**Sample Campus Club Constitution**

**Constitution for (Insert Club Name Here)**

**Article 1 – Name**

* 1. The official name of the club shall be “(Insert Club Name Here)”. No other name shall be used in the advertisement or representation of the club.

**Article 2 – Purpose of the Club**

2.1 (Insert Club Purpose Number One here)

2.2 (Insert Club Purpose Number Two here)

2.3 (Insert Club Purpose Number Three here)

**Article 3 - Membership**

3.1 Membership is open to everyone.

3.2 Only undergraduate students enrolled in the University of Saskatchewan are eligible to hold voting privileges and executive positions in the organization.

3.3 Associate non-voting members shall be allowed.

**Article 4 – Executive**

4.1 The Executive Committee shall consist of:

 a) President

 b) Vice-President

 c) Treasurer

d) Secretary

**Article 5 – Duties of the Executive**

5.1 President

a) oversees the other members of the Executive Committee in their duties;

b) chairs all meetings; and

c) has co-signing authority for the club.

5.2 Vice-President

a) assists the President in his/her duties; and

b) assumes all powers of the President in his/her absence.

5.3 Treasurer

a) is responsible for all financial dealings of the club;

b) keeps complete record of all financial transactions; and

c) has co-signing authority for the group.

5.4 Secretary

 a) responsible for the recording of the minutes of all meetings.

**Article 6 – Finances**

6.1 The executive will set a membership fee annually.

6.2 The finances of the organization must be handled exclusively by the organization and kept separate from any other group.

6.3 Any surplus resulting from the yearly operation of the group should be transferred to reserve for future use and no part of the surplus shall be payable to any member.

6.4 In the event of the dissolution of the group, all surplus and assets should be transferred to a similar group with the same membership and purpose.

**Article 7 – Meetings**

7.1 At least three (3) general meetings shall be held during the academic year, including the Annual General Meeting.

7.2 Members must be informed of each meeting at least seven (7) days in advance.

7.3 Quorum shall consist of fifty percent (50%) plus one of the voting members.

7.4 Executive decisions shall not be autocratic. If there is any opposition to an executive decision, the decision must be taken to a vote of the membership.

**Article 8 – Elections**

8.1 The Executive Committee of the club must be elected from and by the membership by a majority vote.

8.2 The election shall be held by secret ballot.

**Article 9 – Amendments**

9.1 Amendments to the constitution shall be made at the Annual General Meeting.

9.2 Amendments to the constitution must pass by a two-thirds (2/3) majority vote of the members present.

**Article 10 – Impeachment**

10.1 A motion to remove a member of the club must be signed by at least five percent (5%) of the regular members of the club.

10.2 The motion shall be presented in writing at a regular meeting of the club where it shall be inscribed on the agenda of the next regular meeting of the club, whereupon the impeached individual will be given the right to defend his/her actions.

10.3 A quorum of one half (1/2) of the voting members of the club is required to consider a motion to remove a member of the club.

10.4 A two-thirds (2/3) majority vote of the members present shall be required to remove a member of the club and any responsibilities or privileges associated with such.

**Article 11 – Agency**

11.1 The club is not an agent of the USSU and the club’s views and actions do not represent those of the USSU.