



## Sample Constitution

**Note:** This is a **TEMPLATE**, not the only way of structuring a constitution. Any and all articles dealing with the working relationship between the AMS and its clubs (i.e. Articles III, IX, X, and XI), should remain unchanged. All other articles dealing with a club's structure, objectives, and procedures are left to the discretion of the club, subject to the review of the AMS Clubs Office to ensure those articles are in line with the AMS' mission statement. **It is important that your club send any changes made during the year to the Clubs Office for record keeping purposes.**

---

\_\_\_\_\_ Club: Constitution

### Article I: Name

The name of this club shall be \_\_\_\_\_, hereafter referred to as the Club. It shall be a Queen's student club located on campus.

### Article II: Objectives

The objectives of the club are:

- i. To offer educational and cultural activities.
- ii. To provide social functions with the purpose of adding to the variety of university life.
- iii. The activities of the club shall be carried on with no intention of personal financial gain; all profits, grants, membership fees, and accretions shall be used uniquely for carrying out the club's objectives.

(Note: The above are examples. Please develop your own objectives in accordance with your mandate.)

### Article III: Affiliation with the Queen's Clubs Office

The constitution of the AMS shall take precedence over this constitution. In particular, the following sections of the AMS constitution shall be recognized: 2.01.03, 7.01, and 7.02

### Article IV: Membership

Full members of the club shall consist of any student or faculty member of Queen's University and those interested in the Kingston community.

All full members are liable to an annual membership fee prescribed by the Executive Committee at its first meeting each September and approved by the club as a whole.

Full AMS/SGPS members have the right to vote at the meetings of the General Assembly, seek nomination and be elected to an AMS/SGPS office.

### Article V: Structure of the Executive Committee

1. The Executive Committee consists of five Executive Officers elected annually by the members of the club.

2. The Executive Officers shall be: Chairperson, Alternate Chairperson, Treasurer, Secretary, and Public Relations Director.
3. The Executive Officers shall have such powers and duties as are assigned to them by the constitution and as may be delegated to them from time to time by resolution of the Executive Committee.
4. The Executive Committee shall serve as such without remuneration, and no Officers shall directly or indirectly receive any profits from their positions as such.
5. The quorum of Executive Committee shall be four of its Officers, one of whom must be the Chairperson or Alternate Chairperson; voting shall consist of a simple majority of those present.
6. The Executive Committee may create special sub-committees. At least one Executive Officer shall sit on any such committee.
7. The term of office of all Officers shall end on the 30<sup>th</sup> day of April each year.

#### **Article VI: Duties of the Executive Officers**

1. Chairperson: The Chairperson shall
  - a. Officially represent \_\_\_\_\_
  - b. Be responsible ex-officio for all public relations of \_\_\_\_\_
  - c. Preside at all executive and general meetings
  - d. Coordinate all activities of \_\_\_\_\_
  - e. Coordinate all subcommittees
  - f. Be responsible for all correspondence
  - g. Submit a written report to the Clubs Manager in September of each year outlining the projected budget and club activity plan for the continuing year
  - h. Submit a written report to the Clubs Manager in April of each year summarizing the events put on by the club in the past year. A revised budget shall be included, compromising the projected budget and actuals
  - i. Submit a list of membership to the Clubs Manager, including names and contact information for Executive by October 1<sup>st</sup> of each year
2. Alternate Chairperson: The Alternate Chairperson shall
  - a. Assist the Chairperson in the coordination of all \_\_\_\_\_ activities
  - b. Assume the role of Chairperson in his/her absence
  - c. Give notice of all meetings of \_\_\_\_\_
  - d. Be responsible for all space bookings and equipment rental
  - e. Be responsible for the allocation, supervision, and maintenance of all \_\_\_\_\_ equipment
3. Treasurer: The Treasurer shall
  - a. Be the financial officer
  - b. Maintain all financial records and receive all money due to \_\_\_\_\_
  - c. Present a financial statement every month to the Executive Committee
  - d. Make a final report to the \_\_\_\_\_ at the end of his/her term of office
  - e. Propose an estimated budget in September for \_\_\_\_\_ activities for the year
  - f. Sign all cheques of \_\_\_\_\_ with permission of the Executive Committee
  - g. Support the Chairperson in the writing and submission of the mandatory September and April reports to the Clubs Manager
4. Secretary: The Secretary shall
  - a. Keep minutes of all Executive and General Meetings
  - b. Keep a record of all members of \_\_\_\_\_
  - c. Carry and file all correspondence
  - d. Assist the other executive officers in their duties
5. Public Relations Director: The Public Relations Director shall
  - a. Be responsible for promoting all \_\_\_\_\_ events
  - b. Be responsible for all publicity and press release of all events sponsored by \_\_\_\_\_

#### **Article VII: Duties of the Executive Committee**

1. The Executive Committee shall:
  - a. Hold its first meeting before the end of September and thereafter every one to two weeks as deemed necessary

- b. Carry on the business of the \_\_\_\_\_ within the limitations of this constitution and its bylaws
- c. Regularly seek the wishes of \_\_\_\_\_ members and always strive to honour them faithfully

**Article VIII: Provisions for the Constitution of \_\_\_\_\_**

- 1. Elections:
  - a. A General meeting shall be held before the last week of March in order to elect two of the five Executive officers for the following year with the remaining three to be elected by the end of September
  - b. The vote shall be by secret ballot
  - c. The outgoing Chairperson shall chair the proceedings and report the result
  - d. Candidates need a majority to be elected
  - e. The outgoing Chairperson or representative from the Executive shall report the results of the election to the Clubs Manager no later than 10 days after the new Executive is elected.
- 2. Impeachment:
  - a. The Chairperson or any Officer/member of the Executive may be removed from Office subject to the following conditions:
    - i. \_\_\_\_\_
    - ii. \_\_\_\_\_
- 3. Executive Committee Transitions:
  - a. The newly elected Executive Officers shall request the serving Executive for all files and bank accounts of \_\_\_\_\_ before the 30<sup>th</sup> of April.
- 4. Financial Records:
  - a. All funds for \_\_\_\_\_ are located in an account at: \_\_\_\_\_ (specific financial institution and account number).

**Article IX: AMS Assembly**

The AMS Assembly, as the highest legislative body representing students at Queen's, constitutes the ultimate source of authority for the \_\_\_\_\_. Moreover, it can set up ad hoc committees with specific terms of reference to investigate financial matters and report to its next meeting. AMS Assembly retains the authority alongside the AMS Vice-President of University Affairs and the AMS Alternate Judicial Committee to de-ratify any club that violates the mandate of the Alma Mater Society, the School of Graduate and Professional students, and/or the Queen's Code of Conduct.

**Article X: Funding**

- 1. In accordance with section 7.02 of the AMS constitution, the \_\_\_\_\_ recognizes it is eligible to receive either or both student activity fees and Assembly grants. Eligibility for receiving Club Grants shall be restricted to those student organizations receiving funding from neither student activity fees nor Assembly Grants. Any funding received from the Society shall be spent for the purpose for which it was requested.
- 2. The \_\_\_\_\_ shall be eligible to fundraise and to receive donations. Fundraising efforts and donations in excess of \$5,000 shall in all cases be coordinated through the AMS President and Executive Director and the Queen's University Office of Advancement business office.

**Article XI: Amendments**

The constitution shall be reviewed annually and any amendments shall be immediately presented to the AMS for approval, through the Queen's Clubs Office.