



Students Association of St. Lawrence College

Tel: (613) 544-5400 ext. 1326 | ssslc.ca
100 Portsmouth Ave., Kingston, ON, K7L 5A6

Located on Haudenosaunee and Anishinaabe traditional lands

CONSTITUTION OF [CLUB NAME]

Ratified by Club's Membership on: YYYY-MM-DD

Approved by SA Executive on: YYYY-MM-DD

- Articles in red are mandatory and the wording should not be changed.
- Articles in blue are required, but it is up to your club to decide how you want to do things.
- By-laws for your Club are optional, but they can be helpful for formalizing the way that your Club is run.

LAND ACKNOWLEDGEMENT

The Student Association of St. Lawrence College, Kingston acknowledges that St. Lawrence College is situated on the traditional territory of the Haudenosaunee and Anishinaabe nations, a place which has long served as a site of meeting and exchange amongst Indigenous peoples. The Student Association recognizes and respects these nations as the traditional custodians of the lands and waters on which it is located.

Definitions

- a) "SA" shall refer to the Student Association of St. Lawrence College, Kingston, the corporation duly incorporated pursuant to the laws of the Province of Ontario pursuant to the Bill 184, College and University Student Associations Act, 2011;
- b) "SLC" shall refer to St. Lawrence College;
- c) "Conflict of Interest" shall refer to any situation that is sufficient to affect, or provide incentive to affect, the Concerned Individual's impartiality in their conduct of Club activities;
- d) "General Meeting" shall refer to the body of the Club established in accordance with section 7 of the Club Constitution;



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- e) "Executive Committee" or "EC" shall refer to the body of the Club established in accordance with section 4 of the Club Constitution;
- f) "Simple Majority" shall mean over fifty percent (50%) of the votes cast of the Executive Committee or General Meeting.

1. Article I: Name

- 1.1. _____ also referred to hereinafter as the Club.

2. Article II: Mandate

2.1. The Club's mandate shall be to:

- 2.1.1. Mandate Clause 1
- 2.1.2. Mandate Clause 2
- 2.1.3. Mandate Clause 3
- 2.1.4. Mandate Clause 4

2.2. Code of Conduct

- 2.2.1. The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender orientation, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
 - 2.2.1.1. No member shall make personal profit from the Club.
- 2.2.2. Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution.
- 2.2.3. The Club is a legal entity of the SA and shall not enter into contracts or agreements.

2.3. Conflict of Interest

- 2.3.1. Club signing officers should not have a conflict of interest, meaning any situation that is sufficient to affect, or provide incentive to affect the individual's impartiality in their conduct of Club activities and finances.

2.4. Student Group Civility



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- 2.4.1. The Club will maintain cordial and respectful relations with all other Clubs, services, independent student groups, and SA staff.
 - 2.4.2. The Club will not use SA resources and/or their Club status to prevent other Clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.
 - 2.4.3. If problems arise between groups, a member of the executive committee of the Club shall be responsible for contacting the SA Manager of Student Engagement, in their absence, the SA President and attempting to remedy and solve the problem in a collegial fashion.
 - 2.5. Sustainability
 - 2.5.1. The Club shall make attempts to regularly monitor its sustainability and the impact of all its events and operations.
 - 2.5.1.1. Clubs must attempt to utilize the services and resources available at the SA and SLC in order to maximize capacities for equitable decision-making and environmental sustainability.
 - 2.6. Accessibility
 - 2.6.1. All Club events must make every effort to be accessible to all members and must be held in venues that are physically accessible to individuals with limited mobility.
 - 2.6.2. All Club events must publicize in their promotions a list of accessibility services available upon request, including but not limited to whisper or sign language translation, childcare, and adapted physical access.
3. Article III: Membership
 - 3.1. Membership for a Club under the Students Association of St. Lawrence College, Kingston is open to all SA members, including those of disadvantaged backgrounds, regardless of but not limited to gender orientation, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
 - 3.2. Only SA members are eligible to be elected as officers and to hold voting privileges except otherwise outlined in the Memorandum of Agreement signed by the SA.
 - 3.3. Associated non-voting membership is open to all others.



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4. Article IV: Executive Committee

4.1. The Executive Committee (EC) shall administer the Club and oversee its events.

4.1.1. There shall be a minimum of three executive portfolios.

4.2. The EC is composed of the following portfolios:

4.2.1. President

4.2.2. Vice President

4.2.3. Secretary-Treasurer

4.3. The EC shall meet as frequently as it deems fit.

4.4. Quorum of the executive committee shall be a simple majority and is required for the meeting to proceed.

4.5. Votes of the Executive Committee shall be carried by a simple majority of those members present, where a tie is not sufficient for the vote to pass.

5. Article V: Portfolios

5.1. The President shall:

5.1.1. Be the chief representative, and chief spokesperson of the Club.

5.1.2. Ensure that an up-to-date copy of the Club Constitution is on file with the SA Manager of Student Engagement.

5.1.3. Oversee all aspects of the Club.

5.1.4. Be the main point of contact between the SA Manager of Student Engagement and the Club

5.1.5. Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the Club mandate.

5.1.6. Chair all EC meetings.

5.1.7. In the case of a tie, the President may cast a second, deciding vote.

5.1.8. Co-sign all financial transactions with another executive.

5.1.9. Co-sign all minutes with the Secretary.

5.1.10. Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Student Association of St. Lawrence College, Kingston.



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- 5.1.10.1. Be responsible for ensuring Club representatives attend all mandatory SA workshops and trainings as required.
 - 5.1.11. Ensure that the Club is abiding by the Constitution, By-laws and Policies of St. Lawrence College.
- 5.2. The Vice President shall:
 - 5.2.1. Act as representative of the Club to the community within and outside of the College.
 - 5.2.2. Be responsible for developing healthy relations with student and community organizations within and outside St. Lawrence College, and particularly those in the Montreal area.
 - 5.2.3. Be responsible for promoting the image of the Club to the community within and outside St. Lawrence College.
 - 5.2.4. Maintain an updated contact list of all members of the Club with first and last names, email address, student ID, position, date of joining and date of leaving.
 - 5.2.5. Oversee and coordinate the programming activities and events of the Club.
- 5.3. The Secretary-Treasurer shall:
 - 5.3.1. Take minutes at EC and general meetings and ensure proper distribution of all minutes.
 - 5.3.2. Oversee and coordinate funding for the programming activities and events of the Club.
 - 5.3.3. Keep track of all financial transactions and receipts in order to prepare the reports for the SA and to submit any reimbursement claims.
 - 5.3.4. Co-sign all minutes with the President.
 - 5.3.5. Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
6. Article VIII: Meetings
 - 6.1. There shall be at least one General Meeting, open to all SA members, per semester.
 - 6.1.1. Quorum for a general meeting shall be no less than a simple majority of the Club membership.



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- 6.1.2. General Meetings may be held in-person or online.
- 6.1.3. Special General Meetings shall be called at any time by the EC.

7. Article X: Removal from Office

- 7.1. Any Executive member may be removed from office for impropriety violations of the provisions of the SA or Club Constitution or the SA's governing regulations, policies, and procedures, delinquency of duties or misappropriation of the Club's funds by way of a resolution adopted at a Special General Meeting called exclusively for this purpose, by a two-thirds ($\frac{2}{3}$) vote of the Club's Members present.
- 7.2. The Executive member against whom a request for removal from office is directed shall be notified of the place, the date, and the time of the General Meeting called to remove them within the same time frame as that provided by the Club Constitution for the calling of such a General Meeting. Any Executive member shall have the right to attend and address the meeting or, in a written statement and read to at the General Meeting, to put forth the reasons why the Executive member opposes the proposed removal from said Executive position.
- 7.3. The SA Manager of Student Engagement may remove or suspend an executive or CEO at any point for violation(s) or for the purpose of investigating suspected violation(s) of the St. Lawrence College, SA or Club rules, regulations or policies.

8. Article XI: Affiliations

- 8.1. The Club shall be affiliated with _____.
 - 8.1.1. The Club shall remain under SA legal supervision and no affiliate relation shall conflict with this legal obligation.

9. Article XII: Constitutional Amendment Procedure

- 9.1. Any member of the Club may propose an amendment to the Constitution.
- 9.2. In order to amend the constitution, a two-thirds majority vote at a General Meeting must be in favour of the proposed amendment.



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- 9.3. All amendments shall be submitted to the Manager of Student Engagement, will be reviewed by the Manager and approved before they take effect.
10. Article XIII: By-Laws and Policies
 - 10.1. The Club may create and maintain by-laws that cover the operations of the Club which are not specified in the Constitution.
 - 10.2. The Club's by-laws shall not contravene the Club Constitution, in the event of conflict or ambiguity the Club constitution shall prevail.
 - 10.3. The Club by-laws must be available to any member of the SA when and if requested.
 - 10.4. The by-laws should be submitted for approval through the same process as the constitution and should be attached once ratified.
11. Article XIV: SSMU Constitution, By-Laws and Policies
 - 11.1. In case of any inconsistencies between the Club Constitution and the SA governing documents and regulations, the SA's governing documents and regulations, and applicable policies and procedures shall take precedence.
 - 13.2 If there are any areas not covered in this Constitution, the SA's relevant government documents, policies, procedures, and regulations shall take effect.



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By-laws for your Club are optional, but they can be helpful for formalizing the way that your Club is run.

BY-LAWS OF [CLUB NAME]

1. Article I: Title of By-Law 1
 - 1.1. By-law 1.1 goes here
 - 1.2. By-law 1.2 goes here

2. Article II: Title of By-Law 2
 - 2.1. By-law 2.1 goes here
 - 2.2. By-law 2.2 goes here