**WILFRID LAURIER UNIVERSITY STUDENTS’ UNION  
CLUBS & ASSOCIATIONS CONSTITUTION**

*Language printed in red italics below is explanatory and should be deleted before finalizing the document. Everything else, in plain print, should not be changed and should be included in the actual text of the constitution.*

Date of last amendment:

**Section 1: Club Information**

* Full Name of Club:
* Club Abbreviation (if applicable):

**Section 2: Purpose of Club**

*The purpose for your club must include the overall mission, vision, goals, and  
the direction of your group. In addition to this, please elaborate further on how you are going to achieve the above. Will it be through seminars, workshops, outreach, advocacy, etc.*

**Section 3: Membership Expectations**

* Membership (President, Executives, and General Members) is open to all undergraduate students at Wilfrid Laurier University.
* Faculty-Based Clubs under a Faculty Association must include a majority (50% plus one) of undergraduate students from that faculty.

*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.*

**Section 4: Executive Structure**

The Executive Structure is as follows:

1. President
2. Vice-President of Finance
3. Vice President (of).

*Clubs must establish an executive structure with a president and at least two (2) executive members, one of which must be responsible for club finances. Please outline your executive structure above.*

**Section 5: Roles and Responsibilities**

1. President
2. Executives
3. General Members

*List the duties required for the president, executives, which are needed in order for your club to operate successfully. Please also outline expectations for general members in order to receive Laurier Experience Record (LER) recognition.*

**Section 6: Finances**

Collecting Reimbursements

*Define the process for collecting and tracking expense information, itemized receipts, etc.*

Approving Reimbursements

* The president has approving authority for all expenses except their own.
* All expenses to be reimbursed to the president must be approved by the Vice-President of Finance.

**Section 7: Succession**

*Please indicate a clear plan of how your club would like to proceed with President and Executive Succession ahead of the next academic year. This can interviews, elections, or another method of choice, and can vary depending on position.*

*If choosing interviews or elections, please adhere to the guidelines below (feel free to delate the option(s) if your club is not selecting that method)*

Guidelines for elections

* If doing a virtual election, clubs are strongly recommended to use Microsoft Forms to restrict election votes to be Laurier Users-Only and then
* Club or association elections should be facilitated by a neutral party not participating in the elections. If there is no member available to do this, the Clubs & Associations department should be contacted to facilitate your election on your behalf.

Guidelines for interviewing

* The hiring panel for interviews should consist of a minimum 2 people.
* Members of the hiring panel should be neutral and not applying for any roles that would result in a conflict of interest. If there is no member available to do this, the Clubs & Associations department should be contacted.

**Section 7: Constitution Amendments**

* Amendments to the constitution must be approved by two-thirds (2/3) of the executive team.
* Amendments to the constitution must be approved by the Vice-President of Clubs and Associations at Wilfrid Laurier University Students’ Union.

**Section 8: Club Member Removal Process**

No club member should be removed from the club or association without prior consultation with the Students’ Union Clubs & Associations Department.

A club executive/member may be removed under the following conditions:

1. **Harassment or Discrimination:** Any action or activity that constitutes discrimination as defined by the Ontario Human Rights Code or contravenes Students’ Union or Wilfrid Laurier University policies.
2. **Misconduct:** An action that is contrary to the efficiency and safety of the member activities.
3. **Negligence:** Knowingly neglecting a duty that results in an unacceptable situation, including but not limited to role performance, general misconduct, or unwittingly putting other members at risk of physical or emotional harm.

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