



## Club Constitution Template

All SGA clubs must have a constitution in order to be ratified. A constitution outlines the objectives, duties and finances of your organizations. This is a just a generic outline to get your club started.

### 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. 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 students at Laurentian University.
2. Only students at Laurentian are eligible to hold voting privileges and executive positions

### 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

Students' General Association  
Laurentian University

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 (Signing Officers)**

*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- Meeting Requirements and Procedures**

*Define how meetings will run, how often and any procedures members must follow.*

#### **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 9 – 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. Behaviour 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 (ie. Failure to attend 3 meetings without notice) as well as the process of removal.*

#### **Article 10 - Agency Clause**

*Provide a clause stating that the club is not an agent or representative of the SGA and its views and actions in no way represent those of the SGA*