**How to Write a Constitution**

A constitution is a very important document that links the club or society to the Student’s Representative Council. This document will outline critical information essential to your functioning as an SRC sanctioned club or society. An example constitution will be provided in the end of this document. Your constitution will include but not be limited to the following.

**ARTICLE 1**: Title page including the name of the organization in which you will be known as and any logo associated with your organization.

**ARTICLE 2**: Mission statement or objective of your organization and how it benefits student life.

**ARTICLE 3**: There shall be two levels of membership within organization

1. General membership shall

a. Be open to all students of UNBSJ being free from discrimination of race, religion, sex, and place of birth upon annual membership fee

b. Speak on all matters pertaining to the organization

c. Vote at all general membership meetings

d. Vote in all elections

e. Seek nomination for any executive position

f. Partake in any events of the organization

g. Be informed of all events, meeting, and elections

2. Honorary membership shall

a. Be granted general membership

b. Partake in any events

**ARTICLE 4**: This section will explain the executive positions and their job descriptions. Every organization must have at least 5 executive positions including President, Vice President, Treasurer, Secretary, and Promotions, but are not expected to fill the 5 executive positions. There should be an attempt to fill each position but in the event of that not being possible the organization must inform in their constitution who will be handling more than one position.

**ARTICLE 5**: Shall specify when any regular, special, and executive meetings shall be called to a minimum of one general meeting per fall or winter term. Any procedures for calling a meeting including who can call a meeting and the appropriate time frame needed so that members can be informed. Also, how many members are needed to hold Quorum? (Quorum: a minimum number of members in an assembly, society, board of directors, etc, required to be present before any valid business can be transacted)

**ARTICLE 6**: Elections will be detailed in the following. The executive shall be elected for a term of one year at a general meeting. This meeting is to be done by the last week of March following the SRC elections and will represent the executive to come in the following academic year. Any new clubs or societies not carrying over an executive will have to call a by-election shortly after being granted club status. Simply put TBA in next to positions in your constitution. A report back to the VP Student Affairs with newly elected positions will be expected within 2 weeks or club status may be revoked.

Elections and By-elections shall proceed as follows:

a. Members may nominate any General Member for any position of the Executive

b. Each nomination must be seconded by a General Member of the Organization

c. After all nominations have been heard, nomination shall be closed and the elections process shall begin

d. Where there is only one nominee for a position that person shall be acclaimed and deemed elected to that position

e. Where there is more than one nominee for a position a secret ballot shall be taken and all General members have the right to vote. The individual who receives more votes at the end of the election shall be elected to the position.

If a position on the executive becomes vacant during the year a by-election. Must be called to fill the vacancy within one month of the seat becoming Vacant.

**ARTICLE 7**: Impeachment and removal of executive members from office shall occur:

a. When member ceases to be General Member of the organization

b. When any violation of the Organizations Constitution occurs

c. If negligent, incompetent, or remiss in the performance of their duties

You must state your procedure (bringing forth a motion, providing notice, etc.). Also, the majority vote required to impeach an executive member.

**ARTICLE 8**: Dissolution of Organizations:

a. Upon dissolution of the organization all assets gained through the SRC shall be returned to the SRC.

**ARTICLE 9**: Statement regarding the full understanding of the rules and regulations of the Clubs and Societies User Manual.