**Constitution of *“Name of Organization”***

**Preamble**

We, the members of *“Name of Organization”* do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

**Article I - Name**

The name of the organization will be *“Name of Organization”*, henceforth referred to as *“Name of Organization”*.

**Article II - Purpose**

*“Name of Organization”* is established for the expressed purpose of developing leadership skills as well as an awareness of social responsibilities to encourage students to participate in public affairs.

*“Name of Organization”* understands and is committed to fulfilling its responsibilities of abiding by the Villanova University Club Sports Manual and Code of Student Conduct.

**Article III - Membership**

Active membership shall be limited to persons officially connected with Villanova University as faculty, staff or registered students. The following requirements are necessary to constitute active membership:

1. Payment in full of financial obligations as determined by organization.
2. Attendance of at least 75% of all meetings during a given semester.
3. *What is the team’s policy for try-outs?*
4. *Is there a cap on team size?*
5. Active participation in all activities sponsored by *“Name of Organization”* unless the activity interferes with either scholastic or financial constraints. *“Name of Organization”* openly admits students to its membership and does not discriminate on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.

**Article IV - Officers**

*“Name of Organization”* will be governed by the following means:

1. An elected President (or other designated officer) will preside at all meetings of *“Name of Organization”*. The President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present and shall be present at 90% of the meetings of *“Name of Organization”*.
2. *“Name of Organization”* shall also maintain a Vice President. The Vice President's duties shall be to preside at all meetings and functions that the President cannot attend.
3. Club members shall also elect a Treasurer who will handle all dues, accounts, new members, rule observances at stated meetings, protocol, etc.
4. The role and duties of the faculty/staff advisor shall include attending meetings, providing counsel to the organization’s officers, etc.
	1. The faculty/staff advisor is \_\_\_\_\_\_\_\_\_\_\_.
5. The role and duties of the coach shall include attending meetings, practices, games, providing counsel to the organization’s officers, etc.
	1. The coach is \_\_\_\_\_\_\_\_\_\_\_.
	2. The assistant coach is \_\_\_\_\_\_\_\_\_\_\_.

**Article V - Operations**

1. Voting Eligibility - Those members meeting all requirements of active membership as set forth in Article III will be granted voting privileges.
2. Election Process - All officers shall be elected by a majority vote of eligible voting members of *“Name of Organization”*. All elections will be held on an annual basis during the month of \_\_\_\_\_\_\_\_. The President will take nominations from the floor, the nomination process must be closed and the movement seconded. The nominated parties will be allowed to vote. All voting shall be done by secret ballot to be collected and tabulated by the Secretary-Treasurer and one voting member of *“Name of Organization”*, appointed by the outgoing President.
3. Removal - Any officer of *“Name of Organization”* in violation of the Organization's purpose or constitution may be removed from office by the following process:
4. A written request by at least three members of the Organization.
5. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
6. A two –thirds (2/3) majority vote is necessary to remove the officer.
7. Meetings - All meetings will occur on a weekly basis or other regular basis at a time selected by *“Name of Organization”* and will follow the procedure set forth below:
8. Attendance
9. Report by the President
10. Vote on all committee motions and decisions
11. Any other business put forward by the members of the club
12. Dismissal by the President

**Article VI - Finances**

*“Name of Organization”* will finance the activities it engages in by the following means:

1. Membership dues (appropriate amount set by *“Name of Organization”*)
	1. Dues will be collected on a *semester/annual* basis.
	2. Failure to pay dues will result in removal from the *“Name of Organization”*
2. *“Name of Organization”* will submit a budget to the Club Sports Office on an annual basis and request funding appropriate to the effective operation of the organization for each year.

**Article VII - Amendments**

The constitution is binding to all members of the *“Name of Organization”*. But the constitution is not binding unto itself.

1. Amendments to the constitution may be proposed in writing by any voting member of *“Name of Organization”* at any meeting at which 2/3 of the voting members is present.
2. These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
3. Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of active members.

**Article VIII - Registration Renewal**

*“Name of Organization”* will apply to the Club Sports Program Office for registration on an annual basis at the end of the Spring semester.