

# **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 your sub-organization's duties and financial management. Please take this document seriously; it is the framework to fall back on if 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.

- 1) Club Name
- 2) Objectives
  - a) What does your group represent?
  - b) What is the purpose of your group?
  - c) What would your group like to achieve?
- 3) Membership
  - a) According to section IV of the UPEISU Sub-Organization By-Law, all students at UPEI shall be eligible for club membership. A club may only restrict its membership in cases where such limitation is necessary to avoid complete undermining of the club's mandate. The VP Student Life must approve any restrictions.
  - b) Where membership fees are applied, a rationale for the fee must be presented in the constitution.
- 4) Club Activities
  - a) There shall be a minimum of one (1) activity per academic semester.
- 5) Club Executive

- a) 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)
  - b) Titles may be changed as club members deem appropriate and do not have to be highly formal; they can be tailored to your group. As your club grows, it is vital 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.
- 6) Club Executive Duties
- a) President: List duties and responsibilities of the President.
  - b) Vice President: List duties and responsibilities of the Vice President.
  - c) Treasurer: List duties and responsibilities of the Treasurer.
  - d) Secretary: List duties and responsibilities of the Secretary.
- 7) Elections/Appointments
- a) Elections/appointments shall occur as chosen by your club and stated below.
- 8) Meetings
- a) Detail when, how, and who meets.
  - b) Determine fair advance notice of meetings and delivery method of notice.
  - c) What is the minimum meeting attendance for quorum (where decisions are made)?
- 9) Club Constitution Changes/Amendments
- a) How does the club decide a change will occur?
  - b) Describe the process for constitutional changes.
  - c) Submit constitutional changes with executive approval to the VP Student Life.
- 10) Vacancies/Removals
- a) State how vacancies will be filled.
  - b) State a fair way to remove members if the need arises.
- 11) Finance
- a) State club membership fees, if any.
  - b) State how finances will be managed.