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

Constitution for __________ (Club name here) ____________

Adopted on __________ (Date) ____________

Revised on __________ (Date) ____________

ARTICLE 1 – Name

State the official name of the Club Sport organization.

ARTICLE 2 – Purpose

State the reason for the formation of the club and the club’s objectives.

ARTICLE 3 – Membership

A. State which people are qualified for membership (assuring no discrimination)
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 4 – Meeting

A. State how many meetings/practice/games are to be held throughout the school year and the expected times.
B. State procedures for calling regular and/or special meetings/practices/games.

ARTICLE 5 – Executive Board

A. State what officers will be evident in the club operations and what their duties will be.
B. State procedures for handling vacancies.

ARTICLE 6 – Elections

A. State which officers will be selected by the membership, how long the terms will last, and how many times a person may hold the same office.
B. State the nominating procedures and when they will take place.
C. State how nominees will present their qualifications and when elections will be held.
D. State procedures in case of a tie.

ARTICLE 7 – Funds

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

ARTICLE 8 – Committee/Divisions

State what, if any, committees will exist within the club and the function of each.

ARTICLE 9 – Affiliations

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

ARTICLE 10 – Advisor

State procedures for the selection of a club advisor and the functions and duties of said person.

ARTICLE 11 – Coach/Instructor

State procedures for the selection of a club coach/instructor and the functions and duties of said person.

ARTICLE 12 – Ratification

State how the constitution will be approved by the membership.

ARTICLE 13 – Amendments

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

ARTICLE 14 – Bylaws

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