**WILFRID LAURIER UNIVERSITY STUDENTS’ UNION**  
**CLUBS & ASSOCIATIONS SU-BASED CLUB CONSTITUTION**

*The text in red italics (including this text) is explanatory and should be removed before finalizing the document. The rest should remain as part of the official constitution.*

*Clubs can add sections or additional subsections, but many sections in this template cannot be edited. Anything in square brackets [] needs to be edited or removed.*

**Date of Last Amendment:** [Insert Date]

### **Section 1: Governance and Compliance**

This club is governed by the policies and procedures set forth by:

1. The **Wilfrid Laurier University Students’ Union Clubs and Associations Policy and Procedures**.
2. The **Wilfrid Laurier University Students’ Union**.
3. **Wilfrid Laurier University**.

All club activities, decisions, and operations will align with these policies and guidelines. Failure to comply may result in disciplinary action, including but not limited to suspension or revocation of club status.

### **Section 2: Club Information**

* **Full Name of Club:** [Insert Name]
* **Club Abbreviation (if applicable):** [Insert Abbreviation]

### **Section 3: Purpose of Club**

*This section should clearly define the mission, vision, and goals of the club. Include the specific activities and methods the club will use to achieve these goals (e.g., workshops, seminars, outreach, advocacy, events, etc.).*

"The purpose of [Club Name] is to provide a platform for students interested in [focus area] by organizing events, fostering collaboration, and engaging with the broader community to promote [cause or objective]."

### **Section 4: Membership Expectations**

**4.1 – Member Eligibility**

* Membership is open to all undergraduate students at Wilfrid Laurier University.
* No club may restrict membership without explicit consent from the VP: Clubs & Associations.
* [OTHER - IF APPROVED BY VP: Clubs & Associations, if not applicable, please delete]

**4.2 – Member Responsibilities**

* All members of the club are expected to actively contribute to the club’s success through their participation and adherence to the club’s values.
* Members will:
  + Attend meetings regularly and actively engage in club discussions and initiatives.
  + Fulfill any assigned responsibilities and commitments in a timely manner.
  + Conduct themselves in a respectful and inclusive manner, upholding the club’s values.
  + Abide by Laurier policies, club rules, and any additional guidelines set by the executive team.
  + Treat all members, executives, and guests with respect and professionalism.
  + Maintain a positive and welcoming environment that encourages participation and collaboration.

### **Section 5: Executive Structure**

*Each club will have a President and at least two (2) additional executive members, including a designated financial officer.*

The Executive Structure includes:

* **President**
* **Vice-President of Finance**
* **Vice-President of [Other Area]**

*Clubs may customize this structure by adding roles as needed.*

### **Section 6: Roles and Responsibilities**

*Clearly define the responsibilities of the club’s executives and general members. All roles defined in Section 5, plus General Members (if they have any additional responsibilities) must have their responsibilities outlined in this section.*

**6.1 President:**

* Provides leadership and oversees club activities
* Acts as the main liaison with the Students’ Union and/or campus or community partners
* Ensures adherence to policies and procedures
* Maintains the records passed down year over year
* [OTHER]

**6.2 Vice-President of Finance:**

* Manages club finances, budget, and reimbursements
* Ensures financial accountability and record-keeping
* [OTHER]

**6.3 Vice-President of [Other Area]:**

* [Describe role-specific responsibilities]

**6.4 General Members:**

* [Describe role-specific responsibilities that differ from Section 3.2 member Responsibilities]

### **Section 7: Finances**

*Outline how the club will manage and track financial transactions. Add in any additional procedures the club has.*

**7.1 Collecting Reimbursements:**

* All expenses will be tracked with itemized receipts.
* The VP Finance is responsible for developing and maintaining a record of all itemized receipts and corresponding expenditure requests.

**7.2 Approving Reimbursements:**

* The President has the authority to approve all expenses except their own.
  + Expenses reimbursed to the President will be approved by the Vice-President of Finance.

### **Section 8: Succession**

*Describe how leadership transitions will be handled. The club can choose either elections or interviews to select new president(s) or executives. Remove the sections for elections if you do not use them. Most clubs will use interviews as well as elections, but if the club operates only with elections, then remove the interview sections. Select one from the dropdowns in the description below.*

The club will use **[elections or interviews]** to select a new president(s) and **[elections or interviews]** to select new executives.

* The club will utilize the [Clubs & Associations Succession Guide](https://lauriercloud.sharepoint.com/:w:/t/team-wlusu-clubs-ClubsandAssociationsFiles/EbjehAM9b6hEqvLmJ8VaL7AB-gzFVzSeBcl0yBLSuwgUxQ?e=xqjKuR) as a reference for facilitating and managing the succession process.

**8.1 Elections:**

* If using a virtual election, the club will utilize Microsoft Forms restricted to Laurier users.
* Elections will be facilitated by a neutral party. If unavailable, the Clubs & Associations department should be consulted.
* Conflicts of interest will be identified prior to the commencement of the election.
* Only eligible club members may vote in an election.

**8.2 Interviews:**

* Applications will be open to all eligible club members.
* The hiring panel will include at least two neutral members.
* Panel members will not apply for any executive roles to avoid conflicts of interest.
* Conflicts of interest will be identified prior to the commencement of interviews.

**8.3 Reaffirmation of Current Presidents/Executives:**

* An individual currently holding a president/executive role may continue in their position for the next academic year if they are reaffirmed by a **50%+1 vote of eligible club members** in attendance at an **Annual General Meeting (AGM), held during the Winter Semester**.

*For clubs with a large number of executives, change the reaffirmation vote at the AGM to only the President and have the executive team vote on reaffirming the other executive members. A President continuing in their role into the next academic year MUST be reaffirmed at the AGM.*

**8.4 Replacing an Executive**

* Should an executive step down or be removed during the academic year, they can be replaced through an interview process (as defined in **Section 8.2**).
* If the President steps down, the [Executive Role] will act as interim President until a replacement is determined, either through election (Section **8.1**) or interviews (Section **8.2**) and is approved by the (A)VP: Clubs & Associations.

If the club has a co-president structure, the remaining president can continue independently or select a new co-president through either election or interviews.

### **Section 9: Constitution Amendments**

* Amendments will be approved by **two-thirds (2/3) of the executive team.**
* Final approval will be obtained from the **(A)VP: Clubs and Associations.**

### **Section 10: General Member Removal Process**

* No club member can be removed from the club nor a President or Executive removed from their position without prior consultation with and permission from the Students’ Union Clubs & Associations Department.
* All concerns must be thoroughly documented and provided to the Clubs & Associations Department upon request.

**10.1 Removal of President or Executive Members:**

1. A president/executive may be removed from their position if they fail to fulfill their responsibilities, engage in misconduct, or violate club or university policies.
2. No president/executive member can be removed without prior consultation with and permission from the Students’ Union Clubs & Associations Department.
   1. Clear justification and documentation will be provided to the Clubs and Associations department, and an investigation will be completed by the Clubs and Associations department.
3. If the President is removed, the [Executive Role] will act as interim President until a replacement is determined.
   1. The process for selecting a new president will be done in consultation with the Clubs & Associations department.
4. Should the concerns fall into any of categories defined in **Section 10.4**, the investigation will be handled in collaboration with the Clubs & Associations Department and may result in the club member’s removal from the club (**Section 10.3**).

If the club has a co-president structure, the remaining president can continue independently or work with the Clubs and Associations process to identify a method for selecting a new co-president

**10.2 Club Member Disciplinary Process:**

1. A club member may be subject to the disciplinary process under the following conditions:
   1. Repeated failure to fulfill the responsibilities defined for their role in Section 7;
   2. Acting in a manner that jeopardizes the club’s good standing with the Students’ Union;
   3. Repeated conflicts within the club;
   4. Violations of club or university policy in a way that does not harm other students or the community;
   5. [Other]
2. If any of the concerns outlined in **Section** **10.2.1** are met, then the club member of concern will be contacted by the executive team in writing and given a chance to respond.
3. A meeting will be set up with the President and at least one (1) other executive to discuss and address the concern.
4. A plan will be put in place to prevent these concerns from repeating.
5. Should the concerns fall into any of categories defined in **Section 10.4**, the investigation will be handled in collaboration with the Clubs & Associations Department and may result in the club member’s removal from the club (**Section 11.3**).

**10.3 Removal of a Club Member:**

1. A club member may be removed for harassment, misconduct, or failure to abide by club and university policies.
2. A written warning will be issued before removal, outlining the reason and allowing the member to respond.
3. The conduct concern will be reported to the Students’ Union through [the Students’ Union Report form](https://laurierstudentsunion.presence.io/form/students-union-reporting-form). From there, an investigation will be conducted by the Clubs & Associations Department and a final decision will be reached in collaboration with club leadership.
4. If removal is the result of subsequent performance or behavioral concerns (as outlined in **Section 11.2.1**), documentation of the disciplinary process will be provided to the Students’ Union Clubs & Associations Department.
   1. A final decision on the club member’s status within the club will be made by the Clubs & Associations Department.

**10.3 Grounds for Removal:**

* **Harassment or Discrimination:** Any violation of the Ontario Human Rights Code or university policies.
* **Misconduct:** Actions that threaten the safety or integrity of club activities.
* **Negligence:** Failure to fulfill responsibilities, misconduct, or actions causing harm to others.

### **Section 11: Definitions**

*Key terms used in the constitution should be clearly defined.*

**Laurier Experience Record (LER):** A university-recognized record of student involvement.

**(A)VP: Clubs & Associations:** The Students’ Union representative responsible for overseeing student clubs.

**Neutral Party:** An individual not running for an executive position who is uninvolved in disputes and holds no other form of conflict of interest.

**Itemized Receipt:** A receipt that details every purchased item and their cost.

**Eligible Club Member:** Any undergraduate student registered at Wilfrid Laurier University, who is a member of the Students’ Union in good standing and has paid all relevant fees for a given semester.

### **Disclaimer**

While all clubs and associations are governed by the Wilfrid Laurier Students’ Union policies and procedures, the views and actions of the club are not representative of the Students’ Union.