

# Constitution Guidelines

A constitution is a document that outlines the core purposes and procedures of the organization. It can be used as reference in deciding how to proceed in different situations (like membership, position duties, disputes, etc).

## Mandate

A couple of sentences that describes the goals or purposes of the club. This should be a quick description that gives the reader an idea of what the C/A is all about. This will be displayed on the SUS website. Basically, the mandate encompasses the major ambitions and goals that the organization has and hopes to achieve.

## Description

Further information about the C/A. This section will have more details on the group. It may explain what they do, why they do it, and what they hope to achieve as an organization. Does not need to include meeting times or places because this will change from year to year.

## Membership

This section answers the questions:

- Who is a member?
- How can someone become a member?
- What are the requirements of being a member?
- Are there different levels of membership? Voting and non-voting members? (for associations all discipline students are voting members)
- What are the executive positions? (President, Secretary, Treasurer are required. May also have VP, events person, social media person, other?)
  - o Give a description of each position.

Any other important information regarding membership.

## Annual General Meetings

All information pertaining to AGMs

- When an AGM is held?
- What processes are followed? (Robert's Rules of Order)
- What is the quorum? (this is 7 for clubs, 15 for associations)
- What is discussed at an AGM?
  - o Election and/or election results
  - o Name changes
  - o Constitution amendments
  - o Reports form executive, especially the treasurer
  - o Updates the members on what has been going on
  - o Plans for the upcoming year
  - o Time for members to bring items to the table

## Elections

This section answers the questions:

- How often is an election held?
- How can an election be called?
- What are the nomination procedures? (Self-nominated? Nominated by others?)
- What are the voting procedures? (Secret ballot? Online? )

## Disputes

This section can explain what would happen if a club member has a dispute that they wish to be addressed. The organization may want to have procedures in place for what happens.