

# **UPEI Student Union Club Constitution Guidelines**

The following is an *example* of a constitution style you can adopt.  
If you need additional information or assistance in forming your constitution,  
contact the Vice President Student Life at [vpstudentlife@upeisu.ca](mailto:vpstudentlife@upeisu.ca).

The UPEI Student Union requires that all ratifying clubs form a constitution - a document that outlines the group's mandate, objectives, and goals. It also provides clarity to those operating the group by stating the roles of the executive of the group. It can include a detailed overview of the duties and the financial management of your sub-organization. Please take this document seriously; it is the framework to fall back on should any discrepancies or issues arise

Clubs are to submit their constitutions with their registration or renewal of registration. Society funding applications will not be reviewed unless the group has a constitution.

- a) Club Name
- b) Objectives
  - i) What does your group represents?
  - ii) What does your group represent?
  - iii) What is the purpose of yours group?
  - iv) What would your group like to acheive?
- c) Membership
  - i) According to section IV of the UPEISU Sub-Organization By-Law all students at UPEI shall be eligible for club membership and a club may only restrict its membership in cases where such limitation is necessary to avoid complete undermining of the club's mandate. Restrictions must be approved by the VP Student Life.
  - ii) Where membership fees are applied, a rationale for the fee must be presented in the constitution.
- d) Club Activities
  - i) There shall be a minimum of one (1) activity per academic semester.
- e) Club Executive
  - i) The Executive Council shall be made up of the following members:

- 1) The President (Club Leader)
  - 2) Vice President (Assistant Leader)
  - 3) Treasurer (Banker)
  - 4) Secretary (Record Keeper)
- ii) 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. Add as many titles as you have roles. Don't worry if these groups are not formed at the time of your constitution's submission; you can notify us with a list of names and roles once they are established.
- f) Club Executive Duties
- i) President Shall: list duties and responsibilities of President.
  - ii) Vice President Shall: list duties and responsibilities of Vice President.
  - iii) Treasurer Shall: list duties and responsibilities of Treasurer .
  - iv) Secretary Shall: list duties and responsibilities of Secretary
- g) Elections/Appointments
- i) elections/appointments shall take place as chosen by your club and stated below
- h) Meetings
- i) Detail when, how, and who meets.
  - ii) Determine fair advance notice of meetings and delivery method of notice.
  - iii) What is the minimum meeting attendance for quorum (where decisions are made)
- i) Club Constitution Changes/Amendments
- i) How does the club decide a change will occur?
  - ii) Describe the process for constitutional changes.
  - iii) Submit constitutional changes with executive approval to the VP Student Life.
- j) Vacancies/Removals
- i) State how vacancies will be filled.
  - ii) State a fair way to remove members if the need arises.
- k) Finance
- i) State club membership fees, if any.
  - ii) State how finances will be managed.