

-Sam Houston State University-
Club Sports Program

CONSTITUTION GUIDE

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

SPORT CLUB

DATE ADOPTED

ARTICLE I – NAME

- State the official name of the Club Sport and list any State, Regional, or National Affiliation.

ARTICLE II – PURPOSE

- State the reason(s) for the formation of the Club and the Club objectives.

ARTICLE III - MEMBERSHIP

- State which people are qualified for membership.
- Assure that no discrimination shall take place.
- State what a member must do to be recognized as a full member.
- State what rights and privileges a full member has.

ARTICLE IV- MEETINGS

- Robert’s Rules of Order shall govern all Club meetings.
- State how many meetings are to be held each year and when they are to be held.
- State the procedures for calling special meetings.

ARTICLE V - OFFICERS

- State the officers of the Club.
- State the duties of each officer.

ARTICLE VI - COMMITTEES

- The following Standing Committees shall exist. They will develop Club policy on the following topics:
 - Fundraising
 - Membership

ARTICLE VII- ELECTIONS

- State the nominating procedures and when they will take place.
- State how and when elections will take place.

ARTICLE VIII – FUNDS

- State the allocation of Club funds, (revenue and expenses).
- Look in the handbook for the policy and procedures concerning finance, purchasing, and budgets.

ARTICLE IX – COACH/MANAGER

- State the procedures for the qualifications and selection of a coach/manager and the function(s) and duties of said person.

ARTICLE XI – REPORTS

- At the beginning of each Fall and Spring semester, Clubs shall submit an updated report with the names and addresses of its officers and advisor to the Club Sport Office and the Office of Student Activities in the Lowman Student Center. The above report should be submitted no later than the 12th class day. Changes in officers that occur during the semester must be reported promptly.

ARTICLE XII – AMENDMENTS

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

ARTICLE XIII – BYLAWS

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