

Clubs Constitution Template Incl. Support Notes & Suggestions

About this document: this constitution template document formalises rules and regulations for both your club and its members and is designed to be built on to clearly reflect the aims and purposes of your club while providing safe guidelines and implementing dispute resolution.

1. Name

The name of this club shall be (INSERT NAME OF CLUB HERE)

And will be affiliated to the Waikato Student Union (WSU).

2. Purpose, Aims and Objectives

- Duty of care to all members
- Promote (INSERT NAME OF CLUB HERE) within the Waikato University campus and the wider community
- Provide services in a way which is fair to everyone
- (ADD YOUR OWN ADDITIONAL PURPOSES HERE)

**Please note that affiliation to the WSU will not be approved if any of the above allude to anything that goes against the best interests of the students or go against the University code of conduct.*

3. Membership

3.1 Membership shall be open to all Waikato University students and the community, provided that 50% of members are current students.

3.2 All members are subject to the regulations contained in this constitution and by joining the club will be deemed to accept these and the WSU regulations and codes of practice that the club has adopted.

3.3 Membership shall be conferred and consented through the signing of the membership application form/membership register

**There must be some way of declaring and proving membership of the club. Members don't have to be students. The WSU encourages clubs to find support in alumni, academic staff and other communities. However, at least 50% of the club's membership should always be held by current students and the focus of the club must always be in the best interest of current students.*

4. Officers of the Club

4.1 The officers of the club will be:

- President
- Vice-President
- Secretary/Treasurer
- (ADD ANY OTHER RELEVANT POSITIONS HERE)

4.2 The officers combined will make up the management committee of the club.

4.3 Officers shall be elected annually at the Annual General Meeting (AGM).

4.4 All officers will serve for a one-year term but will be eligible for re-appointment.

**Keep the titles here and keep your own register of leadership that includes their full name, email address and any other important information such as who is a co-signatory on accounts, who has social media passwords etc. This leadership register has been provided for you as a supporting sheet in your club's folder by the WSU. This is also where your club should record decisions of a time and method for appointing new leadership. These positions are held the entire course of the specified term. Positions can be appointed in an AGM by majority*

vote/show of hands, noting the WSU can help by taking and counting votes in an election. If your club requires extra help for specific tasks, your club could consider appointing individuals for specific tasks, forming a committee. For example, an 'Events Committee' that assists with bespoke, special and/or iconic campus activations (Clubs Day, Pride Week, Orientation, Social Media, etc.). These committees would report to the core leadership and dissolve naturally upon the task's completion.

5. Duties of Officers

5.1 President- it shall be the duty of the president to:

- Represent the club
- Preside at meetings
- Serve as chairperson
- Perform other duties as ordinarily pertain to this office

5.2 Vice President- it shall be the duty of the vice president to:

- Preside in absence of president
- Support the president and represent the club

5.3 Secretary- it shall be the duty of the secretary to:

- Record minutes of all meetings
- -Keep a file of club records
- Maintain current roster of membership
- Keep details updated with the WSU

5.4 Treasurer- it shall be the duty of the treasurer to:

- Receive and process all funds
- Keep an itemized account of all receipts and expenditures and make reports as directed.

**Please note that the WSU creates folders for your club to use as online storage for all the above – this helps to keep track of activity and support succession in the clubs.*

Moreover, it is recommended you record all other additional duties of each role here for accountability and clarity purposes.

6. Meetings/Events

6.1 Regular meetings shall be held **weekly/monthly** throughout the year.

6.2 An estimated **##** of events shall be organized throughout the year, open to all members.

**These meetings need a record of minutes that include time, date, attendance, issues arising, action points and anything else useful to the function of the club. A minutes and agenda template are provided by the WSU in your folder and on request should you find this useful.*

7. Special General Meetings

7.1 Notice of Special General Meetings (SGM) will be given by the club secretary with a minimum of 14 day's notice.

7.2 The quorum for SGMs will be **##** plus the number of executive members.

**This quorum needs to represent the majority of the members, a minimum of 50% membership PLUS leadership is required to make constitutional changes to the club.*

8. Annual General Meetings

8.1 Notice of Annual General Meetings (AGM) will be given by the club secretary with a minimum of 14 day's notice.

8.2 The AGM will receive a report from all Officers and a statement of accounts.

8.3 Nominations and elections of officers are to take place at the AGM.

8.4 All members have the right to vote at the AGM.

8.5 The quorum for AGMs will be **##** plus the number of executive members.

**These meetings are to sign off all activities for the previous year and approve the plan for the following. It's also when a lot of clubs will hold their elections/appointments or make arrangements to put in place new leadership. The quorum still needs to be representative of the club's needs.*

9. Finance

9.1 The club will have a bank account held in its name.

9.2 All club monies will be banked into the account held by the club.

9.3 The financial year of the club will end on: **dd/mm/yyyy**.

9.4 A statement of annual accounts will be presented by the treasurer at the AGM and made available to the WSU.

**It is recommended you include a note here of the plan the club will employ for handing over account access before students leave at the end of the teaching year.*

10. Discipline and Appeals

10.1 All complaints should be presented in writing to the president of secretary.

10.2 The committee will meet to hear complaints within 14 days of the complaint being lodged. If the committee requires guidance on the issue they will bring the complaint to the WSU Clubs Officer.

10.3 The committee can take appropriate disciplinary action including the termination of membership. The outcome shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of a decision being reached.

**The WSU can provide support in mediation, following principles of natural justice in finding the best outcome for the club.*

11. Dissolution

- 11.1 A resolution to dissolve the club can only be passed at an AGM through a majority vote of membership. Notification must be made to the WSU.
- 11.2 In the event of dissolution, any assets of the club that remain will become the property of the Waikato Student Union, with the aim of benefiting other clubs on campus.

**A club can be dissolved in a few ways, a decision made by the members, a decision made by the WSU, actions resulting in no longer meeting requirements of affiliation or reaffiliation, inaction resulting in a decline of membership and club activity.*

12. Amendments to the Constitution

The constitution can only be changed through agreement by majority vote at an AGM or SGM (Special General Meetings require a minimum of 14 day's notice to all members).

**Notice for these meetings must be put through all reasonably expected channels such as email and club administered social media channels. It might be helpful to list these channels and who is responsible for sharing this meeting messaging here.*

13. Declaration

(INSERT CLUB NAME HERE) hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name:

Position: President

Signed:

Date:

Name:

Position: Vice President

Signed:

Date: