

SAMPLE CONSTITUTION

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 serves as a sample constitution for all clubs/societies that do not submit a constitution of their own to MUNSU. Clubs/Societies looking to create their own constitution that best fits their group should see the **Build a Constitution** document and the examples provided within. If you have specific questions contact the Director of Student Life at studentlife@munsu.ca.

Notes On Reading This Document

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

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SAMPLE CONSTITUTION

The [Club/Society name] Constitution.

SHORT TITLE

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

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.

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 name]. 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 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]

ARTICLE II – ORGANIZATION

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

ARTICLE III – DUTIES & ELIGIBILITY OF THE EXECUTIVE

1. All members of the 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 Executive assigns.
 - E. Attend at least 75% of 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 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 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. Co-manage the [Club/Society] email & social media accounts with the Secretary.

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 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 Executive in your absence.

5. The duties of the [Secretary] are as follows:
 - A. Record meeting minutes.
 - B. Co-manage the [Club/Society] email & social media accounts with the Social Chair.

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 Executive meetings.
 - B. Bring the questions and concerns of their constituency to the Executive.
 - C. Be a member of the constituency they represent.

ARTICLE IV - RIGHTS AND POWERS

1. The 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

ARTICLE V – ELECTIONS

1. The following positions on the 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], must be seconded by another [Club/Society] member, and must be 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. 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.

- G. The voting population shall consist of all members of the [Club/Society] prior to the opening of the polls.
- H. All members of the [Club/Society] shall be entitled to one vote for each position.
- I. If a position is uncontested a vote of confidence will be held to determine if the candidate shall be acclaimed.
- 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 Executive and one non-Executive member of the [Club/Society]. If all members of the Executive are eligible candidates in the current election, impartial parties must be established.
- M. For the elections of the Executive, 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. 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.

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

ARTICLE VI – APPOINTMENTS

- 1. Appointments will be made by a majority vote of the Executive.
- 2. The following positions shall be appointed:
 - A. Any positions on the 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. [List any roles only filled by appointment].
- 3. Positions can be appointed from members of the 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 [Executive assigns].
6. The appointment will be held until one of the following cases:
 - A. The 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.

ARTICLE VII - MEMBERSHIP

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 Executive to the [Treasurer] 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.

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 Executive must be present at all general meetings.
2. An Executive meeting consists of any pre-arranged meeting for which a minimum of 1 week notice has been provided to all members of the Executive and meets a quorum of two thirds of all members of the Executive with the exception of no notice being provided to a member of the Executive who will be the subject of a reprimand discussion/vote. An Executive meeting can be called on shorter notice only if all Executives can be present for the meeting or if 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 Executive.
 - B. Executive meetings shall be held at minimum once per academic term in which the [Club/Society] is active.
4. Non-members of the Executive may only be present at meetings of the Executive if a vote to admit them passes. Non-members shall not have any voting rights at meetings if admitted.
5. When possible the Executive shall set a date and time for the next scheduled meeting to provide maximum notice for all members.

ARTICLE IX - REPRIMANDS

1. The 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 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 Executive.
 - D. Cheating or colluding in an election.
 - E. Failure to uphold their duties as a member of the Executive without just cause.
 - F. Other causes deemed valid by the Executive.
3. Procedure for issuing reprimands:
- A. Any member of the [Club/Society] may approach a member of the 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 Executive or Permanent Expulsion from the Executive a two-thirds majority vote is required.
 - E. Any two members of the 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 Executive is present they may issue a temporary suspension with the agreement of a non-Executive member. The 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 Executive found to be abusing their ability to issue a temporary suspension by the Executive can be reprimanded in accordance with Article IX.

4. Procedure for appealing reprimands:

- A. Appeals must be made in writing to the Executive.
- B. At the next scheduled meeting of the Executive all appeals will be heard, discussed, and voted upon as time permits.
- C. If an appeal is approved by the Executive the person shall be notified and the reprimand will be immediately rescinded.
- D. If an appeal is denied by the Executive the person shall be notified as to why.
- E. No more than two appeals must be heard for a singular reprimand by the 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 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 Executive - The member is immediately removed from the Executive, losing their access to Executive meetings, group chats, and voting as an Executive.
- G. Permanent Expulsion from the Executive - The same as Section 5C with the additional reprimand of being barred from re-joining the Executive.

ARTICLE X - 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 Executive

2. In the event that the [Club/Society] does not have any remaining members of the Executive and new undergraduate students express their interest in joining the Executive they will be permitted to do so:
 - A. If the number of interested students is fewer than the number of seats on the Executive they will be allowed to form the new Executive.
 - B. If the number of interested students is more than the number of seats on the Executive an election will be held with the assistance of MUNSU.
3. If exceptional circumstances prevent an election from occurring members of the 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 Executive.
4. The 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 Executive or MUNSU.

ARTICLE XI - 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 an Executive member to the Executive.
 - B. All members of the 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 Executive where at least two thirds of the Executive is present the amendment must be read and voted upon.
 - D. A majority of the total count of 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].