

# Department of Recreation Club Sports

## Model Constitution

On the following pages is a sample you may follow when writing the constitution of your organization. This document is intended to serve as a model. An official student organization may structure and govern itself in any way it deems appropriate, so long as it does not violate any of the criteria stated in the SAC guidelines for recognition.

### General Advice

A constitution should contain complete sentences in clear, simple, and precise English. Work to avoid misspellings and grammatical errors, as these will delay acceptance of your constitution.

Be sure to keep all lists (such as "Duties of the President") in parallel form, for instance;

The president shall:

1. Preside over all meetings.
2. Vote in the case of a tie.

Not:

1. Preside over all meetings.
2. To vote in case of a tie.

Be as complete as possible; try to cover all the questions and situations which may arise.

Amendments are best added to the constitution in the form of "Articles of Amendment", appearing at the end of the original document. The amended article or section is then identified, such as "Amended: March 21, 2000."

### Constitution of (Name of Organization)

#### PREAMBLE

An introductory statement, usually no longer than two or three sentences, stating the intent of the constitution.

#### ARTICLE I

##### Name

The name of this organization shall be (full name of organization), herein after referred to as (shortened name of organization as will appear throughout the constitution [optional])

#### ARTICLE II

##### Purpose

State the purpose of the organization.

#### ARTICLE III

##### Membership

NOTE: Organizations must be open to all University of Penn students. An organization or its membership may not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, handicap, etc. (Each college or division may have a student government whose membership is limited to its respective body).

##### Section 1. Eligibility:

State membership qualifications, such as: "All students of the University of Pennsylvania shall be eligible for membership."

##### Section 2. Active Membership:

State the qualifications for "active" or "voting" membership in the organization. For example, meetings attendance requirements, paying dues, etc.

#### ARTICLE IV

##### Officers

##### Section 1. Number and Methods of Elections;

State what officers shall be elected: for example, "(name of organization shall elect from the active membership a president, and a treasurer."

Specify when elections are to be held. Indicate voting method, such as the margin of votes needed to win, any special form of ballot to be used, etc. Define eligibility requirements to hold an office.

##### Section 2. Duties and Officers

List all the duties and obligations of the president and do the same for each officer, such as follows:

A. The president shall:

1. Preside over all meetings of (name of organization)
2. Vote only in case of tie
3. Etc.

B. The vice president shall:

1. Preside over meetings in the absence of the president.
2. Etc.

##### Section 3. Terms of Officers

Indicate that officers may be impeached, grounds for impeachment, procedure for impeachment, etc. The officer in question should have prior notification and have the chance to speak in defense of herself/himself. Specify the fraction of the membership that must vote in favor of removal from office (for example, "two thirds of the total membership must vote...)

#### ARTICLE V

##### Committees

##### Section 1. Standing Committees:

State the standing committees of the organization.

##### Section 2. Duties of the Standing Committee;

List all the duties and obligations of each standing committee as follows:

A. The Constitution Committee shall:

1. Review the constitution each semester.
2. Etc.

#### ARTICLE VI

##### Faculty Advisor(s) (A Faculty Advisor is optional)

##### Section 1. Number and Terms of Office:

Indicate the number of faculty advisors the organization is or have and how long each will be asked to serve.

##### Section 2. Duties:

Indicate the role of the faculty advisor(s).

#### ARTICLE VII

##### Meetings

##### Section 1. Regular Meetings:

Indicate when regular business meetings are to be held.

##### Section 2. Special Meetings

Indicate if and when special or emergency meetings are to be called, by whom, and how members are to be notified

State the rules which shall govern the conduct of business for the organization; for example, "all regular and special meetings of (name of organization) shall be conducted using parliamentary procedure as described by Robert's Rules of Order, Revised."

##### Section 4. Quorum:

A quorum usually consists of the next whole number above half of the total active membership. However, the number should be determined according to the organization's needs.

##### Section 5. Attendance at Meetings:

State the organization's attendance requirements.

#### ARTICLE VIII

##### Dues

State the financial obligations of each member and when such obligations must be met.

#### ARTICLE IX

##### Amendments

##### Section 1. Procedure for Amendment:

Indicate the procedure for presenting a an amendment of the Constitution to the general membership. Usually, amendments are submitted in writing and are read at one or two meetings before a vote is taken.

##### Section 2. Ratification;

Indicate the margin of a vote which must be in favor of a proposed change in order to ratify an amendment. Ratification is usually accomplished through either a two thirds or three fourths vote of the active membership. After an amendment has been made, an organization's constitution must be submitted to the Club Sport Council for approval and SAC ratification.

#### ARTICLE X

##### Review of Constitution

The SAC and the Executive Council of Club Sports reviews the constitutions of all official student organizations at least every three years, but reserves the right to review constitutions at any time. It may be useful for an organization to keep a reminder of this review process in its constitution. The secretary will notify your organization when it is due for a constitutional review.