



## **Preparing a Constitution**

The following is a template that will help you to better organize your constitution. Certain elements of this template can be changed to better suit the specifics of your club or society. Please keep in mind that your constitution must comply with that of the CUSA Constitution. If you need help, contact the Clubs and Societies Commissioners.

### **Article I**

#### **Name of the Organization**

The Organization shall be known as the (put the name of your club or society), and herein after shall be referred to as the Organization.

### **Article II**

#### **Purpose of the Organization**

The organization shall work towards: (list your goals, mission and vision)

### **Article III Structure**

The General Membership shall be the legislative body of the organization and shall be composed of all members.

The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

### **Article IV Membership**

There shall be \_\_\_\_ levels of membership within the organization: For example, general membership and honorary membership.

Define what each of these levels shall be able to do (who fits into that category, whether or not they can vote or run for Executive positions, etc.)

Membership in the organization shall be valid from \_\_\_\_\_ to \_\_\_\_\_

In the event that a member of the organization violates the organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.

### **Article V Executive**

In this section you list your Executive Members – President, Vice President, Treasurer and Secretary are all recommended – and what the responsibilities of each are.

### **Article VI Meetings**

Here you should list how meetings are called and who/how many people it takes to call a meeting, how much public notice is required to call a meeting, how meetings are publicly advertised, who meetings are open to, etc.

### **Article VII Elections**

Here you would outline how your Executive Members are elected. Include things such as the length of time you may hold an Executive position, what time of year elections are held, how notice is given and how much notice is required, who is eligible to run for an Executive position, etc.

You should also outline the nomination process, how candidates campaign for themselves (often this is done in speech form at a general meeting), what happens when only one candidate is nominated for a position (acclaimed or yes/no vote), how voting will be carried out.

Finally, you should include a line about what happens if one of the Executive positions becomes vacant. For example, "a by-election shall be called to fill the vacancy within one month of the seat becoming vacant."

### **Article VIII**

#### **Impeachment**

In this section you outline how Executive Members are removed from office. You should include what behaviour can cause an impeachment, how much notice is required to attempt to impeach an Executive Member, who can vote and how many votes are needed, etc.

### **Article IX Amendments**

Here you would outline the process for making amendments to your organization's constitution.

### **Article X**

#### **Dissolution of the Organization**

Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to (CUSA or favourite charity, etc.)