LAFAYETTE COLLEGE STUDENT GOVERNMENT

### Constitution of “INSERT CLUB NAME”

### Article I --- Organization Name

The name of this organization shall be “Club Name”.

**SPORTS CLUBS,** and as per the sports clubs handbook, must use the word “club” be in the name if a corresponding sports is sponsored by the Athletics Department.

### Article II --- Purpose

The (group name) is concerned with “Club Purposes and Objectives”

### Article III ---- Membership

1) Membership in this organization complies with Lafayette College’s non-discrimination policy

2) Members must be students of Lafayette College

3) Membership shall be retained until the student severs relations with Lafayette College whether by graduation, leave of absence, voluntary or involuntary separation from the College. Membership will be retained during the vacation and recesses of the College; however, per College policy, if a student is on an official leave from the College due to suspension of an involuntary separation, they are not permitted to participate in the organization.

**SPORTS CLUBS** arerequired to specify that all members register via the <http://dosportseasy.com/lafayetteclubs/> web site. Where applicable, clubs must also specify with which NGB, RBG, or local league the club organization will affiliate. Include an overview of the benefits of membership.

### Article IV ---- Officers

1) The officers of this group shall consist of (Insert officer titles here. For example, President, Treasurer, Social Chair, etc.)

2) All officers shall be registered undergraduates in Lafayette College who are in good academic standing

**SPORTS CLUBS** must clarify (a) if the coach/instructor is a part of the executive board and if the coach/instructor can vote, and (b) if the team captains are a part of the board and if they vote. Specify the impeachment process for these positions as well.  **SPORTS CLUBS** must specify that the VP will serve as the primary safety officer or risk manager (even if that person is not going to be the same person with 1st aid training and certifications).

### Article V ---- Elections

1) Officers shall be elected annually by the members of the group. Elections shall be held during the month of (insert month here.)

2) The term of office shall start (insert when here. On the first day of the following month? On the 15th of the month?)

**SPORTS CLUBS are REQUIRED that all sports clubs conduct their officer elections no later than November 20th of each year. A representative from the Office of Recreation Services can be available to audit your election process and to count votes. It is also REQUIRED that all sports clubs follow a president-elect, past president type of system which improves continuity for the organization.**

### Article VI ---- Meetings

1) Meetings of the groups shall be held on a regular basis for the purpose of determining policy, activities, programs, and other business. Special meetings of the group may be called by the President, the Secretary, or any five members of the group.

2) A simple majority of the group shall constitute a quorum.

3) The President shall chair all meetings. In the President’s absence, the (insert officer title here) shall chair.

4) Notice of regular and special meetings shall be communicated to all members of the group by the Secretary.

5) All members shall have one vote with respect to any resolutions put forward during a meeting.

### Article VII ---- Amendments

1) The constitution may be amended by a two-thirds majority vote of the group.

2) Any (insert number here) members of the group may propose an amendment. Proposals shall be filed in writing with the Secretary prior to the meeting so that the group may debate the proposal.

### Article VIII ---- Procedure

1) The meetings of this organization will be conducted according to Parliamentary Law, as defined in Roberts’ Rules of Order

### Article IX ---- Risk Management

1) This club will follow these guidelines when coming into situations dealing with Risk Management.

a) In this section if you are a sports club or physically active club, lay out the procedure you will take to prevent injuries and what you will do if an injury occurs. Also note that risk mitigation can never prevent all accidents, and that athletes must be fully informed but they participate at their own discretion.

2) Hazing policy: Lafayette College and Pennsylvania State Law requires that no student participates in and that no student organization allows any of its new members, members, or others to participate in any pre-membership ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes with the students’ mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the group or the College or be of a dangerous, rude, or demeaning nature. The President is responsible for ensuring that members understand this policy and that (1) members will be held responsible for violations of this policy and (2) the student organization itself may be face charges for violating this policy. For a more comprehensive list of examples of hazing, refer to the Student Handbook.\*

**SPORTS CLUBS** must include this article with the following sections within their constitution:

**Section I: Injuries** [Describe procedures that the club has put in place to mitigate the risk of personal injuries.]

**Section II: Finances** [Describe procedures that the club has put in place to mitigate the risk of running a deficit or compromising the College in the event of a financial audit.]

**Section III: Hazing** [Describe the procedures that the club has put in place to reduce the risk of acts or behaviors which could be categorized as hazing.]

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Print Co-Founder Name Print 2nd Co-Founder Name Date

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Signature of Co-Founder Signature of 2nd Co-Founder Date

***THIS IS ONLY A SAMPLE AND YOU MAY CHANGE OR EXPAND THE CONTENTS OF ANY ARTICLE WHICH IS NOT SPECIFICALLY REQUIRED BY LAFAYETTE STUDENT GOVERNMENT OR RECREATION SERVICES.***