

Clubs &
Associations

Constitution Template

Introduction

The following Constitution Template is available for you to use for your own Club's & Association's Constitution. This document is designed for you to easily copy and fill in. All information presented in this document can be found in the SUS Clubs & Associations Guidelines and the SUS Clubs & Associations Handbook.

If you have any questions or concerns, please contact the Clubs & Associations Coordinator (j.buker@ufvsus.ca) or drop by The SUB Clubhouse (s2102b) during operational hours.

.....
C&A Full Name Here

CONSTITUTION

.....
One-year range at time of writing constitution

Article 1—Name

1.1: The official name of the Club/Association is
C&A Full Name Here

and may be referred to as
C&A Acronym Here

1.2: No other name shall be used to represent or advertise

.....
C&A Full Name Here

Article 2—Purpose & Mission Statement

2.1: The purpose of is
C&A Full Name Here

.....
.....
.....

2.2: The mission statement is
C&A Full Name Here

.....
.....
.....

2.3: The will abide by established SUS
C&A Full Name Here
Clubs & Association Guidelines and general SUS and UFV policies;

Article 3—Membership

3.1: Membership to the is open to any
C&A Full Name Here
current student who is attending UFV and who is in good standing with SUS;

3.2: The level of memberships to the is as
C&A Full Name Here
follows:

3.2.1: Executive Members;

3.2.2: Members;

3.3: Only current, active, and registered members of the
C&A Full Name Here

have voting rights;

3.4: The will abide by the BC Human
C&A Full Name Here

Rights Code which protects people from discrimination based on their race,
religion, sex, sexual orientation, disability, etc;

3.5: All levels of memberships are valid for one (1) year from the
C&A Full Name Here

registration date;

Article 4—Executive Members

4.1: The has Executives Members;
C&A Full Name Here Number

4.2: The Executive Members shall consist of:

a) President;

b) Secretary;

c) Treasurer;

d);
Insert Optional Executive Member Here

e)
Insert Optional Executive Member Here

4.3: The President is responsible for the following:

4.3.1: Being the chief executive officer of the;
C&A Full Name Here

4.3.2: Ensuring all Executive Members and Members are following the SUS
Clubs & Associations Guidelines, SUS Clubs & Associations Handbook,
and SUS and UFV policies;

4.3.3: Creating an inclusive and cooperative environment;

4.3.4: Facilitating the direction of the;
C&A Full Name Here

4.3.5: Communicating with the Clubs & Associations Coordinator to ensure all
SUS Clubs & Associations Guidelines and SUS liability & risk procedures
are being followed;

4.3.6: Managing the 's QPay
C&A Full Name Here
account;

4.3.7: Overseeing all portals available on QPay;

4.3.8: Submitting requests through QPay;

4.3.9: Booking rental spaces for meetings, events or activities;

4.3.10:
Any additional responsibilities that do not conflict with other responsibilities or with SUS Clubs & Associations Guidelines
.....;

4.4: The Secretary is responsible for the following:

4.4.1: Acting as the main communication source between the Executive
Members and the Members;

4.4.2: Overseeing the Communications Portal on QPay;

4.4.3: Handling and organizing all the
C&A Full Name Here
records;

4.4.4: Communicating with the Clubs & Associations Coordinator to ensure all
C&A files are up-to-date;

4.4.5: Taking meeting minutes;

4.4.6: Providing information to prospective members;

4.4.7: Collecting and recording attendee information at all events, activities,
and/or meetings;

4.4.8:
Any additional responsibilities that do not conflict with other responsibilities or with SUS Clubs & Associations Guidelines
.....;

4.5: The Treasurer is responsible for the following:

4.5.1: Overseeing the fiscal management of
C&A Full Name Here
operations;

4.5.2: Overseeing the Settlements Portal on QPay;

4.5.3: Receiving the revenue made from ticket sales, fundraisers,
membership fees, or other financial items;

4.5.4: Communicating with the VPI to ensure all financial records are up-to-
date;

4.5.5: Being the signing officer for all matter relating to
.....
C&A Full Name Here’s funds;

4.5.6: Submitting requests through QPay;

4.5.7: Booking rental spaces for meetings, events or activities;

4.5.8:
Any additional responsibilities that do not conflict with other responsibilities or with SUS Clubs & Associations Guidelines
.....;

4.6:
Insert Optional Executive Member Position Here;

4.6.1:
Any additional responsibilities that do not conflict with other responsibilities or with SUS Clubs & Associations Guidelines
.....;

4.7:
Insert Optional Executive Member Position Here;

4.7.1:
Any additional responsibilities that do not conflict with other responsibilities or with SUS Clubs & Associations Guidelines
.....;

Article 5—Elections

5.1: Any member of the
C&A Full Name Here is eligible to
run for Executive Member positions;

5.1.1: Executive Member positions last twelve (12) months;

5.1.1.1: Executive Members can hold their position for three (3)
consecutive terms if re-elected;

5.2: Elections for the will be held during the
C&A Full Name Here
Annual General Meeting (AGM);

5.3: The acknowledges that all eligible
C&A Full Name Here
voting members are allowed one (1) vote per Executive Member position;

5.4: The acknowledges that the
C&A Full Name Here
Executive Members will be voted in based on a majority vote.

Article 6—General Meetings

6.1: The will hold General
C&A Full Name Here Number
Meetings per semester;

6.2: The must give all members at least
C&A Full Name Here
fourteen (14) calendar days notice before a General Meeting is held;

6.3: There must be a quorum of at least of Members and two (2) Executive
Percent
Members, including the President, present at the General Meeting for proceedings
to be valid;

6.4: Proxy voting be allowed during the
will or will not C&A Full Name Here
General Meetings;

6.5: All levels of membership have the right to voice their opinions during the
..... General Meetings;
C&A Full Name Here

6.6: The acknowledges that decisions
C&A Full Name Here
during a General Meeting will be made based on a majority vote.

Article 7—Annual General Meeting (AGM)

7.1: The shall hold one (1) AGM each
C&A Full Name Here
calendar year;

7.2: The must give members fifteen
C&A Full Name Here
(15) business days notice before the AGM is held;

7.2.1: This notice will include the following:

7.2.1.1: The date of the AGM;

7.2.1.2: The time of the AGM;

7.2.1.3: The location of the AGM;

7.3: The acknowledges that a quorum
C&A Full Name Here
of at least fifty percent (50%) of Members and all Executive Members must be
present at the AGM for the proceedings to be valid;

Article 8—Extraordinary General Meeting (EGM)

8.1: The acknowledges that an EGM
C&A Full Name Here
can only be called due to Extraordinary Circumstances, such as:

8.1.1: Changing the bylaws in the Constitution;

8.1.2: Dismissing an Executive Member or Member;

8.2: The acknowledges that it will
C&A Full Name Here
follow the EGM protocols listed in the SUS Clubs & Associations Guidelines.

Article 9—Conflict Resolution

- 9.1: The acknowledges that sufficient
C&A Full Name Here
steps will be taken to resolve any conflict that arises amongst Executive Members
and/or Members;
- 9.2: The acknowledges that no
C&A Full Name Here
Executive Member or Member can be removed unless and EGM is held;

Article 10—Removal Of A Member

- 10.1: The acknowledges that an EGM
C&A Full Name Here
must be held in order to remove an Executive Member or Member;
- 10.2: A quorum of fifty percent (50%) of Members,
Club or association
including all the Executive Members, the Clubs & Associations Coordinator, and
the VP Students must be present at the EGM to remove a member;
- 10.3: Removal of a Member must be voted based
Club or association
on a majority vote;
- 10.4: The acknowledges that the
C&A Full Name Here
Executive Member or Member in question has the right to plead their case
throughout the removal process;

Article 11—Finances

- 11.1: The will have an annual
C&A Full Name Here
membership fee of;
\$

11.2: The will keep their finances
C&A Full Name Here
separate from other SUS Clubs & Associations. Exceptions will be made for the
following:

11.2.1: A SUS Club & Association wishes to hold a joint event or activity with
another registered SUS Club & Association;

11.2.2: A SUS Club & Association wishes to hold a joint event or activity with
SUS or UFV department;

11.3: The will not use finances to pay its
C&A Full Name Here
Executive Members or Members

11.4: The will keep up-to-date bank
C&A Full Name Here
statements and provide accurate reports of banking information if requested.

Article 12—Amendments

12.1: The acknowledges that changes to
C&A Full Name Here
the Constitution can only be made during the AGM;

12.1.1: If amendments need to be made before the AGM, an EGM must be held;

12.2: The acknowledges that
C&A Full Name Here
amendments to the Constitution must be voted by Executive Members and
Members.

Article 13—Agency Clause

13.1: The is not an agent of SUS or UFV
C&A Full Name Here
and does not have the authority to sign contracts on other documents on behalf of
SUS or UFV.