

Model Constitution

Article I – Name

State the official name of the state association.

Article II – Purpose

State the purpose of the association, which might be similar to the following example:

The purpose of this association shall be to promote and enhance the quality of recreational sports programs in various settings throughout the state by means of professional meetings, publications, dissemination of ideas, and maintenance of policies consistent with the philosophy of NIRSA.

Article III – Membership

Section 1: Professional

State who is qualified for professional membership and what rights and privileges a full member has; which could be similar to the following example:

Membership shall be available to any individual, regardless of professional affiliation, involved in or interested in any aspect of recreational sports. Members are entitled to all rights and privileges of the association.

Section 2: Students

State who is qualified for student membership and what rights and privileges a student member has; which could be similar to the following example:

Student membership shall be available to graduate and undergraduate students who are interested in any aspect of recreational sports. Student members shall receive all newsletters, shall be entitled to attend meetings and may hold appointive positions on committees. Student membership shall not be eligible to vote on official business at any state business meeting, nor can they hold elective offices in the association.

Article IV – Structure

Section 1:

Example: *The association shall be a state organization and a state association member of NIRSA. The association shall meeting the following criteria to maintain state association membership with NIRSA:*

- *Consistency of purpose with NIRSA (as indicated in the association's constitution and bylaws).*

- *A minimum of 55% of the association's professional members must also hold professional membership in NIRSA.*
- *Each elected officer in the association must hold membership in NIRSA.*
- *Continuing proof of tax exempt status with the Internal Revenue Service.*
- *When requested by the NIRSA BOD, provide appropriate materials for periodic review to assure that NIRSA's intended purpose is being maintained.*
- *The State Director's term of office should coincide with the respective Regional VP of NIRSA.*

Section II:

State any indirect affiliations the association has with other organizations. For example:

There may be indirect affiliation with the American Alliance for Health, Physical Education, Recreation and Dance, the National Recreation and Parks Association, or other state and/or national organizations.

Section III:

State how business will be conducted within the association. For example:

An Executive Committee shall be formed to serve the membership in conducting the business of the association.

Article V – Officers

State what types of officers will comprise the association. For example:

There shall be two types of officers – professional elective and appointive.

Based on this example, Sections 1-4 could be as follows:

Section 1:

State what elective officers will comprise the association. For example, the association might have a director, assistant director, and secretary. All such officers must be NIRSA members and affiliated with an institution/agency within the state.

Section 2:

State the length of the term of the professional elective officers and when/where election of the officers will take place. For example:

The state director's term of office must coincide with the term of the respective Regional VP for NIRSA.

Section 3:

State what the appointive offices will be and the length of appointments. For example:

The appointive offices shall be the past workshop coordinator, workshop coordinator and student representative. The terms of these appointments shall be for one year.

Section 4:

State the members of the Executive Committee. For example:

The management of the association shall be entrusted to the Executive Committee, which shall consist of the director, assistant director, secretary, past workshop coordinator, workshop coordinator and student representative.

Section 5:

State the duties of all the officers. For example:

Director: Shall preside over all meetings, enforce bylaws and regulations of the association and shall carry out the will of the members. The director shall appoint all committees, the student representative, and the state workshop coordinator. The director shall handle all financial matters of the association.

Assistant Director: Shall assist in coordinating the state workshop and the newsletter. Shall assume duties of the director in her/his absence and in the event of an incomplete term being vacated by the director. In the event the assistant's position becomes vacant during the first year because of officer succession to the director's position, a replacement for the assistant shall be elected at the next state business meeting to fill the remainder of the incomplete term.

Secretary: The secretary shall keep minutes of all meetings and maintain an updated mailing list of all members. Shall assume duties of the assistant director in her/his absence and shall succeed to the position of director in the event that a term cannot be completed by the director and/or assistant director. In the event the secretary assumes another officer's incomplete term during the first year, a replacement secretary shall be elected at the next state business meeting to fill the remainder of the incomplete term. A second-year vacancy shall go unfilled.

Past Workshop Coordinator: Shall serve as an advisor/consultant in the operation of the association and coordination of the annual state workshop.

Workshop Coordinator: Shall be responsible for the planning and conducting of the annual state workshop.

Student Representative: Shall provide student oriented information for the newsletter and conduct a student session at the annual state workshop.

Article VI – Meetings

Section 1:

State how many meetings of the membership are to be held during the year? Indicate how the dates and locations will be determined. For example:

Each year a state workshop shall be conducted at which time a state business meeting shall take place. Proposals for date and location of subsequent workshops shall be determined at this meeting.

Section 2:

Each year a state business meeting will be conducted at the NIRSA Annual Conference.

Section 3:

Establish a quorum and procedures for all state business meetings. An example of this might be as follows:

With the association membership in attendance, any ten or more members present constitute a quorum. Procedures, as indicated in Robert's Rules of Order, shall be followed.

Article VII – Committees

Section 1: Standing Committees

State what standing committees will exist within the association and how they will be appointed. For example:

Standing committees shall be appointed by the director and approved by the membership at the subsequent state business meeting. The standing committees shall be:

- *Constitution, Bylaws and Operating Code*
- *Nominations and Elections*

Section 2: Ad Hoc Committees

State how ad hoc committees will be appointed such as follows:

Ad hoc committees shall be appointed by the director as deemed necessary. Note: Do not list names of ad hoc committees in the constitution.

Article VIII – Fees and Dues

Determine if the association needs to assess fees or dues and how they will be established. For example:

Assessments, registrations and special fees must be approved by the Executive Committee. Dues shall be determined by a majority vote of the association members at either the state workshop business meeting or the NIRSA Annual Conference state business meeting.

Article IX – Amendments and Bylaws

State how an amendment will be presented, to whom it will be presented and how it will be ratified. For example:

This constitution may be amended at any state business meeting of the association, provided that two-thirds of the quorum approve. Bylaws may be adopted by a majority vote of the quorum at any state business meeting.