

Club Sports CONSTITUTION REQUIREMENTS

Revised 8.11.25

All clubs are required to have a constitution. These can be very helpful in easing problems when differences come up as to how the club should handle a situation or what direction it should take. The format below is to be used as a guide for your organization. It is not necessary to follow the form exactly, but it is important to include all areas that apply.

- Required language is indicated in **red** (must be verbatim in the constitution).
- Other requirements that do not require specific language will be in **bold**.
- Suggested items to consider when creating the constitution will be in *italics*.

CONSTITUTION FOR THE [CLUB NAME] at the University of Arizona ADOPTED [DATE] REVISED [DATE]

ARTICLE I – NAME AND PURPOSE

1. **The name of this club sport will be known as the [Club Name] at the University of Arizona .**
 - a. *Formally reference any club abbreviations, acronyms or informal club names*
2. **The purpose of the [Club Name] is [insert the primary purpose and objectives].** *(The reasons for forming your club and the club's objectives.)*
3. **The purpose and activities of the [Club Name] are lawful and consistent with University objectives, and:**
 - a. **May not advocate or participate in illegal activities**
 - b. **Contributes to the educational, cultural, social, spiritual, and/or recreational mission of the University**
 - c. **May not advocate intolerance or participate in acts of intolerance toward people of difference**
 - d. **Must recognize the primacy of the University's academic mission**
4. **The [Club Name] shall comply with all local, state and federal laws, as well as all University of Arizona regulations, policies and procedures.**
5. **The [Club Name] is a not-for-profit organization**

ARTICLE II – UNIVERSITY REGULATIONS

1. **Non-Discrimination**
 - a. **The [Club Name] shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office.**
2. **Prohibited Conduct**
 - a. **The [Club Name] agrees that the club and its members will adhere to every policy stated in the University of Arizona Student Code of Conduct Policy Number 5-308.**
3. **Hazing**
 - a. **The [Club Name] will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.**

- b. The University of Arizona defines hazing as means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the University; and
 - The act contributes to a substantial risk of potential physical injury, mental harm, or degradation; or causes physical injury, mental harm, or personal degradation.

4. Responsibility to Report

- a. If this organization becomes aware of any such conduct described in this article, the [Club Name] will report it immediately to the University of Arizona Hazing Hotline Police at 520-626-4293; calls are answered 24 hours a day.
- b. This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws

ARTICLE III – MEMBERSHIP

1. **Membership in the [Club Name] is open to all fee paying University of Arizona students.** *(Who is eligible for membership? How does one become a member? What rights and privileges do these members have?)*
2. **All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.**

ARTICLE IV – OFFICERS AND DUTIES

1. **The officers of the [Club Name] shall be [insert which officers the organization will include].** *(An organization must have a president, vice president, treasurer, and secretary. All other officer positions need to be listed, but are entirely up to the club's discretion.*
2. **Officers terms will [insert timeframe, duration, term limits, etc.]**
3. **The President will [insert president's role].** *Examples include:*
 - a. *The president shall be the chief executive officer*
 - b. *The president shall appoint all committee chairpersons*
 - c. *The president, with approval of the executive board, directs the budget*
4. **The Vice President will [insert vice president's role].** *Examples include:*
 - a. *The vice president acts on behalf of the president due to the president's absence*
 - b. *The vice president will chair certain committees*
5. **The Treasurer will [insert treasurer's role].** *Examples include:*
 - a. *The treasurer shall keep a current record of all financial transactions*
 - b. *The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership*
 - c. *The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time*
 - d. *The treasurer will perform other duties as directed by the president*
6. **The Secretary will [insert secretary's role].** *Examples include:*
 - a. *The secretary shall record the proceedings of each meeting*
 - b. *The secretary shall distribute minutes to members*
 - c. *The secretary shall be responsible for all correspondence of the organization*
7. **[Insert any other offices held within the organization and their respective powers and duties (If your club only elects the 4 required officers, then do not add anything else)]**

ARTICLE V – OFFICER ELECTIONS

1. **Officers of [Club Name] must meet the following minimum requirements to be eligible to seek and retain an officer position:**
 - a. **Be enrolled in at least twelve (12) credit hours per semester as a degree seeking undergraduate student or nine (9) credit hours per semester as a degree seeking graduate student.**
 - b. **Have and maintain a cumulative grade point average (GPA) for UofA course work of at least 2.0**
 - c. **Not be on academic or disciplinary probation.** *(Clubs may establish additional requirements so long as they do not conflict with other institutional policies.)*
2. **Elections of new officers will take place** *[insert the estimated times of elections and how often they will occur].*
3. *[List who is eligible to run for the various officer positions and that all regular members may vote.]*
4. Members who are running for office must *[insert election requirements- examples are acceptance of nomination, speech, campaign, etc.].*
5. **Officers must be elected by** *[insert simple majority, 2/3rds majority, etc. Also include secret ballot or hand vote.]*

ARTICLE VI – REMOVAL OF OFFICERS AND VACANCIES

1. **Describe the impeachment procedure**
2. **Describe procedures for handling officer vacancies** *(resignations, officer ineligibility or similar occurrences)*
3. **Detail how an open position is filled** *(Example: election at next meeting, appointments, etc)*
4. **Examples of sections within this article:**
 - a. *If an officer fails to maintain eligibility requirements for holding office they shall be removed from the position immediately upon notification of requirement violation by another officer. Officers may be reinstated if the violation is resolved within one week upon approval by a majority vote of the Executive Board.*
 - b. *An officer may be removed from their position if their behavior is considered misfeasance, malfeasance, or nonfeasance to the organization or the University.*
 - c. *An officer may be called to face removal proceedings upon a written complaint by any member or officer in good standing submitted to the Executive Board.*
 - d. *The officer in question shall be notified in writing of the possible removal and the meeting time and location at least 72 hours prior to the vote. The officer in question will be allowed to address the organization in order to relate to members any relevant defense or appeal prior to the voting for removal. The Executive Board shall notify all members of the issue at least 48 hours prior to the vote.*
 - e. *Voting must take place at a meeting attended by at least half of the active members. If two-thirds of members in attendance vote in favor of the removal, the officer shall be released from his or her position immediately.*
 - f. *Removal from office does not affect the good standing of the officer as a member of the organization. For information about removing members from the organization, see Article VII.*
 - g. *In the case of removal, the position will be filled by special election following the procedures described in Article V section 3. The newly elected or appointed officer will assume the role immediately without an "elect" period.*
 - h. *An officer who feels wronged by the removal process can consult the University's Student Grievance Process.*

ARTICLE VII: – MEMBER REMOVAL

1. **Describe the member removal process**
2. **Examples of sections within this article:**
 - a. *Members may be removed from the [club name] if the member's behavior has and likely will continue to disrupt the activities of the organization, the members' sense of safety, or other University or Recreation*

and Wellness policies. Members may also be removed for failure to meet minimum requirements described in the organization's constitution.

- b. Members must be asked to end their membership by the President upon a unanimous vote by the Executive Board.
- c. If the member wishes not to end their membership, they may request an appeal to the organization by submitting a written request to the Executive Board. The member in question and all members must be notified in writing of the possible removal and meeting time and location at least 48 hours prior to the vote. The member in question will be allowed to address the organization in order to relate to members any relevant defense or appeal prior to the voting for removal.
- d. Voting shall take place at a meeting attended by at least half of the active members. If two-thirds of members in attendance vote in favor of the removal, the member shall be asked again to end his or her membership immediately.
- e. If the member refuses for the second time to end his or her membership, the President will consult the University's Student Grievance Process.

ARTICLE VIII – FINANCES

This article should include how the club will be funded.

1. **List membership dues** (*How much dues will be each year or semester? When dues will be collected?*)
2. **How your club will be funded** (*How will you raise funds?*)
3. **Define how expenditures are approved and who has authority to spend money on behalf of the Club.**
4. **It is understood that University of Arizona Club Sports Professional staff do not have access to the [Club Name] bank account/financial information. In the event that [Club Name] loses access to our bank/financial information, we will work with our bank to retrieve the necessary information).**
5. **A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.**

ARTICLE IX: – FACULTY/STAFF ADVISOR

1. **The advisor of the [Club Name] will be a full-time faculty or staff member of the University of Arizona.**
2. **Detail how the faculty/staff advisor will be selected, their duties, term** (*one year with opportunity to be reappointed is recommended, responsibilities and process of removal/replacement of the advisor.*)

ARTICLE (appropriate #) – AFFILIATIONS

1. *List any affiliations with local, state. Regional or national organizations and ruling body rules to which adherence will be required. (IF APPROPRIATE FOR YOUR CLUB)*

ARTICLE (appropriate #) – DIVISIONS

1. *What divisions and committees will exist in the club and the function of each. (IF APPROPRIATE FOR YOUR CLUB)*

ARTICLE (appropriate #) – COACH/MANAGER

1. *Qualifications and procedures for selection of a coach/manager and his/her duties. (IF APPROPRIATE FOR YOUR CLUB)*

ARTICLE (appropriate #) – RATIFICATION (*Change the article number if you used any of the suggested articles above*)

1. List how the constitution will be changed and approved by the club members.

ARTICLE (appropriate #) – AMENDMENTS *(Change the article number if you used any of the suggested articles above)*

1. Detail how an amendment to the constitution will be presented to the membership and how it will be ratified. *(Include what majority is needed for approval.)*

ARTICLE (appropriate #) – BYLAWS

A club sport may have a need to create a set of bylaws which serve to establish specific rules or guidance needed in the operation of the organization. If an organization chooses to use bylaws, language should be added to their constitution that references and authorizes the bylaws. Bylaws can include items such as:

1. *Standing committees of the organization*
2. *Structures/purposes of said committees*
3. *Parliamentary procedures and meeting guidelines*
4. *Specific codes of conduct*
5. *Rules or guidelines regarding certain organization events or activities*