# SPORT CLUB CONSTITUTION TEMPLATE

**University of North Carolina at Charlotte**

*University Recreation — Men's Club Basketball*

## ARTICLE I: ORGANIZATION NAME

### Section 1.1 — Official Name

This constitution establishes Men's  Club Basketball at the University of North Carolina at Charlotte, hereafter referred to as MCBB.

### Section 2.1 — Purpose Statement

The purpose of the Men's Club Basketball is to provide a competitive, thrilling environment for Men's basketball players who want to continue playing at a collegiate level. This club strives to build a community for Men who share a similar passion for the sport through organized practices, competitive tournaments, and team-building activities.

### Section 2.2 — UNC Charlotte Policy Agreement

Men's Club Basketball agrees to abide by all UNC Charlotte policies and guidelines, including those governing on-campus and off-campus activities sponsored by or participated in by the club.

### Section 2.3 —  National / Regional Affiliation ◆ SPORT CLUBS REQUIRED

Men's Club Basketball is affiliated with the National Club Basketball Association (NCBBA) and agrees to follow all rules, eligibility requirements, and competition standards established by the NCBBA. If an NCBBA rule conflicts with UNC Charlotte policy, UNC Charlotte policy shall govern.

### Section 2.4 — Sport Club Classification ◆ SPORT CLUBS REQUIRED

Declare the primary classification of your club:

Men's Club Basketball is primarily a competitive Sport Club. The club holds organized practices, develops members' basketball skills, and competes against other institutions. Instruction and player development are also incorporated into regular club activities.

## ARTICLE III: MEMBERSHIP

### Section 3.1 — Eligibility ★ MANDATORY

Membership in Men's Club Basketball is open to all currently enrolled students at UNC Charlotte who meet the following requirements: Eligibility will be for those who are either full time undergraduate (12 hours) or graduate (6 hours) students. They must be in good standing with the university and GPA kept at a 2.0 or higher. If a GPA should go below a 2.0 then the student will be suspended for the upcoming month to ensure their focus on academics.

## Section 3.2 — Categories of Membership ★ MANDATORY

Voting membership is limited to currently enrolled UNC Charlotte students in good standing who are active members of the travel team or practice team. Active members receive member privileges and must maintain good standing with the club by paying required dues on time and having no more than two unexcused absences. Faculty, staff, alumni, and community members may support or observe club activities but may not vote, hold office, or participate as student members unless permitted by UNC Charlotte policy.

## Section 3.3 — Dues ◆ SPORT CLUBS REQUIRED

If applicable: Dues for [Organization Name] are [amount] per [semester/year]. Payment is due by [date/deadline]. Members who have not paid dues by the deadline [will/will not] be eligible to participate in [list activities]. [Specify whether refunds are offered and under what circumstances.]

📌 *Guidance: Dues are optional but must be clearly outlined if used. Be specific about refund policies to avoid disputes.*

Dues for Men's Club Basketball are $250 for the entire school year. Payment is due by the third official practice of the semester. Members who have not paid dues by the deadline will not be eligible to participate in any game until dues have been paid. No refunds will be given back to players.

## Section 3.4 — New Member Registration ◆ SPORT CLUBS REQUIRED

New members must complete the following steps to join Men's Club Basketball: Must attend “tryouts” and if selected must, register on Niner Engage / DSE, submit any required waivers.

## Section 3.5 — Voluntary Withdrawal

Any member may voluntarily withdraw from Men's Club Basketball at any time by providing written notice to the President . Withdrawal is effective upon receipt of notice.

## Section 3.6 — Non-Voluntary Member Removal ★ MANDATORY

A member may be removed from Men's Club Basketball for actions not aligning with club goals, unsatisfactory attendance, failure to meet dues obligations, academic ineligibility.

The removal process is as follows:

- A written complaint or notice of concern must be submitted to the President.
- The member in question will be notified and given an opportunity to respond within 4 days.
- A vote will be held among the executive board.
- Removal requires a three-fourths majority vote to take effect.

## Section 3.7 — Non-Discrimination Policy ★ MANDATORY

> In accordance with UNC Charlotte's non-discrimination policy, Women's Club Basketball seeks to promote a respectful, safe, and inclusive environment for its faculty, staff, students, contractors, and visitors. The University prohibits unlawful discrimination and harassment on the basis of race, color, religion, age, national origin, physical or mental disability, veteran status, genetic information, sex, sexual orientation, or gender identity in employment and in its programs and activities.

Listed below are the names and contact information of the responsible persons designated to handle inquiries regarding the University's nondiscrimination policies and grievance procedures.

For all inquiries regarding discrimination, discriminatory harassment, or sexual or interpersonal misconduct, contact:

Dr. Michelle Reinken

Assistant Vice Chancellor for Civil Rights and Title IX/Title IX Coordinator

Cato Hall Suite 132

(704) 687-6130

civilrights-titleix@charlotte.edu

For all inquiries by students or members of the general public regarding access to the University's educational programs and activities by individuals with disabilities, contact:

Gena Smith

Director, Office of Disability Services

ADA/Section 504 Coordinator

Fretwell 230

(704) 687-0046

gena.smith@charlotte.edu

# ARTICLE IV: OFFICER ROLES & RESPONSIBILITIES

## Section 4.1 — Executive Board Overview ★ MANDATORY

The Executive Board of Men's Club Basketball shall consist of the following Core 6 officer positions, all of which are required by the UNC Charlotte Sport Club Program:

- President
- Vice President
- Treasurer
- Secretary
- Safety Officer
- Social Media / Marketing Officer

Additional officer positions may be created by the club as needed (see Section 4.8).

📌 *Guidance: Do not list individual names in your constitution. Officer roles should be defined by position only so the constitution remains valid through officer transitions.*

## Section 4.2 — President ★ MANDATORY

The President shall serve as the chief executive officer of Men's Club Basketball and shall be responsible for:

- Presiding over all club meetings and executive board meetings.
- Serving as the primary point of contact with the UNC Charlotte Sport Club Program staff.
- Attending mandatory officer meetings, trainings, and leadership events.
- Overseeing the execution of all club activities and operations.
- Coordinates activities of the organization
- In charge of team communication
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## Section 4.3 — Vice President ★ MANDATORY

The Vice President shall:

- Assist the President in all duties and assume Presidential responsibilities in the President's absence.
- Oversee [specific areas such as: event coordination, member engagement, etc.].
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## Section 4.4 — Treasurer ★ MANDATORY

The Treasurer shall:

- Maintain accurate records of all club financial transactions.
- Prepare and submit budget requests and financial reports as required by the Sport Club Program.

- Ensure all purchases are made in compliance with UNC Charlotte and Sport Club financial policies.
- Present financial updates to club members at regular intervals.

### Section 4.5 — Secretary ★ MANDATORY

The Secretary shall:

- Record and distribute minutes from all club and executive board meetings.
- Maintain accurate membership records and attendance logs.
- Manage official club correspondence and documentation.
- Ensure all required paperwork and submissions are completed on time.

### Section 4.6 — Safety Officer ★ MANDATORY

The Safety Officer shall:

- Serve as the club's primary point of accountability for safety and risk management.
- Ensure all required safety certifications and trainings are current and on file.
- Conduct pre-activity safety reviews and communicate protocols to club members.
- Report any injuries, incidents, or safety concerns to Sport Club Program staff immediately.

📌 *Guidance: The Safety Officer is a required Core 6 position for all Sport Clubs. This role is critical to maintaining compliance and protecting the well-being of your members.*

### Section 4.7 — Social Media / Marketing Officer ★ MANDATORY

The Social Media / Marketing Officer shall:

- Manage the club's official social media accounts and digital presence.
- Promote club events, recruitment, and highlights across approved platforms.
- Ensure all content aligns with UNC Charlotte branding and Sport Club Program guidelines.
- Collaborate with University Recreation on features, hype videos, and promotional opportunities.

### Section 4.8 — Additional Officers

The Fundraising Chair shall plan and coordinate fundraising activities, assist with securing financial support for the club, and work with the Treasurer to ensure all funds are properly collected and documented.

## ARTICLE V: ADVISOR & VOLUNTEER COACH

### Section 5.1 — University Recreation Advisor ★ MANDATORY

The Coordinator or Assistant Director of Sport Clubs within UNC Charlotte University Recreation shall serve as the primary advisor for [Organization Name]. Additional advisors may be listed here if applicable.

The advisor's responsibilities include:

- Providing guidance on university policies and Sport Club Program expectations.
- Reviewing and approving major club decisions as required.
- Supporting officer transitions and leadership development.

Advisors do not hold decision-making or voting authority within the organization. [Organization Name] is a student-initiated and student-run organization.

The advisor may be removed by [describe the process and voting threshold required].

### Section 5.2 — Volunteer Coach / Instructor (if applicable) ◆ SPORT CLUBS REQUIRED

If Men's Club Basketball  utilizes a volunteer coach, mentor, or instructor, that individual shall:

- Be registered and approved through the UNC Charlotte Sport Club Program.
- Operate within the boundaries established by University Recreation and UNC Charlotte policy.
- Have primary responsibility for [practice instruction / travel team selection / competition strategy — select as applicable].

## ARTICLE VI: ELECTIONS & OFFICER TRANSITIONS

**Sport Club Program Election Timeline (Required)**

To ensure smooth leadership transitions and alignment with Sport Club Program training and development, all Sport Clubs must follow this election calendar:

- November — Nominations are discussed and opened during the Fall semester.
- January — Elections are held and completed no later than the end of the first week of February.
- March — Mandatory Officer Transition Meetings are held before and after Spring Break for both outgoing and incoming officers.

### Section 6.1 — Nominations ★ MANDATORY

Nominations for officer positions shall be held in November of the Fall semester. Any member in good standing who meets the following criteria is eligible to be nominated: align with club goals, satisfactory attendance, meet dues obligations, in good academic standing with the university

Nominations may be submitted by emailing the President with what position they are interested in.

### Section 6.2 — Elections ★ MANDATORY

Elections shall be held in January of the Spring semester and must be completed no later than the end of the first week of February.

Voting is open to all voting members in good standing. Votes shall be cast via google form sent out by the President.

### Section 6.3 — Election Outcome ◆ SPORT CLUBS REQUIRED

The winner of each officer position shall be the candidate who receives the majority of votes cast. In the event of a tie, then the Executive Board will have a vote, if another tie then the President decides.

Votes shall be counted and verified by the outgoing President.

## Section 6.4 — Terms of Office ◆ SPORT CLUBS REQUIRED

Officers shall serve from August through May. Officers may serve more than one consecutive term in the same position.

## Section 6.5 — Officer Impeachment / Removal ★ MANDATORY

An officer may be removed from their position for conduct violations, failure to fulfill duties, academic ineligibility.

The removal process is as follows:

- A written petition for removal must be submitted to the Executive Board by majority voting members.
- The officer in question will be notified and provided 4 days to respond.
- A vote will be held at a special meeting called for this purpose.
- Removal requires a three-fourths majority vote of all voting members.

## Section 6.6 — Voluntary Officer Resignation

Any officer may voluntarily resign from their position by providing written notice to the Executive Board with at least 7 days' notice. Upon resignation, duties shall transfer as outlined in Section 6.7.

## Section 6.7 — Officer Succession ◆ SPORT CLUBS REQUIRED

In the event of an officer vacancy due to resignation, removal, or other circumstances, responsibilities shall be temporarily assumed as follows:

- President → Vice President assumes duties until a special election or appointment is held.
- All other positions → [Describe succession or interim assignment process].

A special election or formal appointment to fill a vacancy must occur within 3 days.

## Section 6.8 — Tryouts (if applicable) ◆ SPORT CLUBS REQUIRED

If Men's Club Basketball conducts tryouts for competitive team placement, the following process shall apply: the process will take place over two (2) days. During tryouts, participants will be evaluated through a combination of drills and live scrimmaging to assess overall skill level, basketball IQ, teamwork, and performance in a game-like setting. Evaluation criteria will include fundamental skills such as shooting, passing, ball-handling, and defense, as well as effort, attitude, communication, and ability to contribute within a team environment. Cuts will be made after each day of tryouts. At the end of the process, fifteen (15) players will be selected for the official roster, along with up to five (5) practice players. Practice players will be allowed to attend practices and may step in for games if rostered players are unavailable. Final decisions regarding player selection and cuts will be made by the Executive Board,

with a volunteer coach, if applicable, assisting in or helping lead the evaluation process to ensure fairness and consistency.

### Section 6.9 — Cuts Policy ◆ SPORT CLUBS REQUIRED

Cuts from the club roster are not permitted. All members who join Men's Club Basketball retain the right to continue participating in club practices and activities regardless of competitive team selection outcomes.

If a travel or competitive roster must be limited in size (e.g., due to league rules or budget constraints), members not selected for the travel team may continue to participate in all regular club activities.

### Section 6.10 — Competitive / Travel Team Selection ◆ SPORT CLUBS REQUIRED

If Men's Club Basketball fields a competitive or travel team with a limited roster, the selection process shall be as follows: has the required attendance and skill. Which should be decided by the coach and President. If there is no coach, then the executive board will decide who goes.

## ARTICLE VIII: CONSTITUTIONAL AMENDMENTS

### Section 8.1 — Amendment Proposal

Amendments to this constitution may be proposed by any voting member, any officer, a petition of majority members.

### Section 8.2 — Amendment Process

Proposed amendments must be submitted in writing to the Secretary at least 3 days prior to the meeting at which they will be considered. Members must be notified of the proposed amendment at least 3 days in advance of the vote.

### Section 8.3 — Amendment Approval

Amendments shall be approved by a three-fourths majority vote of the full voting membership. Approved amendments take effect at the beginning of the next semester.

## ARTICLE IX: DISSOLUTION

### Section 9.1 — Dissolution Process

In the event that Men's Club Basketball dissolves, the following steps must be taken:

- A vote to dissolve must receive a three-fourths majority of all voting members.
- The Sport Club Program Coordinator and Assistant Director must be notified immediately.
- All club assets, equipment, and funds held through University Recreation must be returned to or redistributed by the Sport Club Program in accordance with UNC Charlotte policy.

- All outstanding financial obligations must be resolved prior to or as part of the dissolution process.

# BY-LAWS: Practice Policies and Expectations

## Section 1: Eligibility

Members must be in good standing, have paid all required dues, and complete all required forms to be eligible for practice.

## Section 2: Expectations

Members are expected to attend all practices and tournaments, arrive on time, and represent the club and university respectfully.

## Section 3: Violations

Failure to comply with practice policies may result in removal from the travel roster or other disciplinary action determined by club officers.

## Section 4: Amendments

This bylaw may be amended by a three-fourth majority vote of the executive board.

## CONSTITUTION CERTIFICATION

By submitting this constitution, the officers listed below certify that the information contained herein is accurate and that [Organization Name] agrees to abide by all UNC Charlotte policies and Sport Club Program requirements.

President Signature: *Roncellis Marshall* Date: 9/22/2026

Vice President Signature: *Grayson Cathey* Date: 9/22/2026

Printed Club Name: *Men's Club Basketball*

Submitted to Sport Club Program: *UREC* Date: 9/22/2026