

**The University of North Carolina at Greensboro
Club Sports
Constitution Checklist**

Club Sport: _____

Date: _____

Observer's Initials	Comments	Constitution Checklist
_____		<p>1. Minimum Requirements – as defined by Campus Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of Organization <input type="checkbox"/> Mission Statement <input type="checkbox"/> Purpose <input type="checkbox"/> Anti-Discrimination Statement <input type="checkbox"/> Membership Requirements
_____		<p>2. Membership</p> <ul style="list-style-type: none"> <input type="checkbox"/> Levels of membership (examples: full member, associate, alumni) <input type="checkbox"/> Description of each level <input type="checkbox"/> How to obtain membership levels <input type="checkbox"/> Sanctions procedure

<p>_____</p>		<p>3. Organization / Governance Officers / Club Leadership Positions</p> <p>A. Positions (minimum of 4 officers)</p> <ul style="list-style-type: none"> <input type="checkbox"/> President / Responsibilities <input type="checkbox"/> Vice-President / Responsibilities <input type="checkbox"/> Treasurer / Responsibilities <input type="checkbox"/> Indicate other position title and responsibilities (SGA Rep, Match Secretary, etc...)_____ <p>B. Eligibility</p> <ul style="list-style-type: none"> <input type="checkbox"/> Min. Cumulative GPA \geq 2.5 for all officers <input type="checkbox"/> Membership level <input type="checkbox"/> Role / Description of Duties <input type="checkbox"/> Membership of executive board <input type="checkbox"/> Committees if Necessary <input type="checkbox"/> Faculty Advisor <input type="checkbox"/> Role of advisor <input type="checkbox"/> Meetings <p>C. General Club Meetings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Frequency of meeting <input type="checkbox"/> Cancellation Policy <p>D. Executive Board</p> <ul style="list-style-type: none"> <input type="checkbox"/> Frequency <input type="checkbox"/> Attendance <input type="checkbox"/> Must track if membership level is impacted
<p>_____</p>		<p>4. Motions & Voting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Who is eligible to vote <input type="checkbox"/> When votes are held <input type="checkbox"/> Motions <input type="checkbox"/> Discussion <input type="checkbox"/> Presentation of voting/motions <input type="checkbox"/> Voting <input type="checkbox"/> Number of members present to hold vote <input type="checkbox"/> How is vote held (verbal, or written) <input type="checkbox"/> Number of votes required to pass motion

<p>_____</p>		<p>5. Removal/ Resignation of Officers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Officer Resignation <input type="checkbox"/> New voting procedures <input type="checkbox"/> Officer Removal <input type="checkbox"/> Cause for removal <input type="checkbox"/> Presentation of facts <input type="checkbox"/> Voting <input type="checkbox"/> Deliberations <input type="checkbox"/> Type of ballot <input type="checkbox"/> Tie <input type="checkbox"/> Number of votes required <input type="checkbox"/> Number of members present <input type="checkbox"/> Timeliness of outcome
<p>_____</p>		<p>6. Advisor Removal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cause for removal <input type="checkbox"/> Presentation of facts <input type="checkbox"/> Deliberations <input type="checkbox"/> Voting <input type="checkbox"/> Type of ballot <input type="checkbox"/> Tie <input type="checkbox"/> Number of votes required <input type="checkbox"/> Number of members present <input type="checkbox"/> Timeliness of outcome
<p>_____</p>		<p>7. Member Removal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cause for removal <input type="checkbox"/> Presentation of facts <input type="checkbox"/> Voting <input type="checkbox"/> Deliberations <input type="checkbox"/> Type of ballot <input type="checkbox"/> Tie <input type="checkbox"/> Number of votes required <input type="checkbox"/> Number of members present <input type="checkbox"/> Timeliness of outcome

<p>_____</p>		<p>8. Ratification, Amendments, Suspension of Constitution</p> <ul style="list-style-type: none"> <input type="checkbox"/> Executive Board approval <input type="checkbox"/> Voting <input type="checkbox"/> Number of votes required <input type="checkbox"/> Submission to club members <input type="checkbox"/> Club Vote <input type="checkbox"/> Deadline for vote <input type="checkbox"/> Special voting procedures (if necessary)
<p>_____</p>		<p>9. Amendments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Who may present <input type="checkbox"/> Format for presentation <input type="checkbox"/> Voting Procedure
<p>_____</p>		<p>10. Suspension</p> <ul style="list-style-type: none"> <input type="checkbox"/> Voting procedure <input type="checkbox"/> List Amendments <input type="checkbox"/> List in order of occurrence

Approved

Date

Assistant Director of Club and Intramural Sports
