



Constitution Guide

The format below has been created 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. You **DO NOT** need to turn in this Guide.

- 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 Clubs objectives.
- ARTICLE III – Membership**
 - A. State who can qualify for membership. Assure that no discrimination shall take place. Tryouts can only determine 1st /travel team, others can still practice.
 - B. State what a member must do to be recognized as a full member.
 - C. State what rights and privileges a full member has.
 - D. Must maintain minimum membership levels as stated in the Sport Club Handbook.
- ARTICLE IV – Meeting**
 - 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.
 - C. State what quorum is needed for an election to take place (Minimum: 40% of paid members needed)
- ARTICLE VII – Funds** State the procedures for the 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.
- 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 – Bylaws** State the procedures for the inclusion of any rules or regulations specific to the Club. State quorum, as defined in Article VI, needed.
- ARTICLE XI – Amendments** State how an amendment will be presented, to whom it will be presented, and how it will be ratified.





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ARTICLE XII – Travel

State what members will be allowed to travel, to where (local, regional, national, etc.) and why.

ARTICLE XIII – Responsibilities of Club/Members

- A. State how each member should represent the Club, KU Recreation Services, and the University of Kansas.
- B. State how the Club should represent KU Recreation Services and the University of Kansas.
- C. State how internal Club discipline will be handled. You may want to include levels of infractions (major/minor).
- D. State that appeals must be made in writing to the Sport Club Executive Board within 48 hours (delivered to Sport Club Director).
- E. In addition to this Constitution, members are expected to follow mandatory Sport Club policies as outlined in the Sport Club Handbook.
- F. See back of form for more details

ARTICLE XIII – Responsibilities of Team/Members

“INSIDE THE LINES” (incidents that can happen as part of the game/practice)

Violations can be reported by any club member to any officer

Timeline to review an individual member’s violation:

-Law/Code: If a state or federal law or KU Code of Student Rights and Responsibilities may be violated, member can be indefinitely suspended from club activity until cleared/resolved, then address as Other.

-Other:

- 1) Alert Sport Club or Recreation Services staff within a defined timeline (Ex: 3 business days) that a violation has been reported to an officer.
- 2) Hold hearing within a defined timeline (Ex:5-15 business days). Define who is required to be at the hearing and their roles in the hearing.
- 3) Complete Hearing in the semester the violation occurred if at all possible.
- 4) Report results of hearing in writing to Sport Club or Recreation Services staff within 5 business days.
- 5) Appeal by member to Sport Club Executive Board in writing within 48 hours of results. Appeal should be delivered to Sport Club Director.
- 6) Appeals of Sport Club Executive Board decision must be made in writing within 48 hours to the Recreation Advisory Board. Appeal should be delivered to the Director of KU Recreation Services.

“OUTSIDE THE LINES” (incidents that can happen by the club when not competing/practicing but could reflect upon the club/University negatively)

-club may want to define violations by level similar to what is used in the Sport Club Handbook

-any club member can report incident to a club officer, KU Recreation Services staff member, KU Ombudsman, or the Office of the Vice Provost for Student Success

-incident will then be addressed as deemed appropriate by staff





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ARTICLE XIV – Refund Procedures

State how refunds will be managed in your club. Things to consider are members who quit, members who get injured, and members who are expelled from the club.

