

**Heading:** Identify the document as the constitution, along with the official name of your Sport Club. Constitutions shall be specific to ISU. State and national constitutions are not accepted.

**Idaho State University  
Constitution of the \_\_\_\_\_ Sport Club**

Preamble

We, the members of the ISU \_\_\_\_\_ Sport Club do hereby constitute ourselves an organization subject to the following provisions:

**Name:** State the chosen name of your Sport Club in the body of the constitution. Remember, this will be the official name required on all posted materials. The format for official names of ISU Sport Clubs shall be “Idaho State University (state the gender - if applicable) (state the sport) Sport Club”

**Article I  
NAME**

The name of the organization shall be the Idaho State University \_\_\_\_\_ Sport Club. All official documents shall bear this name.

**Purpose:** Describe the key factors for the existence of your Sport Club. Choose a purpose that will be actively supported by the members in order to maintain recognition. Purpose can be detailed or general.

**Article II  
PURPOSE**

The purpose(s) for the existence of the ISU \_\_\_\_\_ Sport Club shall be:

- 1.
- 2.
- 3.
- 4.

**Membership:** Membership requirements must be stated in their entirety.

A. Describe those eligible for membership. Sport Clubs membership at ISU is broken down into two categories:

1. Active Members—currently enrolled, full-fee paying, full- or part-time students at ISU.
2. Associate Members—currently employed faculty/staff, ISU alumni, and the general public. Certain restrictions apply to this category of membership.

To comply with federal and ASISU guidelines, the following statement must be included: “This Sport Club will not deny membership to any person on the basis of

race, age, religion, sex, sexual orientation, physical handicap, color, marital status, national origin, language, or creed.”

- B. Describe those eligible for voting membership. This helps ensure that those voting have a vested interest in the Sport Club. For example a requirement could be that voting members must have currently paid dues. Only active members are eligible for voting membership.

### **Article III MEMBERSHIP**

#### **Section 1—General Membership**

- A. Active Membership in the ISU \_\_\_\_\_ Sport Club is open to all currently enrolled, full-fee paying students of Idaho State University. Active members shall have top priority when it comes to playing time.
- B. Associate Membership is open to all currently employed faculty and staff of Idaho State University and alumni of Idaho State University. An alumni is one who possesses a degree from ISU. These members may compete in the name of ISU, but not at the expense of an active member being sidelined. All associate members must pay a \$10.00 per semester fee to the Sport Club of participation, in addition to other Sport Club requirements.
  - 1. The general public may become associate sport club members by approval from the Sport Club and the Department of Campus Recreation. Members from the general public must bring a benefit to the active members to be considered for participation. Members from the general public may not compete in the name of ISU.

#### **Section 2—Voting Membership**

- A. Voting members of the ISU \_\_\_\_\_ Sport Club shall consist of all full fee paying active members who have shown vested interest in the sport club by having paid sport club dues for the current academic year and have completed the appropriate paperwork.
- B. Each voting member will have only one vote and must be present to vote.
- C. Executive officers are appointed from the active membership and will retain voting privileges.

#### **Section 3—Non-discrimination Clause**

This Sport Club will not deny membership to any person on the basis of race, age, religion, sex, sexual orientation, physical handicap, color, marital status, national origin, language or creed.

**Meetings:** Describe the frequency of meetings/practices.

**Article IV**  
**MEETINGS**

- A. The ISU \_\_\_\_\_ Club will meet at least monthly during the fall and spring semesters. Time and place of meetings shall be determined by the executive board.
- B. Special meetings may be called by the President, Advisor, or the Sport Clubs Director, allowing for a 24-hour period of advanced notice.
- C. Quorum shall consist of 2/3 of the voting membership. Quorum may pass an issue with simple majority vote (51%)
- D. Roberts Rules of Order shall be used to conduct meetings.
- E. The following agenda shall serve as the standard of meetings:
  - 1. Roll call
  - 2. Reading of minutes
  - 3. Old business
  - 4. New business
  - 5. Adjournment

**Officers:** List each office along with the duties/authority of each office. You must include the statement that “only officially registered students with a minimum 2.0 GPA shall be eligible to serve as elected or appointed officers.”

**Section V**  
**OFFICERS**

**Section 1—Eligibility**

- A. Only officially registered active student members with a minimum 2.0 GPA shall be eligible to serve as elected or appointed officers.

**Section 2—Duties of Executive Board Officers**

- A. President
  - 1. To preside at all meetings
  - 2. To enforce the constitution, by-laws, and other regulations
  - 3. To call special meetings
  - 4. To communicate the needs of the Sport Club to the Director of Sport Clubs
  - 5. To fulfill any duties associated with this office, but not specifically mentioned in this constitution

## B. Vice President

1. To preside in the absence of the president
2. To assist all committees and keep the president informed of their progress
3. To serve as parliamentarian

## C. Secretary

1. To keep a permanent record of all minutes and committee reports
2. To keep an accurate and complete roster for all voting members
3. To ensure distribution of mail to each organization
4. To act as the communicator between the President and all member committees
5. To serve as historian

## D. Treasurer

1. To keep an accurate record of all financial transactions
2. To work with the Director of Sport Clubs for depositing and withdrawing funds
3. To execute the appropriate process in order to request and obtain funds from ASISU

### **Section III—Executive Officer Attendance**

Executive officers are required to attend all regularly scheduled meetings. If an officer misses two meetings, a warning will be issued. If a third meeting is missed, the individual will be subject to removal as determined by the executive board.

### **Section IV—Removal of Officers**

Any officer can be removed by a two-thirds majority vote of the voting membership at two consecutive meetings.

### **Elections: Some examples for procedures for election of officers could include:**

- A. Frequency of elections held in the spring term of office
- B. Method of announcing election and length of notice required
- C. Method of nomination for office
- D. Quorum for elections - 51% minimum vote required to place in officer
- E. Procedures followed if office is vacated before full term
- F. Officers must have a minimum 2.0 GPA, however Sport Clubs may set a higher minimum if they desire

## **Section VI ELECTION OF OFFICERS**

### **Section I—Nominations**

- A. During the first meeting in March, the president will open nominations. Any voting member may nominate any other voting member for office. At the following meeting nominations will be closed.
- B. All candidates must be currently registered full-fee paying students and have a minimum 2.0 GPA to be nominated for, or voted into, any position.

## **Section II—Elections**

- A. The election of officers shall be held at a well publicized meeting, two weeks after nominations.
- B. Elections will be held by secret ballot. A plurality vote for each position is required.

## **Section III—Transition of Officers**

- A. Newly elected officers shall take office after a one month transition period.

**Finances:** List the people responsible for the collection and disbursement of funds. Designate who will be authorizing expenditures. Define major and minor expenditures. It is suggested that members vote on major expenditures.

## **Section VII FINANCES**

### **Section I—Authorization of Funds**

The treasurer will be responsible for the collection/disbursement of funds and opening a Sport Clubs account with the Director of Sport Clubs. Major expenditures (\$100 or more) will be authorized by majority vote of the membership. Minor expenditures (\$100 or less) will be authorized by the president, or the vice president in the absence of the president and the faculty/staff advisor. All expenditures shall require the signatures of the club treasurer and another officer and/or the advisor and Director of Sport Clubs.

**Advisor:** Describe the relationship of the advisor to your Sport Club. For more information, see the Sport Clubs Handbook. It is suggested that the advisor be one of the authorized signatures on the financial account.

## **Section VIII ADVISOR**

### **Section I—Requirements and Removal**

- A. The advisor shall be a full-time faculty or staff employee of Idaho State University.
- B. An advisor can be recommended for removal from position by the executive board if:
  - 1. They are not contributing to the Sport Club in a positive manner
  - 2. Any reason not mentioned but still deemed appropriate by the executive board

**Amendments:** Describe the process for amending your constitution and by-laws. The following are two examples that could be used:

- A. Time requirements—amendments should be read at two consecutive meetings before the vote is taken
- B. Percentage of vote required—usually amendments require a majority vote of 2/3 the current voting membership to be adopted

### **Article IX AMENDMENTS**

Any voting member of the Sport Club may sponsor an amendment. The amendment must be approved by a 2/3 majority vote of the members present. The proposed amendment is not ratified until approved by the Sport Clubs Recognition Committee and ASISU.

**Signatures:** Include the signatures of the president, advisor, and Director of Sport Clubs.

### **Article X SIGNATURES**

President:

Signature	Print Name	Date
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Advisor:

Signature	Print Name	Date
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Sport Clubs Director:

Signature	Print Name	Date
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**Additional Items:** Additional items may be covered in your constitution, but remember that it should be general information that will not be changed frequently.

**Annual Review:** Annual reviews of your constitution should be conducted to ensure the Sport Club is operating in accordance with constitutional procedures and purposes.