**CLUB CONSTITUTION TEMPLATE**

Instructions:

1. Please use this club constitution template when creating your club constitution.
2. Only the blue highlighted text may be modified. All text that is not highlighted must be included in your club constitution.
3. All highlighted points in orange are suggestions/recommendations for the clubs to consider adding to the constitution at their discretion.
4. All submitted copies of the constitution must be in **PDF format** unless otherwise specified.
5. Please include the cover page below.
6. **Do not include this instruction page.**
7. Any modifications to the constitution must be sent to the DSU VP Student Life for approval vp.studentlife@dawsonstudentunion.com
8. **Title your document** “CLUB NAME CONSTITUTION”. Below this, indicate the date your club constitution was approved/last updated.
9. The Club Constitution must align with the DSU Constitution and any regulations pertaining to clubs and/or clubs’ spaces.

[CLUB LOGO]

“CLUB NAME”

CONSTITUTION

Created or Last Updated: Day, Month, Year

# Name

1. The full name of the club shall be “---”.
2. The short form shall be the “---”.
3. The club members and its leadership shall be referred to as the “---”.

You may also refer to your executive/leadership with a fun name which is related to your club. Please ensure the name you pick is appropriate.

**Ex:** For a food related club -> Head Chefs

**Ex:** Environment related club -> [Animal name plural

# Objective(s)

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit.
2. Sed nulla ex, posuere eget efficitur id, bibendum at mi.
3. Cras mattis pellentesque neque, et commodo velit. Nunc feugiat urna eu egestas ullamcorper.

The club may have multiple objectives. These objectives are general.

Objectives may range from sharing what your club is about/view, share passion/knowledge, have more of the student body participate in X kind of activities.

Ex: Share culinary passion and knowledge, and discover new flavors/local restaurants

1. The club must not be political, military, violent, or extremist, in nature.
2. Interim and official clubs shall fall under the responsibility and be overseen solely by the DSU.
3. The club shall not be affiliated with another organization or group.

# Membership

1. Membership in the club shall be open to all active Dawson Student Union members (i.e. any Dawson College student), without discrimination on any basis, including but not limited to ethnic or national origin, sex, religion or lack thereof, or sexual orientation.
2. There is no payment, monetary or otherwise, to be exacted for membership.
3. Members shall enjoy the following rights:
4. To use club space and services during opening hours.
5. To participate in club events.
6. To vote in club elections and referenda.
7. To communicate with the club in either official language.

And shall be subject to the following obligations:

1. To share some duties with regards to the planning and staging of club events.
2. Behave with respect towards club members, executives, and visitors alike.
3. To keep the club space tidy in accordance with the DSU Spaces Standing Regulations.

You may add additional rights for club members and obligations if you see them as relevant, however it may be rejected if it isn’t relevant to your club, and/or deemed inappropriate.

# Termination of Membership

An individual ceases to be a club member if they are no longer a Dawson College student.

Membership may be suspended or revoked for behaviours deemed dangerous and/or inappropriate in accordance with the DSU Banning Procedure

# Club Executives

1. The list of Club Executives must include the following:
2. Core Executives in which the club must have in order to function.
   1. President
   2. Secretary
   3. Treasurer
   4. Election Officer
3. At the discretion of the club, the following positions may be added if the club needs it: Vice-President, Social Media Manager, Librarian, Intendant, or any other executive deemed ESSENTIAL for the club’s functioning.

The club may have general executives or “Jack”s. However, they are LIMITED to a MAXIMUM of 2.

1. The Club Executives' responsibilities shall be as follows:
2. **President**:
   1. Be present at and oversee all club meetings, elections, and referenda.
   2. Approve and oversee all club activities.
   3. Liaise with the Dawson Student Union.
   4. Coordinate other club officers’ activities; and to manage the club’s day-to-day operations,
   5. May perform any duty reserved for any other officer.
3. **Secretary:**
4. Shall be in charge of all records, including but not limited to the recording of minutes at all meetings and elections and the filing of all club documentation.
5. Shall provide to the DSU VP Student Life, when needed, the list of executives and contact information as follows: Name, Student ID, Dawson email, position.
6. Shall be present at all club meetings.
7. **Treasurer:**
8. Shall be charged with the handling of all the club’s financial and budgetary matters, including but not limited to the production of a detailed budget and the maintenance of auditable financial records.
9. Ensure an adequate supply of funds for the club to carry out its stated objectives, and that the club’s objectives not exceed available funds.
10. May veto any expenditure approved by the club.
11. Shall be present at all club meetings.
12. Shall provide a budget proposal to the DSU VP Finance when needed/ required.
13. **Elections Officer**
14. Oversee the general elections.
15. Determine the time period of the general elections (this shall include the 2-day voting period).
16. Shall be a club member that does not hold any other position within the club.
17. Shall be elected by the club members by a simple majority vote in the Fall semester.
18. A club executive must hold one position and cannot have two executive positions within the same club. Furthermore, there shall be one member for one executive position, one position cannot be shared by two members unless exception is given by the VP Student Life and VP Operation and Services.

# Finances

1. The club will designate two (2) **signing officers** within the executive team. The club’s signing officers must be the [any executive] and the Treasurer.
   1. The Treasurer shall have the right to unilaterally approve any transaction totalling $75,00 CAD or less.
   2. Any amount greater than $75,00 CAD shall be approved by the DSU VP Finance as well as VP Student Life.
2. For reimbursement, the club executives shall follow the reimbursement procedure provided in the Clubs Standing Regulation. All club expenditures shall adhere to the club’s budget per semester. The Treasurer shall update the Club Executives and club members on the status of the club’s budget on a regular basis. The club may apply for Special Project Funding, when applicable, for expenditures more than the club’s budget.
3. A material purchased by, belonging to, or borrowed by the DSU that has been damaged or lost by a club will be deducted from the club’s allocated budget.

# Elections

1. The following positions are to be elected by relative majority from among the self-declared candidate club members: President, Secretary, Treasurer, and any other position(s) added.
2. Elections Regulations

Failure to abide by these regulations may result in the disqualification of those running for the executive position.

1. Any club member who is willing and able to commit to the time and responsibilities associated with the executive role may run for any executive position.
2. No club member may hold more than one position in the club.
3. In the event of an unfilled position, the elected executives may choose, by simple majority, one from among themselves to assume the responsibilities of the position or may choose to share the burden, again by simple majority, until a replacement is voted in (by the executive staff, until a new official election).
4. Slandering opponents in elections if forbidden.
5. Bribery, blackmail and/or any form of behaviour to influence the results of the elections shall not be tolerated.

3.Elections shall take place in the Winter semester and must allow for a voting period of 2 days.

3. Elections Procedure

The Elections Officer shall:

* 1. Determine the timeline for elections (when candidacy begins and end.)
  2. Inform the DSU VP Student Life regarding the dates for the [CLUB NAME]’s election and when the vote will take place.
  3. Make an announcement and/or poster to club members regarding the open elections and how to apply for candidacy.

A club member may declare themselves as a candidate by informing the Elections Officer via email of the interest of the position. by sending an email to the DSU club email account.

1. After the initial announcement for candidacy has been made, candidates have [7-14 days] to apply.
2. Once the candidacy period is over, it is the duty of the Elections Officer of the club to ensure all club members are aware of the election date.
3. On the election days, the Elections Officer shall conduct a vote by secret ballot for each position, starting with President, then Secretary, then Treasurer, then any other added positon.
4. The votes for each position shall be counted immediately after the last ballot for that position is submitted, and a winner declared for each position before the next position can be elected.
5. In the case of a tie, a run-off vote shall be conducted after all other positions are filled.

# Replacement and Impeachment Procedures

1.   Impeaching Procedure

If a club member(s) and/or executive(s) wishes to impeach a club executive, they must do the following;

* 1. Inform DSU VP of Student Life regarding the start of the impeachment process.
  2. Provide an explanation of the reason for the impeachment to VP Student Life.
  3. The individual that files a complaint Must inform the club executives of the decision and provide its reasons.
  4. The plaintiff and club executive(s) or VP Student Life will be contacted for an impeachment meeting.
  5. The impeachment method must be done in the next club executive meeting unless, there are extenuating circumstances. The meeting must be held within 2 weeks.
  6. If the contacted executive fails to make a meeting for impeachment, DSU may be contacted to coordinate and moderate the situation.
  7. It is to be noted that the subject of impeachment may be simply brought up to any meeting.

1. During the meeting, once the subject of impeachment is brought up, a detailed debate and discussion must happen. Impeachment doesn’t need to happen in that meeting.
2. The impeachment must be decided with at least the simple majority of the officers and should include a **⅔** majority of members.
3. Once an officer is impeached, the remaining Club Officers must decide to either call a by-election to replace the official, following normal election procedures; to replace the official as in the case of an unfilled position following a vote.
4. Once an officer is impeached, DSU must be notified.

# Meetings

1.     General Meetings shall take place at least one (1) per four (4) weeks on a date set by the Club executives. During General Meetings, members may comment, complain, or suggest ideas to the executives, who shall then discuss and vote on the matters presented as well as all other matters related to the workings of the Club.

2.     Special Meetings or Referenda shall take place at discretion of the Club executives may be called for by a simple majority of Club members during a General Meeting, with the executives choosing a date and time during opening hours within the next week. Special Meetings must have a stated purpose or subject. No other subject besides the stated subject may be discussed or voted on during a Special Meeting.

3.     General Meetings require at least one executive to be present.

4.     Special Meetings called by the executives must reach 2/3 of executive staff. Special Meetings called by regular members need at least 2/3 of the executives present, and a minimum of 10 club members to be present at the meeting.

5. To pass a vote, you require 3/4 (75%).

6.     Special Quorum is generally used when conducting a Special Meeting concerning a serious decision to be made as a club to ensure the club’s future (i.e.: elections, impeachment, etc.)

# Warnings and Banning

Banning Procedure has been designed to promote and ensure that all DSU club spaces remain a respectful and cordial work, study and leisure environment. The Dawson Student Union recognizes that club members, club executives and users of club spaces are entitled to having their assigned communal spaces be free of violence, harassment, discrimination, and abuse of power.

1. Warnings

Warning shall be given by a club executive or a DSU executive and apply to all DSU member (all Dawson College students). Verbal Warning: The first warnings issued needs to be a verbal warning. It implies that the Club Executive must inform the person privately of their offence.

1. Written Warning: If further offences are made, the Club Executive shall issue a written warning.
2. In the case where the situation involves a Club Executive, the DSU Executive shall issue a warning.

After 3 written warnings have been issued to an individual, the DSU shall review the situation and implement the first step of the banning procedure (refer to DSU Banning procedure).

Warnings may be given for the following reasons but not limited to;

1) Non-compliance with the latest versions of the: Club Constitution, DSU Constitution, DSU Clubs Standing Regulations, DSU Spaces Standing Regulations, Dawson College’s Code of Conduct. N.B: The warnings and the banning procedure can also apply to an entire club. In this case the warning and banning procedure will be issued by the DSU Executives.

# Door Codes

1. Only three club executives may have the code of club spaces which are the three core executives: President, Treasurer, Secretary (unless exception granted by VP Operation & Services).
2. When entering the code to the door, it must be done in a way ensuring that no-one else may see it.
3. It is forbidden for club executives to share the code. Any club executives caught doing so must be reported to their other club executives and DSU VP Operations & Services. It will be at the discretion of the DSU VP operations & Services and VP Student Life on if and what disciplinary actions will be taken in response to this.
4. Any safety and security issues must be reported to a DSU Executive.
5. The entirety of the club shall respect and follow the DSU Spaces Standing Regulations.

# Events

1. The Club shall hold at least three (3) major events a year, open to all Dawson students.
2. Requests for events must be emailed to VP Student Life for approval a minimum of 2 week prior to the actual event date.
3. All event space reservations must be emailed to VP Student Life a minimum of 2 weeks prior to the event.
4. All posters for events must be emailed to VP Student Life and VP Internal Affairs and Communications for approval prior to printing. Once approved by the DSU, it must be stamped by Campus Life (CL) in order to be posted around the college.
5. A maximum of 15 posters may be printed out to advertise an event. The amount for printing must come from the club budget. Club must compile to the Club Standing regulations.
6. Last minutes request will not be accepted to by the DSU.

# Amendments

1.     Articles III. (Membership), IV. (Termination of Membership), XI. (Door Codes), and XII. (Events) of this Constitution may not be amended.

**XIV. Disputes and Appeals**

1.     Any dispute or appeal shall be brought to the attention of the VP Student Life or, if necessary, the DSU Student Council. If it cannot be resolved at either the Executive or Student Council level, the Accountability Officer may be consulted.

**PLEASE NOTE THIS DOCUMENT MAY BE SUBJECTED TO CHANGE DUE TO MODIFICATIONS NEEDED OVER TIME**