

## **SAMPLE Constitution for Unified club**

*The Activities Director at your school may require a club constitution to sanction your club. Below is a sample constitution from Service High School in the Anchorage School District.*

Constitution and Bylaws  
(Name of Club), (Name of High School)

### **ARTICLE I – NAME**

*The name of this organization shall be \_\_\_\_\_ (name designated by club members)*

### **ARTICLE II – PURPOSE**

*The purpose is for students with and without intellectual disabilities to be involved in leisure and recreational activities as partners and to support Special Olympics Athletes and other individuals with disabilities in sport, recreational and leisure activities.*

### **ARTICLE III – MEMBERSHIP**

- a. Any student who is enrolled in (Name of High School) is eligible to join, vote and hold an elected office.*
- b. Membership paperwork must be completed.*
- c. Meetings will be held twice a month on Thursdays in room C-111.*
- d. Special or Executive Board meetings may be called by the President and/or advisor.*
- e. If officers miss three meetings in a row without prior arrangements, they will be notified to resign their position.*

### **ARTICLE IV – OFFICERS**

#### **Section 1 - Responsibility**

*The officers shall manage and direct the business affairs and make decisions to effect the operations and maintenance of the unified club.*

#### **Section 2 – Composition**

*The officers of the unified club shall consist of a President, Vice President, Secretary, Treasurer, Parliamentarian, and Special Events Coordinator. An officer's position may be filled by two members cooperating to fill the duties of the position.*

#### **Section 3 – Vacancies**

*Vacancies of the officers however occurring shall be filled by vote of the total membership.*

#### **Section 4 – Quorum**

*Two-thirds of the membership shall constitute a quorum.*

#### **Section 5 – Elections**

*Officers shall be elected annually each spring. Incoming officers take their positions at the start of the following school year.*

### **ARTICLE V – PARLIAMENTARY PROCEDURE**

#### **Section 1 – Voting**

*Unless otherwise specified herein, any action permitted or required to be taken at any meeting of the club, its officers or special committees, may be approved by a quorum.*

## Section 2 – Parliamentary Authority

*The rules contained in the latest edition of (High School name) Rules of Order shall govern the unified club in all cases to which they are applicable.*

## ARTICLE VI – AMENDMENTS

*Amendments and bylaws may be added to the Constitution by a quorum of the membership present at any designated meeting.*

### **Club Officer Positions:**

*Co-Presidents*

*Co-Vice Presidents (Membership, Communications)*

*Co-Treasurers*

*Co-Secretaries*

*Special Projects Coordinators (Fundraising & Events)*

*Advisor*

## **SAMPLE Officer Responsibilities**

### **Co-Presidents:**

- During Club Meetings:
  - Compose & distribute agenda prior to all meetings
  - Start and end all meetings on time
  - Recognize and introduce guests/new members
  - Ensure the club mission is read at all meetings
  - Announce club & individual achievements
- Outside Club Meetings:
  - Attend Special Olympics youth leadership events
  - Ensure club officers are meeting all requirements
  - Reach out to partner with existing school clubs for new members/joint projects
  - Ensure the club is recruiting new members year-round
  - Ensure club bylaws and constitution are followed
  - Work with sponsor to submit annual club registration and delegation accreditation forms
  - Schedule and conduct a minimum of one officer meeting each semester
  - Schedule a replacement if not able to attend a meeting
  - Transition next presidents for office

### **Co-VP's of Membership:**

- During Club Meetings:
  - Introduce any guests & new members; have them present briefly about themselves
  - Assist president with evaluating performance/operation each semester
  - Act as presiding officer in club meetings if the president is ever absent
  - Greet any guests and get their contact information
  - Assist guests & new members with paperwork/registration requirements
  - Report on existing membership roster and promote any upcoming member recruitment opportunities
- Outside Club Meetings:

- Provide orientation to new members about the club & Special Olympics within two weeks after they join
- Assign each new member an existing club member mentor.
- Manage membership & volunteer recruitment (ongoing)
- Assist Presidents with reaching out to partner with existing school clubs for new members
- Assist club members with application process for earning high school letters
- Attend all executive officer meetings and reside if the president is ever absent
- Transition next VP's of Membership for office

### **Co-VP's of Communications:**

- During Club Meetings:
  - Announce any news or updates from SOWA
  - Have all members complete "New Member Survey" at the first meeting/practice (See examples on following pages)
  - Have all members complete "End of Season Survey" by conclusion of school year and submit to SOWA
  - Help club members who need assistance completing surveys and forms
  - Promote all upcoming club events & opportunities
- Outside Club Meetings:
  - Connect with local media to showcase youth leadership & Unified Sports
  - Produce and distribute a club newsletter at least twice per semester, and/or maintain a club website/Facebook page/twitter/YouTube.
  - Assist VP Membership to promote recruitment activities
  - Act as liaison between club & SOWA
  - Establish referral program for graduating seniors to connect with a community-based Special Olympics program
  - Contact other schools within the district about starting a Unified club or Unified Sports
  - Contact other Unified Sports teams for scrimmages & joint projects
  - Attend all executive officer meetings
  - Transition next VP's of Communications for office

### **Co-Treasurers:**

- During Club Meetings:
  - Collect new member forms
  - Collect all funds and paperwork related to fundraising efforts
  - Greet meeting attendees
- Outside Club Meetings:
  - Compose a budget within the first month to be approved by club member vote
  - Pay all bills
  - Maintain a record of all finance operations/transactions
  - Compile finance reports to be presented to the club each semester
  - Attend all executive officer meetings
  - Transition next treasurers for office

### **Co-Secretaries:**

- During Club Meetings:
  - Document meetings minutes
  - Take attendance at each meeting and follow up with guests and members not attending

- Collect Student Participation forms (if applicable)
- Hold sign-ups prior to each sport season, ensure current participant paperwork is on file with the advisor/coaches
- Outside Club Meetings:
  - Maintain current roster of members
  - Make copies of participant forms for advisors and coaches
  - Maintain a club file with club constitution, meeting minutes, and general club paperwork
  - Attend all executive officer meetings
  - Transition next secretaries for office

### **Special Events Coordinators**

- During Club Meetings:
  - Recruit members for SOWA and Unified Sports fundraisers & events
  - Recruit members for the "Fundraising & Events Committee"
  - Announce fundraising and special event opportunities
- Outside Club Meetings:
  - Chair the "Fundraising & Events Committee"
  - Lead & participate in fundraisers and special events
  - Work with VP's of Communications to publicize fundraisers and special events throughout school and local media
  - Attend all executive officer meetings
  - Transition next Special Events Coordinators for office

### **Advisor**

- During Club Meetings:
  - Oversee all meeting conduct
  - Announce club & individual achievement
  - Report on news related to the school/district
  - Collect registration forms from secretary
- Outside Club Meetings:
  - Work with president to submit annual club registration and delegation accreditation forms
  - Work with secretary to ensure all registration forms are current and valid
  - Attend all executive officer meetings
  - Assist VP of Membership with new member orientation and coach recruitment
  - Act as Liaison to SOWA
  - Ensure club will have facilities for all meetings, practices, events, etc.
  - Assist treasure with financial operations as needed