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Student Clubs

BURMAN UNIVERSITY STUDENT CLUBS CONSTITUTION

Constitution for “Insert club name”

**Article 1 – Name**

The club’s official name will be “insert club name here”. No other name will be used in the advertisement or representation of the club.

*You must define the exact name and any acronyms which your club will be using in official capacities*

**Article 2 – Purpose of Club**

1. *Insert club purpose as necessary*
2. *Insert club purpose as necessary*
3. *Insert club purpose as necessary*

*You are by no means limited to only three purpose statements. Outline the intended purpose of your club. Do not define your club too broadly, such as “We want to create a fun atmosphere for students”. Your club needs to have a more specific reason for existing in order to be approved.*

**Article 3 – Membership**

1. Membership is open to all students, faculty or staff of Burman University who are interested in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Only Burman University students can hold voting privileges and executive positions.

**Note University Policy:** *#1 Membership - The University College encourages students to join one or more academic department clubs, special interest clubs, or performing organizations on campus. However, membership in such organizations is voluntary.*

**Article 4 – Executive**

1. The executive committee shall consist of:
	1. President;
	2. Financial VP;
	3. Faculty/staff Advisor.

*You are not restricted to an executive council consisting of only these positions listed here, but these represent the minimum requirements.*

**Note University Policy**: *#2 Officers and Advisors – Organizations must have at least a president, a treasurer, and a faculty/staff advisor. It may choose to have additional officers, such as social activities vice-president, spiritual vice-president or communications vice-president. The advisor will submit the list of elected officers, all of whom must have a cumulative GPA of at least 2.250 and must be enrolled in a minimum of six credits per term, and none of whom may be on academic probation, to the Campus Life Committee before their last scheduled meeting in Winter Term for approval.*

**Advisors**

1. The club will have at least one faculty/staff advisor who has experience or interest in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The advisor must be present at each committee meeting, each general activity meeting and each function.
3. State how the club will elect the advisor in March to serve for the following year.
4. The advisor is responsible to the Vice President for Student Services.

**Note University Policy: #2 & #9**. Administrative Liaison - The advisors of academic department clubs, special interest clubs, and the advisors of performing organizations are responsible to the Vice President for Student Services.

**Article 5 – Duties of the Executive Committee**

1. President
2. Executives

*List the duties required for the president and executives which are needed in order for your club to operate successfully.*

**Suggestions only** – specific details are at the discretion of the organizational group.

1. The **president** will be chairman of the executive committee, will give notice of and preside at all club meetings and generally supervise the club's activities.
2. The **financial vice-president** will be responsible for collecting dues and accounting for the club. This person will report the financial condition of the club at meetings, decide if the club has funding to cover the cost of various activities and will furnish a report at the close of each semester.
3. The **social activities vice-president** will be responsible for the organization of on/off-campus events.
4. The **spiritual vice-president** will be responsible for the spiritual atmosphere of the club.
5. The **administrative vice-president** will record the actions of the general meetings and the executive committee.
6. **In the absence of the president**, leadership responsibilities will be assigned to the ranking officer in the following sequence:

**Article 6 – Finances**

Determine financial procedures according to policy as noted below*.*

**Note University Policy***: # 4 Finances - The organization treasurer is responsible for collecting fees, issuing receipts, and accounting for the receipt and disbursement of funds. The treasurer must keep all cash on deposit at the Accounting Services Office. Under no circumstances are treasurers to keep cash in their rooms or at home.*

*All expenditures of the organization shall be authorized by purchase orders signed by an organization advisor and shall be paid through the Accounting Services Office. If items are purchased by cash, reimbursement will be made only upon the presentation of receipts attached to a Student Expense Reimbursement Form and signed by the sponsor.*

*Financial statements for the organizations are distributed to the advisors on a monthly basis from the Vice President for Student Services.*

**Dues and Fees**

A. The dues, in the amount of $\_\_\_\_\_\_\_\_\_\_, will cover…

B. Extra fees may be assessed for special activities but should not be in excess of $\_\_\_\_\_\_\_\_\_\_\_\_.

***Note University Policy****: #3. Dues and Fees - Organization members must pay all dues and fees directly to the organization’s treasurer. They may not charge such expenses to their student accounts.*

**Year-End Funds**

**A. State details of how things should be handled.**

***Note Policy:*** *#5 - At the end of each academic year all organizations account balances, whether credit or debit, shall remain with the corresponding organizations for the next academic year.*

**Dispersion of Funds at the Dissolution of an Organization**

A. State details of how things should be handled.

**Note Policy:** #6 - If an organization plans to dissolve and anticipates that it will have surplus funds at the time of dissolution, it should take action in a general organization meeting providing for the disposition of such funds. The advisor must provide a copy of such an action to the Vice President for Financial Administration and to the Vice President for Student Services. If the organization fails to designate the use of the remaining funds, the Cabinet of the University College will determine the disposition.

**Article 7 – Committee Meetings and General Meetings**

1. At least one general meeting must be held per term.
2. Members will be informed of these meetings at least 7 days in advance.
3. The schedule for committee meetings
4. State provision for any sub-committees in the organization, along with their duties and responsibilities and how members are selected for the committees.
5. The schedule for general activity meetings
6. State the policy on a quorum at committee and general meetings

*These are minimum requirements. You do not need to be ambitious and state that you will hold meetings every week if this is not necessary. You can give the minimum number of meetings to be held and try and hold more as time and scheduling permits.*

***Note University Policy: #7.*** *General and Committee Meetings - At least one sponsor must be present at each general organization meeting or committee meeting.*

**Article 8 – Functions**

1. Plan for one major function a semester.
2. All functions must be approved by the Campus Life Committee.
3. Prior to any function, the treasurer must obtain a quote on the anticipated cost and ensure that the organization has adequate funds.

***Note University Policy:*** *#8 Functions - Organizations may not normally have more than one function per month, apart from regularly scheduled activities. All functions must be approved by the Campus Life Committee. Requests for functions involving food from the cafeteria must bear the signature of the Director of Food Services. Organization members who miss work appointments to attend a function must make prior arrangements with their work superintendent even if the Campus Life Committee has approved the function.*

*Prior to any function, the treasurer must obtain a quotation on the anticipated cost and ensure that the organization has adequate funds. The treasurer must present this information to the advisor for final approval of the function.*

**Article 9 – Succession**

1. The officers will be elected in March of the year before they serve and will assume full responsibility for planning the following year’s events.
2. State the organization’s policy on who can vote:
3. State when the notice of election and election results will occur:

**Note University Policy**: #2 Officers and Advisors – …The advisor will submit the list of elected officers, none of whom may be on academic probation, to the Campus Life Committee before their last scheduled meeting in the Winter Term for approval.

**Article 10 – Amendments**

1. The constitution and the bylaws may be amended by a two-thirds vote of the club membership.
2. Provision for advance notice of amendments.
3. Provision for notifying the Campus Life Committee of any amendments.

**Article 11 – Removal of Members and Executive**

1. A club executive/member may be automatically removed under the following conditions:
	1. Theft, fraud and/or embezzlement of funds;
	2. Behaviour inconsistent with the Code of Conduct of Students as described in the University Student Handbook.

*The above states when a club executive/member will be automatically removed from the club. If there are breaches of club policy which could result in a selected removal of club executive/members, please list both what this would include (i.e. Failure to attend 3 meetings without notice) as well as the process of removal.*

BYLAWS

**Membership**

A. Students, faculty and staff will be entitled to membership upon payment of dues.

B. Members are expected to attend at least 40% of all club meetings.

**Executive Committee**

The executive committee includes all officers and advisors of the club.

**Dues, Fees and Expenses**

Section 1.

Dues will be set by the executive committee.

Section 2.

Guests attending club functions may be required to pay a nominal fee set by the executive committee.

Section 3.

Expenses must be approved by the executive committee and signed by the financial vice president and the faculty/staff advisor.

**Officers and Advisors**

The officers of this organization and the advisor will serve for the entire school year.