

GSA Club Sample Constitution

[IMPORTANT NOTE: Everything written in italics may be edited or taken out as it best applies to your group. Everything in red must be kept, though you may add to those sections. Please delete all instructions before you submit the final copy of the constitution, and make sure everything is clear, concise, and works for the mandate of your group.]

[CLUB NAME] Constitution

Ratified by Membership on: _____.

Article I: Name

- 1.1. [CLUB NAME], also referred to hereinafter as the Club.

Article III: Purposes

- 3.1. The Club's mandate shall be to

Mandates shouldn't be longer than a paragraph or two, but they shouldn't be vague. Make sure your mandate doesn't overlap with that of other clubs.

- 3.2. Code of Conduct

- 3.2.1. The Club shall carry forth its mandate from an anti-oppressive standpoint.
- 3.2.2. Equal respect shall be given to all members, regardless of position.
- 3.2.3. No member shall make personal profit from the club.

Article III: Membership

- 4.1. Membership in the Club is open to all, without restriction on the grounds of national origin, race, religion, color, sex, sexual orientation, disability, or faculty of study.
- 4.2. Only currently registered graduate students are eligible to hold voting privileges and to be elected as officers.
- 4.3. Associate non-voting membership is open to all others.

Article IV: Officers *(can also be "Executive Committee," "Organizing Collective" or something else)*

You can structure the Executive Committee in several ways. A more traditional, hierarchical approach is as follows (you may add other executive positions as you deem fit):

- 4.1. *The Executive Committee (EC) shall administer the Club and oversee its events.*
- 4.2. *The EC is composed of the following portfolios*
 - 4.2.1. *President*
 - 4.2.2. *Vice President External*
 - 4.2.3. *Vice President Internal*
 - 4.2.4. *Treasurer*
 - 4.2.5. *Secretary*
- 4.3. *The EC shall meet as frequently as it deems fit.*
- 4.4. *Quorum for meetings of the EC shall be 50% + 1.*

An alternate structure for a non-hierarchical club may be:

- 4.1. *The Collective shall administer the Club and oversee its events.*
- 4.2. *The Collective shall be composed of 3 to 10 members.*
- 4.3. *The Collective shall be nonhierarchical and operate by consensus.*

- 4.4. *Quorum for Collective meetings shall be two thirds of the Collective membership.*
- 4.5. *Collective meetings shall be open to anyone, regardless of Club membership, but non-Collective members shall not take part in the decision-making process.*
- 4.6. *All decisions made by the Collective shall be subject to review by the Club membership at General Assemblies.*

Article V: Duties of the Executives

For a traditional approach based on a hierarchical structure, you might structure this section in the following way, adapting the responsibilities to the specific activities and roles in your club:

- 5.1. *The President shall:*
 - 5.1.1. *Be the chief executive officer, chief representative, and chief spokesperson of the Club.*
 - 5.1.2. *Oversee all aspects of the Club.*
 - 5.1.3. *Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the Club mandate.*
 - 5.1.4. *Chair all EC meetings.*
 - 5.1.5. *May cast the deciding vote in the event of an EC deadlock.*
 - 5.1.6. *Co-sign all financial transactions with the Treasurer.*
 - 5.1.7. *Co-sign all minutes with the Secretary*
- 5.2. *The Vice President External shall:*
 - 5.2.1. *Act as representative of the Club to the community within and outside of the University.*
 - 5.2.2. *Be responsible for developing healthy relations with student and community organizations within and outside Concordia, and particularly those in the Montreal area.*
 - 5.2.3. *Be responsible for promoting the image of the Club to the community within and outside Concordia University.*
- 5.3. *The Vice President Internal shall:*
 - 5.3.1. *Be responsible for communication within the EC and with the GSA.*
 - 5.3.2. *Maintain the membership list of the club.*
 - 5.3.3. *Oversee and coordinate the programming activities and events of the club.*
- 5.4. *The Treasurer shall:*
 - 5.4.1. *Oversee and coordinate funding for the programming activities and events of the club.*
 - 5.4.2. *Co-sign all financial transactions with the President.*
 - 5.4.3. *Ensure the funding and financial stability of the club.*
 - 5.4.4. *Keep track of the club budget as well as all financial transactions and receipts.*
- 5.5. *The Secretary shall:*
 - 5.5.1. *Take minutes at EC and general meetings, and ensure proper distribution of all minutes.*
 - 5.5.2. *Co-sign all minutes with the President.*
 - 5.5.3. *Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.*

Using the non-hierarchical approach to organizing, tasks might be arranged as follows:

- 5.1. *The Collective shall assign the following tasks to members of the Collective on a year-to-year basis:*
 - 5.1.1. *Coordination of the Club's funding and finances.*
 - 5.1.2. *Coordination of advertising the Club's events.*
 - 5.1.3. *Coordination of the Club's member and mailing lists.*
 - 5.1.4. *Coordination of the Club's website and social media presence.*
 - 5.1.5. *Coordination of the Club's physical resources and equipment.*
- 5.2. *Facilitation and minute-taking at Collective meetings shall rotate between members of the Collective.*
- 5.3. *The duty of organizing club events shall be assigned to Collective Members on a case-by-case basis.*

Article VI: Finances

- 6.1. The Club may not charge a membership fee.
- 6.2. The Executive Committee will appoint two officers who will be the club's signing officers and sign off on all expenses.

Article VII: General & Special Meetings

- 7.1. *Regular Executive and General Meetings shall be held throughout the Fall and Winter terms.*
- 7.2. *The Club's membership must receive notice at least [X] days ahead of a General Meeting.*
- 7.3. *Special Meetings may be called at any time deemed necessary by the Executive Committee.*
- 7.4. *The Club's membership must receive notice at least [X] days ahead of a Special Meeting.*
- 7.5. *A General Meeting must be held in March for the purpose of electing new members to the Executive Committee.*

Or for a non-hierarchical structure:

- 7.1. *Regular Collective meetings shall be held throughout the Fall and Winter semesters.*
- 7.2. *General Assemblies of the Club must take place at least once a semester.*
- 7.3. *A General Meeting shall be held in March for the purpose of appointing a new Collective.*

***You may wish to select a quorum for executive, general, or special meetings. Quorum is the number of people that need to be present in order for the meeting to take place. This can be expressed as a whole number (i.e. 10 people) or as a proportion of the club membership*

Article VIII: Elections

- 8.1. The general membership must receive two weeks' notice in advance of the General Meeting called for the purpose of electing new officers.
- 8.2. Elections are to be held before March 31 during the General Meeting called for this purpose.
- 8.3. Club members may nominate themselves for available positions during the two weeks preceding the General Meeting at which the election will take place.
- 8.4. The [Executive Committee/Collective] may designate Deputy Electoral Officers (DEOs) to assist the running of the elections.
- 8.5. Elections are to be conducted by secret ballot in person.
- 8.6. The GSA Vice-President Mobilization must be notified immediately in the event of contested electoral results.

Article IX: Replacement & Impeachment Procedures

- 9.1. Officers can be impeached from their positions for failing to perform their assigned duties.
- 9.2. Officers may also be impeached for failing to present themselves at more than [X] Regular Meetings or [X] Executive Meetings without proper reason.
- 9.3. Officers who fail to present or uphold their duties will be given up to three official warnings, carried out by the [Executive Committee/Collective].
- 9.4. An Officer who has received three official warnings and continues to fail to perform their assigned duties or to present themselves at meetings of the Club may be brought to an impeachment vote at the following duly convened General Meeting of the Club.

Article X: Affiliation

(You don't need to be affiliated with anyone. Use this article only if you are the Concordia branch of a national or international organization, for example.)

10.1. The Club is affiliated with [Organization Name].

Article XI: Constitutional Amendment Procedure

11.1. The Club's constitution can be amended at a General or Special Meeting by majority vote of the membership present at the meeting.

11.2. [X] days' notice must be given when a constitutional amendment is to be considered at a Club meeting.

11.3. Any amendments to the Club's constitution will be communicated to the VP Mobilization of the GSA.

Article XII: Disputes & Appeals

12.1. Any disputes and appeals within club members or concerning the club constitution will be referred to the GSA Judicial Board for ruling.

Article XIII: GSA Policies

13.1. Where items are not defined in this constitution or there are inconsistencies with the GSA's By-Laws, regulations, and policies, the GSA's By-Laws, regulations, and policies shall take effect.