

Sport Clubs Constitution and Bylaws

Constitution:

Sport Clubs applying for Sport Club Council Membership must submit a constitution describing the structure needed to carry out the purpose of the club. The constitution, which defines long-term purpose and structure, is usually changed only by a carefully defined process of amendment, providing for advance notice, plenty of discussion, and more than a simple majority vote (2/3 of the entire membership as a rule). Items with an asterisk are required items.

1. **Name:** state name of Sport Club and its relation to Florida Gulf Coast University
2. **Purpose:** define purpose in clear, concise terms; show the kinds of activities that will be sponsored by your Sport Club.
3. **Membership:** define membership-there are three types:
 - A. **Members:** must be limited only to FGCU students. You may have additional requirements for membership.
 - B. **Associate members:** faculty, staff and alumni may be associate members. Associate members cannot vote or hold office.
 - C. **Community Members:** Non FGCU students, faculty or staff who have paid a fee to participate. Community members cannot hold office or vote and can only compete if the Sport's National Governing Body and Club officers allow them to.

The following clause must appear in the membership section of the Constitution: [Sport Club Name] shall not haze any prospective member for the purpose of admission into or affiliation with the Sport Club. Members of [Sport Club Name] are free to leave or dissociate without fear of retribution or harassment. [Sport Club Name] shall not discriminate based on race, creed, color, sex, age, national origin, disability and sexual orientation.

4. **Regulations:** State the Sport Club's willingness to adhere to all FGCU policies and procedures, including but not limited to the Sport Club Handbook, the Office of Campus Involvement Student Organization Handbook, and the FGCU Student Government Constitution and Statutes.
5. **Meetings:** frequency of regular official meetings (e.g., weekly, monthly, annually); authorization of more frequent meetings by decision of officers or members.
6. **Officers:** list of elected officers (names are not to be included) and duties (e.g., President, Vice President & Treasurer); term of service, method of election; procedure for filling a vacant office during the term; impeachment process; duties of the advisor and method of their selection.
7. **Committees:** executive committee or other interim administrative body, authorization of committees to carry out business.
8. **Amendment:** procedure for drafting, announcement and discussion, voting; majority needed to approve or reject (as a rule, 2/3 of total membership).
9. **Rules:** Robert's Rules of Order or other standard or accepted rules of order to be followed in conducting business.

Bylaws:

A set of bylaws may be submitted. The bylaws should become a running record of the detailed ways by which members have currently agreed to work within the Sport Clubs structure. The bylaws provide for continuing development, revision and perfection of ways to work. When these become firmly established practice over two or three years, they may be inserted into the constitution by amendment.

Such a division of rules and procedures between constitution and bylaws permits program, budget, and committee structure to develop as the group grows. As these ways of work crystallize, the constitution may be amended to provide for new officers, standing committees, budget and financial procedures, and other practices necessary to maintain the club.

If you have any questions or are in need of additional resources please contact the Sport Club Office at 239 590 7332 or pmccarth@fgcu.edu