

SAMPLE

CONSTITUTION OF

NAME OF CLUB OR ORGANIZATION

ARTICLE I.

NAME

The organization shall be known as (Active Recycling Committee of Macdonald College, hereinafter referred to as A.R.C.)

ARTICLE II.

OBJECTIVES

Specify the objectives and purpose of the club or organization.

ARTICLE III.

ORGANISATION

1. Membership

Membership is open to all students/staff of Macdonald College.

2. Any other requirements (is there a fee)

3. Executive

List executive of the organization, i.e. President, Coordinator, Secretary, etc.

ARTICLE IV.

MEETINGS

Specify when meetings are to be held - i.e. General meetings (maybe two or three times per year), Executive meetings, etc.

Specify how much advance notice is to be given for meetings.

ARTICLE V.

ELECTIONS

Specify when elections for the executive positions are to be held (usually before the final exams of Winter Semester).

Specify term of office for executive positions (usually in line with Council's term of office.)

ARTICLE VI.

DUTIES

Specify duties of each executive member.

Note that the Treasurer of the organization must conform to financial regulations as laid down by Students' Council.

ARTICLE VII.

AMENDMENTS TO THE CONSTITUTION

1. Proposed amendments shall be brought forward at a meeting.
2. Members will vote on the proposed amendment at the following meeting.
3. Amendments will become effective upon ratification by two-thirds of the members present and approval by the Students' Council.

Date