



University Students' Council of Western University

Clubs Constitution Guideline

Authority: Clubs Governance Board	Date Ratified: November 12, 2020
	Previous Amendments: April 1, 2010

PREAMBLE

The following guideline details the function of a Club Constitution, and provides a template for drafting an acceptable Club Constitution.

1.00 FUNCTION OF CLUB CONSTITUTIONS

1.01 A “**Club Constitution**” defines the unique mandate and organizational structure of a USC club. Each club is also subject to Clubs Policy, which further details policies and procedures that apply universally to all clubs.

1.02 Every club constitution and proposed club constitution must reflect the terms provided in Schedule “A”: Club Constitution Template. Additional terms are permitted provided they do not conflict with the template, or other USC Policies and Procedures.

1.03 The USC and the Clubs Governance Board will only refer to a club’s Constitution filed with the Student Organizations Advisors and will deal with that club in accordance with such constitution.

1.04 Club constitutions must be amended and passed in accordance with the Clubs Constitutional Amendment Procedure.

2.00 TEMPLATE

2.01 Schedule “A” provides a template for a club constitution. **Highlighted** text in the template should be substituted with information unique to the club. *Italicized* text provides direction for what is expected in a Club’s Constitution. These are intended as guidelines and should be edited out of the final document.

**SCHEDULE “A”
CLUB CONSTITUTION TEMPLATE**

*This is a Schedule to the Club Constitution Guideline
The following terms and conditions must be reflected in each club Constitution.*

CONSTITUTION OF INSERT OFFICIAL NAME

Article 1 – Name

The club’s official name will be **“INSERT OFFICIAL NAME”**, and may be referred to as **“INSERT ACRONYM WHERE DESIRED”**. No other name will be used in the advertisement or representation of the club.

Article 2 – Club Mandate

Your club mandate must illustrate the primary function and objective(s) of the club. Do not define your club too narrowly or too broadly. It is important to note that your club will be held to its mandate and purpose. The activities of your club must reflect your mandate.

The club’s mandate will be as follows:

- (1) A detailed list of objectives and goals of the club;
- (2) Strategies for attaining the objectives and goals of the club; and,
- (3) A vision statement articulating how the club will benefit the student experience of students at the University of Western Ontario.

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 **four (4)** executive members at any one time that fulfill the following functions:

A club is required to have at least four executive members with the delineated responsibilities in the Club Constitution Template. Additional responsibilities of any executive member are permitted. A club is permitted to select titles for the positions that are suitable and appropriate for the club, but the responsibilities of each position must be assigned to designated executive members.

A club is permitted to provide for additional executive members who are tasked with specific duties different than those outlined in the Club Constitution Template. Each new executive position must include responsibilities. Signing authority will only be assigned to the club President, Vice-President Events, and Vice-President Finance upon successful completion of the executive transition process. Only the four USC-mandated executive positions (President, VP Finance, VP Events, VP Communications) are responsible for managing the club's relationship with the USC.

Clubs may decide to allow additional members of the executive committee to have voting power over internal club decisions. The four executives below must be given one vote. Graduate students may not run for a position which has been assigned voting power.

Each club's Constitution shall designate one executive member as the club's chief returning officer (CRO).

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; and,
- vi. If absent, assign an executive with all the responsibilities of the President.

b. The **INSERT TITLE** will:

These are traditionally considered "VP Communications" responsibilities

- 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; and,

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

c. The **INSERT TITLE** will:

These are traditionally considered "VP Events" responsibilities

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. Hold shared responsibility for managing the club's relationship with the USC; and,

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

d. The **INSERT TITLE** will:

These are traditionally considered "VP Finance" responsibilities

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.

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

Article 5 – Meetings

(1) The club's quorum for meetings shall be **fifteen (15)** percent of the total membership. Meetings are held for the purpose of keeping the club executive accountable to the membership;

A club's quorum for meetings cannot be less than fifteen (15) percent.

(2) At least **three (3)** general meetings shall be held during each school year, including the Annual General Meeting; and,

(3) Meetings of the Executive Committee shall be held **at regular intervals**, 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.

A minimum number of general meetings must be set out that is three (3) or greater. It is important that a definitive number of meetings is not set out, otherwise, the club will be required to hold that number of meetings annually. With a minimum number, more meetings may be held as time and scheduling permits.

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**.

In addition to the election terms provided in Clubs Policy: General Club Procedures, the club's Constitution must state whether the successful candidate will be declared by a two-thirds (2/3) majority or a simple majority.

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

A refund policy creates accountability within a club. Executive members must be honest with and accountable to general members, otherwise those members may apply for a refund. In order to protect a club and a club's members, the circumstances under which a refund may be obtained may be time sensitive.

(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

Clubs are not authorized to enter into contracts or other dealings on behalf of the club or the USC. Clubs are not permitted to represent to third parties that they have the authority to act on behalf of the USC. Clubs are not permitted to lead third parties, directly or indirectly, to believe that its beliefs, views or actions represent those of the USC.

(1) **INSERT OFFICIAL NAME** 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) **INSERT OFFICIAL NAME** and its members are not permitted to sign contracts on behalf of the club or the USC.

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.