



CLUBS CONSTITUTION PROCEDURE

Updated: June 30, 2026

Supersedes: New

Sanction: Clubs Oversight Commission

Purpose

This procedure details the minimum requirements for constitutions for CUSA clubs, including required clauses and procedures that must be adhered to by new and existing clubs.

Guidance

- Clubs should refer to the [CUSA Clubs Constitution Template](#) for examples of wording which complies with this procedure;
- The constitution shall include,
 - At a minimum, clauses and provisions which fulfill the requirements set out within this Procedure, and all other [CUSA Bylaws and Policies](#), and [Clubs Procedures](#); and
 - Additional articles as may be required by applicable CUSA Policies, Procedures, and Bylaws, as amended from time to time.
- The constitution shall be made available to all members of the club.

All club constitutions must include, and comply with, all of the following sections:

Date of Last Amendment

1. State the date of the most recent edit to the constitution.

Name of the Organization

2. Include the name of the organization, and any acronyms or short names if applicable.

Purpose of the Organization

3. State the mandate of the organization;
4. Outline a unique and specific objective and purpose that is not represented by a pre-existing Club.

Membership and Structure

5. Outline at least 2 distinct classes of undergraduate membership including:

- a. A General membership that must hold voting rights and must be open exclusively to undergraduate students; and;
 - b. An Executive membership, which is responsible for managing the club and must have undergone a leadership succession process outlined in the [Leadership Succession Procedure](#);
- 6. Outline any additional classes of membership, including for individuals who do not meet the eligibility requirements for General Membership or Executive Membership (e.g., graduate student members, associate members, directors, officers, design team leads, honorary or alumni members), subject to approval by the Clubs Oversight Commission;
 - a. These classes of membership must be non-voting;
 - b. These classes of membership can not hold signing authority.
- 7. State if members may hold more than one class of membership (e.g. concurrently holding Executive and General membership);
- 8. State a membership validity period that is no longer than one year in length. Specify the dates this term will start and end.

Executive

- 9. Outline the structure of the executive committee, including at minimum the responsibilities of the following two executive roles:
 - a. An executive responsible as the primary liaison for the club's operations (e.g. a President or Club Leader);
 - i. An executive responsible as the manager for the club's finances (e.g. Vice-President Finance or Treasurer).
- 10. State that the two roles above will be deemed the only signing authorities on the club bank account(s);
 - a. Exceptions to this clause may only apply with approval from the Clubs Oversight Commission;
- 11. Outline any additional established Executive positions, which must be clearly defined;
 - a. For each position, the club constitution must clearly outline the duties and responsibilities associated with the role, which should be distinct and not substantially overlap in mandate with one another.

Vacancies:

- 12. In cases of vacancy of the positions with signing authority as outlined above, a line of succession and by-election process for re-filling a position with signing authority may be outlined in the club constitution;
 - a. Clubs are encouraged to hold a by-election process for the filling of vacant position(s), and to do so as soon as can be reasonably expected.
 - b. As an interim solution to the above measure, clubs may pursue a line of succession process. Any line of succession processes must stipulate how vacancies of signing authority may be filled. For instance, clubs may outline a line of succession through approved criteria (e.g. "Executive Positions are succeeded in the order of their appearance in the constitution," or "the current Executive who holds the longest duration of experience sitting on the Executive team shall be eligible to fill the vacancy").
 - c. If the club constitution outlines additional eligibility requirements for any given position, these eligibility requirements continue to apply when filling vacancies.

- i. Clubs must ensure that any eligibility requirements to run for a given position are applied equally and fairly to all potential candidates or individuals seeking to fill the role, regardless of succession method..
- d. An Executive member with signing authority may not concurrently hold a second position, interim or otherwise, with signing authority.
 - i. An Executive member with signing authority may take up a different Acting-Executive position with signing authority, if they completely and fully yield their current position to another Acting-Executive.
- e. The Executive membership must nominate an Acting-Executive by consensus.
 - i. The nominee Acting-Executive must accept the nomination from the Executive membership, on written record including by email or message.
- f. The General membership must ratify any such succession via consensus through a vote of confidence.

Meetings

- 13. State that a minimum of one General Meeting must occur once per year, in either the Spring or Fall academic terms;
 - a. The General Membership shall be entitled to present motions at minimum, at a designated time during the General Meeting,
 - b. Any organizational elections taking place during the same academic term are encouraged to be presented at the General Meeting (e.g. candidate speeches, debates, opening of ballots, etc.)
- 14. General meetings shall be open to, at minimum, all general membership;
- 15. State that members must receive notice of any upcoming general meetings;
 - a. Notice must be given to all members at least 7 days in advance of the scheduled meeting date.
- 16. Specify the requirements for a general meeting to be called;
 - a. A general meeting must be called if at least 5 members of the club request one.
- 17. State what a quorum (i.e. the minimum amount of voting members required to make a decision) of the General Membership shall consist of;
 - a. No less than 5 voting members must constitute a quorum,
 - b. Clubs must achieve quorum to pass amendments, conduct impeachment, or vote in executive elections.

Leadership Succession, Elections, and Voting

- 18. Define a leadership succession article that follows the [CUSA Clubs Leadership Succession Procedure](#);
- 19. Restrictions on eligible candidates may be added contingent to approval from COC;

Membership Removal and Impeachment

- 20. Specify a conflict mediation procedure which shall be undertaken prior to commencing the process for membership removal or executive impeachment;
- 21. State that the Membership Removal Committee (MRC) must be consulted prior to commencing the process for any membership removal or executive impeachment, as per Article 7 of the [CUSA Clubs Membership Removal Procedure](#);
- 22. Define a Membership Removal process that follows the [CUSA Clubs Membership Removal Procedure](#);
 - a. Grounds for membership removal must be clearly defined;

23. Define an Executive Impeachment process that follows the [CUSA Clubs Membership Removal Procedure](#);

- a. Grounds for executive impeachment must be clearly defined;

Amendments

24. State that all members have the right to propose constitutional amendments, and that all amendments will be voted at a general meeting open to all membership;
25. A simple majority will be required to adopt the new amendment;

Dissolution

26. Include a voluntary dissolution article that follows the [Clubs Closure Procedure](#);
27. State that upon dissolution, all assets gained through CUSA must be returned to CUSA, and all other assets must be given to a registered charity;
- a. Chapter, Self-Sufficient, and clubs with an external affiliation may include a provision to return all assets gained through parent or affiliated organizations to those organizations.