**Purpose of a Club or Society**

Clubs and Societies are organizations created for a particular purpose, interest or activity. There are two classifications of clubs and societies. Ratified and recognized clubs and societies. Ratified clubs and societies are clubs that are deemed fit to receive funding and promotional support from the Students’ Union while recognized clubs and societies are ones which the Students’ Union acknowledges their existence but they do not qualify to receive funding or promotional support from the Union. While all clubs are deemed to be independent from the Students’ Union and St. Thomas University. Ratified clubs are expected to follow the Students’ Union Clubs and Societies Policy. All clubs are encouraged to seek ratified status in order to benefit from funding, training and promotional opportunities from the Students’ Union. In addition, ratified status gives organizations a legitimate voice and presence on campus.

**Steps to ratification.**

1. **Read the Clubs and Societies Policy**
2. **Write a constitution that abides by the policy**
3. **Submit a constitution and an application form to the Vice President Administration**

**Creating a Constitution**

To be officially recognized by the St. Thomas Students’ Union, a club or society needs an approved constitution.

A constitution is a permanent and long-standing document that illustrates the system of fundamental principles to which the organization will adhere and by which it will be governed. As the nature of a constitution is meant to supersede its drafters, the document should not contain details that are only of immediate concern, such as a contact list or a budget.

**Constitutional Guidelines**

For an organization to be recognized, its constitution must be approved by following the guidelines set forth in the Students’ Union Policy Manual.

1. Clearly states the name and purposes of the club/society;
2. Outlines the manner in which voting takes place at meetings of the club/society;
3. Contains procedures designed to ensure the democratic election of members of the executive of the club/society;
4. Does not restrict membership on the club/society or on its executive once they have maintained an academic standing of 2.0 or higher;
5. Require that the club/society have at least three elected members on its executive;
6. Clearly outline the duties and responsibilities of each member of the executive of the club/society;
7. Include a minimum number of meetings which must be convened by the club/society in each academic year;
8. State the quorum (minimum number of members required in attendance) for official meetings and votes of the club/society;
9. Include a comprehensive formula for amending the constitution of the club/society;
10. Outline procedures for the recall of members of the executive of the club/society in case when such individuals fail to adequately perform their duties; and
11. For a club/society affiliated with specific academic departments/programs at St. Thomas University, require that such a club/society at all times have a faculty advisor from the academic department/program in question.

**Simple Format for a Constitution**

On the following page is a template illustrating the simplest format for a constitution. While the template can be used to create a new club or society, a constitution can be completely different in appearance, insofar as it respects the guidelines already set forth.

Once a constitution has been created, it should be sent to the Governance Committee of the Union along with the Application Form, (found under Clubs and Societies Documents on website), where it will either be approved or rejected. In case of rejection, the Chair of the Committee will immediately inform the related organization of the discrepancies and offer help with any changes in order for it to be approved. Once a constitution has been approved by the Committee, the organization is officially recognized and it becomes eligible to receive funds from the Students’ Union.

***The \_\_\_Society Constitution***

*Article 1. Name*

This society shall be known as the \_\_\_\_ (hereinafter referred to as the Society).

*Article 2. Object*

The purposes of the society are \_\_\_\_\_ (Please clearly define the purpose of your organization including its goals, mission and vision. Be sure not to define your organization too narrowly or too broadly.)

*Article 3. Membership*

1. Of Non-Faculty Organizations
   * 1. The membership of the Society shall be open to all members of the St. Thomas Students’ Union.
2. Of Faculty Organizations
   * 1. Full membership in the Society shall be open to any full time student studying
     2. This member has full voting privileges.
     3. Associate membership shall be open to any other full time student on the University of New Brunswick campus. This member has no voting privileges.
     4. Honorary membership shall be composed of a student and/or faculty member that Society wishes to recognize.

*Article 4. Fees*

The annual membership fee shall be \_\_\_ (please note that you are not required to charge a membership fee).

*Article 5. Fiscal Year*

The fiscal year of the society shall be from \_\_\_\_to \_\_\_

*Article 6. Officers*

1. The officers of the Society
   * 1. The officers of the society shall consist of the president, vice-president, Treasurer-Secretary.
2. A faculty advisor may be appointed by the Executive.
3. Duties of the officers:
   * 1. The President shall … (Good example: present at meetings of the Society and of the Executive, have general supervision of the affairs of the Society, sign cheques in payment of authorized accounts and bills after such cheques have been prepared and signed by the Treasurer-Secretary, and sign the minutes immediately upon their confirmation).
     2. The Vice-President shall … (Good example: assist the President in all his/her duties, assist the Treasurer-Secretary in all his/her duties, assume, in the absence of the President, all the duties of the office of the President).
     3. The Treasurer-Secretary shall … (Good example: conduct the correspondence of the Society and report thereon to the Executive, receive all monies, issue and sign cheques for all authorized expenditures and present to the President for signature, give due notice of all meetings of the Executive and the Society, keep minutes of the proceedings of the Society, keep the membership roll of the Society).

*Article 7. Meetings*

1. Meetings of the Society shall be held \_\_\_\_
2. Quorum at all meetings of the Society shall be \_\_\_
3. Special meetings may be called by the President or written by request of \_\_\_\_members of the Society.

*Article 8. Amendments*

1. This constitution may be amended by a … (Good example: two-thirds) majority vote of members present at any Society Notice of Motion indicating the intention of any proposed change to said constitution.
2. The Society is required to allow the motion to be tabled two weeks in advance of that meeting at which the constitution is to be voted on.
3. All amendments to the constitution shall be subject to approval of the Student Representative Council.

*Article 9. Voting*

1. A voting member shall be one who is in accordance with the guidelines set forth in 3.a and/or 3.b of this constitution.
2. The officers shall be elected by the voting members before … and actively fill the position within …
3. The officers shall hold office for \_\_\_or until their successor has been elected. They shall be eligible for re-election.
4. Call for elections must be posted \_\_\_\_prior to the election being held.

Article 10. Impeachment

1. A petition to impeach a member of the Executive of the Society must be signed by at least … (Good example: twenty-five percent) of the members of the Society and presented to the Executive. When such a petition is received, the Executive shall have … days to determine the validity of the petition for impeachment. If the petition is found valid the Executive shall convene a special meeting of the Society, during which time the members present shall be called to vote on the removal of the member of the Executive for whom the petition was drafted.
2. The said member of the Executive shall be deemed removed from his/her position immediately if a motion for impeachment is carried by at least two-thirds of members present.
3. A member may be removed from the club upon majority vote of the executive
4. The grounds for impeachment are as follows

i. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iii. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Article 11 – Agency Clause

The (Insert your club name here) is not an agent of the St. Thomas Students’ Union and its views and actions do not represent those of the STUSU. (Please insert exactly as stated above).