

SPORT CLUBS-CONSTITUTION

SAMPLE CONSTITUTION

The following template should be used when creating a Syracuse University Sport Club constitution. Each club is required to have a constitution on file with Sport Club Administration (Associate Director for Programs) and must be resubmitted each year by the last day of classes of the Spring Semester. Club constitutions should be the guideline for the management, organization, and policies of each club. The constitution should be available to all members of the club to view at any time.

- Article I.** Name of the Club
- Article II.** Detailed description of the purpose of the club
- Article III.** Statement of affiliation with external organizations and/or departments (leagues, UREC, governing bodies, etc.)
- Article IV.** Criteria for membership with the club
- Article V.** Voting policies for club members
- Article VI.** Duties and privileges of membership
- Article VII.** Description of officers, their duties, and authority
- Article VIII.** Process for selection of officers and their requirements, as well as the process for removal of any officer
- Article IX.** Process for selection of volunteers (coaches, advisors, etc.), as well as the process for their removal
- Article X.** Club Meetings: frequency, organization
- Article XI.** Dues of the club, how and when they are collected, expenses of the club that dues are spent on
- Article XII.** Club's process for decision-making (include quorum)
- Article XIII.** Requirements for selection, removal, and replacement of volunteers and faculty/staff advisors
- Article XIV.** The processes to change, remove, or add amendments to this constitution
- Article XV.** Statement of ratification for this constitution

Include space for the president to sign and date the document as well as the Associate Director for Programs.