

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

CONSTITUTION OF: _____
(CLUB NAME)

ADOPTED: _____
(DATE)

ARTICLE I - NAME

State the official name of the Sport Club organization

ARTICLE II - PURPOSE

State the reason for the formation of the club and the club's objectives

ARTICLE III - MEMBERSHIP

- A. State which people are qualified for membership. MANDATORY STATEMENT:
Membership and participation shall be free from discrimination on the basis of sex, race, religion, ethnic group, national origin, or skill level Membership shall be open to all staff, faculty and currently enrolled students of the University of Houston.
- B. State what a member must do to be recognized as a full member.
- C. State the rights and privileges granted to full members.

ARTICLE IV - MEETINGS

- A. State how many meetings of the membership are to be held during the school year.
- 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 and when they are to be held.
- B. State procedures for handling vacancies within the Executive Board.

ARTICLE VI - NOMINATIONS

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

ARTICLE VII - FUNDS

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

ARTICLE VIII - 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 affiliations with local, state, regional, or national organizations.
- B. State adherence of 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/MANAGER

State desired qualifications of coach/manager, procedures for selection of coach/manager, and duties and responsibilities of coach/manager.

ARTICLE XII - RATIFICATION

State how the Constitution will be approved by the membership.

ARTICLE XIII - AMMENDMENTS

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.