



CLUBS LEADERSHIP SUCCESSION PROCEDURE

Updated: August 13, 2026

Supersedes: March 6, 2026

Jurisdiction: Clubs Oversight Commission

Purpose: Being certified as a CUSA Club provides many benefits to a student group. This procedure guides both clubs and the CUSA Clubs office in facilitating and navigating the Leadership Succession process for certified Clubs

Guidance:

- All Clubs should have a plan to ensure as seamless a transition of executive positions as possible
- Eligibility for candidacy shall not be dependent on approval from an outgoing executive
- All Clubs with the exception of Self-Sufficient Clubs, may either:
 - Run elections to select new leadership
 - Apply to the Student Groups Administrator to have an application and interview process
 - Apply to the Student Groups Administrator to attempt a consensus-based leadership succession
 - CUSA does not mandate the succession process for Self-Sufficient Clubs. They may use any system of selection appropriate to them after receiving approval from the Clubs Oversight Commission.

1. Clubs Running Elections

- 1.1. Clubs will elect or appoint a Succession Officer for their club to run elections. A Succession Officer must be a neutral party who is not planning to run in the present election, and may be any one (1) of the following individuals:
 - 1.1.1. A member of the Clubs Oversight Commission
 - 1.1.2. A member of the CUSA Clubs Office
 - 1.1.3. A club member or an external student non-member
- 1.2. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a

recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.

- 1.3.** Clubs will work with the Succession Officer to set the date of final voting membership purchase or enrollment, campaign start, campaign end, voting start, and voting end.
- 1.4.** Students-at-large will have the opportunity to join the club before the start of voting.
 - 1.4.1.** The date of final voting membership enrollment or purchase and eligibility requirements to vote must be specified in the club constitution.
- 1.5.** A rough guide to how to set the dates would be as such:
 - 1.5.1.** Day 1 - Announcement of campaign timeline, membership registration deadline, voting period, and results announcement dates
 - 1.5.2.** Day 7 - Start of campaign
 - 1.5.3.** Day 10 - Last day to register and/or buy voting memberships for the club
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 - 1.5.5.** Day 15 - Start of voting
 - 1.5.6.** Day 16 - End of voting
 - 1.5.7.** Day 17 - Results announced
- 1.6.** Only paid members, in the case of clubs with membership fees, may vote.
- 1.7.** Members must be given notice of two (2) weeks for elections.
- 1.8.** Every voter has the right to cast their ballot in private.
- 1.9.** During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
- 1.10.** Appeals, complaints, or conflicts may be made to the Clubs Oversight Commission by way of emailing the Student Groups Administrator.
- 1.11.** Clubs will run a preferential-style election to elect Executive positions.
 - 1.11.1.** Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
 - 1.11.2.** A final "no-confidence" option will be offered at the bottom of the ballot.
 - 1.11.3.** Any ballot with multiple boxes clearly marked will be discarded as "spoiled."
 - 1.11.4.** Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

2. Application & Interview with the Club Executives and Members

- 2.1.** If the Student Groups Administrator approves a club request to have an application & interview process with its executives and membership, the Student Groups Administrator will post the link to the relevant positions on the CUSA Clubs or CUSA website to solicit applications, and have the posting up for at least two weeks.
- 2.2.** Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process.
- 2.3.** An Interview Panel will be convened to interview the shortlisted candidates, and the panel should include at least 60% members-at-large and 40% of executives.
- 2.4.** Questions should be topical and situational where possible, taken from a question bank established by the hiring panel and approved by the Student Groups Administrator.
- 2.5.** Upon reviewing all applications, the whole committee will select at least one (1) and no more than four (4) nominees to present at a general club meeting. The Interview Panel should try to arrive at consensus around which candidate deserves to be granted the position. If consensus cannot be reached, a majority vote is to be taken.
- 2.6.** The Hiring Panel will provide a detailed recommendation for each candidate for the general membership to review. This detailed recommendation should outline specific skill-sets, experience, and education that qualify the recommended candidates.
- 2.7.** All club members would be informed more than a week in advance of a meeting to attempt to decide the future leadership of the club, and of a meeting location, with virtual options available for those unable to attend in person.
- 2.8.** When there is only one nominee, they should face a vote of confidence.
- 2.9.** Where there are two (2) to four (4) nominees, voting should be conducted in a first-past-the-post fashion unless otherwise stipulated in the club constitution.
- 2.10.** Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process.

- 2.11. During the meeting, the candidates will have an opportunity to speak to the general membership and answer any questions from the general membership.
- 2.12. At the conclusion of this meeting, the voting members of the membership will elect the next executive roles.
- 2.13. In the event the club cannot find a leadership succession committee, the club can request an application interview process with the Clubs Oversight Commission.

3. Application & Interview with the Clubs Oversight Commission

- 3.1. If the Student Groups Administrator approves a club request to have an application & interview process rather than an election, the club will market the open executive positions on communication channels reaching students, SGA will provide the application link to the club to include in promotions.
- 3.2. Applications from candidates will include a cover letter and resume.
- 3.3. At the conclusion of two weeks, the Student Groups Administrator will collect the applications and ensure they are saved into similar formats in a Google Drive, providing view-only access to the application and shall facilitate a meeting with the outgoing club leadership who is not applying to the position to shortlist the candidates.
- 3.4. An Interview Panel composition shall be comprised of:
 - 3.4.1. one neutral member of the club
 - 3.4.2. outgoing executive officer of the position being interviewed
 - 3.4.3. a member of the Clubs Oversight Commission
- 3.5. Questions should be topical and situational where possible, taken from a question bank established by the hiring panel and approved by the Student Groups Administrator.
- 3.6. The Interview Panel should try to arrive at consensus around which candidate deserves to be granted the position. If consensus cannot be reached, a majority vote is to be taken, the results of which are reported to the Clubs Oversight Commission.
- 3.7. Once a candidate has been selected, the Clubs Oversight Commission Member will inform the Student Groups Administrator of the decision, and the Student Groups Administrator will e-mail the successful and unsuccessful candidates to inform them of the decision by the Interview Panel.

4. Consensus Based

- 4.1.** All club members would be informed more than a week in advance of a meeting to attempt to decide the future leadership of the club in a consensus fashion and of a meeting location, with virtual options available for those unable to attend in person.
- 4.2.** Clubs shall elect or appoint an individual to keep track of meeting minutes and to compile a report of this process.
- 4.3.** The club membership may work towards consensus across multiple meetings.
- 4.4.** If successful, the members shall also designate a member to inform and email the Student Groups Administrator with the report and meeting minutes.
- 4.5.** If unsuccessful, the outgoing club president shall inform the Student Groups Administrator that the group will either pursue an election or ask for permission to have an application and interview process.

5. Vacancies

- 5.1.** In cases of vacancy of the positions with signing authority as outlined above, a line of succession and/or by-election process for re-filling a position with signing authority must be pursued, as follows. Optional: A similar process can also be outlined for other roles, if desired.
- 5.2.** A by-election process shall be pursued, aligning with the directions outlined in Article VI. This shall be pursued as soon as can be reasonably expected.
- 5.3.** In the interim, vacancies of signing authority may be filled by other remaining Executive members as follows (below are examples of options you may include):
 - 5.3.1.** Executive Positions are succeeded in the order of their appearance in Article IV; or
 - 5.3.2.** Executive Positions are succeeded in the order of Executive seniority. The current Executive who holds the longest duration of experience sitting on the Executive team shall be eligible to fill the vacancy; or
 - 5.3.3.** Unique lines of succession shall apply to each signing-authorized position. The present holder of the Executive Assistant role shall be the designated Acting-Executive for the President role. Whereas, the present holder of the Director of Finance role shall be the designated Acting-Executive for the Vice President Finance position.

- 5.4. An Executive member with signing authority may not concurrently hold a second position, interim or otherwise, with signing authority.
 - 5.4.1. 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.
- 5.5. The Executive membership must nominate an Acting-Executive by consensus.
- 5.6. The nominee Acting-Executive must accept the nomination from the Executive membership, on written record.
- 5.7. The General membership must ratify any such succession via conducting a consensus through a vote of confidence.

6. Unsuccessful Adherence to the Clubs Leadership Succession Procedure

- 6.1. For any concerns regarding unsuccessful adherence to the Clubs Leadership Succession Procedure, please refer to the Clubs Sanctioning Procedure for guidance.