

## **SAMPLE CONSITUTION FOR NEW ORGANIZATIONS/CLUBS**

### **ARTICLE I. NAME & OBJECTIVES**

Section A. The name of the organization should reflect the nature of the organization and cannot imply limited or discriminatory membership. The name of the organization shall be (name of organization).

Section B. The objectives of the organization should be clearly stated. These must be in accordance with University policies, federal and provincial laws, as well as the Ontario Human Rights Code. Use descriptive verbs that apply to your organization's objectives. The objectives of (name of organization) must indicate the following:

1. To provide what?
2. To assist who?

### **ARTICLE II. INTERPRETATION**

The Constitution should clearly describe the method used for interpretation. (Example: (name of organization) shall make all determinations and interpretations with due regard to accepted rules of procedure, e.g. Roberts's Rules of Order, etc. The speaker or Chair of the meeting is generally, subject to an appeal from the meeting members, regarded as the primary source of interpretation of the Constitution.)

### **ARTICLE III. MEMBERSHIP**

Types of membership, requirements of membership, and non-discrimination statement should be listed. A maximum membership fee of ten dollars is highly recommended. Membership must be open to all York University students, staff and faculty members.

### **ARTICLE IV. MEETING PROCEDURES**

Provisions must be included for all meeting procedures. This may include, but not limited to, how often meetings occur, who has the responsibility to call a meeting, how the chairing shall be conducted, setting the agenda, how notice of meetings shall be delivered and how much notice is required, who has voting and speaking privileges at meetings, and procedures dealing with a tie vote. Meetings should take place at least twice a semester. Furthermore, provisions and stipulations for calling emergency special meetings, and the officer who has the authority to call such special meetings, should be included.

### **ARTICLE V. QUORUM**

A quorum of membership for voting purposes shall be reached when a certain percentage of the general members are present. It is recommended that you use "those present".

### **ARTICLE VI. OFFICERS, QUALIFICATIONS AND DUTIES**

List the officers' and associates' positions separately and include qualifications for holding the position and the detailed duties of each position.

Section A. The officers of the organization shall be the following: President, Vice-President, Treasurer, and (others designated as necessary).

Section B. The duties of the officers shall be as follows (clearly outline the duties for each position):

- **President**
- **Vice- President**
- **Treasurer**
- **Other Officers**

Section C. The associates of the organization shall be the following: Speaker (Chair), Chief Returning Officer (CRO), Secretary and (others designated as necessary).

Section D. The duties of the officers shall be as follows (clearly outline the duties for each position):

- **Speaker (Chair)**
- **Chief Returning Officer (CRO)**
- **Secretary**
- **Other Associates**

#### **ARTICLE VII. ELECTION OF OFFICERS**

List the term of office, nomination, vote counting, installation, and special election processes necessary to fill any vacancies. The position of the Chief Returning Officer (CRO) should be included in order to independently and neutrally conduct elections, as should the procedures for appointing this position. Procedures concerning advertising, expenses, approving election results, and dealing with challenges and disputes arising from an election must be clearly stated. Furthermore, clear definitions of eligibility to vote and hold office must be included.

Section A. The term of office shall be (one year, one semester, etc.) beginning on and ending on (specific dates).

Section B. Nominations shall take place on (day of election, the week preceding election, etc.)

Section C. Votes shall be counted by CRO.

Section D. Installation of new officers shall take place on (specific dates).

Section E. Special elections shall be held if a vacancy occurs. The elections should occur within (days, weeks) of the vacancy. Members shall be notified by...etc.

#### **ARTICLE VIII. CONFLICT OF INTEREST**

The constitution should clearly address the matter of conflict of interest for members of the executive and any associate members (Speaker, CRO, Secretary, etc.). This should include a definition of Conflict of Interest.

#### **ARTICLE IX. PROCEDURES REGARDING ALLEGATIONS OF WRONGDOING AND DISCIPLINARY ACTION**

Provisions must be included for dealing with allegations of wrongdoing brought against any elected officer. These provisions include the circumstances which might indicate disciplinary

action such as censure, suspension or impeachment as well as indicating whose responsibility it is to hear such allegations and/or dictate sanctions. The procedures of this group sitting in judgment should also be clearly stated.

#### **ARTICLE X. FINANCIAL RESPONSIBILITY**

Financial responsibility within the organization must be clearly delineated. The President and Treasurer are the sole signing authorities. The responsibility for creating the budget and financial reports, approving the budget, and maintaining the financial records of the organization must be clearly stated.

#### **ARTICLE XI. DUES**

Provisions for membership fees, dues, and assessments, if there are to be any, should be stated in detail: How often dues are expected to be paid, collection and handling procedures, delinquent membership dues, how the amount of dues will be determined, etc. The provision for the organization's account, should the organization become inactive or fold, should be included (e.g. donate to charity, scholarship fund, etc.).

Section A. Dues shall be collected from the general membership.

Section B. Dues shall be set at the beginning of each academic year by recommendation of the officers and a vote by the voting body.

Section C. Delinquent membership dues are to be dealt with...

Section D. If the organization becomes inactive or fold, the remaining funds in the account will be...

#### **ARTICLE XII. EMPLOYMENT STANDARDS**

Specific job descriptions must be included for employees of the organization. Descriptions should include employee's responsibilities, hours of work, etc., as well as who has the responsibility for hiring, supervising, and disciplining employees. All organizations must conform to the Employment Standards Act.

#### **ARTICLE XIII. COMMITTEES**

The names of any standing committees should be listed. Include the method of choosing the chairpersons and committee members, the duties of the committees, quorum requirements, and reporting requirements. Provisions for creating ad hoc committees should be included.

#### **ARTICLE XIV. ADVISORY/MANAGEMENT BOARDS**

Organizations who own and operate small businesses such as newspapers, etc., should establish advisory/management boards to oversee these operations. These boards provide organizations with the ability to manage their businesses in an appropriate arms-length manner. Memberships should come from a wide spectrum of experienced individuals. Conflict of Interest guidelines should be adhered to when selecting board membership.

#### **ARTICLE XV. EXTERNAL AFFILIATIONS**

If necessary, descriptions should be made regarding any affiliations or jurisdictional relationships.

#### **ARTICLE XVI. BY-LAWS AND AMENDMENTS**

State requirements for adopting by-laws and amendments to your constitution. Amendment procedures must include how much notice is required to introduce changes to the constitution, voting procedures to approve proposed changes, and quorum requirements.

Example: Section A. By-laws

1. By-laws must be created by (officers, members with recommendation from the officers, etc.)
2. By-laws must be in accordance with this constitution as amended.
3. By-laws must be sponsored by at least (two) persons, one being an officer, committee chair, etc.
4. By-laws shall be adopted by a (1/2, 2/3, 3/4, etc.) vote of the voting body.

#### **ARTICLE XVII. RATIFICATION**

This section should state the requirements of ratification of the newly formed organization. This constitution shall be enforced upon ratification by (2/3, 3/4, etc.) of the voting body, and upon approval of this constitution by the Clubs Registration Committee and the Centre of Student Community & Leadership Development.