

(Insert Club Logo Here)

'Club Name' Constitution

All SGA clubs must have a constitution in order to be ratified. A constitution outlines the objectives, duties, and finances of your club. This is a generic outline to get your club started. Make sure to remove the explanations (in grey) from your final constitution.

Article 1 – Name

The club's official name will be "*insert club name here*". The following acronyms may be used to refer to the club: "*insert acronyms 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

Outline the intended purpose of your club. Try not to define your club too broadly. Your club needs to have a specific reason for existing in order to be ratified. You are by no means limited to only three purpose statements.

Article 3 – Membership

1. Membership is open to all members of the Laurentian University community.
2. Only Laurentian University students are eligible to hold voting privileges and executive positions

All members of the Laurentian University community must be eligible for club membership. A club will only be permitted to restrict its membership to avoid a complete undermining of the club's mandate/purpose. All restrictions must be approved by the SGA/AGÉ. If you plan to include a membership fee please outline it here. Clubs will only be able to charge a membership fee if it is reasonable by the SGA/AGÉ.

Article 4 – Executive Committee

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

You are not restricted to an Executive Committee consisting of only these three positions. However, in addition to a President, each club must have at least two (2) Executive members, one of which must be a Treasurer. Do not list the names of the Executives here, only which positions will exist.

Article 5 – Duties of the Executive Committee

1. General Duties of Executive Committee
2. President
3. Vice President
4. Treasurer

List the duties required for each executive position. Make sure to include the following statements:

1. *Club Executives shall adhere to all bylaws, policies, procedures, and resolutions of the SGA/AGÉ, and the Laurentian University of Sudbury Code of Student Conduct (Non-Academic), Laurentian University of Sudbury Policy and Prevention of Sexual Violence, and Laurentian University of Sudbury Respectful Workplace and Learning Environment.*
2. *The Club executives are responsible for keeping an up to date list of their members, which includes who paid into the club membership and what student association they are affiliated with.*

Article 6 – Finances (Signing Officers)

Define the process for collecting reimbursement form receipts, etc. Outline the process for approving expenses and who has the authority to do so. Clubs Must have two (2) signing officers: the President and the Treasurer.

Article 7- Meeting Requirements and Procedures

Define what meetings will be held, how meetings will be run, how often, and any procedures members must follow. Clubs must run at least one meeting of general members per active term.

Article 8 – Succession

Define how incoming executive members will be selected. All clubs must hold an election for executive positions at least once per year and club members must be notified at least two weeks prior to the elections taking place. Include a clause that the SGA/AGÉ has the ability to impeach a club executive if they see that the club executive is mismanaging club funds.

Article 9 – Amendments

1. Amendments to the constitution must be passed by two-thirds ($\frac{2}{3}$) majority with half ($\frac{1}{2}$) of voting members present.
2. Amendments to the constitution must be approved by the SGA/AGÉ Vice President of Student Life.

Define how amendments will be made to the club constitution.

Article 10 - Agency Clause

Include the following agency clause:

The 'insert name' club is not an agent of, or representative of, the SGA/AGÉ and that club views and actions in no way represent those of the SGA/AGÉ.