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

Constitution ________________________________________________
                             (Club Name)
Adopted          ________________________________________________
                             (Date)

ARTICLE I - Name
State the official name of the Sport Club Organization

ARTICLE II - Purpose
State the reasons for the formation of the club and the club’s objectives

ARTICLE III - Membership
A. State which people are qualified for membership
   (assuring that no discrimination shall take place)
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 IV - Meeting
A. State how many meetings of the membership are to be held during school and when they are to be held
B. State procedures for calling regular and/or special meetings

ARTICLE V - Executive Board
A. State what officers will make up the club and what each officer’s duties will be
B. State procedures for handling vacancies within the Executive Board

ARTICLE VI - Elections
A. State which officers will be selected by the membership, how long the terms of these officers 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 a nominee will present their qualifications and how and when election will be held
D. State procedures in case a runoff is necessary

ARTICLE VII - Funds
State procedures for the allocation of club funds (revenues and expenses)

ARTICLE VIII - Committees/Divisions
State the 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 affiliations with local, state, regional, or national organizations
B. State adherence to any rules by a sports governing body

ARTICLE X - Advisor
State procedures for the qualifications and selection of a club advisor and the function and duties of said person

ARTICLE XI - Coach/Instructor
State procedures for the qualifications and selection of a coach/instructor and the function(s) and duties of said person(s).

ARTICLE XII - Ratification
State how the Constitution will be approved by the membership.

ARTICLE XIII - Amendments
State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

ARTICLE XIV - Bylaws
State procedures for the inclusion of any rules or regulations specific to the club