

Rutgers University Camden
Office of Recreational Services
Club Sport Constitution Guide

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.