CLUB/SOCIETY CONSTITUTION

Please be as detailed as possible. Please add your Club or Society's details in the blank spaces provided. You may add articles to this constitution as needed. Items in *Italics* may be changed to suit the needs of your Club/Society. Please replace "*Club/Society*" with your Club or Society's actual name where appropriate

Article 1: ***Name of Club/Society***

Article 2: **Purpose of *Club/Society***

Article 3: **Goals**

The clubs/society proposes to fulfil its purpose by

Article 4: **Membership**

Membership shall be open to all currently registered full-time, part-time, and visiting students at the University.

Members must act according to the University's student conduct code and established policies and procedures.

Individuals who are not currently registered students (on a leave of absence or alumni, for example) at the University may participate in the *Club/Society's* activities. He/she is not eligible for subsidized activities and must pay the full price of any activity where a charge is involved.

Faculty and staff are welcome to join the *Club/Society* as an associate member as detailed above.

Article 5: **Officers**

<u>Positions</u>

Below are the officers of the *Club/Society* along with their duties and responsibilities

Chair

- Call and chair meetings
- Organize work and delegate responsibilities
- Represent the *Club/Society* at university and external functions
- Attend semesterly training
- Maintain open and continuous communication with fellow officers, advisor, and Activities Office
- Other duties as agreed to

Secretary

- Maintain membership information and copies of forms pertaining to the Club/Society
- Minute meetings and distribute to membership
- Represent the *Club/Society* at university and external functions
- Attend semesterly training
- Maintain open and continuous communication with fellow officers, advisor, and Activities Office
- Other duties as agreed to

Treasurer

- Maintain accurate account of *Club/Society's* budget, expenses, receipts
- Responsible for submitting paperwork relevant to obtaining funds from the Office of Student Activities
- Represent the *Club/Society* at university and external functions
- Attend semesterly training
- Maintain open and continuous communication with fellow officers, advisor, and Activities Office
- Other duties as agreed to

Discipline

An officer may be disciplined if he/she fails to fulfil the position's duties as outlined above and in the following instances:

- Gross misconduct, including inappropriate use of position or funds
- Violation of University policy, UK law, duties, and responsibilities as outlined in the Officer's Declaration on the Club/Society registration form
- Failure to maintain active participation in the *Club/Society* to such an extent that fellow officers and members deem the officer ineffective

The offending officer shall meet with the advisor and/or Director of Student Activities to discuss the situation with the hope of coming to an agreed resolution.

Removing an Officer without Consent:

Following a discipline meeting as detailed above, should the offending officer not fulfill the requirements of the agreed resolution, the other officers and advisor may agree to remove the officer without consent.

Should the offending officer fail to turn up at the discipline meeting without a reasonable explanation, the officers and advisor may agree to remove the officer without consent.

Vacancy

In the instance that a position becomes vacant, a replacement will be found by as follows:

- *A general meeting shall be called whereupon an election will take place. The candidate who receives a majority vote shall fill the vacant position*
- When a replacement has been elected, the *Club/Society* shall inform the Office of Student Activities in order to update the *Club/Society's* registration and contact details

Article 6: Meetings

General meetings are to be called by the Chair of the *Club/Society* as required.

An Annual General Meeting (AGM)will be held towards the end of the Spring semester in order to decide officers for the following academic year, review the constitution and amend, review expenses, and review the *club/society's* activities. The names and contact details of the newly elected officers will be submitted to the Office of Student Activities by the end of the Spring semester.

Any voting that takes place at a meeting or AGM requires a majority vote of the members present. Voting may be in the form of a secret ballot or a show of hands.

Article 7: Budget & Expenses

All expenses shall be cleared with the Office of Student Activities before it takes place.

Article 8: Amendments

This constitution may be amended only by a resolution supported by two-thirds majority vote of the members present at a general meeting.

This constitution was ratified on: *date*