Sample Constitution

Listed below are the component parts of the constitution. Certain components are required and are indicated in bold. Specific article numbers may vary from group to group, but all the information must be included. The club is encouraged to add additional articles as necessary to address the club's needs, including but not limited to coaches/volunteers, national governing body eligibility, etc.

If the clubs require any further assistance in drafting the organization's constitution, please contact the Competitive Sports office.

Constitution of [Official Name of the Organization]

Preamble:

State the full, official name of the organization as well as the purpose, aims, and functions of the group.

Article I: University Compliance

This section must be written exactly as follows: This organization shall comply with all Weber State University regulations, and local, state, and federal laws.

Article II: Non-Hazing

The section must be written exactly as follows: Hazing is strictly prohibited at Weber State University. As used herein, hazing is defined as intentionally, knowingly, or recklessly engaging in an act, or causing or participating with another to commit an act, that causes or creates a risk, above the reasonable risk encountered in the course of participation in University or organization activities, of the physical or psychological injury of another, regardless of that person's willingness to participate, and that is committed in connection with an initiation into, affiliation with, or maintenance of membership in any organization, team, society, or association (PPM 6-22 Student Code).

Article III: Membership

This section must be written exactly as follows: Membership and participation within a club must be free from discrimination based on the classes designated as "protected classifications" in PPM 3-32 (Where groups are designated as "women's," "men's" or "coed," include language stating that notwithstanding the above statement, this group has been designated as [insert name], which designation has been approved by of the Competitive Sports Coordinator, in consultation with the Title IX Coordinator.).

i. State the limitation of membership, if any, including minimum or maximum limits.
ii. State the different classes of membership and the requirements for and the rights of each class, if any.
    a. Examples of classes: Student, Faculty/Staff, Community Member, Practice Player, etc.
    b. Clubs must have at least 80% of members as students. Non-student participation must be voted on and approved by club membership. Non-student guidelines must be added to the constitution.
iii. State the procedure for selection and revocation of membership.
    a. How does the organization admit or remove persons from membership
iv. Include any additional requirements for participation set by the club's national governing body, if applicable.

Article IV: Club Leadership/Executive Officers:

i. State the title, duties, and responsibilities of all officers.
    a. **President, VP (or other leadership role)** and **two designated Safety Officers** are required by the Competitive Sports Office. The club can decide whether to require club leaders to serve as Safety Officers.
ii. What are the requirements for executive officers?
    a. GPA, experience, etc.
iii. How long do officers serve? When do they take office? When does officer transition start? Do past officers have a specific role in the organization?
iv. Will Executive Officer meetings be held? How often? Who calls the meetings? How are decisions made at these meetings?
v. How are officers selected?
    a. Elections can be described here, but a separate article outlines election processes.
vi. What is the procedure for removing a person from office?

See "Club Leadership Positions and Duties" in the Sport Club Handbook for Responsibilities to Consider

Article V: Elections

i. When and how frequently will elections be held?
ii. How are people nominated to run for office?
iii. Voting guidelines must follow the Sport Club Handbook – "Voting"

Article VI: Dues

All members except registered volunteers are required to pay dues to participate in the club. Dues are paid through DSE.

i. How much are membership dues? Are there various levels of memberships (practice player, competitive player, etc.)? How is the amount determined?
ii. How often are dues collected? Is there a payment plan option? What are the deadlines? What happens to members who haven't paid dues by the deadline?
iii. Who is eligible for a dues waiver? How is it decided who gets dues waived?
    a. Each club is allowed to waive the dues of up to 4 individuals.

Article VII: Finances

i. Who creates and manages the group's budget?
    a. While the Competitive Sports Office monitors each club's budget via Google Sheets which is available to the club to view, it is the club's responsibility to ensure the budget does not run in the negative. It's recommended that clubs create their own budget to track expenses and check against the Competitive Sports budget.
ii. Who is responsible for submitting the Student Fee Allotment (SFA) and Activity Waiver request?
iii. What happens to the remaining money if the group dissolves?

Article VIII: Tuition Waivers

All clubs receive Activity Waivers to waive tuition.

i. How does the club decide recipients?
ii. Are there any additional requirements to receive a waiver?

a. **Include the minimum requirements set by the university** – See "Tuition Waivers"

Article IX: Advisor

Name the advisor for the club, their title, and contact information.

i. The default advisor for all clubs is the Competitive Sports Coordinator. The club may choose a different faculty/staff member of Weber State University to serve as the Advisor.
   a. If the advisor is not the Competitive Sports Coordinator, how are they chosen? Do they have any additional responsibilities or requirements?
ii. Advisor responsibilities should include being familiar with the Sport Clubs handbook, keeping the Club Leadership informed of university policies as it pertains to club activities, and to serve as a resource for the well-being of the club.

Article X: Coaches and other Volunteers

Coaches and volunteers are not required for the club constitution unless the club utilizes their services.

i. State the policy and procedures to select and remove a coach/volunteer.
ii. Include expectations for the coach/volunteer – see "Coaches, Instructors, Liaisons, and Advisors" in the Sport Club Handbook

Article XI: Meetings

i. Are there regular membership meetings? If so, how often will regular meetings be held? How are they advertised? Who has authority to call meetings?
ii. Who sets the agendas for meetings? What rules of order are followed?
iii. How are emergency or special meetings called? Who has the authority to call these meetings? How are members notified of these special meetings?
iv. How is attendance recorded for meetings (if necessary)?

Article XII: Amendments

i. Who can propose an amendment to the constitution? How will all eligible voting members be notified of proposed amendments (i.e. announcements at meetings or practices, email, group chat, etc.)?
ii. What vote is required to ratify an amendment?
   a. **Be specific:** examples: 2/3; 75%; 51%; NOT "majority"
iii. What is the approval process?
   a. Once approved by the organization, all constitutions with amendments must be submitted to the Competitive Sports Office, who will conduct an official vote.

Article XIII: Constitution Approval

i. The constitution will be presented to the membership of the club and will be approved by 51% of the whole membership of the club.

Include: This constitution was approved* on *MM/DD/YYYY* by *X/TOTAL* members.

*Constitutions must be voted upon by the approved methods set by the Competitive Sports Office. Any unauthorized vote to approve club constitutions is considered void and will need to be voted upon again in an approved manner.