

CLUB CONSTITUTION TEMPLATE

[CLUB NAME]
CONSTITUTION
[DATE ADOPTED]

ARTICLE I: NAME

State the Sport Club organizations official name.

ARTICLE II: PURPOSE

State the purpose of the organizations creation and its objectives

ARTICLE III: MEMBERSHIP

- A: State who is eligible for membership into the club (assuring no discrimination).
- B: State requirements for members to be fully recognized by the club
- C: State the rights and privileges of members

ARTICLE IV: MEETING

- A: State how many and when meetings of the membership will be held during the year.
- B: State procedures for calling regular and/or special meetings.

ARTICLE V: EXECUTIVE BOARD

- A: State the club officers and each of their duties
- B: State process for filling officer vacancies within the Executive Board

ARTICLE VI: ELECTIONS

- A: State officer positions that will be selected by the membership, length of term for each officer, and how many times a person may hold the same officer position.
- B: State the procedures for nominations and timeline for when they take place.
- C: State how nominees will present their qualifications and how and when elections are held.
- D: State procedures in case a run-off is necessary

ARTICLE VII: FUNDS

State procedures for the allocation of club funds (funding from sport clubs program, member dues, fundraising, etc). If applicable, state the justification and purpose of membership dues.

ARTICLE VII: 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 club affiliations with local, state, regional, or national associations/organizations.
- B: State adherence to any rules by a sport governing body.

ARTICLE X: COACH/INSTRUCTOR

State procedures to determine selection of coach/instructor and duties of each.

ARTICLE XI: RATIFICATION

State how the constitution will be approved by the membership

ARTICLE XII: AMENDMENTS

State how amendments to the constitution will be proposed and how it will be ratified.

ARTICLE XIV: BYLAWS

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