

# Constitution Template

## Appendix E

**\*NOTE\*** This document is a model template of a club's constitution. A club may choose to structure and govern itself in any way deemed appropriate as long as the constitutions provisions do not contradict the polices and procedures of the Club Sports program, Department of Campus Recreation, Montclair State University, or state and federal laws.

Constitution of the Montclair State University <name of sport> Club  
Ratified/Revised on <Date>

### **Preamble**

*The preamble is an introductory statement, usually no longer than two or three sentences, stating the club's mission. The mission statement of the club defines its core purpose - why it exists. Effective mission statements are concise, contain a long-term vision, and are easily understood and communicated*

### **Article I. Name of Club Sport**

The name of the club shall be Montclair State University \_\_\_\_\_ Club.  
*(If the club will be referred to by a shortened or abbreviated name in the remainder of the constitution, refer to that in this section)*

### **Article II. Purpose**

Section 1. *States the purpose of the club in one clear, concise statement*

Section 2. *Outlines the goals of the club. Examples would include "to enhance the skills and strategies necessary to win (club's division/section/state/nationals), to gain valuable management and leadership experience through the efficient and creative administration of the club, etc."*

### **Article III. Membership**

**\*NOTE\*** *Clubs must be open to all Montclair State University students, and clubs may not discriminate in membership policies on the basis of race, color, sex, gender, religion, creed, age, sexual orientation, national origin, or any other legally protected status. A club may be required to limit participation in certain kinds of activity (such as practice, competition, or exhibition) to a certain class of individuals (ex: undergraduate students, men, women, individuals registered with the sport's National Governing Body, etc.) as per outside rules. However, membership in the club can not be restricted.*

Section 1. *Eligibility (Indicate who is qualified for membership)*

Section 2. Active Membership (*Explain what a member must do in order to be recognized as a member-in-good standing (such as pay dues on a timely basis, have a current and valid individual membership in the club's National Governing Body, attend 80% of all practices, participate in competition, etc)*)

Section 3. Privileges (*Explain the rights and privileges to which a member-in-good standing is entitled*)

#### **Article IV. Officers**

*\*NOTE\* Clubs must have four officers: a President, Vice-President, Treasurer, and Secretary. Clubs may have as many captains, equipment managers, competition managers, etc as it chooses, but the officers of a club are the only individuals vested by the club's membership to assume the fiduciary and liability responsibilities of the club.*

##### Section 1. Duties of Office

- A. President (*list and define all of the President's duties and obligations*)
- B. Vice-President (*list and define all of the Vice-President's duties and obligations*)
- C. Treasurer (*list and define all of the Treasurer's duties and obligations*)
- D. Secretary (*list and define all of the Secretary's duties and obligations*)

Section 2. Eligibility (*Indicate any requirements needed to hold office. Examples would be "President must be a senior, must have been a member-in-good standing for two semesters, must have served as a committee chair, etc.)*)

Section 3. Elections (*Identify who is responsible for electing the club's board of officers, when they will be elected, the procedures used for elections and who is eligible to cast a vote*)

Section 4. Term of Office (*Define the length of each term of office, be it one academic year, one calendar year, several years, whether or not there are term limits, what the resignation procedure is, and how, and under what grounds, an officer may be removed from office*)

#### **Article V. Committees**

*Explain and define what committees or what divisions (such as men's division, women's division, etc) will exist in the club and the duties and obligations of each*

## **Article VI. Meetings**

Section 1. Executive Board *(Indicate the frequency with which the club's Board of Officers meet. It is suggested that club officers meet at least twice a month to attend to the administrative business of the club)*

Section 2. General Meetings *(Indicate how many meetings of the general membership are to be held during a year and when they are to be held. It is recommended that clubs have a minimum of three general meetings each academic year: one early in the Fall Semester, one at the beginning of the Spring Semester, and one near the end of the Spring Semester)*

Section 3. Special Meetings *(Indicate the circumstances under which a special or emergency meeting is to be called, by whom the meeting is called, and how members are to be notified)*

## **Article VII. Affiliations**

Section 1. National Governing Body *(Indicate whether the club has a collegiate, general, or masters membership in the sport's National Governing Body. Explain the rules of the NGB membership and the obligations of individual club members to maintain the club's member status)*

Section 2. Leagues *(Indicate any affiliations with local, state, regional, or national organizations)*

## **Article VIII. Coaching/Instruction**

Section 1. Goals *(Explain the club's performance goals and indicate the nature and scope of coaching or instruction needed to meet those goals)*

Section 2. Consultant *(Indicate the procedures of soliciting the services of a Recreational Sports Consultant, the qualifications necessary for an ideal candidate and the selection process)*

## **Article IX. Club Funds**

Section 1. Dues *(Indicate how much membership dues are, when they are collected, and how they are to be paid)*

Section 2. Sponsorships *(Indicate the procedure for procuring sponsorship income)*

Section 3. Gifts (*Indicate the procedure for soliciting and receiving cash donations, as opposed to donations of goods and services-in-kind*)

Section 4. Expenditures (*Explain the nature of expenditures, the process by which the club authorizes expenditures [majority vote, Board of Officers, 2/3 vote of general membership, or approval of the President and Treasurer for certain expenditures, etc] and any time or dollar amount limits to expenditures*)

## **Article X. Amendments**

*(This should outline the amendment process for the club's membership if it is desired to revise, correct, articulate, or augment an article or section of a ratified constitution)*

Section 1. Procedure for Amendment (*Identify the procedure for presenting an amendment of the constitution to the general membership. Indicate whether amendment proposals require the formation of a constitutional committee to review the proposal. Indicate whether such a committee refers to its recommendation to the club's Board of Officers. Define the form an amendment should take*)

Section 2. Ratification (*Define the process by which a proposed amendment is reviewed, discussed, revised, and adopted. Set a time line for each step in the ratification process. Indicate the margin of vote of the club's general membership which must be in favor of a proposed amendment in order to ratify an amendment*)

*\*NOTE\* A club's constitution is an evolving document and should keep pace with changes in the sport, the club's focus and composition, and the club's ever-evolving mission. Club's constitutions should also be revised to reflect any changes in the policies and procedures of the Club Sports program as a whole. A club should review its constitution every two years. Once a club has formally amended its constitution and/or by-laws, the amended constitution must be submitted to the Assistant Director of Campus Recreation for approval.*

## **Article XI. By-laws**

*(By-laws are a set of policies and procedures that define how the club executes the principles mandated in the constitution. By-laws are a set of separate and more fluid clauses and should be revised and updated with more frequency than a club's constitution. By-laws should be amended when needed, and should be reviewed once a year. Explain in this article the rules and regulations specific to the club)*