

**SAMPLE**

**SPORT CLUB CONSTITUTION**

The following is a constitution template to help guide organizations in drafting a document that fits your organization’s needs. This outline contains several items that **must** appear in every organization’s constitution; these items are in **bold print and highlighted.**

Please note that the formatting and text written below are recommended. Approval will be dependent on the language and adhering to the provided guidelines.

**Constitution of**

**[Organization Name]**

**Article I**

**Name and Purpose**

**Section A.** The name of this organization shall be [Organization Name].

**Section B.** The mission of [Organization Name] is [Insert the primary mission and goals].

**Section C. The [Organization Name] shall comply with all local, state and federal laws, as well as all Florida Gulf Coast University regulations, policies, and procedures. Such compliance includes the Student Code of Conduct, the Sport Clubs Manual/RSO Manual and waivers and/or conduct agreements as required by the Sport Clubs Office.**

**Article II**

**Membership**

**Section A. Membership in [Organization Name] is limited to any Florida Gulf Coast University student enrolled in a degree-seeking program as an undergraduate, graduate, or postgraduate student.**

**Section B. [Organization Name] shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of [Organization Name] are free to leave or dissociate without fear of retribution or harassment. [Organization Name] acts in compliance with Florida State Statute Section 1006.63**

**Section C. [Organization Name], in order to comply with the University's commitment to non-discrimination, shall not discriminate on the basis of gender, race, color, creed, age, religion, disability, national origin, marital status, sexual orientation, parental status or veteran status.**

**Article III**

**Officers**

**Section A.** The officers of the [Organization Name] shall be President, Vice President, Treasure, and [insert any other officer position titles].

**Section B**. Should the Executive Board decide to elect these non-mandatory officer positions these additional officers of the [Organization Name] shall be [insert any other officer position titles]

**Section C.** Officers will hold office from [insert term duration, and term limit (i.e. Start Fall semester ends Spring, and does not to exceed 1-year). Also include whether or not there is a limit to the number of terms for which any single person may be re-elected.]

**Section D. In order to comply with the University's Student Activities Eligibility Regulation, (FGCU- PR4.005), [Organization Name], undergraduate student leaders will be registered for at least nine (9) credits each regular semester, and enrolled in a credit bearing course in either summer term A, B or C, and maintain a minimum 2.5 cumulative FGCU GPA. Graduate and professional students must be registered for six (6) credits per semester, and maintain a minimum 3.0 cumulative FGCU GPA in order to hold an officer position.**

**Article IV**

**Officer Power and Duties**

**Section A.** (The sections in this article should list separately the duties of, at least, the following officers: President, Vice President, and Treasurer. List any other officers and duties that you desire.)

The President will [insert president’s role]. (An example may be that the president is responsible for presiding over meetings and act as the official representative of the club.)

The Vice President will [insert vice president’s role]. (An example may be that the vice president is responsible for presiding over event hosting/travel and act as the official representative of the club in the president’s absence.)

The Treasurer will [insert treasurer’s role]. (An example may be that the treasurer is responsible for handling funds, whether collected or distributed for formal or informal events, as well as, maintaining accurate records of all financial transactions.)

[Insert any other offices held within the organization and their respective powers and duties.]

[If any non-mandatory positions, indicate which position is responsible for their role should the position be vacant]

**Article V**

**Officer Elections**

**Section A.** Elections of new officers will take place [insert the estimated times of elections and how often they will occur].

**Section B.** [List who is eligible to run for the various officer positions and that all members may vote.]

**Section C.** Members who are running for office must [insert election requirements- examples are acceptance of nomination, speech, campaign, etc.].

**Section D**. Officers must be elected by [insert simple majority, 2/3rds majority, etc. Also include secret ballot or hand vote.] Active members are eligible to vote [define an active member.]

**Article VI**

**Removal of Officers and Vacancies**

**Section A.** Cause for removal shall be defined as [Define what is cause for removal from an officer position.]

**Section B.** [Explain the process of how an officer is removed.]

**Section C.** [Explain the resignation of an officer process.]

**Section D.** A vacancy shall be declared when an officer resigns or is removed from office.

**Section E.** [Describe the process by which a vacancy is filled]

**Article VIII**

**Faculty/Staff Advisor**

**Section A.** The Faculty/Staff Advisor is to be a full time employee of Florida Gulf Coast University. The Faculty/Staff person, [insert clearly how the faculty/staff advisor is selected, the length of their term, their duties, responsibilities, and process of replacement of the advisor.]

**Article IX**

**Organization Meeting**

**Section A.** The organization shall hold meetings that [define how often the organization will meet, whether it is weekly, bi-weekly or on another type of regularly defined basis. Also include what time and the meeting procedures to be followed.]

**Section B.** The executive board shall hold meetings that [define how often the officers will meet bi-weekly or on another type of regularly defined basis. Also include what time and the meeting procedures to be followed.]

**Section C.** All meetings and events hosted will be held in compliance with the policies set forth by Florida Gulf Coast University.

**Article X**

**Finances**

**Section A.** Organization finances shall be used for the good of the organization in the accordance with the organization’s mission. Purchases will adhere to the University Financial Code and FGCU regulations, policies, and procedures.

**Section B.** Organization finances maintain through off-campus bank account shall be managed by the Treasure and [Insert President or another Mandatory Officer Position.]

**Section C**. Fundraised finances shall be

**Article XI**

**Dissolution of Organization**

**Section A. The [Organization Name] may be dissolved at the request of the Department of Campus Recreation or by a two-thirds vote of its members, provided that notice of a vote on the dissolution is furnished to the members at least sixty (60) days before the vote is taken. In the event the organization dissolves, assets and/or debts [insert the appropriate means for disposing of these assets must be specified clearly and explicitly]. Sport Club Office must be notified of dissolution.**

**Article XI**

**Amendments**

**Section A**. Any member of this organization may suggest amendments to this Constitution. [Insert other requirements for amendments including how they are to be submitted and to whom. Also include how they are presented, voting procedure, and approved (voting must include all members). Make sure to include what majority is necessary for approval.]

**B YL AWS**

Items that are appropriate for inclusion in this section include, but are not limited to: definitions of a quorum, committees and their functions, fees and assessments, coaches and volunteers, rules of order, and amendments to bylaws, membership agreements.

A copy of the constitution or bylaws of any organization outside Florida Gulf Coast University with which your group is affiliated should accompany the local constitution.

**The date of adoption, and signatures of the organization President and Advisor are required in order for the document to be considered complete before final adoption and acceptance by the Sport Clubs/RSO Office.**

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**Date of Adoption**

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**Club President Name** (print) **Signature Date**

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**Club Advisor Name** (print) **Signature Date**