Sample Constitution

The Coloring Pages Society

1. The name of this club shall be hereby known as: “The Coloring Pages Society”
2. The Coloring Pages society agrees to abide by all CSA, Human Rights, and University of Guelph Policies
3. The Coloring Pages society agrees to abide by this constitution and update it every five years (minimum), or when otherwise needed. The constitution can be amended by a 2/3 majority vote by the full Executive Membership
4. The purpose of this club is to:
   1. Unite individuals of the University of Guelph Community who are interested in creating and participating in coloring activities
   2. Provide an environment for students to connect and share ideas and resources regarding coloring
   3. Provide opportunities on campus for individuals to learn about coloring
5. Membership
   1. Membership is open to all students in the University of Guelph including faculty, staff, students and alumni
   2. Membership is open to all, regardless of race, ancestry, color, ethnic origin, place of origin, citizenship, creed/religion, gender, sexual orientation, disabilities, age, marital status, family status, record of offences or receipt of public assistance. (ALL CSA CLUBS MUST FOLLOW THESE RULES)
   3. Membership fee of would be applicable to all members, and is determined by the executive of the current term. If an individual cannot afford to pay the set membership fee they are permitted to participate as a general member but are unable to use certain club resources and supplies subject to the current executives determination. Membership fees are only refundable to individuals in the following circumstances:
      1. The member leaves the club within the first ten days of their registration
      2. Within 60 days of the membership registration deadline, the club becomes non-operational for the rest of the academic year.

Note: You are permitted to charge membership fees, but are not required to do so. If you do choose to charge membership fees, you should state if /when they are refundable. The inability to pay membership fees is not a sufficient reason to prevent individuals from participating in a given organization according to the University of Guelph policies. Within your constitution please state proper procedures of handling this situation, or consider setting a sliding scale of membership fees.

1. Structure
   1. President
      1. Attend and chair all club meetings on a weekly basis
      2. Ensure decisions made at meetings are in accordance of the interests and constitution of the club
      3. Have financial signing authority jointly with the treasurer
      4. Be the primary contact for all questions or concerns regarding the clubs activities and procedures.
      5. Ensure accreditation and any other paperwork required by the CSA is completed in an efficient and accurate manner each semester
      6. Prepare a transition document for the future club executive
      7. Monitor all executive members and provide support, feedback, assistance and disciplinary action if needed
      8. Call executive elections and chair all election voting sessions
      9. Assist with all club events
   2. Vice President
      1. Attend all club meetings
      2. Act as the primary liaison between all Club Executive members and the Club President
      3. Be the secondary contact for all questions or concerns regarding clubs activities and procedures
      4. Assist with accreditation and additional paperwork required by the CSA is completed in an efficient and accurate manner each semester
      5. Plan one bonding event each semester for club executive members
      6. Assume the roles and responsibilities of the President in the event that the President has communicated they are unable to sufficiently fill their role.
      7. Assist with all club events
   3. Secretary
      1. Attend all club meetings and take detailed minutes. Ensure minutes are accessible to all club members
      2. Assist President and Vice President with any paperwork or official clubs correspondence
      3. Plan time and place of club meetings, book the meeting locations on a semester basis
      4. Communicate to all members the time and place of all events and/or changes to meeting times and locations
      5. Act as a secondary booking officer for all room and equipment rentals
      6. Assist with all club events
   4. Treasurer
      1. Attend all club meetings with up to date clubs budget information
      2. Have financial signing authority jointly with the President
      3. Prepare a proposed budget each semester
      4. Responsible for obtaining and managing all receipts issued and received.
      5. Maintain the clubs bank account(s)
      6. Manage membership fee collections and documentation. Manage membership fee refund procedures when applicable.
      7. Maintain a detailed financial record of every club expenditure including club purchases, donations, or operating expenditures
      8. Maintain a detailed financial record of all income collected by the club including membership fees, fundraising, PDR funds and any other funds obtained through external sources and/or organizations
      9. Provide financial records at the end of each semester to the president to be included in their transition document
      10. Manage club purchases and refill club supplies when needed
      11. Assist with all club events
   5. Social Coordinator
      1. Attend all club meetings
      2. In charge of proposing, planning and coordinating all club events unless otherwise determined by the clubs executive
      3. Be aware of all SRM deadlines and procedures
      4. Submit all event proposals to be reviewed by SRM by the proper deadlines
      5. Coordinate advertisement efforts for all club events
      6. Assist the Vice President with planning the club executive bonding event held each semester
      7. Provide Treasurer with all receipts and financial documentation obtained through the event planning process
      8. Act as a primary booking officer for all room and equipment rentals
   6. Communications Coordinator
      1. Attend all club meetings
      2. Manage all social communication platforms such as facebook, twitter, etc.
      3. Manage clubs listserv and be responsible for sending out any required mass emails to general members
      4. Coordinate all class talks and promotional activities
      5. Advertise all club elections to the university community at large
      6. Assist Social Coordinator with any event related advertisement efforts
      7. Assist with all club events
   7. General Members
      1. Attend all club events
      2. Attend all club general meetings
      3. Assist with event planning and operating procedures
      4. Assist with class talks and other advertisement initiatives
      5. Provide feedback and suggestions when appropriate
2. Meeting Structures
   1. Executive meetings
      1. Shall be called by the President or Vice President
      2. Shall be held every two weeks
      3. Requires at least 50% of club executive to be present
      4. Club decisions shall be made by simple majority vote
   2. General Meetings
      1. Shall be called by the President
      2. At least one general meeting must occur by the end of the first month of each semester, (excluding the summer semester)
      3. Notice shall be given to general members a minimum of two weeks in advance including time and location of the meeting
      4. Notes will be taken and provided to all club membership by the Secretary within one week of the general meeting
3. Financial Procedures
   1. All club expenses shall be approved by a majority vote from the club executive
   2. All club income or expenses must be documented in a detailed fashion including amount, date, source, and reason of income/expenditure
   3. All club finances shall be used for club related purposes such as event planning, club resources or club donation initiatives only
4. Elections
   1. Full Executive Elections shall be held every spring semester for the upcoming academic year
   2. Partial Executive elections can be called at any point in time to fill an opening in the executive membership
   3. All elections shall be called by the current President
   4. Nominees must:
      1. Currently be an active member of the club
      2. Currently be considered an undergraduate or graduate student of the University of Guelph and able to be present on campus for the proposed term
      3. Attend club elections and provide a short speech (no longer than 5 minutes in length) stating why they would be good for the proposed position
      4. Run for no more than two positions per election period, and must state their preferred position within their nominee speech
   5. Election votes shall be collected in a closed ballot manner and counted by the President and Vice President
   6. The President will be the official tie breaker if need be
   7. Votes will include either the name of preferred nominee or “abstain”
   8. A minimum of 75% of all executive members must be present and vote during elections
   9. Absent executive members shall not be permitted to vote
   10. Executive members are required to abstain for positions they are running for
   11. The nominee with the highest number of votes will be declared the winner of their prospective position
   12. If a nominee wins two positions they will be declared the winner of their preferred position and the runner up nominee will be declared the winner of the secondary position
   13. If abstain votes are higher than any nominee votes, the proposed position will remain open
   14. All executive members must run in spring elections if they would like to remain on the executive board for the upcoming academic year
   15. In the circumstance that an executive member is not declared a winner of a position for the upcoming academic year, they will become a general member
   16. No executive may hold any given position for more than three academic years