

The University of Texas at Dallas
Club Sports Program
Constitution Guide

Article I – Name

The name of this club sport shall be UTD _____.

Article II – Duration

This club shall remain active on a yearly basis as long as it continues to comply with the guidelines established by the Department of Recreational Sports, The University of Texas at Dallas, and (local, state, regional, or national league affiliation name; governing body).

Article III – Purpose

Use this section to state the reason for forming this club and its general purpose. Please include all club goals and objectives.

Article IV – Affiliation

The UTD _____ (*name*) shall exist as a club sport under the Department of Recreational Sports at The University of Texas at Dallas and shall follow the guidelines set by the department and Club Sports Program.

State the affiliations with any local, state, regional, or national organization. State any adherence to rules set by a sport or governing association.

Article V – Membership

Individuals desiring membership into the club must be currently enrolled students, faculty, or staff. The UTD _____ (*name*) is a student organization and shall be treated as such. The student members of this club collectively have responsibility for the formation, administration, and decision making for the club. There shall be no membership restrictions based on race, color, religion, sex, age, sexual orientation, national origin, or handicaps.

State any dues or fee assessment to offset the cost of travel and other operational expenses.

Article VI – Meetings

State how many meetings of the membership are to be held during each school year, when they will be held, procedures for calling a meeting (regular or special), and requirements for conducting official business.

Article VII – Officers

*List each officer positions and all the duties/requirements pertaining to each. The Club Sports Office **strongly encourages** the officers to divide up the responsibility. This will help ensure that the club operates smoothly, responsibilities are taken care of, and it holds the club accountable.*

Example:

President

- *Keep the Club Sports Coordinator informed of **all** club business*
- *Preside over club meetings and conduct club business*
- *Keep officers informed of pertinent policies and information*
- *Keep members informed of important dates and information*
- *Know what services are available through the Department of Recreational Sports*
- *Ensure that there is a club representative at all club sports meetings and events*
- *Promote your club sport and the Club Sports Program*
- *Be knowledgeable on club issues: schedule, budget, spending, etc.*
- *Ensure club compliance with all rules and regulations set forth by the Club Sports Program, Department of Recreational Sports, and The University of Texas at Dallas*

Vice President

- *Preside over club matters in the absence of the President*
- *Assist the President with his or her duties*

- *Handle appropriate responsibilities assigned by President or the Club Sports Office*
- *Regularly check club mailbox (at least twice a week)*

Secretary

- *Record and circulate meeting agendas/minutes*
- *Establish and maintain schedules (practice and game)*
- *Maintain club roster, monthly reports, and all other appropriate paperwork*
- *Ensure paperwork and club information is updated with the Club Sports Office*
- *Handle all club correspondence: emails, flyers, etc.*

Treasure

- *Handle all transactions concerning club funding*
- *Ensure appropriate paperwork and deadlines are met concerning club funding: payments, reimbursements, etc.*
- *Assist with club fundraising efforts*
- *Maintain accurate and appropriate records of all financial activity within the club – **keep all receipts...the club is accountable for all transactions and can be asked to justify spending***
- *Assist with preparing appropriate paperwork: budget request, financial report, etc.*

Trip Leader/Secondary Safety Officer

- *Responsible for attending all Pre-Trip Meetings when the club will be traveling*
- *Responsible for turning all paperwork in relating to travel: Travel Request Form, Post Trip Report, Reimbursement Agreement, and the Travel Binder*
- *Assist the Treasurer and Club Sports Coordinator in making travel arrangements*
- *Must be CPR, First Aid, and AED certified*
- *Assist primary Safety Officer with responsibilities*

Safety Officer

- *Responsible for inspecting fields, facilities, and equipment for safety*
- *Must be CPR, First Aid, and AED certified*
- *Ensure that all club members have the appropriate paperwork on file with the Club Sports Office: Medical, Release, and Indemnification Form, proof of insurance, etc.*
- *Maintain the club first aid kit and report low supplies to the Club Sports Office*
- *Serve as primary contact for all safety related issues*
- *Assist the Trip Leader with travel responsibilities*

Article VIII – Elections

State which officer positions will be selected by the membership, duration of office, and the term length. State how the nominating and voting procedures will take place, so that everyone clearly understands including run-off situations. State any necessary qualifications the club deems necessary for such officer positions.

Article IX – Funds

State the process for allocating club funds (revenue and expenses). Follow the policies and procedures outlined in the Club Sports Handbook.

Article X – Coach/Advisor

State the qualifications, responsibility, and role of the club coach/advisor as club deems necessary. Follow the guidelines established in the Club Sports Handbook.

Article XI – Registration

Modify the registration requirements outlined in the Club Sports Handbook to fit your club based on your club status. The Club Sports Coordinator can guide you with this section.

Article XII – Bylaws

State the procedures for the inclusion of any rules or regulations specific to the club. Any changes must be approved by the Club Sports Coordinator.