

CONSTITUTION

BASIC CONSTITUTION TEMPLATE

1. Name

The name of this club shall be _____ and will be affiliated to the Waikato Students' Union (WSU).

2. Purpose/aims/objectives

- Duty of care to all members
- Promote _____ (name of club) _____ within the University of Waikato campus and the wider community
- Provide services in a way which is fair to everyone

3. Membership

- 3.1 Membership shall be open to all University of Waikato 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.

4. Officers of the Club

- 4.1 The officers of the club will be:
- President
 - Vice President
 - Secretary/Treasurer
 - Add any other relevant positions
- 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.

BASIC CONSTITUTION TEMPLATE CONTINUED

5. Duties of Officers

- 5.1 President — it shall be the duty of the President to:
- Represent the club,
 - Preside over meetings,
 - 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,
 - Serve as chairperson.
- 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 itemised account of all receipts and expenditures and make reports as directed.

6. Meetings/Events

- 6.1 Regular meetings shall be held weekly/monthly throughout the year.
- 6.2 An estimated _____ of events shall be organised throughout the year; open to all members.

7. Special General Meetings

- 7.1 Notice of Special General Meetings (SGM) will be given by the club Secretary with a minimum of 14 days notice.
- 7.2 The quorum for SGMs will be _____ plus the number of executive members.

8. Annual General Meetings

- 8.1 Notice of Annual General Meetings (AGM) will be given by the club Secretary with a minimum of 14 days 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.

BASIC CONSTITUTION TEMPLATE CONTINUED

9. Finance

- 9.1 The club will have a bank account held in the name of the club.
- 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: _____
- 9.4 A statement of annual accounts will be presented by the Treasurer at the AGM and made available to the WSU.

10. Discipline and Appeals

- 10.1 All complaints should be presented in writing to either the President or 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 Coordinator.
- 10.3 The committee has the power to 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.

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 Students' Union, with the aim of benefiting other clubs on campus.

12. Amendments to the Constitution

The constitution can only be changed through agreement by majority vote at an Annual General Meeting or Special General Meeting (SGMs require a minimum of 14 days notice to all members).

13. Declaration

_____ (name of club) 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: _____