

The Constitution of “The Den” at UCLA

This document will serve to define goals, distribute responsibilities, and provide member benefits. It will be posted in a secure format on The Den’s website at: www.studentgroups.ucla.edu/theden

Ratification: April 26, 2005
Last Amended: July 21, 2005

I. *Statement of Purpose*

“The Den” is the official UCLA student group that serves the UCLA community by promoting student fan attendance and encouraging enthusiasm for all UCLA varsity sports teams and in so doing, general school spirit among the student body.

II. *Statement of Non-discrimination*

The Den, in accordance with applicable Federal and State Law and University Policy, and as a condition of registration with the University of California, Los Angeles as a Registered Campus Organization, does not discriminate, on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer related), ancestry, marital status, citizenship, sexual orientation or status as a Vietnam Veteran or special disabled Veteran.

The Den also prohibits sexual harassment. This non-discrimination policy covers organization membership, access to organization programs and activities, and the general treatment of members in the organization.

III. *Operating Procedures*

- a. Den Points – Den points are awarded for pre-specified participation in Den activities and events as an incentive and reward for membership. Points are allotted as follows:
 - Leadership board: 10/quarter
 - Eligibility: 3 quarters/year
 - Dirt from the Den (DFTD): 7/quarter
 - Eligibility: Fall and Winter quarters only
 - Webmaster: 7/quarter
 - Eligibility: 3 quarters/year
 - Sports Council: 3/quarter (each sport is assigned to a quarter)
 - Note: Absolute max of 3/quarter/person irregardless of the number of sports that are being chaired
 - Marketing Team: up to 3/quarter
 - Eligibility: Points awarded by Treasurer; max of 3 quarters/year

- Attendance at Den “Go-Den Game”: 2
 - Must be wearing the Den t-shirt to receive points
- Attendance at Den Event of the Week (DEOTW): 1
 - Must be wearing the Den t-shirt to receive points
 - Note: if “Go-Den Game” is the same as DEOTW, points are additive to 3
- Attendance at General Den meeting: 1
 - Note: a General Den Meeting is defined as a meeting of which all members are expected to be present for and given notice of; such as the bi-weekly Den Meetings; Planning and Officer Meetings do not qualify and result in no points
- Volunteering: 1
 - Eligibility: points pre-assigned to task by Leadership Board
 - Note: added to attendance point(s) of event, if applicable

Responsibilities during School Holidays – Some jobs fall during summer or winter breaks. These points are included in the following quarter’s responsibilities. For example, writing for the Dirt from the Den for football games which occur prior to the start of fall quarter (summer break) is expected for those people who earn Den points for fall quarter.

Failure to Help – Points can be subtracted from a person’s total for negligent failure to fulfill an agreed upon responsibility as deemed necessary by the leadership board. Negligent failure is determined by the Leadership Board on a case to case basis. In general, reasonable notification of the Den member in charge of such event will be sufficient to avoid penalty. Subtracted points can only be deducted up to the amount that would have been awarded for the act. For example, if 1 point would be earned for selling Den shirts, only 1 point can be deducted (in addition to not receiving the point).

Den Points Rewards – Den points are tallied at each event by two Den members, assigned by the Membership Director, by using student ID cards and student ID numbers. Unless otherwise arranged, Den point tallying will occur prior to an event until 5 minutes after the event has started. Prizes that are pre-assigned by the Leadership Board will be distributed to Den members, during Den meetings, who have reached predetermined point totals. Elite prizes will also be raffled off at the end of each quarter for members who have met a predetermined point total or percentile, with the number of raffle entries equal to the number of points above the predetermined point total plus one. For example, if the point total was 15 or the percentile chosen is 50% and there are 4 Den members who have the following; A - 17, B - 15, C - 12, and D - 5, then the raffle would be between A and B. The cutoff would be 14 so A has 3 raffle tickets and B would have 1. Each member is only entitled to receive one elite prize per quarter. Prizes will be raffled off in reverse order of value, as deemed by the Treasurer. Once a member is awarded a prize, their name is no longer eligible for the remaining prizes.

- b. True Blue Honor – This is a special Den Points award that is given throughout the year in the form of blue and/or gold wristbands which are awarded to every member once they have obtained 10 Den points in a school year. Upon request, members holding office can be advanced one quarter’s worth of their quarterly service points related to their office (i.e. 10 for leadership board members, etc.) in order to receive their wristbands early. Members may only receive one wristband per year. Under no circumstances will wristbands be sold or replaced. These wristbands serve several purposes;
- Rewards active membership
 - Unites the active Den
 - Identifies active members of The Den who can answer questions and assist others

<http://www.signsbyweb.com/TeamSpirit.html> - like livestrong wristbands

or

http://www.branders.com/catalog/product_detail.jsp?PRODUCT%3C%3Eprd_id=452813&FOLDER%3C%3EbrowsePath=271937&FOLDER%3C%3Efolder_id=271937&ASSORTMENT%3C%3Eeast_id=79659&bmUID=1113506899816

or

try to get Adidas to make wristbands that say “UCLA – The Den”

III. *Organizational Structure*

General Den membership is open to all current UCLA students (undergraduate and graduate) and is NOT contingent on the purchase of a student sports package (SSP).

- a. Leadership Board – The “leadership board” will consist of the following 5 members:
- i. President
- Responsibilities
 - Organizes and runs general Den meetings
 - Organizes and runs Leadership Board meetings
 - Responsible for “large” event planning
 - Minimum of 1 sports team based event and one social Den event per quarter
 - Examples include: cheer school at convocation, football tailgates, basketball kickoff, viewing parties, sponsored golden games with giveaways, road trips, etc.
 - Oversees the performance of the Leadership Board and assists each member with their tasks
 - Is the “face” of The Den
 - Contacts
 - Athletic Department
 - ISP Sports

- Bruin Athletic Council
 - Central Ticket Office
 - Center for Student Programming
 - Alumni Association
 - Rally Committee
 - Other student groups on campus
- Committees
 - Leadership Board
- ii. Membership Coordinator
 - Responsibilities
 - Recruiting new members
 - Work with the Communications Coordinator with fliers and email as it pertains to recruitment
 - Organizes recruiting efforts throughout the year and during freshmen/transfer orientations during the summer
 - Monitors and coordinates Den points records and members
 - Friendliest and most outgoing member
 - Contacts
 - Center for Student Programming
 - Central Ticket Office
 - Committees
 - Outreach
- iii. Communications Coordinator
 - Responsibilities
 - Website
 - Billboards
 - Fliers
 - Den Emails
 - Dirt from the Den
 - Meeting Minutes/Agendas
 - Assists the Membership Coordinator with advertising resources
 - Most organized and informed member of The Den
 - Contacts
 - Athletic Department
 - Center for Student Programming
 - Central Ticket Office
 - Alumni Association
 - Committees
 - Dirt from the Den
 - Webmaster
- iv. Athletics Coordinator
 - Responsibilities
 - Responsible for Den attendance at sporting events
 - Promotes equal support of all sports
 - Monitors and promotes critical sports events for Den support
 - Arranges the general Den meeting speakers

- The “face” of The Den to the athletes and coaches
 - Contacts
 - Athletic Department
 - Center for Student Programming
 - Rally Committee
 - Bruin Athletic Council
 - UCLA Varsity Coaches
 - Committees
 - Sports Council
- v. Treasurer
- Responsibilities
 - Manages and coordinates the group’s resources
 - Monetary contributions
 - Donated products
 - Membership dues – no dues until The Den provides significant member benefits; “You shouldn’t have to pay to be a fan”
 - Works closely with ISP Sports
 - Establishes promotional contracts
 - Markets
 - The Den t-shirts
 - The Dirt from the Den
 - Den events
 - Manages the group’s bank account
 - Most Business savvy of all Den members
 - Contacts
 - Athletic Department
 - ISP Sports
 - Central Ticket Office
 - Alumni Association
 - Committees
 - Marketing Team

“Vote for Assistance” – To ensure the participation and dedication of each of the 5 Leadership Board members, a “vote for assistance” can be requested. A successful vote results in any Leadership Board member being assigned an assistant to help them with their duties thereby giving each the title of Co-Leader (dependent on position; Co-President, Co-Treasurer, etc). This title is given to both members. This assistant will be decided in a separate vote run by the rules of Leadership Board elections. The Leadership Board points for that position will be split among the two co-board members during the shared tenure. At the end of 30 days of assistance, a general Den vote can be made to choose between the two co-board members to continue on until the end of the year. Only under these aforementioned circumstances will a single Leadership Board position be held by two people. If it is determined the previous holder is doing a negligent job, this is the method for removal. In such case, the new Co-Leader will be voted in to replace the old Co-leader will not.

- b. Sub-committees - Overseen by Leadership Board members as assigned above. Multiple positions in sub-committees may be held by any Den member.
- Outreach Committee – (Co-headed by Membership Coordinator and Communications Coordinator) Charismatic and artistic members who assist in tabling, fliering, taking pictures of events, etc. Includes the webmaster. They will also assist the Communication Coordinator in working with other student groups on campus if needed.
 - Dirt from the Den – (Headed by Communications Coordinator) The student section newsletter to be distributed at all home football (plus USC football – home or away) and Men’s basketball games. Run by the “Editor” who reports to the Communications Director. Consists of the Editor, assist Editor, and (minimum) 2 scouting report writers, 2 Dirt writers, 2 researchers, and 1 distribution coordinator. DFTD for other events can be made upon agreement by the entire committee.
 - Athletics Council – (Headed by Athletics Coordinator) Each varsity sport is assigned to a team advocate who is responsible for Den attendance/support and communication with that particular team. One individual may be in charge of multiple sports so long as the load is not too much as monitored by the Athletics Coordinator. However, one individual may only receive a maximum of 3 Den points/quarter regardless of the number of sports that they take-on. Team advocate positions (quarter that Den points are awarded) are:
 - Football (F)
 - Men’s Basketball (W)
 - Women’s Basketball (W)
 - Men’s Volleyball (W)
 - Women’s Volleyball (F)
 - Softball (S)
 - Gymnastics (W)
 - Baseball (S)
 - Men’s Tennis (S)
 - Women’s Tennis (S)
 - Men’s Waterpolo (F)
 - Women’s Waterpolo (W)
 - Men’s Soccer (F)
 - Women’s Soccer (F)
 - Men’s Cross Country/Women’s Cross Country (F)
 - Men’s Track and Field/Women’s Track and Field (S)
 - Swimming (W)
 - Women’s Rowing (S)
 - Men’s Golf (S)
 - Women’s Golf (S)
 - Club Sports (F, W, S)

Team advocates must maintain a sport specific mailing list for individuals interested in that particular sport, maintain in contact with the athletes and

coaches of their sport, and establish a relationship with the UCLA Athletic Department's Marketing Coordinator in charge of their sport. The team advocate is expected to promote relationships and cohesion among the attendees of their sport in order to form a united student section. The Athletics Council as a whole is responsible for determining the "Go-Den Games" for the year. There will be one "Go-Den Game" for each varsity sport (we'll try for this although some sports like golf is tough to support). While each Team only has one advocate, the entire Athletics Council may assist any given Team advocate in their duties so long as they do not neglect their own.

- Marketing Team – (Headed by Treasurer) Responsible for establishing corporate support in the form of operating funds, sponsorships, and give aways (for Den points and for events) while working closely with ISP Sports. This will be either through The Den t-shirts or through other means. Also must coordinate with alumni for above items in addition to donated items and/or services that could be used as Den point prizes. Must coordinate with the UCLA athletic department and varsity sports coaches to obtain privileges for Den point giveaways and events. Examples of prizes/giveaways to obtain: gift certificates to Westwood businesses, Sarah Leonard watches, movie tickets, SSPs, Priority numbers, tickets to football/basketball banquet, access to press conferences, access to otherwise closed practices, etc.
 - Financial Records will be made available to Authorized University Officials upon request

IV. *Voting and Election Procedures*

- a. Leadership Board vote
 - General Approval or Endorsements: 4/5
 - Leadership Board replacement vote: unanimous – remaining members
- b. General Den Member vote
 - All General Den Member voting is by secret ballot
 - Voting members are all UCLA students who attend a particular Den meeting where a vote is held except in the case of the Leadership Board appointing vote. In this case,
- c. Leadership Board Appointments
 - Held at the last general Den meeting of the school year
 - Must be announced in The Den email which contains the agenda for the upcoming meeting that is sent out to the entire Den
 - General Den Member vote for the Leadership Board: Majority (voting Den members must have 10 Den Points from that school year)
 - ◆ If no candidate receives a minimum of half of the vote, a run-off vote is taken which chooses the top two candidates
 - ◆ These top two candidates will then run against each other to receive a majority

- To run for President, candidates must have had a year of active membership (defined by 10 Den Points accumulated through non-event attendance means, i.e. volunteerism, held Den position, etc.)
- d. Den Points Awards Allotment and Elite Point Level
- Leadership Board Approval and;
 - General Den Member vote: 2/3
 - Held at least at the first general Den meeting of the year and continued as resources are obtained throughout the year
- e. Vote for Assistance
- Can be requested by any Den member who currently has 10 Den points
 - Must be seconded by another Den member who currently has 10 Den points
 - Leadership Board Member in question must have been made aware of the vote for assistance 48 hours prior to the meeting at which the request is made
 - Request must be announced in The Den email which contains the agenda for the upcoming meeting that is sent out to the entire Den
 - General Den Member vote: 3/4
- f. Vote for Assistant
- General Den Member vote: majority
 - ◆ If no majority vote is received, a run-off vote is taken which chooses the top two candidates
 - ◆ These top two candidates will then run against each other to receive a majority
- g. Vote for Replacement
- At next general Den meeting that takes place 30 days after a successful vote for assistance pending unanimous Leadership Board approval
 - ◆ officers in question cannot vote for or against approval
 - ◆ either candidate can step down, thus avoiding the vote
 - Vote must be announced in The Den email which contains the agenda for the upcoming meeting that is sent out to the entire Den
 - General Den Member vote: majority
- h. Dirt from the Den
- Editor
 - ◆ Vote held during Spring quarter
 - ◆ All DFTD contributors from the last year plus the Communications Director may vote
 - ◆ Candidates must have served the DFTD in some creative capacity (writer or assistant editor) for one sport season (football or basketball not necessarily both)
 - All other DFTD positions
 - ◆ Newly elected Editor will hold two sets of auditions. Auditions generally will consist of interviews and/or writing samples. Any previous staff member may forgo the audition process where their previous work will be substituted.

- Right after being elected in Spring quarter
 - In Fall quarter, prior to the start of Men's Basketball
 - ◆ Selected members must be approved by the Leadership Board
- i. Webmaster
 - Volunteer basis
 - Nominated to Leadership Board for approval by Communications Coordinator in Spring Quarter for the next year
- j. Team Advocates
 - Volunteer basis (If there is no interest, all positions do not need to be filled)
 - ◆ If more than one person volunteers for a particular team the person with the highest Den point total receives the job. The tie breaker is the total Den points earned over all their years at UCLA. In the event of a tie, the Athletics Coordinator will choose team advocate.
 - Nominated to Leadership Board for approval by Athletics Coordinator in Spring Quarter for the next year
 - Unfilled positions may be filled throughout the year as volunteers come forward, as defined above
- k. Marketing Team
 - Volunteer basis throughout the year
 - Nominated to Leadership Board for approval by Treasurer
- l. Outreach Committee
 - Volunteer basis throughout the year
 - Nominated to Leadership Board for approval by Communications Coordinator
- m. Constitution Amendments
 - Can be requested by any Den member who currently has 10 Den points
 - ◆ The request must be accompanied by a written proposal containing the change or addition to the Constitution
 - Must be seconded by another Den member who currently has 10 Den points
 - Request sent to the Leadership Board for approval
 - After the Leadership Board vote, the proposal and the Leadership Board's recommendation must be announced in The Den email which contains the agenda for the upcoming meeting that is sent out to the entire Den
 - If the Leadership Board approved the proposal,
 - ◆ General Den Member vote: majority
 - If the Leadership Board denied the proposal,
 - ◆ General Den Member vote: 3/4