



CLUB CONSTITUTION GUIDELINES

The UPEI Student Union requires that all student societies and clubs form a constitution. A constitution is a document that outlines what the group stands for, their objectives and goals for the year. It also provides clarity to those running the group by stating the roles of the leader in the group. It can be detailed including duties and finances of your organization. Please take this document seriously. It is the framework to fall back on should any discrepancy arise.

The following is an *example* of a constitution style you can adopt, or create your own. If you need additional information or assistance in forming your constitution, please contact the Vice-President Communications at vpcommunications@upeisu.ca

NOTE: Societies and clubs are to submit their constitutions with their registration or renewal of registration. Funding such as grants will not be reviewed unless the group has a constitution.

a) **CLUB NAME:** _____

_____ **Society**

(groups who represent distinct academic faculties, departments and schools at UPEI)

_____ **Club**

(groups which are not representative of a faculty, department or school but who may represent any body that has a defined interest in student life at UPEI)

b) **OBJECTIVES**

What does your group represent?

Who does your group represent?

What is the purpose of your group?

What would your group like to achieve?

c) **MEMBERSHIP**

NOTE: Societies and clubs must be open to: Every UPEISU regardless of age, race, religion, ability, gender, social status or sexual orientation

Where membership fees are applied, a rationale for the fee must be presented in the constitution.

d) **CLUB ACTIVITIES**

There shall be a minimum of one activity per academic semester.

e) **CLUB EXECUTIVE**

(Titles may be changed as club members deem appropriate, and do not have to be extremely formal; they can be tailored to your group. As your club grows it is **important to list/update any committees you have within your group as added club executive**. Add as many titles as you have roles) Don't worry if these groups are not formed at the time of developing your constitution, notify us with a list of names and roles once they are established.

The Executive Council shall be made up of the following members:

The President (Club Leader)

Vice President (Assistant Leader)

Treasurer (Banker)

Secretary (Record Keeper)

f) **CLUB EXECUTIVE DUTIES**

List duties of the Club Executive as

President shall:

List duties and responsibilities of President

Vice President shall:

List duties and responsibilities of Vice-President

Treasurer shall:

List duties and responsibilities of Treasurer

Secretary shall:

List duties and responsibilities of Secretary

Committees shall:

List duties and responsibilities of committees

g) **ELECTIONS/APPOINTMENTS**

Elections/appointments shall take place as chosen by your club and stated below:

h) **MEETINGS**

Detail when, how, and who meets.

Determine fair advance notice of meetings and delivery method of notice.

What is the minimum meeting attendance for quorum (where decisions are made)

i) **CLUB CONSTITUTION CHANGES/AMENDMENTS**

How does the club decide a change will occur? Describe the process for constitution changes

Submit constitution changes with Executive Approval to the Student Union.

j) **VACANCIES/REMOVAL**

State how vacancies will be filled

State a fair way to remove members if the need arises

k) **FINANCES**

State club membership fees, if any.