

Sample Constitution

Please note that this is a sample constitution to illustrate constitutional format. Feel free to diverge from it as it suits the needs of your club/society/association.

# How to use this sample

Yellow highlighter

Yellow alerts you to where a change MUST be made ie. [club/society/association name or acronym]: this must be changed to your club/society or association’s name or acronym, and the highlighted text must be taken out.

Blue highlighter

Blue alerts you to where your club should discuss what you will write in this area. Ie. All members are required to pay a $XXX annual membership fee prior to taking part in any club/society/assocation-related activity. Will your club be charging an annual or semester membership fee? If not, this sentence needs to be amended to state that no fee is to be taken from members. If so, change the text to communicate your club’s requirements. The yellow highlighter in this sentence means that the dollar amount must be changed and you need to specify what type of organisation you are: a club, a society or an association.

No highlighter

No highlighter requires your club to read the text, but changes are not necessary.

## What now?

1. Murdoch Guild recommend your club’s executives and interested members read the sample constitution in its entirety, and make individual notes where you think your club needs to change the text.
2. Next, have a meeting with the club’s executives and interested members to discuss the changes. Have someone with a laptop make the changes on the Word document.
3. Once it has been finalised, ensure the constitution is saved externally and send it to all members of the club.
4. Meet as frequently as required to evaluate the relevance of the constitution and make amendments as necessary.

# ARTICLE I. NAME AND PURPOSE

### Section A. NAME

The official name for this club/society/association is XXXXXXXXXX.

This club/society/association will use the name or its acronym, XXXX, in all publicity materials and correspondence.

### Section B. PURPOSE

The purpose of this club/society/association is to XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

All activities of this club/society/association must be directed toward this purpose.

# ARTICLE II. MEMBERSHIP

### Section A. REQUIREMENTS

All currently enrolled students, both undergraduate and graduate, and Murdoch University staff, faculty, alumni, and alumnae are eligible to be voting members.

All members who are not currently enrolled Murdoch University students or staff, faculty, alumni, and alumnae are eligible to be non-voting members.

All members are required to demonstrate support for the purpose of this club/society/association.

Membership decisions will not discriminate on the basis of race, colour, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, ancestry, marital status, citizenship or sexual orientation.

All members are required to pay a $XXX annual membership fee prior to taking part in any club/society/assocation-related activity.

### Section B. RIGHTS

All members are eligible to attend all meetings and events of this club/society/association.

If a fee is charged to attend a particular event, the membership will establish a fee scale for voting members, non-voting members, and others as appropriate.

### Section C. WITHDRAWAL OF MEMBERSHIP

Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.

A simple majority vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership.

Members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

# ARTICLE III. OFFICERS

### Section A. OFFICER TITLES

President

Vice President

Secretary/Treasurer

Program Committee Chair

### Section B. DUTIES

The President will chair all meetings of [club/society/association name or acronym] and will call special meetings as needed. The President will vote on [club/society/association name or acronym] matters only in case of a tie.

The Vice President shall chair any ad hoc committees or task forces of the club/society/association.

The Secretary/Treasurer will take, record, and file meetings minutes; produce all official correspondence for the club/society/association, and maintain records and report on the financial transactions of [club/society/association name or acronym].

The Program Committee Chair will direct the planning of the club/society/association’s education and social programs.

### Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

All officers and candidates for office must be currently enrolled Murdoch University students.

All officers must be voting members of [club/society/association name or acronym].

### Section D. NOMINATIONS AND ELECTIONS

Nominations for all officers will be taken at a meeting prior to the Annual General Meeting.

Any member may nominate any other member, including himself or herself.

Elections will be held at the end of semester 2.

A simple majority vote of the quorum present at that meeting will be sufficient to elect an officer. If there are more than two candidates and no candidate receives a majority, there will be a run-off vote between the top two vote recipients in the general meeting.

### Section E. REMOVAL FROM OFFICE

Officers may be removed from office for failure to perform duties or for violation of membership clause.

Officers to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

A two-thirds majority of quorum present at a regularly scheduled meeting shall be sufficient for removal from office.

Any officer may resign by submitting a letter to the President. The President may resign by submitting a letter to the Vice President.

### Section F. TERMS OF OFFICE AND VACANCIES

The term of office shall be from the beginning of semester 1 until the end of the subsequent semester.

Should a vacancy in office occur, there will be another nomination procedure and election for the vacant office.

In the meantime, the Vice President will assume the duties of the President, the Secretary/Treasurer will assume the duties of the Vice President, and the Program Chair will assume the duties of the Secretary/Treasurer should those offices be vacant.

# ARTICLE IV. MEETINGS

Section A.

Regular meetings will be held on the XXXXX.

### Section B.

Special meetings may be called by any combination of three of the officers. Notice of special meetings must be communicated to all members at least 72 hours in advance of the meeting.

### Section C.

To conduct business at any meeting, one half of the entire voting membership must be present to form quorum.

# ARTICLE V. COMMITTEES

Section A. PROGRAM COMMITTEE

The only standing committee of [club/society/association name or acronym] is the Program Committee, whose purpose is to plan events and programs for the organization.

All decisions of the Program Committee involving committing organization funds in amounts greater than $25.00 will require the approval of the majority of those members present at the regular or special meeting of ASP. Similar decisions, but for $25.00 or less may be approved by the Program Chair with consent from two officers.

### Section B. OTHER COMMITTEES

Other committees may be appointed by a majority vote of the members at a regular meeting of [club/society/association name or acronym].

In appointing such committees, [club/society/association name or acronym] members must specify the purpose and chair or co-chair of that committee, and establish its duration.

# ARTICLE VI. AFFILIATIONS

### Section A. Murdoch University

This club/society/association is a recognized student club/society/association at Murdoch Guild, but is not part of the University itself.

In all correspondence and business transactions, it may refer to itself as a club/society/association at Murdoch University, but not as part of Murdoch University itself.
[club/society/association name or acronym] may not use the Murdoch University logo in any business or promotional materials. [club/society/association name or acronym] accepts full financial and production responsibility for all activities it sponsors.

[club/society/association name or acronym] agrees to abide by all pertinent Murdoch Guild policies and regulations. Where Murdoch University and Murdoch Guild policies and regulations and those of [club/society/association name or acronym] differ, the policies and regulations of Murdoch University and Murdoch Guild will take precedence.

This [club/society/association name or acronym] recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization.

# ARTICLE VIII. BY-LAWS AND AMENDMENTS

### Section A. BY-LAWS

By-laws can be added to this constitution by a simple majority vote of the entire membership at a regular meeting of [club/society/association name or acronym].

This constitution takes precedence over any and all by-laws.

University policies and state and federal laws take precedence over constitution and any and all by-laws.

### Section B. AMENDMENTS

This constitution can be amended by a two-thirds vote of the entire membership at a regular meeting of [club/society/association name or acronym].

Notification of such a motion must be made to members at least one meeting in advance of the one in which the actual vote is taken.

All amendments shall be in consonance with Guild regulations and policies.

# ARTICLE IX. FINANCIAL MATTERS

### Section A. RESPONSIBILITES

Guild affiliated club/society/association must follow the Murdoch Guild Policies applying to Campus Activities, Organizations, and Students in all financial matters and accept full responsibility for all activities that bear the club/society/association’s name as official sponsor.

Date approved by club/society/association: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_