

BUILD A CONSTITUTION

This document serves as a guide to developing your own constitution as a club or society. It provides a general outline & recommendations for what should be in a constitution. Every club does different things and has different operational needs so feel free to omit, add, or change articles from the examples provided.

Every club or society should develop a constitution to both legitimize and add structure to the group's organization. Constitutions are important to establish rules and regulations for your members and executives to uphold. This document will walk you through building a constitution that best fits your group using several examples of different ways to organize things. If you have specific questions contact the Director of Student Life at studentlife@munsu.ca.

Notes On Reading This Document

Text in italics is intended as commentary on how to build a constitution, not as text in any part of an article.

Any words appearing in [square brackets] are words that are interchangeable. Essentially fill-in-the-blanks with suggestions. For example [Club/Society] should be replaced with just 'Club' or 'Society' in your written constitution.

Example Constitutions

The following is a list of constitutions written by other clubs and societies that serve as good examples for how to write constitutions for different types of groups.

[MUNSU Sample Constitution](#)

[Computer Science Society](#)

Operating Without A Constitution

Any club and society that for any reason operates without a constitution shall be governed by the MUNSU Constitution and Bylaws and the MUNSU Sample Constitution for Clubs and Societies.

MUNSU reserves the right at any time to reject any sections of constitutions submitted by Clubs and Societies it deems unfair or unjust and to require the Club/Society follow the MUNSU Sample Constitution in-lieu of their own.

The [Club/Society name] Constitution.

SHORT TITLE

This document shall be cited as the “[Club/Society name] Constitution.”

The Definitions section should be at the start of your constitution and is where you define how certain terminology is meant to be read and interpreted.

DEFINITIONS

For the purpose of this constitution, unless otherwise stipulated, the following terms are hereby defined:

1. The “University”, “MUN”, or “MUNL” shall be defined as Memorial University of Newfoundland as by the 1949 act of the same name.
2. “MUNSU” shall mean the Memorial University of Newfoundland Students’ Union as incorporated by the Memorial University Act May 23, 1968.
3. “Majority” shall mean 50% of the votes plus one vote.

The article on Purpose and Objectives is where you outline the purpose of the constitution, your governing body, and your group. The first two clauses can remain unchanged. In the third clause you should outline what your club aims to do. For example, if you were the movie club you should write about the club’s objective being to regularly host movie screenings on campus.

ARTICLE I - PURPOSE AND OBJECTIVES

1. The purpose of this constitution is to provide the foundation, and rules and regulations for the operation of the MUNSU ratified [Club/Society] of [Club/Society]. This constitution and the MUNSU bylaws and policies shall be the final word for all issues concerning [Club/Society], the [Club/Society].
2. It shall be the purpose of the [Board of Directors/Executive]; as defined in Article II of this constitution; to represent the [Club/Society] at all levels of community and university interaction.
3. The objectives of the [Club/Society name] are as follows:
 - A. Provide a place for undergraduate students and other community members who share a common interest in [something] to organize and participate in events relevant to [something].
 - B. List objectives of [Club/Society]

In your article on Organization you should outline the structure of your group's governing body. For example you could have both a Board of Directors and Executive Officers, just an Executive, or other structures. You should also define what roles exist within each structure, what committees exist, and who sits on each committee.

ARTICLE II – ORGANIZATION (Example 1)

1. There shall exist a Board of Directors which shall consist of: The [Executive Officers], [Secretary], [Class Representatives], [Sports Representative], [Charity Representative] all defined in Article III.
2. There shall exist an Executive which shall consist of the [President, the Vice President, the Treasurer and Social Chair].
3. There shall exist an Events Committee chaired by the [Social Chair]. All members of the Board of Directors may sit on the Events Committee. The Events Committee must have at least one appointed member who is not on the Board of Directors.

ARTICLE II – ORGANIZATION (Example 2)

1. There shall exist an Executive which shall consist of the: [President], [Vice President], [Social Chair], [Treasurer], [Secretary], [Ect].

ARTICLE II – ORGANIZATION (Example 3)

1. There shall exist an Executive which shall consist of no fewer than 3 and no more than X members. The following roles will be assigned to the Executive and are interchangeable as needed: [Treasurer], [Secretary], [Social Chair], [Sports Representative], [Ect].
2. Multiple roles may be assigned to a single executive.

Examples of roles that could be part of your [Board of Directors/Executive] include but are not limited to:

President, Vice President, Treasurer, Secretary, Social Chair, Class Representative, Sports Representative, Charity Representative, Graduate Students Representative, Marine Institute Students Representative, Grenfell Campus Students Representative, First Year Students Representative, Social Media Chair, Bake Sale Coordinator, Secretary of Web Development, Executive Member, Sponsorship Coordinator, Event Coordinator, ect.

You may also have multiple people with identical roles. For example: Two First Year Student Representatives or two Co-Treasurers.

In your article on Duties & Eligibility you should outline the responsibilities of the individual roles defined in your group's governing body. You may also want to outline where certain responsibilities lie in the absence of certain roles being filled. You should also detail the eligibility requirements of roles where applicable (for example, only Graduate students can be the Graduate Student Representative). Multiple people can share responsibilities.

Examples of duties for several roles have been provided but you should edit/add/remove/shuffle them to best fit the needs of your group.

ARTICLE III – DUTIES & ELIGIBILITY OF THE [BOARD OF DIRECTORS/EXECUTIVE]

1. All members of the [Board of Directors/Executive] shall:
 - A. Be a full or part-time undergraduate student of Memorial University of Newfoundland unless otherwise stated.
 - B. Represent the [Club/Society] in all relations with MUNSU and the University.
 - C. Be a Liaison between the [Club/Society] and the public.
 - D. Carry out duties as the [Board of Directors/Executive] assigns.
 - E. Attend at least 75% of [Board of Directors/Executive] meetings.
 - F. Regularly be present for [Club/Society] events.

2. The duties of the [President] are as follows:
 - A. Preside over [Club/Society] board/executive meetings.
 - B. Be the Chief Representative of the [Club/Society] in all relations with MUNSU and the University.
 - C. Be the Chief Liaison between the [Club/Society] and the public.
 - D. Co-approve all [Club/Society] expenses.

3. The duties of the [Vice President] are as follows:
 - A. Assume the duties of the President in their absence, at the direction of The President, or at the direction of the [Board of Directors/Executive].
 - B. Submit the [Club/Society]'s ratification application at the start of each semester that the club is active during or assign a member of the [Board of Directors/Executive] to do so.
 - C. Work with the Treasurer to submit applications for funding opportunities with MUNSU and other groups.

4. The duties of the [Social Chair] are as follows:
 - A. Be responsible for planning and executing [Club/Society] events with the support of other [Board Members/Executive/Members].
 - B. Carry out duties as the Board of Directors assigns.

5. The duties of the [Treasurer] are as follows:
 - A. Be responsible for all [Club/Society] financial matters.
 - B. Collect all membership dues/fees and keep track of membership status.
 - C. Keep a current record of the [Club/Society] finances.
 - D. Provide, if requested, a current financial record to the [Board of Directors/Executive].
 - E. Maintain an up-to-date budget that is ready to be submitted to MUNSU upon request at any time.
 - F. Be a signing authority on the [Club/Society] bank account.
 - G. Ensure all financial documents and bank accounts are handed over upon leaving the role.
 - H. Work with the Vice President to submit applications for funding opportunities with MUNSU and other groups.

- I. Keep digital documents that can be accessed by the [Board of Directors/Executive] in your absence.
5. The duties of the [Secretary] are as follows:
 - A. Record meeting minutes.
 - B. Manage the [Club/Society] email & social media accounts.
 6. The duties of the [Class/First Year Students'/Graduate Students'/Ect Representative] are as follows:
 - A. Represent the [Class/First Year Students'/Graduate Students'/Ect] at [Board/Executive] meetings.
 - B. Bring the questions and concerns of their constituency to the [Board of Directors/Executive]
 - C. Be a member of the constituency they represent.

In your article on Rights and Powers you shall establish what abilities your governing body has as an organization.

ARTICLE IV - RIGHTS AND POWERS

1. The [Board of Directors/Executive] shall:
 - A. Organize [Club/Society] events.
 - B. Register or determine membership of the [Club/Society]
 - C. Appoint and convene committees.
 - D. Manage the [Club/Society] finances.
 - E. Interpret the constitution.
 - F. Ensure the continuity in the organization of the [Club/Society].
 - G. Ect

In your article on Elections you should define the process and frequency for which new [Board Members/Executive] are added to your governing body. If you add new members to your governing body through a method other than elections you should name this article appropriately. (For Example ARTICLE V - FILLING EXECUTIVE ROLES)

In the event that an election dispute is brought to MUNSU's Executive Director of Student Life and/or the Student Life and Funding Committee they might decide that the election procedure followed was unfair and require the election procedure in the MUNSU sample constitution to be followed instead of the procedure in the [Club/Society]'s constitution. This doesn't mean that no changes can be made from the examples, ultimately your elections should fit the needs of your group while giving a fair chance to all who want to run.

MUNSU may require that certain [Clubs/Societies] hold elections depending on aims, purpose, scale, and needs of the group. Academic Societies are expected to hold elections annually.

ARTICLE V – ELECTIONS (Example 1)

1. The following positions on the [Board of Directors/Executive] are elected and will be held for one year:

- A. The President
- B. The Vice President
- C. The Social Chair
- D. The Treasurer
- E. [Ect]

2. All elections shall be handled in the following manner:

- A. Elections shall occur before the last day of classes in the [Fall/Winter] semester.
- B. Nominations can be made by members of the [Club/Society] and must be seconded by another [Club/Society] member and endorsed by the nominated candidate.
- C. Candidates may only run for a single position. If a nominated candidate wishes to run for a different position they must withdraw their initial nomination and go through the nomination process again.
- D. Nominations must be open for a minimum of one week before candidates are announced and campaigning begins.
- E. A campaign period of one week shall precede voting.
- F. If a position is uncontested a vote of confidence will be held to determine if the candidate shall be acclaimed.
- G. All candidates shall have the opportunity to present a speech of three to five minutes, on the day of voting, prior to the opening of the polls.
- H. The voting population shall consist of all members of the [Club/Society] prior to the opening of the polls.
- I. All members of the [Club/Society] shall be entitled to one vote for each position.
- J. Voting is to be accessible to all members of the [Club/Society]. If only a physical voting station is established, members that cannot be present shall have the opportunity to vote by proxy.
- K. All proxy votes must be sealed in an envelope and given to the presiding member of the elections, as identified in Article V, Section 2K-L, on the day of elections up to one hour before the polling station opens. Any votes not submitted in this manner and time-frame shall not be considered valid.
- L. All elections shall be presided over by one non-returning member of the Board of Directors and one non-returning member of the Executive Officers. If all members of the Board of Directors and Executive Officers are eligible candidates in the current election, impartial parties must be established.
- M. For the elections of the Executive Officers and Board of Directors, a minimum of three, and no more than five, ballot counters shall be present.
- N. The candidate receiving the most votes is elected.

- O. Acclaimed candidates shall not take office until after a vote of nonconfidence by [Club/Society] members. If the vote of confidence fails, nominations shall re-open. The candidate is eligible to run again.
- P. Other than the names of the successful candidates, no other information concerning election results shall be released.

3. By-Elections

- A. Shall be called within two weeks of the removal or resignation of a member of the Board of Directors if remaining time in the semester permits.
- B. Should remaining time in the semester not permit a By-Election, a By-Election must be held within four weeks of the next valid semester.
- C. Removed members shall be eligible to run for a position in the resulting By-Election.

4. In the event of exceptional circumstances interrupting an election or preventing an election from proceeding as normal (such as a student/worker strike, university shut-down, switching to online classes, ect) the election shall be postponed until the end of the interruption.

5. If exceptional circumstances prevent an election from occurring for an extended period of time leading to multiple [Board of Directors/Executive] members graduating or otherwise no longer being present. Article XI - Procedures For Exceptional Circumstances will go into effect.

ARTICLE V – ELECTIONS (Example 2)

1. The following positions on the [Board of Directors/Executive] are elected and will be held for two years:

- A. The President
- B. Ect

2. The following positions on the [Board of Directors/Executive] are elected and will be held for one year:

- C. The First Year Representative
- D. Ect

3. All positions on the [Board of Directors/Executive] not listed in Article VI, Section 1, shall be appointed according to Article VII - Appointments.

4. All elections shall be handled in the following manner:

- A. Elections shall occur before the last day of classes in the [Fall/Winter] semester.
- B. Members must have a minimum of one week to declare their candidacy.
- C. A campaign period of one week shall precede voting.
- D. The voting population shall consist of all members of the [Club/Society].
- E. All members of the [Club/Society] shall be entitled to vote by instant-runoff ranked choice ballot for each position.

- F. Voting will take place online via [google forms]. No person may check the results of the form after polls open until polls close. A test must be performed prior to opening the polls to ensure the [google form] functions as intended.
- G. All elections shall be presided over by two Returning Officers. The Returning Officers will be selected by a vote from the [Board of Directors/Executive]. The Returning Officers cannot run in the election.
- H. A minimum of 3 ballot counters must be present when ballots are counted.
- I. The candidate with the most votes as per instant-runoff ranked choice voting is elected.
- J. After election results are announced there will be a period of one week before acclaimed candidates take office. All disputes of election results must be submitted during this week. If a dispute is not resolved before this period ends the candidate will not take office until the dispute is resolved.
- K. Any disputes of the election results must first be brought to the Returning Officers. If no resolution can be found the dispute shall be brought to MUNSU's Executive Director of Student Life and/or the Student Life and Funding Committee.

5. In the event of exceptional circumstances interrupting an election or preventing an election from proceeding as normal (such as a student/worker strike, university shut-down, switching to online classes, ect) the election shall be canceled. After the interruption ends a new election will immediately begin.

6. If exceptional circumstances prevent an election from occurring for an extended period of time leading to multiple [Board of Directors/Executive] members graduating or otherwise no longer being present. Article XI - Procedures For Exceptional Circumstances will go into effect.

ARTICLE V – FILLING EXECUTIVE ROLES (Example 3)

- 1. Positions on the [Board of Directors/Executive] will be held until graduation, resignation, or removal via a vote by the [Board of Directors/Executive].
- 2. New members of the [Board of Directors/Executive] of the [Club/Society] will be selected from a pool of applicants by an internal vote of the current [Board of Directors/Executive].
- 3. When a member of the [Board of Directors/Executive] will be graduating at the end of the semester or declares their intention to resign the members of the [Board of Directors/Executive] will get to express their desire to change to the outgoing role before applications open.
 - A. If multiple members of the [Board of Directors/Executive] express their desire to change to the outgoing role and do not come to an agreement amongst themselves the [Board of Directors/Executive] will vote on which candidate fills the role.
 - B. The outgoing member will hold a tie breaking vote if necessary.
- 4. When there are roles to be filled the [Board of Directors/Executive] must publish a list of roles they are seeking to fill, a list of relevant skills and information applicants must include in their application, and the date that applications close.

5. Applications will be submitted by email and will be accepted until the published date. Late applicants will only be considered if the [Board of Directors/Executive] deems other applicants unsuitable.

6. The [Board of Directors/Executive] must interview at least two applicants for a role before making a selection. In the event that there are fewer than two applicants then it is only necessary to interview one applicant.

7. Acclaimed candidates will join the [Board of Directors/Executive] immediately as a Trial Member. The outgoing [Board of Directors/Executive] member will remain in their role until they graduate or resign, after which any changing of roles will occur.

In your article on Appointments you should define the process for how appointments are made and what appointments can be made.

You may want certain positions on the [Board of Directors/Executive] to be designated to be filled by appointment only if they require certain skill sets to effectively perform the duties as outlined. Appointed positions do not necessarily need to have a seat on the [Board of Directors/Executive].

Appointments may be used to fill interim positions on the [Board of Directors/Executive] until the next election. MUNSU recommends appointments be used to ensure groups have fully fledged teams running them when elections or other means fail to fill the roles.

ARTICLE VI – APPOINTMENTS

1. Appointments will be made by a majority vote of the [Board of Directors/Executive].
Alternatively

1. Appointments will be made by the President, Vice President, Social Chair, or other appropriate person as outlined in Article III - Duties & Eligibility of The [Board of Directors/Executive]

2. The following positions shall be appointed:

- A. Any positions on the [Board of Directors/Executive] left vacant after an election or resignation.
- B. Any temporary position deemed necessary for the operation of the club and its activities.
- C. Members of committees.
- D. [Bake Sale Coordinator/Secretary of Web Development/Ect]

3. Positions can be appointed from members of the [Board of Directors/Executive] or members of the [Club/Society]. Priority will be given to appoint undergraduate students.

4. Appointments are only valid if the appointed person accepts the appointment.
5. The appointed person shall:
 - A. Carry out the duties of the role.
 - B. Carry out duties as the [Board of Directors/Executive] assigns.
6. The appointment will be held until one of the following cases:
 - A. The [Board of Directors/Executive] ends the appointment.
 - B. The end of a defined time period for the appointment or for one year when no defined time period was specified.
 - C. The appointed person resigns.
 - D. An election or by-election for the appointed position begins.

In your article on Membership you should define who is eligible to be a member of your group, any optional/required membership fees, and perks of membership fees. Membership or other fees can't be for profit and must be spent by the club/society on club/society events/operations/ect.

ARTICLE VII - MEMBERSHIP (Example 1)

1. As per the MUNSU Policy Manual membership in [Club/Society name] shall be open to all students, faculty, staff, alumni, and members of the Memorial University of Newfoundland community.
2. All regular or semi-regular attendees of [Club/Society] events will be considered members of the [Club/Society name].

ARTICLE VII - MEMBERSHIP (Example 2)

1. As per the MUNSU Policy Manual membership in [Club/Society name] shall be open to all students, faculty, staff, alumni, and members of the Memorial University of Newfoundland community.
2. Membership will be granted upon paying a semesterly fee determined by the [Board of Directors/Executive] to the [Treasurer/Ect].
3. Members of the [Board of Directors/Executive] [are/are not] exempt from paying membership fees.
4. The [Board of Directors/Executive] may grant free membership to people for the following reasons.
 - A. Volunteering with the [Club/Society].
 - B. Non-monetary donations to the [Club/Society].

C. Ect

5. Members who have paid their semesterly fee are granted the following:

- A. The right to vote in [Club/Society] elections.
- B. The right to run in [Club/Society] elections.
- C. The right to attend all club events and activities
- D. Ect

6. Any membership fees paid to the [Club/Society] by a banned member for the current semester can be refunded upon request until [the end of the last day of classes]. Any membership fees paid to the [Club/Society] by a banned member for past semesters can not be refunded.

ARTICLE VII - MEMBERSHIP (Example 3)

1. As per the MUNSU Policy Manual membership in [Club/Society name] shall be open to all students, faculty, staff, alumni, and members of the Memorial University of Newfoundland community.

2. All regular or semi-regular attendees of [Club/Society] events will be considered members of the [Club/Society name].

3. All members of the [Club/Society name] who pay the optional semesterly membership fee determined by the [Board of Directors/Executive] to the [Treasurer/Ect] will be considered Paying Members of the [Club/Society name].

4. Paying Members who have paid the optional semesterly fee are granted the following:

- A. List perks of optional membership fee.

Your article on meetings should define quorum, types of meetings, frequency, ect. Gatherings of the club/society that do not involve any votes, decisions, or plans being made do not need to be defined under meetings.

ARTICLE VIII - MEETINGS

1. A general meeting consists of any pre-arranged meeting for which a minimum of 1 week notice has been provided to all members of the [Club/Society] via public communication. At least 50% of members of the [Board of Directors/Executive] must be present at all general meetings.

2. A [Board of Directors/Executive] meeting consists of any pre-arranged meeting for which a minimum of [insert time] notice has been provided to all members of the [Board of Directors/Executive] and meets a quorum of two thirds of all members of the [Board of

Directors/Executive] with the exception of no notice being provided to a member of the [Board of Directors/Executive] who will be the subject of a reprimand discussion/vote. An [Board of Directors/Executive] meeting can be called on shorter notice only if all [Board Members/Executives] can be present for the meeting or if [Board Members/Executives] not present express their approval of said meeting happening without their presence.

3. The frequency of meetings shall be as follows:

- A. General meetings shall be held at the discretion of the [Board of Directors/Executive].
- B. [Board of Directors/Executive] meetings shall be held at minimum once per academic term in which the [Club/Society] is active.

4. Non-members of the [Board of Directors/Executive] may only be present at meetings of the [Board of Directors/Executive] if a vote to admit them passes. Non-members shall not have any voting rights at [Board of Directors/Executive] meetings if admitted.

5. When possible the [Board of Directors/Executive] shall set a date and time for the next scheduled meeting to provide maximum notice for all members.

In your article on Reprimands/Dismissal and Recall you should define the cause for reprimands, procedures for issuing reprimands, procedures for appeals, and outline what reprimands can be issued. Rules for removing members from your [Board of Directors/Executive] should also be defined here. Essentially you should formalize the process in which members can be banned or suspended from the club due to their actions for consistency and fairness.

ARTICLE IX - REPRIMANDS (Example 1)

1. The [Board of Directors/Executive] will be responsible for overseeing the issuing of reprimands to members of the [Club/Society].

2. Cause for reprimands:

- A. If a member of the [Club/Society] acts in a way that the [Board of Directors/Executive] considers to be of a homophobic, transphobic, racist, ageist, ableist, sexist, or otherwise discriminatory or exclusionary nature.
- B. If a member of the [Club/Society] uses physical or emotional violence against another person with the exception of self-defense.
- C. Regularly exhibiting behavior that is disruptive of [Club/Society] activities and failing to correct that behavior upon notice by the [Board of Directors/Executive].
- D. Cheating or colluding in an election.
- E. Failure to uphold their duties as a member of the [Board of Directors/Executive] without just cause.
- F. Other causes deemed valid by the [Board of Directors/Executive].

3. Procedure for issuing reprimands:

- A. Any member of the [Club/Society] may approach a member of the [Board of Directors/Executive] to notify them of the problematic behavior of another member.
 - B. Upon receiving notice of the problematic behavior of a member the Executive shall convene to discuss the notification and vote on a reprimand if deemed necessary. Depending on the situation, care should be taken to consider the perspective of the member under discussion while protecting the identity of the individual who reported their behavior.
 - C. If a reprimand is deemed necessary the member being reprimanded must be notified within 24 hours of the vote passing.
 - D. If the reprimand vote is for the Expulsion from the [Board of Directors/Executive] or Permanent Expulsion from the [Board of Directors/Executive] a two-thirds majority vote is required.
 - E. Any two members of the [Board of Directors/Executive] can agree to immediately issue a temporary suspension of a member upon witnessing something listed in Article IX, Section 2. If only one member of the [Board of Directors/Executive] is present they may issue a temporary suspension with the agreement of a non-[Board of Directors/Executive] member. The [Board of Directors/Executive] must be notified within 24 hours of all temporary suspensions, including: who was suspended, who was involved in issuing the temporary suspension, and the cause for the temporary suspension. The temporary suspension should be approved by the majority of [Board Members/Executive].
 - F. Any member of the [Board of Directors/Executive] found to be abusing their ability to issue a temporary suspension by the [Board of Directors/Executive] can be reprimanded in accordance with Article IX.
4. Procedure for appealing reprimands:
- A. Appeals must be made in writing to the [Board of Directors/Executive].
 - B. At the next scheduled meeting of the [Board of Directors/Executive] all appeals will be heard, discussed, and voted upon as time permits.
 - C. If an appeal is approved by the [Board of Directors/Executive] the person shall be notified and the reprimand will be immediately rescinded.
 - D. If an appeal is denied by the [Board of Directors/Executive] the person shall be notified as to why.
 - E. No more than two appeals must be heard for a singular reprimand by the [Board of Directors/Executive].
5. List of reprimands and their terms.
- A. Warning - The individual is informed of their problematic behavior and warned that further reprimands could occur if these actions continue.
 - B. Loss of Paid Membership Status - The individual loses their paid membership status for the remainder of the semester.
 - C. Removal from an Event or Meeting - The individual is removed from the event or meeting and is not allowed to re-enter without a majority vote from the [Board of Directors/Executive].

- D. Temporary Suspension - The individual is not allowed to attend any [Club/Society] events and is removed from online group chats until the temporary suspension expires. A temporary suspension will last one week unless otherwise specified. The duration of a temporary suspension may not last longer than [one full academic term (four months)].
- E. Permanent Ban - The individual is banned from all [Club/Society] events, social media, group chats, and from interacting with the [Club/Society] at events hosted by other organizations in which the [Club/Society] is participating.
- F. Expulsion from the [Board of Directors/Executive] - The member is immediately removed from the [Board of Directors/Executive], losing their access to [Board of Directors/Executive] meetings, group chats, and voting as a [Board of Directors/Executive].
- G. Permanent Expulsion from the [Board of Directors/Executive] - The same as Section 5C with the additional reprimand of being barred from re-joining the [Board of Directors/Executive].

ARTICLE IX - DISMISSAL AND RECALL (Example 2)

- 1. Dismissal of a member of the [Board of Directors/Executive] can be requested if the member has neglected their duties as outlined in Article III or acted in a questionable manner.
- 2. Dismissal of any member of the [Board of Directors/Executive] requires an expression of no confidence by 50% of members of the [Board of Directors/Executive] and a subsequent ratification by 50% of the [Club/Society].

Some clubs/societies may want to issue awards, scholarships, or bursaries for various things such as academics, exemplary volunteer work, competition success, ect. Alternatively clubs may want to provide prizes as part of their regular activities. An article should exist to formalize the process of doing so & establishing eligibility.

ARTICLE X - AWARDS (Example 1)

- 1. The [Club/Society] shall confer the following awards:
 - A. List all awards.
- 2. Members of the [Club/Society] shall vote on these awards via anonymous public ballot.
- 3. Votes for these awards are counted by the [Board of Directors/Executive] with at least 50% of the [Board of Directors/Executive] being present.
- 4. Other than the names of the successful candidates, no other information concerning vote results shall be released.

5. Only undergraduate students who are members of MUNSU are eligible to receive awards unless otherwise specified for the award.

ARTICLE X - SCHOLARSHIPS AND BURSARIES (Example 2)

1. The [Club/Society] shall confer the following scholarships/bursaries:
 - A. List all scholarships/bursaries.
2. The criteria for eligibility for scholarships/bursaries is as follows:
 - A. List criteria that applies to all scholarships/bursaries.
 - B. List criteria that apply to individual scholarships/bursaries.
3. The [Board of Directors/Executive] will vote to determine the award of scholarships/bursaries.
4. Members of the [Board of Directors/Executive] are not eligible for scholarships/bursaries.

ARTICLE X - PRIZES (Example 3)

1. The [Club/Society] shall provide prizes at the semesterly trivia event.
2. No prize shall exceed the monetary value of \$25 unless the prize was donated to the club.
3. No member is eligible to receive more than one prize per event (multiple items as part of a prize package count as one prize).
4. Members of the [Board of Directors/Executive] are not eligible to receive prizes.

This article is designed to give clubs & societies a basis for operating outside of the regulations defined in their constitution when exceptional circumstances prevent them from following their constitution. It primarily exists to ensure the continuity of the club should something prevent the club from operating as normal.

ARTICLE XI - PROCEDURES FOR EXCEPTIONAL CIRCUMSTANCES

1. Exceptional circumstances include:
 - A. Student Union Strike
 - B. University Employees Union Strike
 - C. University Shutdown
 - D. Switching to Online Classes
 - E. No remaining members of the [Board of Directors/Executive]

2. In the event that the [Club/Society] does not have any remaining members of the [Board of Directors/Executive] and new undergraduate students express their interest in joining the [Board of Directors/Executive] they will be permitted to do so:
 - A. If the number of interested students is fewer than the number of seats on the [Board of Directors/Executive] they will be allowed to form the new [Board of Directors/Executive].
 - B. If the number of interested students is more than the number of seats on the [Board of Directors/Executive] an election will be held with the assistance of MUNSU.
3. If exceptional circumstances prevent an election from occurring members of the [Board of Directors/Executive] will hold their positions until it is possible to hold an election unless they are graduating or resign. Temporary assignment of roles/duties will be made as necessary by the [Board of Directors/Executive].
4. The [Board of Directors/Executive] shall take whatever actions are necessary to ensure the [Club/Society]'s bank account and other properties are appropriately transitioned and remain under the control of the [Board of Directors/Executive] or MUNSU.

Your article on Amendments to the Constitution should outline the process that must be followed in order to make changes to or replace your constitution.

ARTICLE XII - AMENDMENTS TO THE CONSTITUTION

1. Any amendments, alterations, or suspension of an article or any part of an article of this constitution, or any addition to an article of this constitution, shall be implemented by the following procedure:
 - A. Changes shall be proposed by a member of the [Board of Directors/Executive] to the [Board of Directors/Executive].
 - B. All members of the [Board of Directors/Executive] must have at least two weeks to review the proposed changes before voting unless all members declare that they have had enough time to review.
 - C. At the next meeting of the [Board of Directors/Executive] where at least two thirds of the [Board of Directors/Executive] is present the amendment must be read and voted upon.
 - D. A majority of the total count of [Board of Directors/Executive] members, not just those present at the meeting, must approve the amendment, alteration, suspension, or addition in order for the change to go into effect.
2. All previous Acts known as the [Club/Society name] Constitution are hereby repealed upon the adoption of this constitution.
3. This Act shall take effect immediately upon adoption by the [Club/Society].
4. The updated constitution must be sent to MUNSU's Executive Director of Student Life or the Student Life and Funding Committee immediately upon adoption by the [Club/Society].

