

Club Constitution Template

_____ Club Constitution

Article I. Name

- The official name of the Sport Club

Article II. Purpose

- The statement of purpose of the Sport Club

Article III. Membership

- Membership qualifications
- Rights and privileges of members

Article IV. Officers

- Offices to be represented
- Officer eligibility requirements
- Length of office terms
- Election process
- Handling of vacancies
- Officer responsibilities
- Additional requirements

Article V. Meetings/Practices

- Number of meetings throughout the year
- Method of informing members or prospective members of meeting times
- Meeting/practice attendance requirements

Article VI. Funds

- Person(s) responsible for controlling and monitoring the finances of the club
- Person(s) responsible for requesting funds from University Recreation
- Person(s) authorized to spend club money
- Fundraising opportunities
- Requirements of club members in assisting with fundraising
- Method of dues collection, if at all
- Each member may ask to review the financial status of the club
- *In the event of dissolution of the club, any funds remaining in the treasury will be placed in the SCF Contingency Fund until the reestablishment of the club.

Article VII. Affiliations

- National, local, state or regional governing body with which the club is affiliated

Article VIII. Coach (if applicable)

***Please note: All coaches must maintain a current resume and copy of certifications with the Sport Club Coordinator.**

- Selection procedure for coach(es)
 - Required qualifications of the coach
- Duties of the coach
- Duration of the coach's appointment
- Compensation of coaches

Article IX. Amendments

- How can amendments to the constitution be made?
- Amendment procedures
- Constitution review and approval by Sport Club Council
 - Minimum of every two years

Article X. Ratification

- *Ratification of this constitution will require approval from the Sport Club Council and Sport Club Coordinator. In addition, ratification of the constitution requires a two-thirds approval by the club members.
- Presentation of constitution to members for approval

Article XI. Standards of Conduct

- Hazing
- Alcohol and drug use
- Sportsmanship and proper club representation