**Constitution for [Group name]**

**Article 1 – Name**

The Student Group’s official name will be ‘[Group name]’ [acronym in parenthesis if applicable]. No other name will be used in the advertisement or representation of the group. Changes to the group’s official name will be submitted to the Student Group Department for approval.

**Article 2 – Mandate**

The purpose of the group is [list of objectives from the group’s approved mandate].

**Article 3 – Membership**

Membership is open to all students of MacEwan University.

Membership is open to non-students, provided that at least 60% of the membership is current MacEwan University students. *(This section is required if the group allows membership for people who are not currently MacEwan University students.)*

**Article 4 – Meetings**

At least one general meeting will be held in each fall and winter term. Notice of a general meeting will be provided by email to members at least seven days in advance of the meeting.

Quorum for general meetings is [choose a number of members required to be in attendance to conduct business and make decisions]. Voting will be done by simple majority approval.

If quorum is not achieved for a general meeting, the group executive may take a vote for a particular decision or business item, with the exception of elections.

The group executive will meet on a regular basis to lead and manage the group. Quorum for group executive meetings requires at least [select how many] executive officers to be present. The group executive will operate on a [simple majority/consensus *(select one as appropriate)*] decision-making model.

**Article 5 – Composition of Group Executive**

There will be a group executive that is responsible for governance and management of the group. Only members who are current MacEwan University students are eligible to be on the group executive.

The group will have an executive consisting of [select appropriate number]executive officers, namely:

**President:**

**Vice-President:**

**Secretary:**

**Treasurer:**

*(If there are additional executive officer roles list them here. Use the names appropriate for the group’s actual executive officers; for example, if there is a VP Finance that fulfills the role of the Treasurer, use the VP Finance title here, not Treasurer.)*

The duties and responsibilities of the President will include:

[list the president’s duties and responsibilities].

The duties and responsibilities of the Vice-President will include:

[list the vice-president’s duties and responsibilities].

The duties and responsibilities of the Secretary will include:

[list the secretary’s duties and responsibilities].

The duties and responsibilities of the Treasurer will include:

[list the treasurer’s duties and responsibilities].

*(Identify the duties and responsibilities for any other executive officers if your group has more.)*

Additional duties and responsibilities may be assigned or undertaken as they arise.

**Article 6 – Election of Executive Officers**

Election of the executive officers will occur at the [fall /OR/ winter *(select one or specify a month)*]general meeting.

Only members who are current MacEwan University students are eligible to vote for executive officers. Voting will be done by secret ballot.

Nomination of candidates for the group executive will be [advance nomination /OR/ by nomination at the meeting when the election is scheduled (*select one)*]*.* There will be a notice provided to members that nominations are open no less than two weeks before the election is scheduled to occur.

If there is only one nominee for a particular executive officer position, that individual will be [acclaimed /OR/ elected if successful in a yes-no vote *(select one)*].

The term for executive officers to hold their positions are from [start date *(identify month and day)*] following their election until [end date *(identify month and day)*] of the next calendar year or until an effective date of removal or resignation.

When a vacancy occurs, the membership will be notified of the vacancy. Election of a nominated individual to a vacant group executive officer position will be done by a vote of appointment by the current group executive.

**Article 7 – Removal of Executive Officers**

An executive officer may be automatically removed by the Groups Manager due to behavior that is inconsistent with the code of conduct, failure to uphold requirements of the position, behavior inconsistent with SAMU and MacEwan University regulations, or acting against the group’s constitution, mandate, or interests.

Group members or executive officers may petition the Groups Manager for the removal of an executive officer for not fulfilling duties and responsibilities or for failing to act for the best interest of the group or for acting against the group’s constitution and mandate.

**--- optional sections ---**

**Article 8 – Official Delegate**

Candidates for official delegate will be solicited when required. *(Identify this process.)*

**Article 9 – Group Advisor**

The group advisor helps promote the club to the department(s) with which the group works and offers the group guidance and support. The group advisor will not be a voting member of the group and will hold no approval authority for the group with respect to its internal affairs or activities. A group advisor may be sought for each department with which the group works most.

**Article 10 – Affiliation**

The group will be affiliated with [name of affiliated organization]*.* The group will adhere to the expectations of SAMU policies and procedures and of [name of affiliated organization] resulting from the affiliation.

**--- use relevant optional sections only if applicable to your group ---**

*(Make sure the numbering of the articles is correct.)*

**Article 11 – Finances**

Finances will be held and processed through SAMU’s group account system. All executive officers will be designated signing authorities. *(If the group has a fee, identify the amount, who pays it, and when it is paid. Remember that fees need to be approved by the Student Groups Department.)*

**Article 12 – Amendment**

The group executive will review any proposed amendments to the constitution. If the group executive endorses the amendment, it will be voted on at a general meeting of the group. A two-thirds majorityvote in favor at the general meeting is required for amendments to the constitution.

Within ten business days of being passed by members, the amended constitution must be provided to the Student Groups Department for final approval. Amendments have no effect until final approval by the Student Groups Department is received.

**Article 13 – Closure**

The groups may be seeking closure by a recommendation of the group executive to the Student Groups Department or by a two-thirds majority vote in favor of closure at a general meeting of Group members. The Student Groups Department may also recommend closure.

The group executive is responsible for closing all accounts and securely deleting all membership information. All money and property will return to SAMU. The final group executive may indicate a requested donation recipient for funds remaining in the group’s account balance at the time of closure.

**Date originally adopted by the membership:** **day-month-year**

**Date last amended:**  **day-month-year**

President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Secretary’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Approved by Student Groups Department:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_