



PART 2 OF 3

SAMPLE CONSTITUTION

Interim Status Club

[Important note: Everything written in italics you may edit or take out as it best applies to your group. Everything in red MUST be kept in, though you may add to those sections. Please delete all of the instructions before you submit your final copy of the constitution and ensure that everything is clear and concise, and works for the specific mandate of your group.]

CUPCAKE CLUB CONSTITUTION

Ratified by Membership on: _____.

Ratified by SSMU Council on: _____.

ARTICLE I: Name

1.1 Cupcake club also referred to hereinafter as the Club.

ARTICLE II: Mandate

2.1 The Club's mandate shall be to

Mandates shouldn't be longer than a paragraph, but also shouldn't be too vague. Make sure your mandate doesn't overlap with that of other clubs. Keep in mind that when reviewing your application for full status we are looking to see if you have been fulfilling the mandate you've set out for yourself, which is why it should be specific and goal-oriented.

The Club's mandate shall be to:

- Bake cupcakes on a regular basis;
- Raise funds for charities and non-profit organizations by selling our cupcakes;
- Organize cupcake events

2.2 Code of Conduct

2.2.1 *The Club shall carry forth its mandate from an anti-oppressive standpoint.*

2.2.2 *Equal respect shall be given to all members, regardless of position*

2.2.3 No member shall make personal profit from the club

ARTICLE III: Membership

3.1 Membership in a Student's Society Club is open to everyone.

3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.

3.3 Associated non-voting membership is open to all others.

ARTICLE IV: Collective

4.1 *The Collective shall administer the Club and oversee its events.*

4.2 *The Collective shall be composed of 5 to 10 members.*

4.3 *The Collective shall be nonhierarchical and operate by consensus.*

4.4 *Quorum for Collective meetings shall be two thirds of the Collective membership.*

4.5 *Collective meetings shall be open to anyone, regardless of Club membership, but non-Collective members shall not take part in the decision-making process.*



4.6 *All decisions made by the Collective shall be subject to review by the Club membership at General Assemblies.*

ARTICLE V: Portfolios

- 5.1 *The Collective shall assign the following tasks to members of the Collective on a year-to-year basis:*
- *Coordination of the Club's funding and finances, including the preparation of biyearly audits for the SSMU*
 - *Coordination of advertising the Club's events.*
 - *Coordination of the Club's listserv.*
 - *Coordination of the Club's website.*
 - *Organization of the Club's physical resources and equipment.*
- 5.2 *Facilitation and minute-taking at Collective meetings shall rotate between members of the Collective.*
- 5.3 *The duty of organizing club events shall be assigned to a Collective member on a case-by-case basis.*

ARTICLE VI: Fees

- 6.1 The Club's membership fee shall be \$ 2 dollars.

ARTICLE VII: Finances

- 7.1 The EC shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester
- 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
- 7.2.1 Each account must have a minimum of two and maximum of three signing officers
- 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

ARTICLE VIII: Meetings

- 8.1 *There shall be a General Meeting held in March for the purpose of creating a new Collective.*
- 8.2 *Members may volunteer to be Collective members at this General Meeting. All potential Collective members are subject to approval of the membership by modified consensus.*
- 8.3 *Regular Collective meetings shall be held throughout the fall and winter terms.*
- 8.4 *General Assemblies of the Club must take place at least twice per semester.*

ARTICLE IX: Electoral Procedures

- 9.1 The Vice-President (Clubs & Services) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.
- 9.2 The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.
- 9.3 Elections are to be held before March 31 during the previously mentioned General Meeting.
- 9.4 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.
- 9.5 Elections are to be conducted by secret ballot in person.
- 9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 9.7 The Vice-President (Clubs and Services) should be notified immediately in the event of contested electoral results

ARTICLE X: Affiliations

- 10.1 The Club shall be affiliated with: the other clubs that will use our cupcakes to raise funds.

ARTICLE XI: Constitutional Amendment Procedure



11.1 Any member of the club may propose an amendment to the Constitution.

In order to amend the constitution consensus on the proposed amendment must be reached at a General Meeting

11.2 All amendments shall be ratified by the SSMU council before they take effect.

ARTICLE XII: Bylaws and Policies

12.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution

12.2 The club's bylaws shall not contravene the Constitution.

ARTICLE XIII: SSMU Constitution

13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution and By-Laws shall take effect.

13.2 If there are any areas not covered in this Constitution, the SSMU Constitution and By-Laws shall take effect.