

# Supporting Student Groups at McMaster

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## Sample constitution

### 1. Name

- 1.1. The group shall be known as: [Group Name].
  - Use the full name.
  - Acronyms can be added to the END of the name.

### 2. Purpose

Describe what your group 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 group is distinct from other groups.

### 3. Membership

- 3.1. Membership in the group shall be open to all members of the [ ] who support the purpose of the group.
- 3.2. Honorary Membership shall be granted to an interested party (non- group members) upon approval by the executive or membership committee of the group.
- 3.3. Honorary Members may not hold executive positions, expend funds, or have voting status at meetings.
  - Describe membership process (fees, application), and levels if any.
  - Describe membership privileges (voting, discounts).
  - Describe membership responsibilities (attend events).

### 4. Executive

- 4.1. The Group executive will consist of; President, Vice-President, Treasurer, and Secretary.
- 4.2. The President shall:
  - 4.2.1. Preside over all meetings of the group and shall be an ex-officio member of all committees within the group.
  - 4.2.2. Call all executive meetings and general meetings.
  - 4.2.3. Handle the day-to-day operations of the group.
  - 4.2.4. Ensure the group's adherence to University policies.
- 4.3. The Vice-President shall:
  - 4.3.1. Perform the duties of the President in the latter's absence and shall assist the President where required.

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- 4.3.2. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- 4.4. The Treasurer shall:
  - 4.4.1. Keep the account books of the group, shall arrange for the custody and distribution of funds pursuant to the executive and general membership's direction.
  - 4.4.2. Give a report to the finances of the group at each executive meeting and have the books available upon the request of any member of the group.
  - 4.4.3. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- 4.5. The Secretary shall:
  - 4.5.1. Keep the minutes of all official meetings and be responsible for all correspondence of the association.
  - 4.5.2. Maintain the group's membership list and archival documents
  - 4.5.3. Perform such other duties that are from time to time assigned by the President, executive or general membership.
    - Add additional duties particular to your group.
    - Add additional executive members and describe their duties.

## 5. Election

- 5.1. All Officers shall be student group members.
- 5.2. All Officers shall be elected by the general group membership.
- 5.3. 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.
- 5.4. Elections shall occur at a general meeting held in early March each year.
- 5.5. 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.
- 5.6. Notice will be given to all group members of all executive changes.
  - 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.

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### 6. Finances

- 6.1. The group may be eligible to solicit financing from the Faculty/Affiliated Student Group.
- 6.2. The group may determine an annual membership fee.
- 6.3. Monies received shall not involve any obligation of the Faculty/Affiliated Student Group.
- 6.4. The group may use any means consonant with the constitutional purpose and in its membership to raise funds for its program upon advice of the Groups Administrator.
- 6.5. The group's books may be subject to an annual audit by the University and shall be filed with the Faculty/Affiliated Student Group within five business days of the request for audit.
- 6.6. All cheques shall be signed by the Treasurer and one of the President or Vice President.
  - Add additional financial procedures particular to your group.

### 7. Meetings

- 7.1. General
  - 7.1.1. General meetings shall be open to all group members .
  - 7.1.2. At least one general meeting shall be called by the President per academic term.
  - 7.1.3. Upon the receipt of five signatures by the President from group members requesting a general meeting, a meeting shall be called by the President at the earliest possible date.
  - 7.1.4. Voting procedure for regular business at a general meeting shall be by simple majority.
  - 7.1.5. Notice of a general meeting must be sent to the Groups Administrator no less than one (1) week prior.
- 7.2. Executive
  - 7.2.1. At least one executive meeting shall be called by the President per academic term.
  - 7.2.2. 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.
  - 7.2.3. Voting procedure for regular business at an executive meeting shall be by simple majority.
- 7.3. 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.
    - Add additional requirements particular to your group.

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### 8. Amendments

- 8.1. Passage of amendments to the constitution shall be 2/3 affirmative vote at a quorum meeting.
- 8.2. Each amendment shall be referred to Speaker for approval, then to the Faculty/Affiliated Student Group for its acceptance.
  - Add additional requirements particular to your group.

### 9. Bylaws

- 9.1. Passage of bylaws shall be by at least 60% affirmative vote at a quorum general meeting.
  - Add additional requirements particular to your group.

### 10. Disclaimer

- 10.1. The views and actions of this group in no way reflect the views of all the members of the group.