cognitive, physical, and leadership experiences. The Success of the Sport Club program depends solely on the leadership, participation, involvement, and interest of students.

Sport Club teams report to the Director of Campus Recreation. The Office of Campus Recreation is part of the Campus Life and Student Affairs department.

Competitive

Competitive sport clubs belong to a league, union or association that may or may not have their own set of rules and procedures. They typically provide the club with a schedule of contests with other schools also in the association.

Recreational

Recreational clubs exist on campus as instructional or recreational. These groups typically meet 1-3 times a week to practice/rehearse. Performances are given on campus throughout the school year and sometimes as part of a co-sponsored event. Occasionally these teams will perform in local competitions or showcases.

Starting a new Sport Club team

If there is interest in forming a new club, students should email: Recreation@drew.edu to set up a preliminary appointment with the Director of Campus Recreation. Students should collect contact info (first name, last name, email, phone number, year of graduation) from students who share their interest in being involved in the club.

Disbandment

Clubs that do not meet the following minimum conditions for 2 consecutive semesters can face disbandment. The conditions for potential disbandment are:

- Low membership. (A club must have at least 10 active members.)
- Limited to no outreach/programming. (Sport Clubs should be having at least 2 performances/games/tournaments a semester.)
- Limited or vacant Executive Board.
- Violation of University Policies.

Executive Board

Every Sport Club team must have an active Executive Board in order to function properly and best meet their purpose and mission statement.

The Executive Board must meet together to discuss any issues with the team or future events etc. The Executive Board must also meet separately at least bi-weekly with the Director of Campus Recreation.. The Executive Board is also responsible for relaying any information from the coach or the Director of Campus Recreation to the team.

Executive Boards should consist of positions that make sense for the purpose of the club. All clubs should have a President, Vice-President, Secretary, Treasurer and Publicity Manager. In some cases, it may make sense for teams to have additional positions as dictated by the purpose of the club. For example:

- The Rugby teams could have a Match Secretary in charge of ensuring all the essentials for a match are ready on the day of the match.
- The Dance Team could have a Rehearsal Coordinator who keeps track of what steps/routines need to be worked on in each rehearsal.
- The Outdoor Adventures Club could have a Hike Coordinator responsible for seeking out monthly hiking locations and transportation to and from location.
- The Volleyball Team could have a Practice Coordinator responsible for identifying team weaknesses and implementing new techniques and practice strategies.

Sport Club Leadership Responsibilities

The following list should be considered a guideline for clubs, not an inclusive list. For questions, Sport Club contacts should contact the Director of Campus Recreation. Each Sport Club **MUST have at least 1 elected officer** to ensure these policies are enforced. Campus Recreation strongly encourages multiple officers.

1. Attend all required Sport Club representative meetings.

2. Attend all required Student Organization meetings and trainings, including annual Risk Management Training through the Office of Student Life.
3. Schedule and attend bi-weekly meetings with the Director of Campus Recreation to discuss upcoming events, games, practices, events, and budgetary or equipment issues.
4. Inform Sport Club members of all pertinent information found in the *Drew University Sport Club Manual*.
5. Submit required forms on time. (Concussion waivers, Sport Club waivers, Reimbursement forms, IMPACT test confirmations, injury report forms etc.)
6. Maintain updated and accurate roster of club members. **IT IS THE SPORT CLUB TEAMS RESPONSIBILITY TO ENSURE RECORDS ARE UP TO DATE WITH CAMPUS RECREATION.** Failure to do so may result in disciplinary action for the club.
7. Ensure all club members with medical insurance have up to date proof of medical insurance, participant waiver, and any additional forms on file with the Campus Recreation office.
8. Arrange facility reservations with the assistance of the Director of Campus Recreation. (Field space for games/practices, lining of fields, room reservations, media equipment rentals, room set-up requests.)
9. Maintain inventory of ALL Sport Club equipment and be prepared to submit to Campus Recreation when requested.
10. Ensure all Sport Club financial obligations are met.
11. Meet with Campus Recreation to ensure all travel, publications, t-shirts, uniforms, and other club business is approved by Campus Recreation.
12. Report ANY injury to Campus Recreation and Health Services within a 24 hour period.
13. Train future leadership of Sport Club team.
14. Participate in recruitment and departmental events as needed.
15. Adhere to University Emergency Protocol.
16. Adhere to all University Policies in Daniel's Dictionary.
17. If a violation of University Policy does occur, Director of Campus Recreation will be informed and the violating student must meet with Director.

Membership & Eligibility

Membership guidelines are designed to ensure eligible Drew University students receive equal and fair access to all Sport Club opportunities while maintaining the rights and safety of participants.

1. All currently enrolled Drew University students shall be eligible to join a Sport Club team.
2. Non-Drew students are prohibited from practicing or playing with Drew Sport Club teams.

3. Alumni are prohibited from practicing or playing with Drew Sport Club teams except on Alumni Reunion days.
4. Leagues, conferences, and tournaments may have added restrictions for competition.
5. Sport Clubs are designed for students; however faculty and staff are able to participate in on campus events pending permission from the Director of Campus Recreation and/or Sport Club officers.
6. Club teams that wish to compete may be asked by their league/conference to submit forms of eligibility verifying status as students. This information should be sought out through the Registrar's Office. For more information, contact Campus Recreation.
7. Sport Club members must remain in good standing with Drew University academically as well as through the Dean of Students office to retain eligibility.

New Sport Club presentation

Once all the information below is assembled, the club needs to set up a meeting with the Coordinator of Campus Recreation in order to present their idea for the club to the Sport Club Council. The Sport Club Council is a committee made up of 1 representative from each of the existing Sport Clubs. The Council will hear your presentation and then vote on whether you are approved as a Sport Club or not. The vote must pass with a 2/3rds vote in order for your club to be approved. The following items should be included in a potential presentation:

1. A team purpose and mission statement. (Sample purpose and mission statements can be available to you as a guide.)
2. A list of at least 15 potential club members. (The more you have—the better.)
3. A recruitment plan to attract and retain membership.
4. A list of proposed Executive Board positions, the position descriptions, and potential members to fill the positions.
5. A detailed list of proposed Sport Club activities.
6. A proposed budget. (Start small—budgets will grow with the club.)
7. A constitution for your club. (Sample constitutions can be available as a guide.)

List of interested members for new Sport Club Name of Sport Club: _____

The first step in creating a new Sport Club at Drew is finding dedicated members. For a new Sport Club to be considered they must host a well-advertised General Interest meeting on campus. **The founder of the new Sport Club must collect the names of at least 15 interested students.** Those students must complete the form below proving their interest. While only a minimum of 15 names are needed—you are encouraged to get more names to ensure the club’s sustainability in future years.

NAME	GRADUATION YEAR	EMAIL@DREW.EDU	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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New Sport Club Constitution Help Form

Every club and Sport Club on campus must have a constitution on file in order to exist. Club constitutions explain the basics of how a club should operate. In this document you will find some questions to help you prepare to construct your constitution. You will also find a sample club constitution and the Drew Rangerettes Dance Team constitution which you can use as the template for your own constitution.

- 1.) Every club must have a name. Traditionally, for our Sport Clubs the team is the name of the sport they are playing. However, every team also has a team nickname/mascot. For example, the Drew Dance Team is called: The Rangerettes. The Club Soccer team is called: FC Drew. What is the name of your Sport Club?

- 2.) Every club must have a stated mission or purpose. This mission is why you think your Sport Club deserves to exist and what value it will provide to its members and the Drew community. What is the mission/purpose of your club?

SAMPLE MISSION STATEMENT:

Soccer Club exists to provide the highest levels of quality soccer training for the players and to enhance their social/emotional and physical health, in a positive and safe environment.

Soccer Club will strive to create and nurture a valuable soccer learning experience. To achieve this goal, we will make every effort to insure that well-educated coaches and team leaders develop the skills, fitness, teamwork and sportsmanship and to foster and perpetuate these qualities at all levels of their soccer growth. We will endeavor to empower our players with a life-long passion and love for the game of soccer.

We will also make every effort to support the bonding and community development for team members with each other and their university. Finally, the development of life skills such as leadership, resiliency, determination, cooperation and communication will always be paramount to our team.

3.) Every club needs to have leadership positions in place like: President, Vice President, Secretary, Treasurer etc. Some clubs have leadership positions that are unique to their club: For example, the Rugby teams have a Match Secretary whose job is to set up matches with other rugby teams, contact referees for their matches, making sure the fields are reserved and ready to be used on game day. What leadership positions will your Sport Club need and what will the duties of those positions be?

a. Name of leadership position: _____

i. Duties of that position:

b. Name of leadership position: _____

i. Duties of that position:

c. Name of leadership position: _____

i. Duties of that position:

- d. Name of leadership position: _____
 - i. Duties of that position:

- e. Name of leadership position: _____
 - i. Duties of that position:

- f. Name of leadership position: _____
 - i. Duties of that position:

4.) Are there any additional rules/regulations you would like your members to follow? For example, The Rangerettes Dance Team requires a minimum GPA and has a section in their constitution about uniforms and personal conduct:

SAMPLE GENERIC CLUB CONSTITUTION

Article 1. Name of Organization

1.01. The name of the Organization shall be _____ (insert name of your organization)

Article 2. Mission and Philosophy

2.01. The mission of the Organization shall be _____ (insert the mission of your Organization)

2.02. The mission of the Organization shall be consistent with the mission of Drew University.

2.03. The mission, activities, and practices of the Organization shall not be in conflict with applicable local, New Jersey state or federal laws or University policies and procedures presently in force or hereafter enacted.

2.04 This organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the Office of Campus Recreation and Deans. This organization shall also abide by the rules and regulations of the University and the Board of Trustees as stated in the Drew University Student Handbook and the statement of Rights and Responsibilities of Registered Student Organizations.

2.05. Hazing and harassment practices by the organization shall be prohibited.

Article 3. Membership

3.01. Membership shall be open to all Drew University students and must comply with federal laws prohibiting discrimination on the basis of race, sex, handicap, age, sexual orientation, or political or religious affiliation. Compliance with these laws means that membership, benefits, and the election of officers will not be made on the basis of these factors.

3.02. The Organization shall maintain a membership of at least 15 fully matriculated Drew University students.

3.03. Other members of the University community (defined as current faculty, staff, administrators and alumni) may attend the Organization's meetings and activities but may not conduct business on behalf of the Organization, vote, hold positions of responsibility including but not limited to elected, appointed, or volunteer positions or be involved in the finances of the Organization.

3.04. Membership in the Organization shall be determined by attendance at two consecutive meetings/practices of the Organization

3.05. All Members shall have equal rights and privileges with respect to membership, holding an office, and participating in the election of the Officers of the Organization.

Article 4. Officers and Duties

4.01. The Officers of the Organization shall consist of _____ (insert leadership position titles) who shall constitute the Executive Board of the Organization.

4.02. Additional Officer positions may be created and officers appointed by the Executive Board. These shall include but are not limited to operations officers, web master, and committee chairs. The Executive Board may include these appointed officers as part of the Organization’s governing body if a description of their responsibilities and authority are included in the Organization’s Constitution.

4.03. The advisor of all Sport Club programs is the Coordinator of Campus Recreation. The advisor shall serve as an ex-officio member of the Organization. Ex-officio members shall serve only in a non-voting capacity.

4.04. All club officers shall be fully matriculated Drew University students in good academic and social standing with the University.

4.05. Any Drew University student eligible to be an Officer of the Organization shall not be permitted to hold more than one office in that organization at any one time.

4.06. The Executive Board of an Organization may not hold a similar position in another Organization registered with the Office of Campus Recreation.

4.07. In February of each academic year, the Executive Board of the Organization shall call a meeting of the general membership of the Organization for the purpose of electing new Officers. This general meeting shall be where all nominations for leadership positions will be collected.

4.08. The meeting date for taking nominations and holding elections, as well as the nomination and election process, shall be well publicized to all members of the Organization.

4.09. The Executive Board positions shall be elected by simple majority vote by the Members present during the election meeting. These Officers may not be appointed.

4.10. The outgoing Executive Board of the Organization shall notify the Office of Campus Recreation of the election results by March 1st via email.

4.11. The Executive Board will provide the Office of Campus Recreation the following information for each new or reelected officer: name, officer position, and class year.

4.12. The _____ (insert leadership position title) shall: _____

_____ (insert above leadership position responsibilities.)

4.13. The _____ (insert leadership position title) shall: _____

_____ (insert above leadership position responsibilities.)

4.15 The _____ (insert leadership position title) shall: _____

_____ (insert above leadership position responsibilities.)

4.16. The advisor to the Organization will be the Coordinator of Campus Recreation. The Club Advisor shall serve as a non-voting member of the Executive Board and shall provide guidance and administrative assistance in the preparation of a program of events to be pursued by the Organization in forthcoming academic year.

4.17. The Executive Board shall propose a program of events or publication to be sponsored by the Organization in forthcoming fall and spring semesters. Proposed programs shall be presented to the Membership for their approval at a general Meeting of the Members of the Organization. The Executive Board shall encourage Members to recommend programs or publication to be sponsored by the Organization. When appropriate, the Executive Board shall appoint Members to serve as committee chairs to oversee the various tasks related to the program or publication and to solicit the involvement of other Members of the Organization.

4.18. Any Officer of the Organization may resign at any time by delivering a written notice or email of such resignation to the other members of the Executive Board.

4.19. When an Officer position is vacated, the Executive Board shall hold elections as soon as possible to fill the position by following the Organization's election procedures.

4.20. If any Officer of the Organization is absent from the Drew University campus due to a leave of absence or studying aboard the Executive Board shall hold elections to fill the position by following the Organization's election procedures.

4.21. Any Officer of the Organization may be removed from such office by a two-thirds (2/3) affirmative vote of the Members.

Article 5. Quorum and Meetings

5.01. A quorum shall exist at any Meeting of the Membership where at least fifty percent (50%) of the Members are in attendance.

5.02. Actions requiring a vote may only take place when a quorum is present. The Executive Board shall record the votes and announce the outcome. They shall also maintain records related to the vote including procedures for voting and the vote count.

5.03. General Meetings of the Organization shall be held at least four times per semester at such time and place to be determined by the Executive Board.

5.04. A Special Meeting of the Membership shall be called upon written request to the Executive Board of at least twenty five percent (25%) of the Members.

5.05. All Members shall be notified via E-mail of any Meeting and the nature of the business to be transacted there at least one week before such Meeting. **No Meeting shall be called with the intent to exclude any one Member or any portion of the Membership.**

5.06. The Executive Board of the Organization shall meet at least once before any Meeting of the Membership at such time and place to be determined by the Executive Board. At such Meetings of the Executive Board a quorum shall be deemed to be the attendance of any three (3) members of the Executive Board.

Article 6. Voting

6.01. Each Member shall have one (1) vote.

6.02. There shall be no absentee or proxy voting with respect to any matter.

6.03. All motions require an affirmative vote of a simple majority of the Membership to be effective.

Article 7. Miscellaneous

7.01. This Constitution may be amended or repealed by a two-thirds (2/3) majority vote of the Members of the Organization.

7.02. Any amendment to this Constitution shall be attached hereto and made a part hereof for all purposes.

7.03. This Constitution and any amendments and changes hereto shall be filed by the club with the Office of Campus Recreation and shall be available to any Member of the Organization for inspection during office hours.

7.04. The Constitution on file in the Office of Campus Recreation shall be the official Constitution of the organization.

RANGERETTES DANCE TEAM CONSTITUTION

((Please look at highlighted sections to see what is unique about the Rangerettes Constitution—you can make similar changes & additions to your own constitution))

Article 1. Rangerettes Dance Team

1.01. The name of the Organization shall be the **Drew Rangerettes Dance Team**

Article 2. Mission and Philosophy

2.01. The mission of the Organization is to **promote school spirit, provide entertainment at athletic events and to represent the school and community at events.**

2.02. The mission of the Organization is **to provide dancers with a successful and meaningful experience. Team members have personal goals of high academic achievement, increasing their dance ability, learning effective time management and forming strong friendships. The success of this team is due to a strong commitment from dancers, captains and coaches, as well as staff. The dancers exhibit good sportsmanship, positive attitudes toward team members, competitors, peers, and faculty consistent with the mission of Drew University.**

2.03. The mission, activities, and practices of the Organization shall not be in conflict with applicable local, New Jersey state or federal laws or University policies and procedures presently in force or hereafter enacted.

2.04 This organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the Office of Student Activities and Deans. This organization shall also abide by the rules and regulations of the University and the Board of Trustees as stated in the Drew University Student Handbook and the statement of Rights and Responsibilities of Registered Student Organizations.

2.05. Hazing and harassment practices by the organization shall be prohibited.

Article 3. Membership

3.01. Membership shall be open to all Drew University students and must comply with federal laws prohibiting discrimination on the basis of race, sex, handicap, age, sexual orientation, or political or religious affiliation. Compliance with these laws means that membership, benefits, and the election of officers will not be made on the basis of these factors.

3.02. The Organization shall maintain a membership of at least 16 fully matriculated Drew University students.

3.03. Other members of the University community (defined as current faculty, staff, administrators and alumni) may attend the Organization's meetings and activities but may not conduct business on behalf of the Organization, vote, hold positions of responsibility including but not limited to elected, appointed, or volunteer positions or be involved in the finances of the Organization.

3.04. Membership in the Organization shall be determined by attendance at two consecutive meetings of the Organization. (

3.05. All Members shall have equal rights and privileges with respect to membership, holding an office, and participating in the election of the Officers of the Organization.

3.06. All Members are required to maintain a GPA of at least a 2.5. Failure to do so will place the member on probation until the GPA requirement is met.

3.07. Member must maintain good citizenship marks, attendance, and class performance and teacher recommendations during the time on the squad and for auditions. Problems in any area will be disciplined.

3.08. All members must go through the same audition process each spring. Third year members may earn a guaranteed spot on the team their senior year. Any third year members not in good standing must re-tryout their senior year. In addition to ability, each dance team member's cooperation, effort and attitude will be considered via a coach evaluation form. The Executive Board as well as the head coach will choose the squad. The decision of the Executive Board and the Head Coach are FINAL.

3.09. Any member who quits the team during the school year is required to sit out one calendar year before re-auditioning. If a dancer quits as a second or third year member, he/she will not be considered a member in good standing if and when she tries- out in the future.

Article 4. Officers and Duties

4.01. The Officers of the Organization shall consist of a Captain, a Co-Captain, and a Public Relations Officer who shall constitute the Executive Board of the Organization.

4.02. Additional Officer positions may be created and officers appointed by the Executive Board. These shall include but are not limited to operations officers, web master, and committee chairs. The Executive Board may include these appointed officers as part of the Organization's governing body if a description of their responsibilities and authority are included in the Organization's Constitution.

4.03. Clubs are required to have a full time faculty or staff member as their advisor. The advisor shall

serve as an ex-officio member of the Organization. Ex-officio members shall serve only in a non-voting capacity.

4.04. All club officers shall be fully matriculated Drew University students in good standing with the University.

4.05. Any Drew University student eligible to be an Officer of the Organization shall not be permitted to hold more than one office in that organization at any one time.

4.06. The Captain of an Organization may not hold a similar position in another Organization registered with the Office of Campus Recreation.

4.07. In March of each academic year, the Executive Board of the Organization shall call a meeting of the general membership of the Organization for the purpose of electing new Officers.

4.08. The meeting date for taking nominations and holding elections, as well as the nomination and election process, shall be well publicized to all members of the Organization.

4.09. The Captain, Co-Captain, and Public Relations Officer of the Organization shall be elected by simple majority vote by the Members present during the election meeting. These Officers may not be appointed.

4.10. The outgoing Captain of the Organization shall notify the Office of Campus Recreation of the election results by May 1 via the on-line club officer registration form.

4.11. The Captain will provide the Office of Campus Recreation the following information for each new or reelected officer: name, officer position, and class year.

4.12. The Captain shall call all meetings of the Membership, regular or otherwise, and shall serve as the chairperson of such meetings. In addition, the Captain shall, with the advice of the Executive Committee, plan and coordinate the events to be sponsored by the Organization in forthcoming terms; with the Public Relations Officer, if applicable prepare and present an annual budget request to the appropriate funding source, and shall serve as a liaison with the Office of Campus Recreation.

4.13. The Co-Captain, in the absence of the Captain, or should the Captain prove unable or unwilling to perform the duties described above, shall assume the responsibilities of the Captain. In addition, the Co-Captain shall preside overall meetings of the Executive Committee called pursuant to Section 5.06 below and shall also perform other duties as the President may assign as needed.

4.14. The Captain shall be responsible for maintaining accurate financial records of the Organization and shall be allowed to request payment on behalf of the Organization. The Treasurer, with the Captain, shall prepare and present any budget requests to the appropriate funding source. The officers shall insure that all funds are properly kept within the University accounting system. Outside bank accounts are not permitted.

4.15. The Public Relations Officer shall be responsible for recording accurate minutes of any Meeting,

regular or otherwise, of the Membership or the Executive Committee. The PR Officer shall also record all votes of the Membership or Executive Committee. The PR Officer shall be responsible for the writing and distribution of a newsletter or other notice to the Membership informing them of any Meeting or other gathering of the Organization, and furthermore shall at all times maintain an accurate and complete list of the Membership of the Organization.

4.16. The advisor to the Organization must be a full time staff member of Drew University. The Club Advisor shall serve as a non-voting member of the Executive Committee and shall provide guidance and administrative assistance in the preparation of a program of events to be pursued by the Organization in forthcoming academic year.

4.17. The Executive Board shall propose a program of events or publication to be sponsored by the Organization in forthcoming fall and spring semesters. Proposed programs shall be presented to the Membership for their approval at a general Meeting of the Members of the Organization. The Executive Board shall encourage Members to recommend programs or publication to be sponsored by the Organization. When appropriate, the Executive Committee shall appoint Members to serve as committee chairs to over see the various tasks related to the program or publication and to solicit the involvement of other Members of the Organization.

4.18. Any Officer of the Organization may resign at any time by delivering a written notice or email of such resignation to the President, or in the case of the resignation of the President, to the Vice President.

4.19. When an Officer position is vacated, the Executive Board shall hold elections as soon as possible to fill the position by following the Organization's election procedures.

4.20. If any Officer of the Organization is absent from the Drew University campus due to a leave of absence or studying aboard the Executive Board shall hold elections to fill the position by following the Organization's election procedures.

4.21. Any Officer of the Organization may be removed from such office by a two-thirds (2/3) affirmative vote of the Members.

4.22. Being an officer one year does not guarantee a position for the following year.

Article 5. Quorum and Meetings

5.01. A quorum shall exist at any Meeting of the Membership where at least fifty percent (50%) of the Members are in attendance.

5.02. Actions requiring a vote may only take place when a quorum is present. The PR Officer shall record the votes and announce the outcome. They shall also maintain records related to the vote including procedures for voting and the vote count.

5.03. General Meetings of the Organization shall be held at least four times per semester at such time

and place to be determined by the President.

5.04. A Special Meeting of the Membership shall be called upon written request to the President of at least twenty five percent (25%) of the Members.

5.05. All Members shall be notified via E-mail of any Meeting and the nature of the business to be transacted there at least one week before such Meeting. No Meeting shall be called with the intent to exclude any one Member or any portion of the Membership.

5.06. The Executive Committee of the Organization shall meet at least once before any Meeting of the Membership at such time and place to be determined by the President. At such Meetings of the Executive Committee a quorum shall be deemed to be the attendance of any three (3) members of the Executive Committee. The Vice President shall reside over this meeting. The President shall reside over the meeting when the Vice President is unable to attend the meeting.

Article 6. Voting

6.01. Each Member shall have one (1) vote.

6.02. There shall be no absentee or proxy voting with respect to any matter.

6.03. All motions require an affirmative vote of a simple majority of the Membership to be effective.

Article 7. Miscellaneous

7.01. This Constitution may be amended or repealed by a two-thirds (2/3) majority vote of the Members of the Organization.

7.02. Any amendment to this Constitution shall be attached hereto and made a part hereof for all purposes.

7.03. This Constitution and any amendments and changes hereto shall be filed by the club with the Office of Student Activities and shall be available to any Member of the Organization for inspection during office hours.

7.04. The Constitution on file in the Office of Campus Recreation shall be the official Constitution of the organization.

Article 8. Conduct

8.01. By accepting the privilege and honor of being a member of the Rangerettes, a dance team member accepts the fact that his/her actions are more prominent than those of persons not associated with such an activity.

8.02. Members represent Drew University, and exemplary behavior is mandatory at all times, anywhere in the community of DU and at all functions where dance team members are recognized as representatives of DU. This policy applies throughout the year to ALL DANCERS. There is NO off time.

8.03. Smoking or drug usage (including alcohol) is not allowed at any time, either on or off campus, before/during/after practice and 24 hours before a game or event. The consequences of noncompliance could result in removal from the team, or disciplinary action.

8.04. Excessive public displays of affection are never considered appropriate, especially in uniform, at games, or on campus.

8.05. All rules and regulations imposed on any Drew University student will be imposed on Dance Team members. Members are responsible for knowing ALL school rules found in Daniel's Dictionary.

8.06. Members must display proper behavior in class, including, no skipping, cheating, or tardiness. Punishment will vary from infractions to benching, depending upon the severity of their offense.

8.07. The director will ALL members 100% if they are right. However, members must expect the same 100% against anyone who is wrong. These decisions will be made in a meeting with the Coach, Captain, and Director of Campus Recreation, Kerry Klüg.

8.08. Each case will be judged individually, but each may also serve as a basis on which to judge future cases.

8.09. Every attempt will be made to penalize fairly and equally, and to make consequences of actions known ahead of time. Severity of offenses or repeated offenses may dictate harsher action.

8.10. Because all situations may not be foreseen and thus outlined here, each will be dealt within a manner decided upon by the director, with the assistance of the Coach and/or the Captain, Co-Captains, or the Public Relations Officer, if deemed necessary.

8.11. Poor conduct/behavior under any of the above circumstances could result in warning, infractions, and/or suspension/removal from the team. Inappropriate behaviors not only reflect on the individual, but can also affect the image of the entire team. The good of the squad always comes before any one individual. No one is irreplaceable or indispensable. If it is in the best interest of the squad that an individual or individuals be removed from a performance or from the team, this action will be taken by the decision of the Coach or the Director of Campus Recreation. Dancers are free to discuss with the Director, Coach and/or Captain all decisions and questions about conduct, however all decisions are final.

Article 9. Uniforms and Other Requirements

9.01. Uniforms will be provided by Drew University office of Campus Recreation, and therefore belonging to the team. A uniform replacement fee of \$100 will be charged if uniform is returned in a condition it was not given in, or if it was not returned. This fee is used to replenish the uniform lost.

9.02. Uniforms are to be kept clean, neat and in good repair at all times. Uniforms may ONLY be used for performances or Dance Team appearances.

9.03. The PR Officer will plan fundraising events to help defray the costs associated with team membership. All dancers are expected take an active role in ALL fundraisers.

9.04. Practices are MANDATORY.

9.05. Additional practices may be scheduled as needed. This will be done with as much notice as possible.

9.05. Missing more than three (3) practices unexcused is grounds for dismissal from the team. A member has twenty four (24) hours to inform a Coach or Captain of their absence and has 48 hours to provide proper excuse notes/letters.

9.06. Missing part/all of practice for another club or meeting will be allowed IF PRIOR NOTICE IS GIVEN at least 24 hours in advance. It is irresponsible and discourteous to inconvenience the rest of the team.

9.07. Dancers will be required to request permission two weeks prior to games/events to plan absences.

9.08. Members must NOT schedule routine dental, doctor, or other appointments on practice days. Emergency appointments such as doctors/emergency room visits will be permitted depending on the situation, to be interpreted by a Coach, Captain or Director of Student Activities.

9.09. Members MUST call/text/inform the Captain or Coach whenever absent from practice.

NEW SPORT CLUB RECRUITMENT PLAN

Any new club that doesn't attempt to recruit members is doomed to failed before it even begins. This form is designed to help you plan out your recruitment advertising so you can make sure you are reaching out to the most students. Fill out this form and follow through with it and you will have a greater chance of your new Sport Club being successful.

- 1.) **Schedule days and times for 2 general interest meetings.** Make sure that they are at times and locations that are convenient for students. Having a meeting on Monday @ 8 a.m. or Saturday at 11 p.m. will result in no one showing up. Also, make sure that your 2 meetings are at different days/times. If you have both meetings on Monday @ 8 p.m. you will not be reaching anyone who has a Monday night class or works on Monday nights or has a meeting for another club at that time. Once you've picked a date and time that works for you to host your general interest meeting—you need to contact Matt Dizinno, the University Scheduler, to see what rooms are available on campus. His email is: MDizinno@drew.edu and his phone number is: (973) 408-3209. You can also check the campus calendar yourself here:

<https://ems.drew.edu/events/BrowseEvents.aspx>

a. **1st General Interest Meeting Date & Time:** _____

i. **Location of 1st General Interest Meeting:** _____

b. **2nd General Interest Meeting Date & Time:** _____

i. **Location of 2nd General Interest Meeting:** _____

- 2.) **Send a Drew Today notification to the campus.** Once you have your date, time and location reserved you can send a notification to the campus through Drew Today here:

<http://www.drew.edu/announcements/> Every morning, the entire Drew community receives

the Drew Today email digest. Below is what the Drew Today submission form looks like:

The image shows a screenshot of the 'Add New Announcement' form in a web application. The form is titled 'Add New Announcement' and includes a sidebar with navigation options like 'Dashboard', 'Media', 'Formidable', and 'Announcements'. The main content area contains a text input field for the title, a rich text editor, and a 'Publish' sidebar. Red circles highlight the following elements: the title input field, the rich text editor, the 'Date to send' field (set to 12/08/2016), the 'Date to send followup' field (set to mm/dd/yyyy), the 'Send as' field, and the 'Send To' section which includes a checkbox for 'All Drew'.

a. The 4 key components of a Drew Today announcement are circled above in red.

- i. The top left circle “Enter title here” is what the clickable subject of your announcement will say. Make sure it is short and attention grabbing so people immediately know what your announcement is about.

What would you like the subject of your announcement to be?

- ii. The circle on the top right allows you to select what dates you’d like your announcement to go out. Announcements will go out the next day so make sure you create your announcement ahead of time.

What date would you like your announcement to go out?

- iii. The bottom right circle just clarifies that you’d like this message to go to the entire Drew community. Just click it.

- iv. The big circle in the middle is where you get to write your message. Make sure you include all the important information: date/time/location/info.

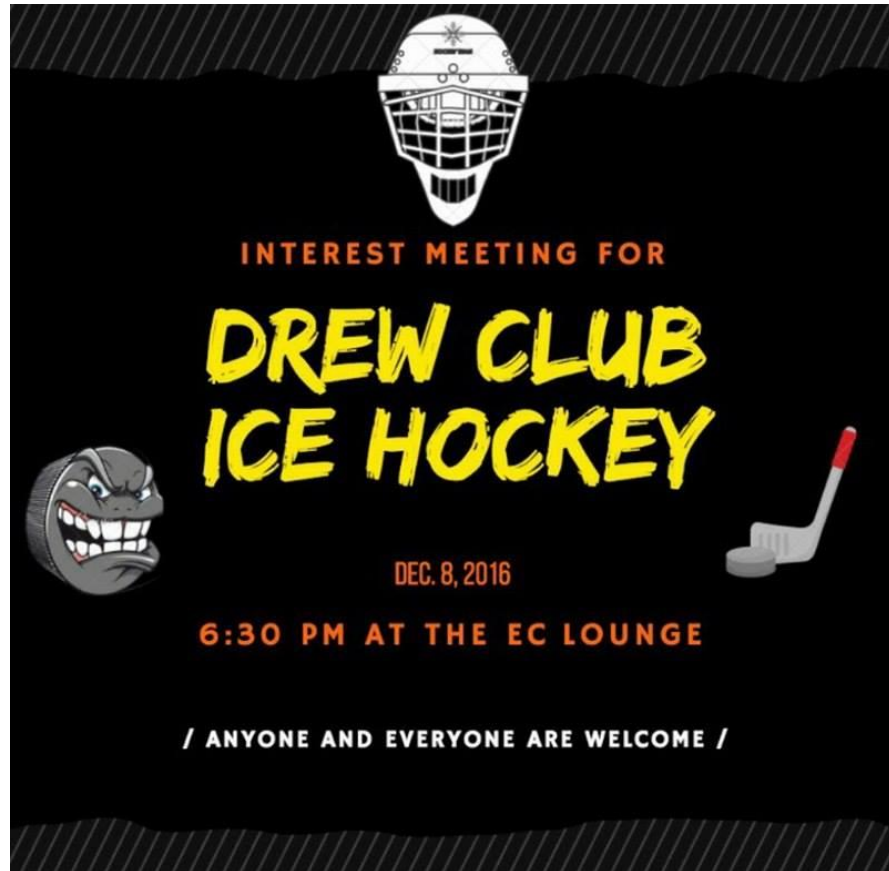
What would you like your announcement message to be?

- v. Once you are finished—click the blue ‘**Publish**’ button on the right side of the screen and your message will go out to the campus the next morning!

b. After you complete the Drew Today announcement—you should use Microsoft Publisher or Microsoft Word to create a poster that you can share on social media.

- i. Just like with the Drew Today announcement—make sure you include the most important: date/time/location/info so people know where to be for your general interest meeting.

- ii. Facebook: every Drew class has their own Facebook page where you can post your image.
- iii. Twitter/Instagram: Use hashtags and @ message your friends to get their attention about your potential club.
- iv. Below is a great example of the social media image created by the Ice Hockey Club. Save your image as a .JPEG and email it to the Coordinator of Campus Recreation for distribution.



- c. **Finally, the Coordinator of Campus Recreation can print any fliers you create.** There are a few rules to posting fliers around campus though:
 - i. Posting is prohibited on all campus building doors, windows, any glass or mirrors, walls, entryways, furniture; and cars. Do not post on organization-specific bulletin boards without the permission of those organizations or departments. Advertisements may be tied around trees, but they may not be nailed or tacked to trees as doing so will harm the trees.

3.) **Retention of members:** Once you have recruited your members—remember to think of fun team bonding activities to keep your members happy and excited to be a part of your team!

LIST OF PROPOSED SPORT CLUB ACTIVITIES

Every club on campus must complete activities in order to give value to both the members of the club and the Drew community. For some clubs this means hosting lectures or fun campus-wide events, for Sport Clubs, this often means artistic performances or competing in games against other schools. For example: The Women’s Rugby team’s list of proposed activities would include the league they compete in and the competitions and tournaments they want to participate in for the year. The Club Soccer team will also include any games/tournaments that they are competing in—but will also include viewings of important soccer matches that are open to the entire Drew community. The Pep Band’s list of proposed activities would include performances at every home basketball game. The Drew Outdoor Recreation Club will list all of the hikes, rock-climbing trips and any other off-campus trips they want to host. Below, please list the events, games and leagues that you would like your Sport Club to participate in that will bring value to the members of your club and the Drew community. Included at the end of this document you will see some samples of what Drew’s other Sport Clubs list as proposed activities.

1.) Name of proposed activity: _____

a. Describe proposed activity:

b. What value does the proposed activity bring to the club members and the Drew community?

2.) Name of proposed activity: _____

a. Describe proposed activity:

b. What value does the proposed activity bring to the club members and the Drew community?

3.) Name of proposed activity: _____

a. Describe proposed activity:

b. What value does the proposed activity bring to the club members and the Drew community?

4.) Name of proposed activity: _____

a. Describe proposed activity:

b. What value does the proposed activity bring to the club members and the Drew community?

5.) Name of proposed activity: _____

a. Describe proposed activity:

b. **What value does the proposed activity bring to the club members and the Drew community?**

SAMPLE LIST OF PROPOSED SPORT CLUB ACTIVITY

- 1.) **Name of Proposed Activity:** Drew Women's Rugby team joining Tri-State Rugby Conference
 - a. **Describe Proposed Activity:** The Women's Rugby team would join the Tri-State Rugby Conference and participate against other local colleges including: Bard College, SUNY New Paltz and Manhattanville College. The Tri-State Rugby Conference will create a schedule of weekly home and away games that the Drew Women's Rugby team will compete in.
 - b. **What value does the proposed activity bring to the club members and the Drew community?** The proposed activity would bring a sense of pride to the Women's Rugby club members. The club members will also see their hard work and determination pay off through competing with other schools. The Drew community will gain another team to cheer for and support.
- 2.) **Name of Proposed Activity:** Club Soccer would like to host a viewing of USA vs. Mexico
 - a. **Describe Proposed Activity:** The Club Soccer team will reserve The Ehinger Center Pub to watch the November 11th soccer match of USA vs. Mexico. There will also be Chipotle provided for all those who attend.
 - b. **What value does the proposed activity bring to the club members and the Drew community?** The club members get to bond with one another while watching the sport they enjoy. They will also get to see their sport played at the highest level and hopefully learn new techniques or strategies. The Drew community gets a chance to meet the Drew Club Soccer team and relax while watching a great match and enjoying Chipotle.
- 3.) **Name of Proposed Activity:** The Drew Pep Band will perform at all Drew home basketball games
 - a. **Describe Proposed Activity:** The Drew Pep Band will perform the National Anthem prior to every home basketball game, will perform during all time-outs, the half-time show and will perform at the end of every game.
 - b. **What value does the proposed activity bring to the club members and the Drew community?** The club members get a chance to perform the pieces they've been working on all semester and get a sense of pride and connection with Drew University. The Drew community gets to hear the great performances of the Drew Pep Band and will appreciate the enhancement of their basketball viewing experience.
- 4.) **Name of Proposed Activity:** The Drew Outdoor Recreation Club would like to go to The Gravity Vault Indoor Rock-Climbing Gym in Chatham, NJ.
 - a. **Describe Proposed Activity:** The Drew Outdoor Recreation Club will provide free tickets and transportation to The Gravity Vault.
 - b. **What value does the proposed activity bring to the club members and the Drew community?** The club members and the Drew community get to experience a fun, challenging exercise program that they may or may not have ever participated in before.

Proposed Budget Form

Use this form to complete the items, equipment, jerseys and potential coach you will need for your team in the upcoming school year. You should also include any long term things you would like to purchase. For example: Volleyball poles and nets are very expensive—but by budgeting their money properly, the volleyball team can buy new poles and nets in 2 or 3 years. Please be as specific as possible—if you are buying items from an online store—go to that store and see what the actual price of the item is.

DATE	VENDOR	ITEM PURCHASED DESCRIPTION	AMOUNT	REASON FOR PURCHASE
SAMPLE:	Dicks Sporting Goods	8 volleyballs	\$125	Team needs volleyballs in order to practice and play in games.
		TOTAL:		