



University Students' Council of the University of Western Ontario CLUB CONSTITUTIONAL AMENDMENT PROCEDURE

EFFECTIVE: 30 April 2015

SUPERSEDES:

AUTHORITY: Clubs Policy Review Committee

RATIFIED BY: Clubs Governance Committee
30 April 2015

RELATED DOCUMENTS:

- Clubs Operating Policy

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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 "Club Executive" shall refer to the President, Vice-President Finance, Vice-President Events, and Vice-President Communications of a Club.

2.00 CONSTITUTIONAL AMENDMENT PROCEDURES

- 2.01 Clubs shall conduct a review of their constitution on a yearly basis.
- 2.02 Should an existing Club require ratification of a new constitution, the Club shall submit a draft constitution to the Clubs Governance Committee (CGC).
- 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 propose a change to the club constitution the following is required:
- i. Executives require 2/3rds to agree to propose a constitutional change.



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- ii. Club members are required to have support from 1/3 of the members to propose an amendment
- 2.05 Notice of the proposed constitution change and the date of the vote must be advertised to the members of the club a minimum of 10 days prior to the vote taking place.
 - 2.06 Fifteen percent (15%) of the Club's membership is required to vote in order to make the amendment valid.
 - 2.07 2/3rds majority is required in order for the amendment to pass.
 - 2.08 Voting can be held online via the SOS event program system or in person.
 - 2.09 The vote can be done at a general meeting or at a club event.
 - 2.10 Any proposed amendments to an existing constitution shall be submitted to the Clubs Governance Commissioner. Any and all changes from the existing text shall be clearly marked by bold face print and a dotted underline (e.g. **suggested amendment**) and any deleted text shall be struck through (e.g. ~~suggested deletion~~).
 - 2.11 The Clubs Governance Committee shall review the proposed changes before submitting the amendments to the Clubs Governance Committee for approval.
 - 2.12 The Clubs Governance Committee shall ratify any proposed amendments to a Club's constitution.
 - 2.13 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.