



## **STANDARD CONSTITUTION FOR CAMPUS CLUB AT DURHAM COLLEGE & UOIT**

### **1. APPLICATION**

This Constitution applies to any Campus Club that voluntarily adopted it in its ratification package. This Constitution does not apply to:

- Clubs that supplied a different constitution at the time of ratification that was subsequently approved by the Campus Clubs Coordinator
- Clubs that supplied a different constitution at the time of ratification that was subsequently rejected by the Campus Clubs Coordinator
- Clubs that did not adopt a Constitution at the time of ratification
- Clubs that adopted this Constitution in previous years but did not adopt it during their most recent ratification

### **2. OTHER POLICIES PREVAIL**

No part of this constitution shall contradict or replace any provision or policy established by the Campus Clubs Policy, Campus Clubs Procedure, Campus Club Financial Procedure, or any other policy, procedure, or financial control of the Student Association at Durham College & UOIT.

Any provision of this Constitution that is found to contradict with such policies or provisions is invalid.

### **3. ACTIVE GENERAL MEMBERSHIP**

The Club shall maintain an Active General Membership roster, which will list all active members of the Club. Active General Members are students who engage regularly in Club activities. Only Active General Members may vote in Club elections, vote in Club referenda or at general meetings, or run for Executive positions.

To become an Active General Member, a student must provide her or his name, student number, and contact information to the Club, thereby becoming a Probationary General Member. After three (3) weeks of good standing, a Probationary General Member becomes an Active General Member.

Active General Members are expected to regularly participate with the Club. If an Active General Member fails to attend Club meetings, events, or activities, and has not communicated with the Club executives for 1 (one) month, the member may be deemed inactive by the Executive Committee and removed from the Club or returned to Probationary status.

### **4. EXECUTIVES**

The collective of Club Executives shall be the Executive Committee.

#### **4a. President**

- The President shall be the Club spokesperson
- The President shall make plans to actualize Club goals and aspiration.
- The President shall supervise and direct the other Club Executives
- The President shall be the Club's primary liaison with the Campus Clubs Coordinator
- The President shall be the chair of the Executive Committee and of all meetings of members

- The President shall schedule and provide notice for Meetings of Executives
- The President shall schedule elections and referenda
- The President shall also engage in other duties that may be deemed appropriate to the position by the Executive Committee.

#### **4b. Vice-President**

- The Vice-President shall assist the President in implementing Club initiatives
- The Vice-President shall be responsible for managing the Active General Member roster
- The Vice-President shall assume any duty of the President in his or her absence or inability
- The Vice-President shall also engage in other duties that may be deemed appropriate to the position by the Executive Committee.

#### **4c. Finance Officer**

- The Finance Officer shall be responsible for managing and maintaining documentation of the Club's funds and finances
- The Finance Officer shall be responsible for filing Release of Funds and other finance instruments
- The Finance Officer shall be responsible for proposing fundraising or sponsorship plans, as needed
- The Finance Officer shall also engage in other duties that may be deemed appropriate to the position by the Executive Committee

#### **4d. Event Coordinator**

- The Event Coordinator shall be responsible for club events and activities, including logistics, space booking, coordinating volunteers, and overseeing the events themselves
- The Event Coordinator shall be responsible for ensuring that all necessary event forms and risk forms are submitted to the SA in a timely fashion
- The Event Coordinator shall also engage in other duties that may be deemed appropriate to the position by the Executive Committee

### **5. MEETINGS OF EXECUTIVES**

Club Executives shall meet no less frequently than monthly. Notice for these meetings shall be given to all Executives no fewer than 72 hours before the scheduled meeting time. Notice may be given by email, telephone, or in-person.

Quorum for Meetings of Executives shall be a simple majority (more than half) of Club Executives. The Chair of meetings of Executives shall normally be the President.

Decisions at Meetings of Executives may be made through general consent. If any Executive in attendance so requests, a topic may be debated according to parliamentary procedure and put to a vote. Motions voted upon are to be passed by a simple majority (more than half) of Executives in attendance, and are to be recorded in writing

Meeting recorders shall be any of the Executives, and this duty shall be performed by each of the Executives from time to time, as need arises

#### **5a. Attendance at Meetings of Executives**

Executives shall regularly attend Meetings of the Executive. Failure to do so three times in a school year without having given notice 48 hours in advance will result in the automatic resignation of the Executive. Four absences from executive meetings in a year, with or without having given notice, will result in the automatic resignation of the Executive.

## **6. DISCIPLINING OR REMOVING EXECUTIVES**

Grievances against Executives shall be issued to the Campus Clubs Coordinator. Grievance Issuance requires an ordinary resolution of the Executive Committee. The grievance shall be written, and shall include detailed complaints and the signatures of more than half of the Executive Committee. Upon receiving a properly submitted grievance, the Campus Clubs Coordinator shall proceed how she or he sees fit.

## **7. ANNUAL GENERAL MEETING**

There shall be an Annual General Meeting of the club in the Fall semester to discuss club business and direction, and to address any amendments to the Club Constitution or other internal policies.

Notice must be given at least two (3) weeks in advance of the General Meeting.

Attendance is open to all students at Durham College & UOIT, but only Active General Members may vote.

Matters of procedure shall be decided by the standards described in the most recent edition of the Newly Revised Robert's Rules of Order

## **8. GENERAL ELECTIONS**

There shall be General Elections in the winter semester for all Executive positions for the following academic year. Only Active General Members may run or may vote.

An Executive's term begins at the start of the summer semester and terminates at the end of the following winter semester. If an Executive-elect's position is vacant, his or her term may begin immediately, and it will run to the end of the following year's winter semester.

## **9. VACANCIES**

Provided a quorum of Executives remains, vacancies may be filled by appointment by the Executive Committee if the next election is more than 60 days away. All Active General Members shall be notified of the vacancy and have the opportunity to submit their name for consideration.

If a quorum of Executives is not remaining, a by-election shall be promptly held to fill all vacancies. Only Active General Members may run or may vote. If no executives remain, the Active General Membership shall organize the by-election.

## **10. AMENDMENTS TO THIS CONSTITUTION**

The Executive Committee may amend this constitution by resolution at a Meeting of Executives. Amendments passed by the Executive committee must be approved by the Campus Clubs Coordinator, at which point they come into effect. Such amendments must be ratified at the next Member's meeting, or they become immediately invalid.

The Active General Members may amend this constitution by valid motion by at the Annual General Meeting. Such amendments must be approved by the Campus Clubs Coordinator, at which time they come into effect.

No amendment shall be valid if it results in the disciplining or removal of an Executive from her or his office.