

CONSTITUTION OF The Household Appliance Western Club

Article 1 – Name

The club's official name will be "The Household Appliance Enthusiasts Western Club" and may be referred to as "HAEW Club". No other name will be used in the advertisement or representation of the club.

Commented [1]: The name should be an honest and accurate representation of what the club is about.

Article 2 – Club Mandate

The club's mandate will be as follows:

(1) **Mission:** The HAEW Club exists to provide a forum for exciting group discussion about the latest household appliances. The HAEW Club will strive to bring students together from diverse backgrounds, uniting them under a collective passion for household appliances;

(2) **Strategy:** The HAEW Club will hold social, educational, and networking events for household appliance enthusiasts, which will result in memorable experiences and valuable insight into household appliances; and,

Commented [2]: Don't be detailed about what events will be run - this will be decided from year to year. Instead, provide guiding principles for event planners. What are event planners seeking to do?

(3) **Vision:** To create a community amongst students and to impart members with fun appliance-related memories that will last a lifetime.

Commented [3]: The vision must benefit students, as every club operates with USC resources.

Article 3 – Membership

(1) The club's membership is open to all undergraduate and graduate students at the University. The club's membership cannot be exclusive towards any student or group of students at Western;

(2) Only full-time students enrolled at Western University may be members of the Executive Committee;

(3) All voting members of the Executive Committee must be undergraduate students. Graduate students may only serve on the Executive Committee in a non-voting, advisory capacity; and,

(4) Each club member shall abide by the conflict of interest provisions written in the Clubs Policy: Club Operating Policy.

Article 4 – Executive & Executive Responsibilities

There shall be an Executive Committee.

(1) Collectively, the Executive Committee will ensure that the club's activities do not violate the USC's and the University's policies and procedures, and municipal, provincial and federal laws;

(2) There will not be less than six (6) executive members at any one time that fulfill the following functions:

Commented [4]: Two executive positions on the committee have been added, so now there are six.

a. The President will:

- i. Oversee the other members of the executive in fulfilling their responsibilities;
- ii. Chair all meetings;
- iii. Hold shared responsibility for managing the club's relationship with the USC;
- iv. Hold one (1) vote in the Executive Committee;
- v. Have USC Finance Office signing authority for the club;
- vi. If absent, assign an executive with all the responsibilities of the President; and,
- vii. Act as the Chief Returning Officer in club elections, unless this poses a conflict with the Clubs Elections Policy.

Commented [5]: Votes within the Executive Committee are used to make internal decisions for a club. For example, the executive would vote whether to hold a "Best Oven Brands" debate viewing event.

Commented [6]: The constitution may designate any role as the CRO. Clubs Elections Policy dictates a set of conditions describing when the chosen person cannot act as CRO, and explains how to select a new one.

b. The **VP Communications (referred to as the Fridge Whisperer)** will:

- i. Record votes and minutes of all meetings;
- ii. Give or cause to be given notice of all meetings;
- iii. Hold shared responsibility for managing the club's relationship with the USC;
- iv. Send out a weekly newsletter to the membership; and,
- v. Hold one (1) vote in the Executive Committee.

Commented [7]: It is common for clubs to use different names for the four USC-mandated positions internally. Although the VP Communications may be referred to exclusively as the Fridge Whisperer within the club, the USC needs to know who is responsible for the mandatory VP Communications responsibilities. The same goes for the President, VP Events, and VP Finance

Commented [8]: Additional roles, like this, can be added so long as they do not conflict with USC policy or other positions.

c. The **VP Events (referred to as the Appliance-General)** will:

- i. Organize club programs, activities and events in accordance with its Constitution's mandate;
- ii. Have USC Finance Office signing authority for the club;
- iii. Be responsible for submitting event proposals through the USC's online platform;
- iv. Be responsible for adhering to all terms and conditions set forth by the Student Organizations Advisors;
- v. Chair the Dishwasher Committee (see Article 13);
- vi. Hold shared responsibility for managing the club's relationship with the USC; and,

vii. Hold one (1) vote in the Executive Committee.

d. The **VP Finance (referred to as the Microwave Accountant)** will:

- i. Oversee all financial dealings of the club;
- ii. Keep complete records of all financial dealings of the club;
- iii. Have USC Finance Office signing authority for the club;
- iv. Hold shared responsibility for managing the club's relationship with the USC; and,
- v. Hold one (1) vote in the Executive Committee.

e. The VP Advertising will:

- i. Fundraise from a variety of sources, not limited to university bodies, but also appliance companies, retailers, etc.;
- ii. Obtain guest speakers for appliance-related events;
- iii. Ensure that the club has an up-to-date sponsorship package; and,
- iv. Hold one (1) vote in the Executive Committee.

f. The Kitchen Repair Specialist will:

- i. Advise the executive on appliance repair-related news;
- ii. Plan the annual Kitchen Repairs Are Fun conference;
- iii. Sit on the Dishwasher Committee (see Article 13); and,
- iii. Research repair-related content for all portfolios.

(3) Executives are subject to the club's membership fee.

Article 5 – Meetings

(1) The club's quorum for meetings shall be **sixteen (16)** percent of the total membership. Meetings are held for the purpose of keeping the club executive accountable to the membership;

(2) At least **four (4)** general meetings shall be held during each school year, including the Annual General Meeting; and,

(3) Meetings of the Executive Committee shall be held **bi-weekly**, and are for the purpose of running the club. Votes by the Executive Committee on club business shall be declared by a **simple majority**, unless otherwise stated in Clubs Policy.

Commented [9]: New positions may be added, so long as they don't conflict with the minimum required tasks outlined for the four USC-mandated executives.

Commented [10]: As the VP Advertising has a vote, this student must be a full-time undergraduate student at Western.

Commented [11]: Since this position doesn't have a vote on the Executive Committee, a graduate student is allowed to hold the role.

Commented [12]: Quorum may be as low as 15%, but may be higher

Commented [13]: At least 3 general meetings must be held, but more may be mandated

Commented [14]: Meetings should be held regularly to provide updates on cross-club activities

Article 6 – Elections

(1) Elections shall be carried out in accordance with the executive election provisions in Clubs Policy: Clubs Election Policy; and,

(2) A successful candidate in a club executive election will be declared by a simple majority;

Commented [15]: Elections may also be decided by a 2/3 majority. A simple majority makes it less likely that a run-off election or stalemate takes place.

Article 7 – Amendments

(1) Any amendments to this constitution must be made in accordance with the constitution amendment provisions in Clubs Policy: Clubs Constitutional Amendment Procedure.

Article 8 – Member Removal

(1) Club members may only be removed from the membership in accordance with the member removal provisions of Clubs Policy: Clubs Operating Policy.

Article 9 – Refund Policy

(1) Membership fee refunds shall be given in accordance with the membership fee refund provisions of Clubs Policy: Clubs Financial Procedures.

Article 10 – Conflict Resolution

(1) A club member may only seek assistance or guidance from the USC Associate Vice-President, Clubs after the member has been unable to resolve an issue with the executive members.

Article 11 – Agency Clause

(1) **The Household Appliance Enthusiasts Western Club** is not an agent of the University Students' Council of the University of Western Ontario (the "USC"), and its views and actions do not represent those of the USC; and,

(2) **The Household Appliance Enthusiasts Western Club** and its members are not permitted to sign contracts on behalf of the club or the USC.

Commented [16]: This section may not be altered in any way

Article 12 – External Affiliations

(1) The club shall disclose any relationship with external organizations, in accordance with the external affiliation provisions of Clubs Policy: Clubs Operating Policy.

Article 13 - Dishwasher Committee

(1) There shall be a dishwasher committee.

Commented [17]: Additional articles may be added, so long as they do not conflict with other policies. There are many different things you could define about your club operations through new articles.

a. The Dishwasher Committee's mandate shall be to advise the executive on social events, partnerships, and opportunities that may be undertaken by the club to spread enthusiasm and knowledge about the unique needs of dishwashers.

b. The Dishwasher Committee shall be composed of:

i. The Appliance-General, as chairperson;

ii. The Kitchen Repair Specialist; and,

iii. Three members-at-large.

(a) Members-at-large shall be selected by an open application process run by the VP Communications. They are to be chosen after the first general meeting, and hired by October 15th.