



University Students' Council of Western University

Clubs Constitutional Amendment Procedure

Authority: Clubs Governance Board	Date Ratified: November 12, 2020
	Previous Amendments: April 30, 2015

1.00 GENERAL

1.01 This document governs the procedures for making changes to a USC ratified club's constitution.

1.02 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays and the USC winter closing period and any days the USC office is not operational.

1.03 Any reference to "person" or "persons" shall refer to an individual, group of individuals, or corporate entity.

1.04 Any reference to "Club" or "USC Club" shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification and De-Ratification Procedure.

1.05 Any reference to "Executive" or "Executive Committee" shall refer to the Executive Committee of a Club as defined by the constitution.

2.00 CONSTITUTIONAL AMENDMENT PROCEDURES

2.01 Clubs shall conduct a review of their constitution on a yearly basis.

2.02 Constitutions shall be drafted according to the format and content outlined in Clubs Policy: Clubs Constitution Guideline.

2.03 A copy of any ratified Club constitution shall be kept on file with the Student Organizations Support Staff. This shall be the official copy of the constitution and shall be held to be authoritative.

2.04 In order to trigger the constitutional review process, the following is required:

- i. Executives require 2/3rds (of the voting members of the Executive Committee) to agree to initiate the review process; or,

ii. Club members are required to have support from 1/3 of the members to initiate the review process.

2.05 The existing constitution, a list of proposed amendments, and the date of the vote shall be advertised by the Executive Committee through the USC online portal to the membership a minimum of 5 days prior to the vote taking place.

i. If the review process was initiated by the club membership, the executive is responsible for publicizing amendments submitted by the membership.

2.06 Voting may take place using the USC's online platform, or in-person/via video conference after the executive has cross-checked the membership list.

i. At the meeting where voting takes place, additional amendments may be presented for voting if $\frac{1}{3}$ of the meeting attendees support discussing the amendment;

ii. A quorum of fifteen percent (15%) of the Club's membership is required to vote in order to make any amendments valid; and,

iii. 2/3rds majority is required in order for individual amendments to pass. Amendments may be voted on as a whole, or individually.

2.07 Any amendments to an existing constitution passed by the membership shall be submitted to the Clubs Policy Coordinator. Any and all changes from the existing text shall be clearly marked by highlight, italicization, and underline (e.g. suggested amendment) and any deleted text shall be struck through (e.g. ~~suggested deletion~~).

2.08 The Clubs Governance Board (CGB) shall review and vote on any proposed amendments to a Club's constitution. The CGB will consider any conflicts between the constitution and Clubs Policy and give special consideration to changes to a club's mandate.

2.09 If the CGB rejects a club's constitutional amendments, the CGB shall provide suggestions to the club to re-submit for approval. A number of scenarios may occur to finalize the constitution:

i. Should the club's Executive Committee accept the CGB's edits outright, the constitution is considered approved;

ii. Should the club's Executive Committee make edits to the constitution beyond the CGB's recommendations, the CGB shall determine whether the substantiality of the edits requires a second vote of the club membership; and,

iii. Should the CGB reject the constitution after a second submission, the original constitution shall remain in effect. The CGB has a duty to consider the amendments approved by the membership in good faith.

2.10 A copy of any ratified amendments to a Club's constitution shall be kept on file with the Student Organizations Advisors. This updated constitution shall be the official copy of the constitution and shall be held to be authoritative.