

**The George Washington University
Campus Recreation
Sample Sport Club Constitution**



Constitution of: _____

Adopted on: _____

ARTICLE 1 - Name

State the official name of the sport club.

ARTICLE 2 - Purpose

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

ARTICLE 3 - Membership

- A. State who is qualified for membership (assuring that no discrimination shall exist).
- B. State what an individual must do to be recognized as a full member.
- C. State what rights & privileges a full member has.

ARTICLE 4 - Meeting

- A. State how many meetings of the membership are to be held during the school year and when they are to be held.
- B. State the procedure for calling regular and/or special meetings.

ARTICLE 5 - Executive Board

- A. State what officers will make up the Board and what each officer's duties will be.
- B. State the procedure for handling vacancies within the Executive Board.

ARTICLE 6 - Elections

- A. State which officers will be selected by the membership; how long the terms of these offices 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 the nominees will present their qualifications and how and when elections will be held.
- D. State the procedures in case a runoff election is necessary.
- E. State the procedures for removing an officer from office.
- F. State the procedures if an officer leaves office before his/her term expires.

ARTICLE 7 - Funds

- A. State the procedure for the allocation of club funds (revenues & expenses).
- B. State what purpose allocated University funds will be used for.

ARTICLE 8 - Committees

State what standing and/or ad-hoc committees will exist within the club and the function and composition of each.

ARTICLE 9 - Affiliations

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

ARTICLE 10 - Coach

- A. State the qualifications desired of a coach.
- B. State the selection process and procedures for acquiring and/or replacing a coach.

ARTICLE 11 - Advisor

- A. State the qualifications desired of an advisor.
- B. State the selection process and procedures for acquiring and/or replacing an advisor.

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