

CARLETON COLLEGE
SPORT CLUB 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 areas that apply to your Club.

SPORT CLUB: _____

Date Adopted: _____

ARTICLE I – Name State the official name of the Sport Club 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. Assure 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 are to be held each year and when they are held.
- B. State the procedures for calling special meetings.

ARTICLE V – Officers

- A. State what officers the Club will have.
- B. State what duties each officer will have.

ARTICLE VI – Elections

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

ARTICLE VII – Funds State the procedures for allocation of Club funds (revenues and expenses).

ARTICLE VIII – Advisor State the procedures for the qualifications and selection of a Club Advisor and the function and duties of said person. (your advisor is Aaron)

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 X – Amendments State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

ARTICLE XI – Bylaws State the procedures for the inclusion of any rules or regulations specific to the Club.