

The College of Charleston Campus Recreation Services Constitution Guide for Sport Clubs

Club Name _____ Date _____

- Article 1 Name
State the purpose 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 and assure that no discrimination shall exist.
B. State what an individual must do to be recognized as a full member.
C. State what rights and privileges a full member has.
- Article 4 Meetings
A. State how many meetings of the membership are to be held during the year and when they are to be held.
B. State the procedures 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 procedures for handling vacancies within the Executive Board.
- Article 6 Elections
A. State which officers will be selected by the membership; length of terms for these offices; and number of 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 the elections will be held.
D. State the procedures in case a runoff election is necessary.
E. State the procedures for removing an officer from the office.
F. State the procedures if an officer leaves office before the term expires.
- Article 7 Funds
A. State the procedures for the allocation of club funds (revenues and expenses).
B. State for what purposes allocated College funds will be used.
- Article 8 Committees
State what standing and ad-hoc committees will exist within the club; the function and composition of each.
- Article 9 Affiliations
A. State any affiliations with local, state, regional, or national organizations.
B. State whether the rules of a sports governing body will be followed.
- Article 10 Coach or Instructor
A. State the qualifications desired of a coach/instructor.
B. State the selection process and procedures for acquiring and/or replacing a coach/instructor.
- 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 the procedures for the inclusion of any rules or regulations specific to the club.