

University of Colorado Boulder - Bylaws (revised 2024)

Article I: Organization

University of Colorado Boulder Climbing Team

Article II: Objectives

The CU Boulder Climbing Team, serving the University of Colorado at Boulder, is committed to building and maintaining a community of those committed to improving themselves as climbers and as individuals. The team achieves its mission through competition, team practices, training, team events, supporting the local climbing community, and establishing leadership opportunities for its members.

The team competes in the Collegiate Climbing Series (CCS), hosted by USA Climbing, the national governing body for competitive climbing in the United States. The team works closely with the Center for Student Involvement (CSI) at the University of Colorado Boulder to maintain and uphold a positive image, as well as seek guidance.

One of the team's main objectives is to fully fund as many members as possible to Nationals every year. Funding will be given to members that qualify based on performance at the USAC Collegiate National Qualifying Event, under the assumption that they have met all membership requirements. It will be the board's responsibility to properly budget funding in accordance with the Vice President and determine how money will be allocated. Beyond Nationals, funding will also be given out for dues and competition fees based on merit, involvement, and budget. Members must go through an application process in order to receive this funding.

Article III: Members

All current students at the University of Colorado, Boulder are eligible for team tryouts held at the beginning of every fall semester. Applicants will be required to provide basic personal information, as well as attend the scheduled open practices and tryout days. Applicants will be selected based on the criteria of *commitment, character, and competence*, which will be assessed at the discretion of the Executive Board of Directors (outlined in *Article IV*) following the scheduled open practices and tryout days. Tryouts will be run in the form of a mock competition.

All selected members are expected to pay an annual membership fee, also referred to as "team dues" which shall be a conglomerate of the costs of team apparel, funding for the national championship, and operational funds for the committees described below. This fee must be paid within the designated timeline specified to them by the board. The team, through various sources, shall provide funding to those who are unable to pay the membership fee via explicit communication with the Executive Board of Directors explaining their situation and intent. This team fee is non-refundable (except in the event of extenuating circumstances and at the discretion of the Executive Board of Directors) once paid, even in the event of an individual being removed from the team.

Additionally, the following expectations must be upheld by all team members: Team members must *attend at least half of the practices* held during any given semester. Team members must *compete at the minimum number of CCS qualifying events that grants eligibility for CNQE Championships* during any given competition season. Although not required, team members are *strongly* encouraged to compete at the CCS National Championship, if they qualify. Team members must fulfill fundraising requirements by *attending at least one fundraising opportunity per semester*. Team members who fail to meet any of the above requirements will be *subject to removal from the team with no refund of team dues*, including removal of all team privileges such as sponsorship deals, membership discounts with our host gym, etc.

In the case of extenuating circumstances, such as an injury or unexpected personal issues, the Executive Board of Directors may choose to waive certain requirements for an individual on a case by case basis. Exceptions will *not* be made for the following: schedule conflicts, school workload, transportation issues (the team provides a carpool system), expense of host gym membership.

At the end of the first semester, the board will meet and determine which (if any) members will be removed from the team based on a lack of attendance, failure to fulfill member duties, and character issues. Their spots must be filled by climbers who tried out in the first semester determined on merit at tryouts and continued involvement in the community. Incoming transfers cannot officially join the team in the second semester, however, they can join the community in both GroupMe and events.

Article IV: Executive Board of Directors

The Executive Board consists of the President, the Vice President-Treasurer, the Community Director, the Fundraising Director, the Training Director, the Sponsorship Director, the Competition Coordinator, and the Social Media Director. The sharing of board roles will not be permitted (each member must have a specified role). The board is responsible for conducting all hearings mentioned in these bylaws. They are required to approve and amend all changes to the team bylaws henceforth. The board shall meet on an as needed basis under the scheduling of the President.

Outside of their position roles, all board members are expected to attend all practices, barring extenuating circumstances (exams/school commitments, work, illness, religious holiday, etc), and are required to notify the board of absences in advance. They are required to attend all scheduled board meetings, sanctioned team events, and volunteering opportunities. Board members are also expected to promote and enhance the image of the team, both internally (to the team) and externally (to the general public): this includes cooperating with other board members, keeping information discussed in board meetings confidential, choosing the best interests of the team over personal intra-team relationships, and generally behaving in a way that reflects positively on the team. Finally, board members are expected to collaborate with each other in a respectful manner at meetings, practices, and any other events at which they are present.

Section A: President

The President holds the responsibility of leading team and board meetings, delegating and managing tasks of the other committees, and ensuring at all times that the team continues to uphold its mission as described in this document. They will steer the Executive Board of Directors in the right direction and continue to make sure that both the team's short and long term goals are being met. If necessary, the President will be responsible for re-establishing the bylaws each year based on what the new board envisions. They shall be a signer on the CSI account through the University of Colorado, and will be the main point of contact between the University and the organization. The president is also in charge of communicating with large corporations, especially ones that have a large effect on the team, e.g., switching gyms. They will lobby for large changes and act as a voice for everyone on the team. The President will be organized, diligent, act as a role model for the rest of the leadership, and be willing to pick up the slack if there is any. They must constantly maintain contact with the other board members and will be consulted about all team decisions. During the tryouts selection process, the president will act as a moderator. In the event of a tie, the President will serve as a tiebreaker in a fashion decided by the Executive Board of Directors.

Section B: Vice President/Treasurer

The Vice President/Treasurer holds the dual responsibilities of managing both time and money for the team. They are responsible for keeping the board organized and on task, as well as taking

'meeting minutes' during meetings; assign board members action items to be done after board meetings. They will work closely with the President to understand the scope of what needs to be accomplished throughout the year, and will aid the President in managing team related matters. They shall also be a signer on the team's CSI account and be responsible for managing all financial transactions through the team's bank account (ex. funding requests or spending requests). They will be responsible for producing an annual budget analysis and maintain an in-depth expense report annually. They are expected to keep the board informed of the team's current financial standing and make recommendations for spending. At the end of the year the former Vice President/Treasurer will meet with the appointed Vice President/Treasurer and will wire transfer all funds accordingly.

Section C: Community Director

The Community Director is responsible for fostering a community of people committed to improving themselves as individuals and climbers, and are responsible for organizing team events throughout the entire year. The Community Director should be prepared and able to organize beginning of the year events like recruitment activities (Be Involved Fair, tabling, working with social media for outreach, etc.), social events (team outings, initiation/end of year events if desired), outreach (in partnership with Social Media and Sponsorship), and volunteering opportunities (youth, collegiate, and locals). The Community Director should be ready to work with and collaborate with other board members, and be open to working with other teams or clubs outside of CU Climbing if the schedule allows it. The Community Director will not only be an organizer, but will represent a positive attitude, sportsmanship, and teamwork that the team can look up to. The Community Director is responsible for planning CU Climbing Team only events including two outdoor trips (Fall and Spring), A Christmas/end of fall semester event, Formal/end of spring semester event, and any other community events they would like. The Community Director is also responsible for building the overall climbing community at CU, including creation of a climbing community group chat.

Section D: Fundraising Director

The Fundraising Director is responsible for organizing all fundraising related to events and activities. The main expense of fundraised money is supporting our team's climbers to nationals. They are in charge of coming up with, planning, and executing ideas for raising money through external outlets of the team and should be knowledgeable and comfortable with handling funds in the team's CSI account. Regarding reimbursement for athlete expenses, the Fundraising Director should work with the VP/T and consult other board members if needed. They are responsible for organizing events like BuffGames as well as creating and keeping clear lines of communication with stakeholders, especially as the employees in CU's finance office change.

Section E: Training Director

The Training Director is responsible for ensuring member's participation in team practices, encouraging members, and providing training related guidance and information when needed. The Training Director is required to have basic knowledge of the exercises they are prescribing, and be able to informatively teach members said exercises with an emphasis on safety. The Training Director is encouraged to regiment the team's training however they see fit. The Training Director is also in charge of running workouts when they can, including ab and stretch O'clock. They must be able to attend to climbers of all ability levels and must not discriminate based on experience

and / or strength.

Section F: Sponsorship Director

The Sponsorship Director is the main point of contact for all team sponsor related business. Their responsibilities include finding new sponsorships for the upcoming year and maintaining current sponsorships. Their job is to manage sponsor relations and make sure that the team has a positive relationship with the company. This entails documenting team sponsor deals (what we do for them, what they do for us, how do our members have access to the deal), ensuring that both parties find common ground in discussions and providing the best deals that they can for team members. The main objective is not to get as many deals as possible, but to get us deals that actually help our members have better access to our sport. They will reach out to sponsors for giveaways/raffle prizes at team events. They will organize apparel logistics from sponsors when necessary. They will work closely with the Social Media Director to ensure that sponsors are being represented on our media platforms to the extent that they expect. They are responsible for sending updated rosters to sponsors should the team roster change at all through the year. The sponsorship director will also keep a running list of sponsor contacts, even if the sponsor is no longer active for that year of the team. They are also responsible for coordinating product pick-up for any local sponsor deals.

Section G: Competition Coordinator

The Competition Coordinator is responsible for providing information about competitions, as well as organizing any and all travel related matters for competitions. In an informative capacity, the Competition Coordinator will need to stay updated on the USA Climbing Collegiate qualification and championship series, and provide logistical information to the board and team (dates, location, cost, registration information, etc). In an organizational capacity, the Competition Coordinator will need to arrange carpools for local competitions, as well as book flights, rental cars, rental houses/hotels, and any other required services for championship competitions, specifically nationals, but also CNQEs if necessary. They will also be responsible for managing team members at travel competitions, via the creation of an itinerary or other organizational methods. The Competition Coordinator will need to work with the rest of the board, primarily the vice president, to determine resource allocation (mostly funding) for competitions. In addition to these responsibilities, the Competition Coordinator should also provide information about any non-collegiate competitions in the area, including gym-sponsored citizens/open competitions or USA Climbing Elite series competitions. The person in this role should be willing to attend most competitions throughout the year (USAC or otherwise), and be knowledgeable about USA Climbing, competition strategy, and other information pertinent to competing.

Section H: Social Media Director

The Social Media Director is responsible for managing all social media platforms for the team. This includes the website, Instagram, and other social media that is relevant to updating our image to the community. The highest priority for the Social Media Director is to promote the team in a positive light with the climbing community, sponsors, and other teams in the league. While building a following base is part of the description, it is not nearly as important as maintaining an inclusive, respectful, and beneficial team image with our stakeholders. They are responsible for posting regularly about competition status. This can mean many things. Depending on the amount of media volunteers, the Social Media Director may not have to attend

every single competition to do media. However, it is mandatory that the social media director is present at - the very minimum - Collegiate local events and post updates and media after these events. Regarding CNQEs and Nationals, competing takes precedence over media - the Social Media Director can also work with the facilities media team and other photographers if needed. The Social Media Director can recruit volunteers for photography, editing, and other needs. However these volunteers are not part of the board, hold no voting power, and are used on their volunteer basis. The Social Media Director should be comfortable posting, updating, editing, and communicating all updates, competition results, and other information on all of our platforms.

Section G: Election, Removal, and Replacement

The election process of the President, Vice President/Treasurer, and the other Executive Board members in the aforementioned sections of Article IV will be separate from the rest of the Executive Board of Directors. The President and the Vice President/Treasurer for the upcoming academic year will be elected only by the Executive Board of Directors. In order to be eligible for Presidency the candidate must have competed throughout the CCS season (at all stages - Qualifiers, CNQE, and Nationals), held a position on the team's Executive Board of Directors the prior year, be an active member of the team and understand the needs of all of its members. The candidate must be diligent, organized and a respected voice on the team.

The election process for the other six Executive Board members will be a team-wide election. All members on the team from the current year are eligible to run for an Executive Board position. A meeting will be held on campus where all candidates will be required to prepare a presentation and advocate for their desired position. Elections are mandatory for all members and should email the board if they have an extenuating reason why they cannot make it. Members will then have 24-48 hours following the meeting to cast their votes. The positions will be filled democratically based on who has the most votes.

Once elected, each member of the Executive Board of Directors will be guaranteed a spot on the team for the following competition season. Rather than participating in the tryout process, these Executive Board members will be in charge of conducting an objective and fair tryout process for applicant team members.

The removal of an Executive Board member may be conducted in the event that they do not fulfill their duties highlighted above. This removal must first be proposed by at least two other Executive Board members to the President. A special meeting will be held between the Executive Board members without the board member in question. The meeting will highlight why people do not think they are fulfilling their duties, talk about any quantifiable reasoning they have and whether it is cause for removal. In order to remove a board member from their position, a vote will be had, whereby the result must be unanimous from all present Executive Board members.

In the event that the President or Vice President can no longer fulfill their duties (either due to personal reasons or removal) their position will be replaced by another individual already on the board, appointed by the remaining Executive Board of Directors. If another (non-president or vice president) member of the executive board cannot fulfill their duties, the remaining board members can take on the responsibilities of that role. However, if the board so chooses, they may appoint a qualified team member to that position, provided that they have had a full year of membership in the prior year.

Article V: Meetings

Board meetings will be conducted in person weekly at a time when all members of the Executive Board are able to meet. Meetings scheduled by the president must be communicated to the board at least a week in advance. These meetings will cover any and all items that need to be discussed with regards to the

team. It is the responsibility of the President and Vice-President/Treasurer to plan and facilitate these meetings. Board members are required to come to these meetings prepared and with information to present.

Team meetings will be conducted when necessary. Each year there will be an Informational Meeting during our recruitment stage, and then an Member's Meeting after the team's roster for the year has been established. Other meetings will be organized on an as-needed basis (e.g. relaying information for Nationals, or for the election of new board members).

Article VI: Communication

At the beginning of the year, the board will agree on a communication platform and use it as their sole communication method the remainder of the year. Professionalism will be maintained within the platform and all discussions will be confidential.

Email through the team's email account is the **official method** of communicating information to team members. If team members reach out to individual board members about information relevant to the board as a whole, they should be encouraged to reach out to the team email, or that information should be relayed to the entire board. All important information should be sent via email to members. Other forms of less formal communication include the team's GroupMe Chat. Members are free to post anything appropriate on these channels, with the exception of promotional materials for companies not affiliated with the team.

Article VII: Handling of Funds

All funds and accounts through the University shall be managed by the Vice-President/Treasurer and approved by the President. In the event that this organization described herein is dissolved, all remaining funds will be donated to a climbing charity of choice to ensure the success and future of competition climbing in the United States.

Article VIII: Amendment of Bylaws.

Any changes to the bylaws must be made in a meeting of the Executive Board and all members of the team will be notified of the change if relevant. The board has discretion to deviate from the bylaws in case of extenuating circumstances, provided that the board is in agreement about said deviations.