

*****This is an example Constitution/By-Laws for a University Jump Rope Team. Please be aware of the requirements specified by your respective university. Though this Template worked well for many universities, it may need to be adjusted for others. Areas in red are to be customized.**

Constitution and Bylaws of (Team/Program name)

Date of Ratification: (Date approved/signed)

ARTICLE I: Name and Purpose

Section 1: Name of Organization

The name of the organization will be "(Team/Program name)."

Section 2: Statement of Purpose

The purpose of (Team/Program name) is to increase awareness of and involvement in the sport of jump rope, promote physical fitness and healthy lifestyles, engage in volunteering and mentoring in the community, provide opportunities for performance, competition, and teaching, and to provide a fun, inclusive, and athletic environment for students at (University name).

Section 3: Non-discrimination Policy

This organization and its members shall not discriminate against any individual for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Section 4: Anti-Hazing Policy

Our student organization agrees not to participate in hazing. Hazing, defined by the (State) Revised Code, means "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another."

Section 5: Activities and Scope

(Team/Program name) will hold weekly practices, perform in shows, host jump rope events (workshops, competitions) and do volunteer work. Volunteer work may include working with existing on campus activities, or working on behalf of a good standing non-profit organization. Our first priority is to create a space for any (University name) student to learn and participate in the sport of jump rope. In addition, (Team/Program name) may participate in competitions. Individual members may choose to travel, compete, or assist with off campus events as individuals and not on behalf of the Program, however if (Team/Program name) is sought, approval from the Executive Committee must be granted.

ARTICLE II: Membership Qualifications and Categories

Membership and/or affiliation is divided into several categories as shown below. These include General Membership, Executive Committee, Advisors or Coaching Positions, Alumni Advisory Group, and Extended Involvement.

ARTICLE IIa: General Membership

General membership is restricted to all current students (both male and female) including those enrolled in **(University name)** undergraduate, graduate, and professional programs. As well as alumni who were members of the club for 2 or more semesters as undergraduates. General membership consists of all members on the roster and email list. "Active" general membership is determined by at least a 50% attendance at practices and events per semester.

Membership will be available to anyone for no cost. In the event that the club is needing funding, dues may be activated for those who participate in **(Team/Program name)**. In this situation, the annual membership fee should be **(set dollar amount)**. This fee will go towards purchasing team supplies necessary for the function of **(Team/Program name)**. The fee will be due in September. For those who join after September, the charge will be **(set dollar amount)** through the end of the year and will reduce to **(set dollar amount)** in January.

ARTICLE IIb: Executive Committee Members

See Article IV.

ARTICLE IIc: Advisors or Coaching Positions

Alumni and staff at **(University name)** (both male and female) including those employed by **(University name)** may be involved with the organization in the form of Advisors, Coaches, Mentors, or Honorary Members. This type of membership does not allow for voting rights, however these members may give advice to the General Membership and Executive Committee. These positions act as positive connections between the **(Team/Program name)** and **(University name)**, as well as with the faculty, staff, alumni, and general public. We encourage involvement and participation of both faculty and administrative staff members at **(University name)**.

ARTICLE II d: Alumni Advisory Group

Students who were apart of the **(Team/Program name)** General Membership as active members for two or more semesters and are alumna in good standing at **(University name)** may be apart of the Alumni Advisory Committee. Members of this committee may take part in any **(Team/Program name)** activities however they do not have voting rights and cannot be members of the Executive Committee. They hold the position of maintaining membership between students, **(University name)** alumni, and the general public. As past experienced members, they may give advice or input to the **(Team/Program name)** and the Executive Committee.

ARTICLE IIe: Extended Involvement

Should the situation arise in which an adult jump rope teacher, mentor, or coach, unaffiliated with **(University name)**, is willing and able to assist with **(Team/Program name)** due to the knowledge and experience he or she may have in the sport jump rope and be able to offer to **(Team/Program name)** as a jump rope team, then he or she may be involved in **(Team/Program name)** from a coaching and mentoring standpoint, or the level in which the Executive Committee decides, which can include an Honorary Membership.

ARTICLE III: Organizational Leadership

Organization leaders consist of the Executive Committee and general membership and are elected by the ranks of the (Team/Program name)'s voting membership.

Executive Committee Breakdown

President: The President is the main leader of the group. He/she is responsible for scheduling and running events and practices. He/she will also act as a main contact point for external affairs.

Vice President: The Vice President is the secondary leader of the group. He/she is a second point of contact for external affairs. He/she is responsible for event logistics, publicity, and running practices in the event of the President's absence.

Secretary: The Secretary will take meeting notes and work with the President to send out emails and updates to the rest of the membership. He/she will maintain email account and/or paperwork organization as well as assist in the necessary organizational tasks as determined by the President (ex: collecting event registrations, shirt orders, applications for funding, etc).

Treasurer: The Treasurer is responsible for managing the bank account. He/she will lead the effort to apply for funding as well as negotiating prices for on and off campus events. This member will work with the Leadership Committee to determine the budget of the group at the beginning of each school year and semester.

ARTICLE IV: Executive Committee

This committee represents the General Membership and conducts the business of the organization between general practices, meetings, and events of the membership and reports its actions to the membership at the general team practices and through email. This committee is comprised of (Team/Program name) organization leaders and sometimes ex officio members of the (Team/Program name) as determined by the current (Team/Program name)'s organization leaders.

ARTICLE V: Selecting or Removing Officers

Officers are elected by majority vote at an annual election held during a meeting in March or April at the end of the Spring semester. Current members who are (University name) students who are in undergraduate, graduate, or professional programs are able to run for officer positions. Elections are organized and conducted by an unaffiliated peer or member about to graduate and not be involved with the club the following Fall semester.

Only (Team/Program name) current members who have paid the membership fee, if required, and have been a member of the organization for at least two semesters can participate in the vote to elect or remove an officer. For elections, nominations will be taken in March or April and the nominees will prepare a one-paragraph statement campaigning for the position for which they are nominated. Membership is given at least a week to vote if voting is conducted online. All positions run for election every year, regardless of how many candidates there are per positions. The Summer Semester following an election is a transition period to properly prepare the newly elected officers for their positions starting in the Fall semester following their election.

Elected officers should be expected to conduct themselves in a way that reflects well on (Team/Program name). In the event that an officer does not meet those expectations, he or she can be removed from his or

her elected position midterm by a 2/3 majority vote by the active General Membership or removal by the Executive Committee. Additionally, it is understood that there are times when an elected officer cannot fulfill her duties due to personal reasons and will need to resign from his or her position midterm. The removal of this member from his or her elected position midterm can also happen by a 2/3 majority vote by the General Membership.

All officer positions can only be fulfilled by students physically present at (University name) during both the Fall and Spring semesters.

ARTICLE VI: Advisor(s) or Advisory Board

Advisor(s) offer advice and appropriate direction as needed and sought by the (Team/Program name). Advisor(s) are welcome to all activities, events, and practices and may take part in the organization or other positions as directed by the (Team/Program name)'s President and Executive Committee. In the event that an Advisor may need to be replaced or removed, this is at the discretion of the Executive Committee. Advisors are not Coaches and their internal club influence can be maintained by the Executive Committee.

ARTICLE VII: Meetings of the Organization

Scheduled practices, meetings, and events will be determined based on available time, space, funds, and resources, according to how the (Team/Program name) will best benefit.

ARTICLE VIII: Constitution Dissolution and Amendments

This document can be revised through the proposal of an amendment. The proposed amendment must be presented, in writing, during a meeting or team practice or emailed to the Executive Committee to be presented. The General Members of the (Team/Program name) must be given at least two weeks to discuss and consider the proposal. If needed, members are encouraged to seek advice or guidance from the faculty and administrative members. During the team practice or meeting following the proposal, the proposal will be discussed regarding the implications of the amendment.

Following the initial proposal by at least one week, the (Team/Program name) members will vote, either at the practice/meeting or online where at least three members view and tally the results. A 2/3 majority vote by the active General Membership is needed to accept the proposed amendment to the constitution.

In the event that a situation arises that cannot be addressed by the Executive Committee or the boundaries as covered and outlined in this constitution, the members are to refer to the National Collegiate Jump Rope Council to discuss and determine what measures or actions should be taken.

Officer Pledge

I, as an elected officer of the (Team/Program name), hereby promise to fulfill my duties as they are listed in the (Team/Program name)'s Constitution and Bylaws, to conduct myself in a professional and responsible manner when fulfilling my (Team/Program name) duties, and to uphold the guidelines and stated purpose of the (Team/Program name) as they are outlined in this Constitution.

Leadership Positions

President: (President's name)

Vice President: (Vice president's name)

Secretary: (Secretary's name)

Treasurer: (Treasurer's name)

Signatures

President: (President's signature)

Date: (Date of signature)

Vice President: (Vice president's signature)

Date: (Date of signature)

Secretary: (Secretary's signature)

Date: (Date of signature)

Treasurer: (Treasurer's signature)

Date: (Date of signature)