

CLUBS & ASSOCIATIONS

WILFRID LAURIER UNIVERSITY STUDENTS' UNION CLUBS & ASSOCIATIONS CONSTITUTION

Constitution for “Insert club name”

Date of last amendment:

Article 1 – Name

The club's official name will be “*insert club name here*”. No other name will be used in the advertisement or representation of the club.

You must define the exact name and any acronyms which your club will be using in official capacities.

Article 2 – Purpose of Club

1. *Insert club purpose as necessary*
2. *Insert club purpose as necessary*
3. *Insert club purpose as necessary*

You are by no means limited to only three purpose statements. Outline the intended purpose of your club. Try not to define your club too broadly such as “We want to create a fun atmosphere for students”. Your club needs to have a more specific reason for existing in order to be approved.

Article 3 – Membership

1. Membership is open to all undergraduate students at WLU.
2. Only undergraduate students at WLU are eligible to hold voting privileges and executive positions

As defined in Section I of the Campus Clubs Policy, no club may seek to limit their membership without explicit consent from the VP: Clubs and Associations. Clubs must also define what constitutes voting vs. non-voting members.

Article 4 – Executive

1. The executive committee shall consist of:
 - a. President;
 - b. Vice President;
 - c. Finance Executive.

You are not restricted to an executive council consisting of only these positions listed here but these represent the minimum requirements.

Article 5 – Duties of the Executive Committee

1. President
2. Executives

List the duties required for the president and executives which are needed in order for your club to operate successfully.

Article 6 – Finances

1. *Insert process for collecting reimbursement forms, receipts, etc.*
2. *Insert process for approving expenses*
 - a. The president has approving authority for all club/association expenses except their own;
 - b. All expenses to be reimbursed to the president must be approved by the club/association's VP: Finance.

Define the process for collecting reimbursement forms, receipts, etc. Outline the process for approving expenses and who has the authority to do so.

Article 7 – Meetings

1. At least one general meeting must be held per term.
2. Members will be informed of these meetings at least 7 days in advance.

These are minimum requirements. You do not need to be ambitious and state that you will hold meetings every week if this is not necessary. You can give the minimum meetings to be held and try and hold more as time and scheduling permits.

Article 8 – Succession

It is your choice to determine how the incoming president and executive committee is selected. This may be done through election, hiring, etc. Please state the process and guidelines.

Article 9 – Amendments

1. Amendments to the constitution must be passed with two-thirds (2/3) majority with half (1/2) of the voting members present
2. Amendments to the constitution must be approved by the VP: Clubs and Associations

Article 10 – Removal of Members and Executive

1. A club executive/member may be automatically removed under the following conditions:
 - a. Theft, fraud and/or embezzlement of funds;
 - b. Behavior inconsistent with the Code of Conduct of Students as described in the University Undergraduate Calendar.

The above states when a club executive/member will be automatically removed from the club. If there are breaches of club policy which could result in a selected removal of club executive/members, please list both what this would include (i.e. Failure to attend 3 meetings without notice) as well as the process of removal.

Disclaimer: *While all clubs and associations are governed by the policies and procedures of the Students' Union, the views and actions of the club/association are not representative of the Students' Union.*