

Sport Club Sample Constitution Loyola University Chicago

Name of Organization
Date Original Constitution Ratified:(date)
Dates of Amendments:(dates)

ARTICLE I. NAME

Section 1. The name of this organization shall be the (new organization's name).

ARTICLE II. PURPOSE

Section 1. The purpose of the organization shall be:

- to function as a student organization
- to encourage participation
- to foster loyalty to the organization
- etc, as desired.

ARTICLE III. MEMBERSHIP AND DUTIES

Section 1. Membership in this organization shall be open to all Loyola University Chicago students.

Section 2. There shall be no dues.

or

There shall be maintained by the payment of dues which are established by the Executive Committee (**or** as decided by the membership).

ARTICLE IV. OFFICERS

Section 1. The Executive Committee/Officers of the organization shall consist of a President, a Vice-President/Risk Management Officer, a Secretary, and a Treasurer.

Section 2. Duties and Powers

- The duties of the President shall be to (**for example**) preside at all meetings, call special meetings, to appoint committees, etc.
- The duties of the Vice-President shall be to (**for example**) to perform all duties of the President in her/his absence, to serve as program chairperson, etc.
- the duties of the Secretary shall be (**for example**) to keep an accurate, permanent record of the organization, to take charge of all correspondence, to notify the **Phoenix, (for example campus brief)** and post information regarding meetings and activities, to make necessary reports, etc.
- The duties of the Treasurer shall be (**for example**) to attend Campus Recreation Budget Workshops, submit budget requests to the Sport Club Office in accordance with the organization's mission and goals, keep an accurate and complete record of all monetary transactions, to collect the club dues, etc. The Treasurer must disburse fund money in accordance with regulations of the University.

Section 3. Election of Officers

- The officers shall be elected (**for example**) each spring semester to allow time to prepare the Student Activity Fund budget, revise the constitution as needed, and prepare re-registration forms for the coming year.
- State any qualifications necessary to hold office.
- The candidate shall be nominated in the following manner: (**for example, a nominating committee, nominations from the floor, or a combination of both of these.**)
- Voting shall be (**by ballot, standing vote, show of hands, oral vote, or etc.**), as decided by the organization.
- A majority of 2/3 of all votes cast shall be necessary for election.
- Following each election or change of any officer/advisor, Campus Recreation/Sport Club office must be notified in writing.

ARTICLE V. MEETINGS

Section 1. The **(name of organization)** shall meet **(once a month, weekly, etc.)** as decided by the organization.

ARTICLE VI. FUNDS

- The Loyola University Chicago Campus Recreation Department funds sports clubs.

Additional money to support the goals of the club may be raised through fundraising and/or individual expenses that have been first approved through Campus Recreation Department.

Each club in conjunction with the Assistant Director, Campus Recreation administers all budget matters separately.

The Sports Club Council will be used as a vehicle that a club can petition to review said club's budget if the club feels that budget requests were decided upon unfairly or incorrectly.

ARTICLE VI. QUORUM

Section 1. **(2/3, 3/4, etc)** of the members of this organization shall constitute a quorum to transact business.

ARTICLE VII. AMENDMENTS

Section 1. Proposed amendments shall be submitted in writing and read at regular meetings and shall be acted upon at the following meeting.

Section 2. This Constitution may be amended by a majority of 2/3 of those members at the meeting.

ARTICLE VIII. RATIFICATION

Section 1. A 2/3 majority of those present at the first meeting of the newly formed organization will be necessary to ratify this Constitution.

ARTICLE IX. ANTI HAZING STATEMENT

- Section 1. The **(name of organization)** considers hazing to be a most destructive and degrading activity which is inconsistent with the standards of this student organization. Hazing, defined as: Hazing is any intentional or reckless action or situation, created to produce emotional or physical discomfort, harassment, humiliation or ridicule, is strictly prohibited. The **(name of organization)** recognizes the dignity of every individual and opposes all forms of hazing.

ARTICLE X. NONDISCRIMINATION STATEMENT

- Section 1. It is unacceptable and a violation of university policy to harass, discriminate against or abuse any person because of his or her race, color, national origin, gender, sexual orientation, disability, religion, age or any other characteristic protected by applicable law. Such behavior threatens to destroy the environment of tolerance and mutual respect that must prevail for this university to fulfill its educational and health care mission. For this reason, every incident of harassment, discrimination or abuse undermines the aspirations and attacks the ideals of our community. Discrimination is adverse treatment of a person or group based on race, color, national origin, gender, sexual orientation, disability, religion, age or any other characteristic protected by applicable law, and not individual merit.

ARTICLE XII. BYLAWS

- Bylaws changes for the Loyola University Chicago Sports Club Council must be passed by a majority vote of members present at any regularly scheduled meeting.

Every member must be given a written (or via e-mail) a copy of proposed Bylaw changes a minimum of ten (10) business days prior to the meeting.