

ASA Club Constitution Template

This constitution template is meant to help Augustana Students' Association (ASA) clubs understand the basic structure of a club constitution and provide sample language for their governing documents.

Notes

- This document can be copied, but will require edits – there are many options for language choices and customized definitions, and each club should work together to ensure that its constitution is applicable and accurate.
- In further pages:
 - Plain text indicates template language.
 - Commented text indicates advice/guidelines and should be removed before submitting this template as a club constitution.
 - **[Square brackets]** indicates where a club must customize the content to best reflect their practices
- A typical constitution contains the following sections, however not all of these sections will apply to every club. Additionally, some clubs may choose to add additional articles to best represent their needs. All clubs will need to exercise discretion when creating a constitution.
- If there are questions, please contact augsa@ualberta.ca

CONSTITUTION OF [STUDENT CLUB NAME]

Mission Statement

The mission of [Club Name] is to [...]

ARTICLE 1: Name and Purpose

1.1 Name

The name of the student club shall be [student club name], and it may also be referred to as [acronyms or nicknames]. Hereafter in this document, the [student club name], may simply be referred to as club or student club.

1.2 Compliance

The student club operates at the University of Alberta - Augustana Campus and is subject to University of Alberta, Students' Union (UASU), and Augustana Students' Association (ASA) policies and procedures. This club will also comply with all local, provincial, and federal laws and procedures.

1.3 Objectives and Goals

The club shall operate for the purpose of:

- [List purpose]
- [List additional purpose, if any]
- [List additional purpose, if any]

ARTICLE 2: Membership and Eligibility

2.1 Membership

Membership in [club name] is open to students, faculty, and staff at the University of Alberta - Augustana Campus. Eligible individuals who wish to become part of [student club name] must be [additional restrictions to membership, if any].

Prospective members may indicate willingness to join club by [method]

Membership lists shall be [maintained by the club Executive Committee.]

To be a member of good standing in [student club name], an individual must:

- [condition to remain a member]
- [additional condition to remain a member, if any]

A member may be considered in bad standing if:

- [condition that leads to bad standing]
- [additional condition that leads to bad standing, if any]

If a member is in bad standing, they may:

- [Be removed from Club Membership] after 3 warnings from the Executive Committee
- Be returned to good standing by [....]

2.2 Membership Classifications

The [classes of membership] that exist in [student club name] are as follows.

1. General Members

A General Member is defined as any current University of Alberta student who has fulfilled membership recognition requirements as specified in section 2.1. General Members are able to vote in all club matters.

2. Executive Members

An Executive Member is defined as any General Member who is elected to an executive position or who is appointed to temporarily assume duties of a vacant executive position. Executive Members are able to vote in all club matters.

3. Associate Members

An Associate Member is defined as an individual who is ineligible or unable to join the club as a general member due to time commitment, (lack of) University of Alberta student status, or other affiliation, but who still wants to participate officially in club business. Associate Members do not have voting rights but are invited to sit on committees or working clubs and to attend all club events.

2.3 Membership Dues

[Student club name] will charge [\$X] for membership status.

ARTICLE 3: Elections

3.1 Election Eligibility

In order to be eligible to run and hold office, a member must meet the following requirements:

- [.....]
- [.....]

In order to be eligible to vote in an election, a member must be a General or Executive Member in good standing.

3.2 Election Supervision

Elections will be monitored by [Executive Member, Other Officer]. If the [Same Executive Member listed earlier] plans to run as a candidate, the Executive Committee will appoint an impartial committee of three, non-candidate General Members to promote and supervise the election process. The Elections Supervisor(s) will provide candidates and voting members with information on the elections, campaigning, and all associated procedures, [timeline] prior to voting.

3.3 Election Procedures

Elections will be held annually before the end of [March]. The date of the election will be set by Election Supervisor(s) and notified to all club members.

Members will declare their candidacy by [registering with the Elections Supervisor(s) 1 week prior to voting or by receiving two nominations at a special candidacy meeting]. Candidates will be given [1 week] to campaign prior to voting.

A candidate may only run for one position at a time.

All eligible members will be given an opportunity to vote by [secret ballot, google form, etc.]. The voting logistics will be determined by the Elections Supervisor(s) and will be communicated to all members on or immediately following the nomination deadline.

A candidate must receive a [simple majority of votes] to be elected. If a candidate is running unopposed in their position, they may win by acclamation.

3.4 Appeals and By-Elections

A candidate or General Member may appeal election results within [1 week] of the announcement by the Elections Supervisor(s). The appeal must go to Election Supervisor(s) and the Augustana Students' Association Executive Committee and must include all pertinent details for the [reason of appeal].

Should an executive position not be filled by a general election or become vacant partway through the year, [a member may be appointed to the Executive Committee by vote at a regular or special meeting. This vote will be available to all members of the club and must be announced at least 1 week prior to vote deadline].

ARTICLE 4: Executive Committee

4.1 Executive Committee Membership

The composition of the Executive Committee will be 100% U of A undergraduate students.

Membership of the Executive shall consist of:

- President
- Treasurer
- [List other Executive Role]
- [List other Executive Role]

Executive terms shall be for no more than 1 calendar year. An Executive Member seeking to renew their role must run for election, as outlined in Section 3.3.

4.2 Duties of Executive Committee Members

The Executive Committee will be responsible for:

- [List roles of executive committee as a whole]
-

Additionally, the Executive Committee members will have individual responsibilities. These role-specific responsibilities are outlined below:

- President - Responsible for:
 - Primary communication with the ASA

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- Treasurer - Responsible for:
 - Tracking all expenses and revenues of club
 - Submitting reimbursement requests to the ASA
 -
- [List Role] - Responsible for:
 - [List responsibilities of Role]

4.3 Other Committees

Other standing committees of the [student club name] include:

- [Standing Committee Name]
 - Responsible for: [.....]

4.4 Impeachment and Replacement of Officers and Members

Members in bad standing will be removed from the club in compliance with Section 2.1

If an Executive Member fails to fulfill the duties of their position, [the club Executive Committee will address these issues with the said Executive Member. Continued failure to fulfill their duties may lead to the Executive Member being dismissed through a majority vote of the club membership].

ARTICLE 5: Club Meetings

5.1 Annual General Meeting

The Annual General Meeting will be held in [February] of every year. All members will be notified in writing [1 week] prior.

[Quorum of Annual General Meetings will be 50% + 1 of membership.]

5.2 Regular Meetings

The club Executive Committee shall meet regularly on a [monthly basis]. Quorum for Executive Committee meetings will be at least one-half + 1 of the executive Committee

ARTICLE 6: Amendments to the Constitution

6.1 Amendments

Amendments to the club constitution can be passed by [a simple majority vote of the Executive Committee, followed by a ratifying vote of the membership at the Annual General Meeting]

ARTICLE 7: Club Transition

7.1 Annual Transition

At the end of each academic year, the outgoing executive committee will provide a summary of the club activities to the incoming Executive Committee. This summary will include:

- Passwords to all club email accounts
- Passwords to all club social media accounts
- Transfer of all club documents and Google Drives

7.2 Club Dissolution

Upon dissolution of the club, by lack of executive committee membership or agreement of club members, all resources and property of the club shall be returned to the ASA.