**[Club name] Constitution**

1. **Name**
	1. The club shall be known as: [Club Name], an MSU constituted club.

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| * Use the full name
* Acronyms can be added to the END of the name
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1. **Purpose**

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| - Describe what your club serves to accomplish. This should be general enough so that it could remain the same from year to year. However it must also show that your club is distinct from other clubs.  |

1. **Membership**
	1. Membership in the club shall be open to all members of the MSU who support the purpose of the club.
	2. Honorary Membership shall be granted to an interested party (non- MSU members) upon approval by the executive or membership committee of the club.
	3. Honorary Members may not hold executive positions, expend funds, or have voting status at meetings.

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| * Describe membership process (fees, application), and levels if any
* Describe membership privileges (voting, discounts)
* Describe membership responsibilities (attend events)
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1. **Executive**
	1. The Club executive will consist of; President, Vice-President, Treasurer, and Secretary.
	2. The **President** shall:
		1. Preside over all meetings of the club and shall be an ex-officio member of all committees within the club.
		2. Call all executive meetings and general meetings.
		3. Handle the day-to-day operations of the club.
		4. Ensure the club’s adherence to MSU policies
	3. The **Vice-President** shall:
		1. Perform the duties of the President in the latter's absence and shall assist the President where required
		2. Perform such other duties that are from time to time assigned by the President, executive or general membership.
	4. The **Treasurer** shall:
		1. Keep the account books of the club, shall arrange for the custody and distribution of funds pursuant to the executive and general membership's direction.
		2. Give a report to the finances of the club at each executive meeting and have the books available upon the request of any member of the club.
		3. Perform such other duties that are from time to time assigned by the President, executive or general membership.
	5. The **Secretary** shall:
		1. Keep the minutes of all official meetings and be responsible for all correspondence of the association.
		2. Maintain the club’s membership list and archival documents
		3. Perform such other duties that are from time to time assigned by the President, executive or general membership.

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| * Add additional duties particular to your club
* Add additional Exec members and describe their duties
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1. **Election**
	1. All Officers shall be MSU members.
	2. All Officers shall be elected by the general club membership
	3. Election of officers shall be by secret ballot and require a simple majority vote. In case of a tie, the President shall cast the deciding vote except when he is seeking re-election to office, in which case another executive shall cast the deciding vote.
	4. Elections shall occur at a general meeting held in early March each year.
	5. Term of office shall be one year commencing from the day after the elections, ending on the day the next the new officer’s term begins.
	6. Notice will be given to all club members and the Clubs Administrator of all executive changes.

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| * Add additional requirements, if any, to nomination for an executive position
* Describe how campaigning and voting occur

- Describe the procedure for removing an executive members- Describe the procedure for filling a vacant executive seat |

1. **Finances**
	1. The club may be eligible to solicit financing from the MSU.
	2. The club may determine an annual membership fee.
	3. Monies received shall not involve any obligation of the MSU.
	4. The club may use any means consonant with the constitutional purpose and in its membership to raise funds for its program upon advice of the Clubs Administrator.
	5. The club's books may be subject to an annual audit by the MSU and shall be filed with the MSU auditor or Clubs Administrator within five business days of the request for audit.
	6. All cheques shall be signed by the Treasurer and one of the President or Vice President.

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| - Add additional financial procedures particular to your club |

1. **Meetings**
	1. General
		1. General meetings shall be open to all club members
		2. At least one general meeting shall be called by the President per academic term.
		3. Upon the receipt of five signatures by the President from club members requesting a general meeting, a meeting shall be called by the President at the earliest possible date.
		4. Voting procedure for regular business at a general meeting shall be by simple majority.
		5. Notice of a general meeting must be sent to the Clubs Administrator no less than one (1) week prior.
	2. Executive
		1. At least one executive meeting shall be called by the President per academic term.
		2. Upon the receipt of the President of written request for an executive meeting, signed by at least 50% of the executive, the President shall call an executive meeting at the earliest possible date.
		3. Voting procedure for regular business at an executive meeting shall be by simple majority.
	3. Quorum
	1. A quorum of 1/3 of the total membership is required for a general meeting.
	2. A quorum of 2/3 of the executive is required for an executive meeting.

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| * Add additional requirements particular to your club

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1. **Amendments**
	1. Passage of amendments to the constitution shall be 2/3 affirmative vote at a quorum meeting.
	2. Each amendment shall be referred to the MSU Clubs Administrator and Speaker for approval, then to the SRA for its acceptance.

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| * Add additional requirements particular to your club
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1. **Bylaws**
	1. Passage of bylaws shall be by at least 60% affirmative vote at a quorum general meeting.

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| * Add additional requirements particular to your club
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1. **Disclaimer**
	1. The views and actions of this club in no way reflect the views of all the members of the McMaster Students Union or McMaster Students Union Incorporated.