

Sample Constitutions: Executive Constitution
UVSS _____ Club
Updated: 2014

Article 1: Name

The club shall be known as the University of Victoria Students' Society (UVSS)

Article 2: Purpose

The purpose of the club is to:

Article 3: Dissolution

The _____ club may be dissolved by a two-thirds (2/3) vote at a quorate General Meeting, or by the Director of Student Affairs after a period of inactivity, as outlined in the Clubs Policy.

Upon the dissolution of the club, any assets and/or liabilities shall be transferred to the Students' Society Clubs Control account.

Bylaw 1: Membership

University of Victoria (UVic) undergraduate students shall comprise two-thirds (2/3) of the membership of the _____ club. To verify this, the club shall provide the Students' Society Director of Student Affairs with a list of all club members' names and student numbers every active semester upon registration.

Bylaw 2: Executive positions

The positions of President, Vice-President, Treasurer, Secretary, and Clubs Council Representative (herein referred to as *The Executive*) shall be chosen at the Annual General Meeting for a (one) year term of office. The _____, the Treasurer and one other club member shall be the designated signing officers of the club. The Executive shall meet a minimum of __ times per year. Meetings are open to all club members and a minimum of three Executive members must be present to establish quorum.

In the event of a mid-term executive vacancy, a special general meeting will be called to elect a new executive member. In the event that there are no current executives, the Director of Student Affairs shall be empowered to appoint an interim executive so that a special general meeting may be called.

The President and Vice-President shall be responsible for _____ (describe responsibilities). The Clubs Council Representative shall be responsible for liaising with the Director of Student

Affairs, and shall submit a report at the end of each semester to this Director, who shall keep all reports in a place available to successive officers and members. The treasurer shall oversee the club's finances, and submit budgetary request forms to the Director of Student Affairs. The secretary shall be responsible for notifying the membership of upcoming meetings and minute taking at the meetings.

Bylaw 3: Meetings

General meetings will be held at least every _____ to give the membership control of the direction and activities of the club. General meetings are scheduled by The Executive.

Annual General Meetings must take place in the month of ____ each year. Semi-annual General Meetings must take place in the month of ____ each year.

Only club members are entitled to vote at General Meetings. Special General Meetings may be called at any time by The Executive. The Executive shall prepare the agenda for General Meetings. General Meetings must be advertised at least fourteen (14) days prior to the date of the meeting. Sufficient advertising will take the form of notices posted throughout the campus and an email notice sent out over the club's list-serve.

Bylaw 4: Funds of the Society

All banking shall be carried out subject to the rules and regulations of the Students' Society as set out by the Board of Directors. The allocated budget grant that the UVic Students' Society _____ club receives each year from Clubs

Council shall be deposited in the club's standard budget account held by the Students' Society. Any funds remaining in the UVic Students' Society _____ Club's budget account after the conclusion of the fiscal year

(April 30) shall revert to the Clubs control account. All funds designated as self-generated must be deposited in the UVic Students' Society _____ Club's trust account held by the Students' Society. Cheque requisitions must be submitted according to UVSS policy to obtain access to club funds, and are subject to approval by the Director of Services.

Bylaw 5: Amendments

The Constitution of the UVic Students' Society _____ Club may be amended on written published notice of one week and by a two-thirds majority vote at a quorate General Meeting.

Bylaw 6: Limitations

Nothing in this constitution shall be interpreted in a manner repugnant to the Constitution of the Students' Society or to the declared policy of the Students' Society Board of Directors.