

# **CONSTITUTION GUIDE FOR SPORT CLUBS**

The format below has been developed to be used as a guide in the development of a Constitution for your organization. It is not necessary to follow this form exactly, but it is important to include all areas that apply.

CONSTITUTION OF \_\_\_\_\_  
(club name)

ADOPTED \_\_\_\_\_  
(date)

## **ARTICLE I – Name**

State the official name of the Club Sport organization

## **ARTICLE II – Purpose**

State the reasons for the formation of the club and the club's objectives.

## **ARTICLE III – Membership**

- A. State which people are qualified for membership (assuring that no discrimination shall take place)
- B. State what a member must do to be recognized as a full member.
- C. State what rights and privileges a full member has.

## **ARTICLE IV – Meetings**

- A. State how many meetings of the membership are to be held during the school year.
- B. State procedures for calling regular and/or special meetings

## **ARTICLE V - Executive Board**

- A. State what officers will make up the club and what each officer's duties will be and when they are to be held.
- B. State procedures for handling vacancies within the Executive Board.

## **ARTICLE VI – Name**

- State which officers will be selected by the membership, how long the terms of these officers will last, and how many times a person may hold the same office.
- State the nominating procedures and when they will take place.

- State how nominees will present their qualifications and how and when elections will be held.
- State procedures in case a runoff is necessary.

#### ARTICLE VII – Funds

State procedures for the allocation of club funds (revenue and expenses)

#### ARTICLE VIII - Committees/Divisions

State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each.

#### ARTICLE IX – Affiliations

- A. State any affiliations with local, state, regional, or national organizations.
- B. State adherence of any rules by a sports governing body.

#### ARTICLE X – Advisor

State procedures for the qualifications and selection of a club Advisor and the function and duties of said person.

#### ARTICLE XI - Coach/Manager

State procedures for the qualifications and selection of a Coach/Manager and the function(s) and duties of said person(s).

#### ARTICLE XII – Ratification

State how the Constitution will be approved by the membership.

#### ARTICLE XIII – Amendments

State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

#### ARTICLE XIV – Bylaws

State procedures for the inclusion of any rules or regulations specific to the club.