



University of Lethbridge Students' Union  
Room SU180 - 4401 University Drive  
403-329-2222, [www.ulsu.ca](http://www.ulsu.ca)

## Your Club Constitution

The club constitution outlines the purpose, structure and rules that guide the club. It should be concise and well outlined. For a new club, the constitution will usually be drafted by the founding members as it is required for ratification. It is not necessary for the entire membership to be involved in the creation and revision of the constitution, however members should be allowed to offer input.

The fundamental elements that must be included in your club's constitution are:

### 1. **Name of Club:**

#### **Dos:**

- DO include the acronym of the club, if you wish the club to be also referred to by its acronym; ie: CDC, IVCF, or SCA
- DO ensure that the name of the club does not violate any University policies, liquor policies or copyright laws (consult the Students' Union General Manager);
- DO ensure that the name is not confused with the name of another club or off- campus entity.

#### **Don'ts:**

- DO NOT incorporate the names or acronyms of 3rd parties; ie: the "The CBC Broadcast Supporters Club" would require formal authorization of the Canadian Broadcasting Corporation for the rights to incorporate the acronym "CBC" in this context;
- DO NOT replicate the names of clubs or societies which are already registered under the Societies Act of Alberta.

The Students' Union WILL check names for overlap with existing registered Societies and for any potential infringements of copyright or third-party proprietary interests. This is for the protection of the Club as well as the Students' Union.

### 2. **Mission Statement or Purpose:**

This is the general reason why the club is meeting. It should state the overall objectives of the club. The Mission Statement may include specific goals: ie: "to raise funds for humanitarian projects in developing nations." or it may include more general purposes: ie: "to provide social events to promote cross-cultural interactions."

### 3. **Club Membership/Fees/Voting Members:**

Club membership must be open to all students attending the University of Lethbridge, all faculty and staff at the University of Lethbridge and all people living in the community of Lethbridge. Clubs may not discriminate on the basis of race, sex, political affiliation, religion, age or marital status. The membership fee, if any, should not be more than \$20/year. If the Students' Union deems the membership fee to be too high, the club may be asked to explain the situation at a General Assembly meeting. A person becomes a club member once they have paid the

membership fee, if there is one. Once paid, the person must be added to the membership list. They then have voting rights on any club issues. If there is no membership fee, be sure to outline in the constitution what constitutes a “voting member”.

**The first 12 members of all clubs must be current undergraduate University of Lethbridge students.**

4. **The Students’ Union:**

A clause in the constitution must acknowledge that the Club will abide by all Students’ Union and U of L Bylaws and Policies unless otherwise approved by the General Assembly. It should also state that the Club may face de-ratification if a Bylaw is contravened without GA authorization.

5. **Executive Positions:**

A Club constitution must include a definition of all Executive positions, as well as a description of the duties and powers of the Executive body. The size and composition of the Executive is to be determined by the Club, subject to the following necessary criteria:

- At least three (3) executive positions must be elected by the members of the Club.
- Only current, full-time U of L students may hold executive positions.
- At least two executive members must have signing authority for the finances of the Club.

6. **Club Signing Authority:**

Signing authority is usually held by the President and/or the Treasurer of the club. Usually, the three Executive positions include a President, a Vice-President, and a Treasurer/Secretary. For the sake of control and trusteeship, the most common form of account signing authority is to require a minimum of 2 signatures on any cheques or counter withdrawals made on the account.

7. **Executive Term of Office:**

The Club can be ratified any time from May 1st prior to the academic year, and ceases to be ratified April 30th of that academic year - unless alternative arrangements are made. Executive terms of office last for the duration of this period (ie: Sept 1 - April 30, or November 22 - April 30...etc.)

8. **Executive Elections:**

It must be stated in the Constitution that an election will be held every year for the new Executive and when it will take place. The election of a new Club Executive should take place **no later than April 15th** of each year to ensure a smooth transition.

**Contact information of the new Executive must be submitted to the ULSU VP Student Affairs no later than September 1st.**

9. **Voting Procedures/Meetings:**

Outline in detail the procedure your club will use to elect new Executive members. There should be at least one Executive meeting per month throughout the academic year.

## 10. Amendments:

A club must have the ability to amend its constitution therefore, a section detailing how amendments will occur must be included in the constitution. Any amendments must be accepted by the club membership in a general meeting. All finalized amendments to the constitution must be submitted to the VP Student Affairs.

## 11. Accountability:

Club Constitutions must state that the Club will act in accordance with the Constitution, Bylaws and Policies of the ULSU and the U of L, and comply with the Alberta Human Rights Act at all times.

Further information regarding the Constitution, Bylaws and Policies of the Students' Union may be obtained from one or more of the following sources:

- download a copy of the ULSU's Constitution, By-Laws & Policies from the website: [www.ulsu.ca](http://www.ulsu.ca).
- ULSU VP Student Affairs: [su.studentaffairs@uleth.ca](mailto:su.studentaffairs@uleth.ca)
- ULSU General Manager: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)

## 12. Club Email & Website:

A club has the ability to create a uleth email account and a uleth website. Clubs can do this through I.T. Solution Centre. Ph: 403-329-2490.

# Sample Club Constitution

1. **Name:** Your Club Name Here
2. **Purpose:** Your Clubs Purpose Here
3. **Membership:** Club membership is open to all University of Lethbridge students, faculty and staff, and all members of the Lethbridge Community. A person becomes a member by submitting their contact information to an executive member.  
  
*You may include a membership fee (no more than \$20, and it is not recommended for new clubs, because it will make it more difficult to obtain members.)*  
  
*You may also differentiate between voting and non-voting members. Many clubs only allow students to be voting members.*
4. **Accountability Clause:** We acknowledge that the club will abide by all Students' Union and U of L Bylaws and Policies unless otherwise approved by the GA, and acknowledges that the club may face de-ratification if a Bylaw is contravened without GA authorization. We also acknowledge that the club will act in accordance with the Alberta Human Rights Act at all times.
5. **Executive Positions:** *(You may call the executive positions anything you'd like, make it relevant to your club)*  
President: What you want your president's tasks and goals to be throughout the year  
Vice-President: What you want your vice-president's tasks and goals to be throughout the year  
Treasurer: What you want your Treasurer tasks and goals to be throughout the year.

*You have to have a minimum of three executive members all of which have to be current undergraduate students at the University of Lethbridge*

6. **Election Procedure:** Elections will take place every year no later than April 15th. The exact date will be chosen by the president and announced to the club members at least one month in advance.

*Include election procedures (will it be done by a secret ballot, email, raised hands, etc.). Also, what you will do in the case of a tie.*

7. **Amendment of Constitution:** Any amendments of the constitution must be approved by a majority of the executive council and 50% plus one of voting members present at the time of the meeting, In accordance with Students' Union policy, all amendments will be submitted to the VP Student Affairs.