



CONSTITUTION

Every club or society should develop a constitution to both legitimize and add structure to the groups organization. Constitutions are important to establish rules and regulations for your members and executives to uphold. Below is a sample constitution you can use to build one that suits your group. Don't forget to incorporate input from your members! If you have specific questions contact the Director of Student Life at studentlife@munsu.ca.

OPERATING WITHOUT A CONSTITUTION

Any club and society that for any reason operates without a constitution shall be governed by Section 8 of the MUNSU Constitution and Bylaws and the MUNSU model constitution for Clubs and Societies.

DEVELOPING A CONSTITUTION

A constitution should include:

- A. DEFINITIONS
- B. PURPOSE, MEMBERSHIP, AND DUES
- C. ORGANIZATION
- D. BOARD OF DIRECTORS
 - 1. ELIGIBILITY
 - 2. DUTIES
- E. APPOINTMENTS
- F. RIGHTS AND POWERS
- G. ELECTIONS
 - 1. ELECTED POSITIONS
 - 2. ELECTORAL PROCESS
 - 3. BY-ELECTIONS
- H. DISMISSAL AND RECALL
- I. MEETINGS
- J. BENEFITS AND PRIVILEGES
- K. SUPREMACY OF THE AMENDMENTS OF THE CONSTITUTION
- L. FINES
- M. AWARDS



SAMPLE CONSTITUTION

The [Club/Society name] Constitution

SHORT TITLE

This act 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" 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.

ARTICLE I - PURPOSE, MEMBERSHIP, AND DUES

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 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 elected and/or appointed members of the Board of Directors; as defined in Article II, Section 1, of this constitution; to represent the [Club/Society] at all levels of community and university interaction.
3. The following provisions shall apply to members of the [Club/Society]:
 - A. Residents will officially join the [Club/Society] upon payment of [Dues/Club/Society Fees] to the [Treasurer/Secretary/Director of Finance].
 - B. Only those students who officially join the [Club/Society] through payment of may be known as Members and thus conferred all privileges and benefits therein (See Article IX).
 - C. Dues/fee amounts shall be determined by the [Club/Society]'s [Executive Officers/Board of Directors].



ARTICLE II – ORGANIZATION

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, Sections 2-9.
2. There shall exist an Executive which shall consist of the [President, the Vice-President, the Treasurer and Social Chair].

ARTICLE III – BOARD OF DIRECTORS

1. All members of the Board of Directors shall:
 - A. Be in clear academic standing.
 - B. Be a full or part-time student of Memorial University of Newfoundland.
2. The duties of the President are as follows; they shall:
 - A. Preside over [Club/Society] board meetings.
 - B. Represent the [Club/Society] in all relations with MUNSU and the University.
 - C. Be the Chief Liaison between the [Club/Society] and the public.
 - D. Be responsible for all actions of the [Club/Society].
 - E. Carry out duties as the Board of Directors assigns.
 - F. Attend [Club/Society] events, except by leave of the Board of Directors.
 - G. Co-approve all [Club/Society] expenses.
3. The duties of the Vice President are as follows; they shall:
 - 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.
 - 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 assigns.
 - E. Attend [Club/Society] events, except by leave of the Board of Directors.
4. The duties of the Social Chair are as follows; they shall:
 - A. Be responsible for planning and executing [Club/Society] events.



- 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 assigns.
 - E. Attend [Club/Society] events, except by leave of the Board of Directors.
5. The duties of the [Treasurer/Director of Finance] are as follows; they shall:
- A. Be responsible for all [Club/Society] financial matters.
 - B. Supervise all means the [Club/Society] members.
 - C. Collect all member dues/fees.
 - D. Keep a current record of the [Club/Society] finances.
 - E. Provide, if requested, a current financial record to the Board of Directors.
 - F. Submit a financial report to the Board of Directors by the end of Winter Semester, in which the Treasurer leaves office.
 - G. Represent the [Club/Society] in all relations with MUNSU and the University.
 - H. Be a Liaison between the [Club/Society] and the public.
 - I. Carry out duties as the Board of Directors assigns.
 - J. Attend [Club/Society] events, except by leave of the Board of Directors.
6. The duties of the Secretary are as follows; they shall:
- A. Record meeting minutes.
 - 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 assigns.
 - E. Attend [Club/Society] events, except by leave of the Board of Directors.
7. The duties of the Class Representatives are as follows; they shall:
- A. Represent their class/discipline at board meetings.
 - 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 assigns.
 - E. Attend [Club/Society] events, except by leave of the Board of Directors.
8. The duties of the Sports Representative are as follows; they shall:



- A. Facilitate intramural sports between the [Club/Society] and MUN intramurals.
 - 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 assigns.
 - E. Attend [Club/Society] events, except by leave of the Board of Directors.
9. The duties of the Charity Representative are as follows; they shall:
- A. Facilitate and organize charitable events within the [Club/Society].
 - 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 assigns.
 - E. Attend [Club/Society] events, except by leave of the Board of Directors.

ARTICLE IV – APPOINTMENTS

- 1. The following positions shall be appointed by the [Executive Officers/Board of Directors]:
 - A. Include list of appointed positions
- 2. The successful applicants shall:
 - A. Hold the position for two semesters: Fall and Winter.

ARTICLE V – RIGHTS AND POWERS

- 1. The Board of Directors shall:
 - A. Organize [Club/Society] events.
 - B. Appoint committees.
 - C. Register members of the [Club/Society].
 - D. Manage [Club/Society] finances.
 - E. Review and rescind any decision of the Executive Officers.
 - F. Interpret the constitution.
 - G. Ensure the continuity in the organization of the [Club/Society].

ARTICLE VI – ELECTIONS

- 1. The following are elected positions:



- A. The President
- B. The Vice-President
- C. Social Chair
- D. Treasurer
- E. Class Representatives

2. The Board of Directors shall be elected to office. All elections shall be handled in the following manner:

- A. Elections shall occur before the last day of classes in the Winter semester. Positions will be held for one year.
- B. Nominations can be made by paid members of the [Club/Society] and must be seconded by another [Club/Society] member and endorsed by the nominated candidate.
- C. A campaign period of one week shall precede voting.
- D. 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.
- E. The voting population shall consist of all members of the [Club/Society] that have paid dues prior to the opening of the polls.
- F. All paid members of the [Club/Society] shall be entitled to one vote for each position.
- G. Voting is to be accessible to all paid members of the [Club/Society]. If only a physical voting station is established, paid members that cannot be present shall have the opportunity to vote by proxy.
- H. All proxy votes must be sealed in an envelope and given to the presiding member of the elections, as identified in Article VI, Section 2I-J, 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.
- I. 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.
- J. 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.
- K. The candidate receiving the most votes is elected.



L. Acclaimed candidates shall not take office until after a vote of non-confidence by [Club/Society] members. If the vote of confidence fails, nominations shall re-open. The candidate is eligible to run again.

M. 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.

B. Removed members shall be eligible to run for a position in the resulting By-Election.

ARTICLE VII – DISMISSAL AND RECALL

1. Dismissal of a member of the Board of Directors can be requested if the member has neglected their duties as outlined in Article III, Sections 1-9, or performed in a questionable manner.

2. Dismissal of any member of the Board of Directors requires an expression of no confidence by 50% of members of the Board of Directors and a subsequent ratification by 50% of the [Club/Society]

ARTICLE VIII – MEETINGS

1. A General [Club/Society] Meeting consists of all paid members and shall be called to order by [an Executive Officer/member of the Board of Directors] or by written request by the majority of paid members.

2. A Board of Directors Meeting consists of all members of the Board of Directors and shall be called to order by any member of the Board of Directors.

3. An Executive Meeting consists of all Executive Officers and shall be called to order by any Executive Officer.

4. Frequency of Meetings shall be as follows:

A. A General [Club/Society] Meeting shall be held at the discretion of the Board of Directors and Executive Officers, but no fewer than one per academic term.

B. A Board of Directors Meeting shall be held at the discretion of the Board of Directors, but no fewer than three per academic term.



- C. An Executive Meeting shall be held at the discretion of the Executive Officers but no fewer than four per academic term.

- 5. Unless for sickness or other grave reasons, a member of the Board of Directors or Executive Officer is absent for two scheduled meetings in one academic term, the member shall be removed from the position. Any appeal shall be made to the Board of Directors.

- 6. Any member, on the majority vote of the members present, shall be expelled from the meeting. This does not count toward absences as noted in Article VIII, Section 5.

ARTICLE IX – BENEFITS AND PRIVILEGES

- 1. Membership shall confer the following benefits and privileges:
 - A. Ability to nominate candidates for Executive Officer and Board of Director positions.
 - B. Eligibility for candidacy in all elections, abiding by the prerequisites in Article III, Section 1.
 - C. Ability to vote in all [Club/Society] elections.
 - D. Involvement in all [Club/Society] events.
 - E. Use of [Club/Society] recreational property.

- 2. The benefits of the Board of Directors shall include, but are not limited to:
 - A. All benefits and privileges outlined in Article IX, Section 1.

- 3. The benefits of the Executive Officers shall include, but are not limited to:
 - A. All benefits and privileges outlined in Article IX, Section 1-2.

ARTICLE X – SUPREMACY OF THE AMENDMENTS OF 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. Change(s) shall be proposed by the President to the Board of Directors.
 - B. A meeting of the Board of Directors must be held within one month of any proposed changes. A vote shall occur at this time.
 - C. 75% of the Board of Directors must be present for a vote to occur.



- D. 50% of total Board of Directors shall legalize the proposed alteration, suspension, amendment, or addition to the constitution.
2. This Act shall be the supreme constitutional by-law of [Club/Society name] and all its agencies. Any Act, by-law, convention, direction, or policy of the [Club/Society] that is inconsistent with the provisions of this Act shall be, to the extent of the inconsistency, of not force or effect and deemed null and void.
 3. All previous Acts known as the [Club/Society name] Constitution are hereby repealed.
 4. This Act shall take effect immediately upon adoption by the [Club/Society].

ARTICLE XI – FINES AND PENALTIES

1. The [Club/Society] shall confer the following fines:
 - A. Include a list of all fines.
2. The [Club/Society] shall confer the following penalties:
 - A. Include a list of all penalties.
3. Appeals must be made in writing to the Board of Directors within seven days of being levied.
4. Failure to abide by the fine or penalty, within one week after an unsuccessful appeal or two weeks there otherwise, may result in suspension of privileges, as deemed necessary by a 50% vote of the Board of Directors, until a solution occurs.
5. If a member receives three fines or penalties, which are counted in conjunction, removal from the [Club/Society] for the academic semester will occur.

ARTICLE XII - AWARDS

1. The [Club/Society] shall confer the following awards:
 - A. Include a list of all awards.
2. Votes for these awards are counted by the [Executive Officers/Board of Directors].
3. Other than the names of the successful candidates, no other information concerning election results shall be released.