



MOUNT ALLISON STUDENTS' UNION

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C/O MOUNT ALLISON UNIVERSITY
62 YORK STREET
SACKVILLE, NB
E4L 1E2

MASU CLUBS & SOCIETIES CONSTITUTION

I. NAME OF CLUB/SOCIETY: _____

II. MANDATE/OBJECTIVE: _____

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.

B. FACULTY ORGANIZATIONS:

1) Full membership in the club/society shall be open to any student studying _____ . This member will have full voting privileges.

2) Honorary memberships shall be granted to a student and/or faculty member at the discretion of the club/society executive.

IV. FEES (Annual fees are recommended for covering operational expenses of clubs/societies, ie. Paper, markers, etc.) However, it is up to the individual clubs/societies to set and charge an annual fee.

Yes, we will have an annual membership fee of \$ _____. This fee will cover, in our case, such things as: _____

No, we will not be charging an annual membership fee.

V. FISCAL YEAR:

The fiscal year of the club/society shall be from April 16th to April 15th.



VI. OFFICERS:

1. The officers of the club or society shall consist of:

<u>Position</u>	<u>Duties</u>
a) President:	_____
b) Vice President:	_____
c) Secretary:	_____
d) Treasurer:	_____
Other:	_____

2. A faculty advisor may be appointed by the executive.

- Yes, we choose to have a faculty advisor.
- No, we will not have a faculty advisor.

3. Duties of the officers:

- a) The President shall:
 - (i) preside at meetings of the club/society and of the executive;
 - (ii) have general supervision of the affairs of the club/society;
 - (iii) sign the minutes immediately upon their confirmation.
- b) The Vice President shall:
 - (i) assist the President in all their duties;
 - (ii) assist the Secretary/Treasurer in all their duties;
 - (iii) assume, in the absence of the President, all the duties of the office of the President.
- c) The Secretary shall:
 - (i) conduct the correspondence of the club/society and report thereon to the executive;
 - (ii) give due notice of all meetings of the executive and the club/society;
 - (iii) keep adequate minutes of the proceedings of meetings of the club/society and executive;
 - (iv) keep an active and accurate list of club/society membership.
- d) The Treasurer shall:
 - (i) be responsible for the financial integrity of the club/society;
 - (ii) collect all membership fees;
 - (iii) provide a regular financial report to the club/society.
- e) The _____ shall:

VII. MEETINGS:

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

2. Meetings of the executive shall be held (how often/where):

3. A quorum at all executive meetings of the club/society shall be fifty percent.

VIII. AMENDMENTS:

1. The Constitution may be amended by a two-thirds majority vote of members present at any club/society meeting.
2. Notice of 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.
3. All amendments to the constitution shall be subject to approval of the Mount Allison Students' Union and must be submitted immediately following the amendment(s).

IX. VOTING:

1. A voting member shall be one who has paid their annual membership fee, and is one who is in accordance with III A or B whichever is applicable to the club/society.
2. The officers shall be elected by the voting members before the 30th day of September and filed with the Mount Allison Students' Union by the 15th day of October of the year through the Vice-President, Campus Life.
3. The officers shall hold office for one year or until their successors are elected. They shall be eligible for reelection.
4. Call for elections must be posed two weeks prior to the election being held.

X. WAIVER:

Although we, the _____ club/society, are an approved club/society of the Mount Allison Students' Union, the Mount Allison Students' Union is not responsible for any actions which are of detriment to either Mount Allison as an institution, or the students of Mount Allison. Mount Allison Students' Union is also not responsible for any injuries incurred during club/society activities, or any broken university, municipal, provincial or federal laws.

OFFICER INFORMATION (two signing officers recommended; see description on reverse):

SIGNING OFFICER:

1. Name: _____ Phone: _____
Title: _____ Unit #: _____
Signature: _____ E-mail: _____

SIGNING OFFICER:

2. Name: _____ Phone: _____
Title: _____ Unit #: _____
Signature: _____ E-mail: _____

ALL OTHER OFFICERS:

3. Name: _____ Phone: _____
Title: _____ Unit #: _____
Signature: _____ E-mail: _____

4. Name: _____ Phoe: _____
Title: _____ Unit #: _____
Signature: _____ E-mail: _____

5. Name: _____ Phone: _____
Title: _____ Unit #: _____
Signature: _____ E-mail: _____

FINANCIAL RESPONSIBILITIES FORM

SIGNING OFFICERS:

In order to protect your funds deposited with the Vice-President, Campus Life of the Mount Allison Students' Union, a list of signing officers must be registered with us. Whenever a purchase order or cheque is requested from your club/society, one signing officer must sign the requisition form (requisitions can be obtained at the Mount Allison Students' Union office). This policy will be strictly enforced. No exceptions.

DEPOSITION OF FUNDS:

We, the signing officers of the club/society, agree to deposit all funds of the club/society and to adhere to all claims made in the preceding constitution with the Vice-President of Campus Life of the Mount Allison Students' Union, fully knowing that any funds deposited elsewhere, without a special agreement with the Vice-President, Campus Life, will be cause for the aforementioned club/society to be de-ratified.

SIGNING OFFICER

DATE

SIGNING OFFICER

DATE

RATIFICATION