

Constitution

The format below is to be used as a guide to 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 _____ Adopted _____
(Organization) (Date)

Article I – Name

- a. State official name of the Sport Club organization.

Article II – Purpose

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

Article III – Membership

- a. State qualifications 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 meetings of the membership are to be held during the school year and when they are to be held.
- 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 officers duties are.
- b. State procedures for handling vacancies within the Executive Board.

Article VI – Elections

- a. 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 some office.
- b. State the nominating procedures and when they will take place.
- c. State how nominees will present their qualifications, and how and when elections will be held
- d. State procedures in case there is a tie.

Article VII – Funds

- a. State procedure for the allocation of club funds (revenue and expenses).

Article VIII – Committees/Divisions

- a. State what committees or divisions will exist in the club and the function and composition.

Article IX – Affiliations

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

Article X – Coach/Manager

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

Article XI – Ratification

- a. State how the constitution will be approved by the membership.

Article XII – Bylaws

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