

Constitution Template

A typed copy of the club's constitution must be submitted with the ratification package and MUST be signed by three (3) club executives.

This is a SAMPLE only- please do not sign this, sign YOUR constitution.

Article I	Name	<p>Full name of the club with acronym in brackets.</p> <p><i>(You can use MRU in your title but you cannot use "association" or "union". These can be replaced with "affiliation" or "united").</i></p>
Article II	Objectives	<p>This is the purpose of forming the club. The club's main mission and vision for existing.</p>
Article III	Membership	<p>This must state that all MRU students are eligible for membership.</p> <p>Will the club charge a yearly membership fee and if so, how much?</p>
Article IV	Duties	<p>List all of the Executive Officer positions. Define the roles and responsibilities of each Executive Officer and terms (<i>length</i>) of office.</p>
Article V	Elections	<p>Outline the election procedures (<i>secret ballot, voting by acclamation, etc.</i>) including dates and what constitutes quorum (<i>the minimum numbers of members present</i>) for an election to be valid.</p> <p>Elections must be held yearly as per SAMRU procedure (<i>recommended in March</i>).</p>

Article VI	Meetings	State the frequency of meetings, the number of members required for quorum (<i>the minimum number of members present</i>), and the method of publication (<i>how you will let your membership know when you are meeting</i>).
Article VII	Impeachment	State the procedures and majority vote required to impeach an Executive Officer. This should state the minimum members that need to attend the vote and the percentage that will need to vote in majority of. <i>Example: 50% of members need to attend with majority vote of 75%.</i> Can the impeached Officer/member appeal the decision?
Article VIII	Finance Audit	State the source of the funds (<i>where will you get funding?</i>) and the fiscal period (<i>example: July 1 to June 30</i>). List which Executive Officers have signing authority and who can approve purchases.
Article IX	Amendments	Amendments are how you change your club's constitution once it is written and approved. Outline procedures for constitutional amendments, notice of motions, and majority vote required to pass.
Article X	Property	State the procedures for purchases, use, and disposal of club property.
Article XI	Bylaws	Include any bylaws if applicable.

Signatures of three Club Executive Officers:

PLEASE SIGN YOUR CONSTITUTION NOT THIS SAMPLE

Name: Executive Name	Signature: Sign your constitution
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