



**MOUNT ALLISON STUDENTS' UNION**  
C/O Mount Allison University  
62 York Street  
Sackville, NB E4L1H3

## **MASU CLUBS & SOCIETIES CONSTITUTION**

### **PREAMBLE**

A Club/Society **Constitution** allows a group of students with similar interests to formally associate with their students' union. By explicitly outlining the objectives of the Club/Society and establishing the terms of reference for association, both the MASU and the Club/Society are aware of the requirements and rules of this arrangement. In other words, a Constitution is like a contract, signed by both parties to formalize their agreement to work together in a certain way.

The Constitution also provides the MASU with important contact information, and establishes who is responsible for the well-being of the Club/Society. This allows us to ensure that any Club/Society funds kept with the MASU are only accessed by those with authority to do so.

### **I. NAME OF CLUB/SOCIETY:**

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### **II. MANDATE/OBJECTIVE:**

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### III. CLUB/SOCIETY MEMBERSHIP:

Choose one:

- \_\_\_ A. Non-faculty Organizations
1. The membership of the Club/Society shall be open to all Student Union members of Mount Allison University.
- \_\_\_ B. Faculty Organizations
1. Full membership of the Club/Society shall be open to any student studying \_\_\_\_\_.
  2. Honorary memberships shall be granted to any student and/or faculty member at the discretion of the Club/Society Executive.

### IV. FEES

Annual fees are recommended for the Club/Society to cover operational expenses such as paper and printing, equipment rental, etc. It is up to the individual Clubs/Societies to set and charge an annual fee.

- \_\_\_ A. Yes, we will have an annual membership fee of \$\_\_\_\_\_. This fee will cover, in our case, such things as:  
\_\_\_\_\_.
- \_\_\_ B. No, we will not be charging an annual membership fee.

### V. FISCAL YEAR

The Fiscal Year of the Club/Society shall run be the year from April 16<sup>th</sup> to April 15<sup>th</sup>.



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## V. EXECUTIVE OFFICERS:

The structure and duties of the Club/Society Officers may be determined at the discretion of the Club/Society, though it is typical to have a President, Vice-President, Secretary, and Treasurer.

### A. The Executive Officers of the Club/Society shall consist of:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_

\* please attach the contact information for all other Executive officers

### B. A Faculty Advisor may be appointed by the Club/Society Executive:

\_\_\_\_ 1. Yes, we choose to appoint \_\_\_\_\_ as a  
Faculty Advisor.

\_\_\_\_ 2. No, we will not have a Faculty Advisor.



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## VI. MEETINGS

A. General meetings of the Club/Society shall be held (how often/where):

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B. Meetings of the Club/Society Executive (how often/where):

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C. Quorum at all meetings of the Club/Society Executive shall be fifty (50) percent.

## VII. AMENDMENTS TO THE CONSTITUTION

- A. The Constitution may be amended by a two-thirds majority vote of members present at any Club/Society meeting;
- B. Notice of a motion indicating the intention of any proposed change to the Constitution of the Club/Society is required two weeks in advance of that meeting at which the Constitution is to be discussed;
- C. All amendments to the Constitution shall be subject to approval by the SAC of the MASU. A motion containing the amendment(s) must be submitted to the Vice-President, Student Life immediately following the amendment(s).

## VIII. VOTING

- A. A voting member shall be one who has paid their annual membership fee, and one who is in accordance with Articles III.A or III.B, whichever is applicable to the Club/Society;
- B. Any Executive Officers of the Club/Society must be approved by the voting members before the 30<sup>th</sup> day of September.
- C. The approved Executive Officers must file a renewed Constitution that establishes their roles to the MASU by the 15<sup>th</sup> day of October of the year through the Vice-President Student Life.;
- D. Calls for internal Club/Society elections must be made no less than two (2) weeks prior to the election being held.



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## IX. WAIVER

A. Although we, the \_\_\_\_\_ Club/Society, are an approved Club/Society of the Mount Allison Students' Union (the "MASU"), the MASU is not responsible for any actions that are of detriment to either Mount Allison as an institution, or the students of Mount Allison. The MASU is also not responsible for any injuries incurred during Club/Society activities, or any broken University, municipal, provincial, or federal laws.

## X. FINANCIAL RESPONSIBILITIES

In order to protect your funds deposited with the MASU, a list of Signing Officers must be registered. Whenever a purchase order or cheque is requested on behalf of your Club/Society, one (1) Signing Officer must sign the requisition form, obtainable at the Mount Allison Students' Union office. This policy will be strictly enforced; no member other than the Signing Officers may access Club/Society funds.

We, the Signing Officers of the Club/Society, agree to deposit all funds of the Club/Society with the MASU, and to adhere to all claims made in this Constitution with the Vice-President, Student Life of the Mount Allison Students' Union, fully knowing that any funds deposited elsewhere, without a special agreement with the General Manager and Vice-President, Student Life of the MASU, will be cause for the aforementioned Club/Society to be terminated.

Name of Signing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Signing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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## RATIFICATION

This Constitution of the Club/Society named in Article I was ratified by the Students' Administrative Council on the \_\_\_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_.

Signed,

\_\_\_\_\_  
Vice-President, Student Life