

The format below has been developed as a guide for the formation of your organization's constitution and bylaws. It is not necessary to follow this form exactly, but it is important to include everything in this document and those that are required by the Club Sports Council Constitution.

_____ Constitution
Organization Name

Preamble

State the mission of the organization, the need addressed by the information of the organization, or the goal of the constitution.

Article I - Name

Every organization needs an identity. Example: The name of this organization shall be the Appalachian Physical Fitness Club.

Article II - Purpose

State the reasons for the formation of the team and its objectives.

A. Reasons for Formation

B. Broad Objectives

Objectives are essential in moving toward the accomplishment of an organization's goal. They are the "how-to's" of the organization.

The most important part of any constitution is its purpose statement. Why does the organization exist? The strong organizations have well defined purposes which are consistent with the broad overall purpose of the University.

Article III - Membership Requirements

These are the specific requirements that are necessary for one to be eligible to join the organization. Types of eligibility: regular, alumni, staff, valid UREC membership, honorary. Must state the majority of your membership (50%+1) must be App State students, and only App State students are allowed to be officers.

- A. General Requirements for Membership** (attendance, participation, dues, fund-raising), including a non-discrimination clause stating that membership is not limited by race, color, national origin, religion, sex, age, disabling condition, or sexual orientation.
- B. Full Membership Status** (State what members must do to be recognized as a full member "in good standing.")
 - a. Rights and Privileges** (State what rights and privileges a full member has.)
 - b. Membership Responsibilities** (This article describes the responsibilities that each person in the organization must fulfill as a member)
- C. Team's Code of Conduct**
- D. Team's Disciplinary Policies and Procedures**

Article IV- Membership Fees

Outline of how fees work on the team. List out which dues cover and what additional a member must pay out of pocket. Do not be specific on the actual dues amount (your team would have to change the constitution each and every semester).

Article V- Executive Officer Board

The establishment of an officer! A specific listing of each officer's duties is essential and cannot be stressed enough. Note: It must be stated that two officers will be co-signers of checks.

- A.** The **Executive Officer Board** shall be the **President, Vice President, Secretary, Treasurer and Club Sports Council Representative** and only App State students are allowed to hold an officer position. They must be in good standing with Appalachian State University (both academic & disciplinary).

Article VI: Duties of Officers

- A.** State the **Titles and Duties** of the team's officers. Include the roles of advisors (non-voting) and coaches/instructors.

Article VII - Elections/Voting

Every organization has to have a standardized procedure for voting and elections in order to ensure continuity from year to year. Include eligibility, nomination and election process, and process for removing officers from duty.

- A.** State the **Procedures for the Election and Removal of Officers** (the election date must comply with the CS Council's constitution requirements). Officers need to be able to serve both Fall & Spring semesters and attend the Club Sports Symposium.
- B.** State procedures for handling **Vacancies within the Board**.

Article VI - Meetings/Committees

- A.** State the **Procedures** for held meetings, and specify when they are to be held.
- B.** State **Attendance** requirements.
- C.** State who is eligible to **Vote(ing)**.
- D.** State requirements for passing **Proposals or Motions** (i.e., "What constitutes a majority or quorum?").
- E.** Describe any standing or ad hoc **Committees** and their functions. Grant the team the authority to develop them.

Article VII – Role of Advisor

The role of the faculty/staff advisor plays in an organization is extremely important. That role needs to be well defined in every organization's constitution. **Use the Advisor Agreement Form as a framework for what to include.**

Article VIII – Finances

Go over in detail about how you plan to manage your funds. Include when membership will be updated on fee activity (at each team meeting, once a month, etc.)

- A.** State **Procedures for Fund Dispersal** (include both allocated and unallocated funds).
- B.** State the team's fiscal year: August 1 – July 31.
- C.** State that two officers will be co-signers of checks.

Article IX – Supremacy Clause

Include a clause stating that neither the organization nor its members will be in violation of University policies (Code of Student Conduct, University Recreation Policies, Club Sports Council Policies, and Campus Activities Guidelines), State, and Federal laws and policies.

Article X – Non-Discrimination Clause

The proposed organization must comply with University policies, including University policies on non-discrimination. Consistent with this requirement, the proposed organization must afford opportunities to members on the basis of personal merit and not on the basis of race, color, religion, sex, national origin, age, political affiliation, veteran status, disability, sexual orientation, or gender identity and expression. (Greek social fraternities and sororities are exempt from discrimination prohibitions on the basis of sex by federal law.) Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as the organization does not discriminate on the identities below. **COPY AND PASTE WHAT IS BELOW** to ensure your organization is not breaking any rules if the above exceptions do not apply to your organization.

_____ (your club) states that no student will be excluded from membership or participation on the basis of his or her race, color, religious status or historic religious affiliation, sex, national origin, age, political affiliation, veteran status, disability, sexual orientation, gender identity and expression, or unless exempt under Title IX, gender.

Article XI – Affiliations

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

Article XII - Ratification and Amendments

State procedures for ratification and amendments to the constitution and bylaws.

A. Amendments

As your organization evolves, certain parts of your constitution will need to change and evolve with it. That is why a procedure for amendment needs to be included in every constitution.

B. Ratification

Before a constitution can be fully utilized by an organization, it must have the support of

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the full membership. Thus, the membership must vote on passage of the constitution and a reference to this vote and the method used for the passage must be included in every constitution

Article X - Bylaws

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

Constitution adopted on: _____
Date

Officers:

_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Position</i>
_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Position</i>
_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Position</i>
_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Position</i>
_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Position</i>