

Dalton State College Club Sports
CONSTITUTION GUIDE

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 Club Sport organization

ARTICLE II – Purpose

State the reasons for the formation of the club and the club’s objectives.

ARTICLE III – Membership

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

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 – Elections

- State which officers will be selected by the membership, how long the terms of these officers will last, and how many times a person may hold the same office.
- State the nominating procedures and when they will take place.

- State how nominees will present their qualifications and how and when elections will be held.
- State procedures in case a runoff 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 procedures for the qualifications and selection of a Coach/Manager and the function(s) and duties of said person(s).

ARTICLE XII – Ratification

State how the Constitution will be approved by the membership.

ARTICLE XIII – Amendments

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.