

Club Constitution : SAMPLE

Article 1:

GENERAL INFORMATION

Club name:

Club mandate/ Mission: *This section outlines why the club exists. This is where the mandate of the club is introduced, detailing what purpose the club shall serve.*

Meetings: *This section outlines how often the club will meet and for how long.*

Email address:

Website:

Article 2:

MEETING THE CAMPUS RECREATION GUIDING PRINCIPLES FOR CLUBS

This section outlines that you recognize the guiding principles of Campus Recreation club. To be eligible for Campus Recreation support, your club should have an athletic, recreation or activity focus

Article 3:

EXECUTIVE OFFICERS AND SIGNING AUTHORITY

Club Executives must all be current UBC Okanagan Campus students.

Please consider including information on:

Office and Duties

The below outlined positions are only an example of what constitutes an Executive for most clubs. You are free to decide what positions you need, what names they will take and what duties each will be responsible for. Duties that are recommended to be included are:

- a. Each Executive member is required to attend all meetings of the Club*
- b. The Executive shall adhere to the [insert Club name] constitution and utilize it for reference of operational decisions*
- c. The Executive and their respective duties of [insert Club name] shall consist of: [List position and duties]*

Executive Terms of Office

This section describes how long someone in an Executive position shall hold office.

Example: The term of office for all Executive positions shall commence September 1st and end on April 30th of the following school year

Executive Elections

This entire section is required to ensure fair election for all candidates and to ensure that all members of the club are made aware of an upcoming election if election processes are in place for a Club.



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Transition

This section explains how the Club will demonstrate the likelihood of future membership. Specifically how an incoming club Executive will be informed of their duties by the outgoing Executive. Most successful clubs implement some form of Executive transition program.

Sample of Club Executive Roster:

	Executive 1 President	Executive 2 Treasurer	Executive 3 Secretary	Executive 4 Member-at-Large
Name:				
Position:				
Student number:				
Email:				
Phone:				
Signature:				
Room booking authority: (select 2 maximum)				

CLUB MEMBER ROSTER

This section describes who can be a member of the club.

NOTE: All fields, except phone number, are mandatory and must be completed by all members in order for them to be validated club members. 2/3 of club members must be current UBC Okanagan Campus students.

Example: This club is open to any student of UBC's Okanagan campus. A valid membership shall be recognized for the term September to April. At all times [insert club name] will have a minimum of 5 members.

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Sample of Club Member Roster:

Name:	Student number:	Email:	Signature:

Article 4: Amendments

This section details how changes to the Club's Constitution are made.

Example: This Constitution shall comprise the operating basis of the [insert Club name]. All amendments to this document must be ratified by a two-thirds vote of the Club membership. A copy of the amended Constitution must be submitted to Campus Life within one week of ratification.



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Artice 5: Annual Plan

EVENTS AND ACTIVITIES OUTLINE

Meetings:

Occurrence: Weekly / Bi-Weekly / Monthly

Day: Monday / Tuesday / Wednesday / Thursday / Friday

Time: _____ AM / PM

PREACTICES, EVENTS AND FUNDRAISING IDEAS:

*Note: Where are you planning to practice? Is it on campus or off campus? Does this cost money?
These are only ideas, accommodations will be made where applicable, space depending.*

On campus:

Off campus:

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BUDGET PROPOSAL

EXPENDITURE:

Items	Description	Cost
<i>TOTAL</i>		\$

REVENUE:

Sources of Revenue	Assured	Potential	Total
<i>In-kind gifts ("stuff")</i>	\$	\$	\$
<i>Donations</i>	\$	\$	\$
<i>Other: (specify)</i>	\$	\$	\$
<i>TOTAL</i>	\$	\$	\$