

*[Name of University]*  
*Ukrainian Students'*  
*[Organization / Society /*  
*Association]*  
*Constitution*

*Amended the [•]<sup>th</sup> day of [September], 2025*

*[LOGO HERE]*

<i>I. Preliminary</i>	<i>IX. Competence Of The Executive</i>
<i>II. Status</i>	<i>X. Terms</i>
<i>III. Financial Status</i>	<i>XI. Provisions For Quorum</i>
<i>IV. Mandate &amp; Objectives</i>	<i>XII. Remuneration</i>
<i>V. Membership</i>	<i>XIII. Dissolution</i>
<i>VI. Elections</i>	<i>XIV. Impeachment</i>
<i>VII. Election Procedures</i>	<i>XV. Meetings</i>
<i>VIII. Executive</i>	<i>XVI. Constitutional Amendments</i>



**[Name of University]**  
**Ukrainian Students' [Organization, Society, Association]**  
**Constitution**

**I. PRELIMINARY**

**There shall** be one name to this organization;

1. The name of this organization will be the “Ukrainian Students’ [Organisation/ Society / Association]”. Ця організація є під назвою „Українська Студентська Спілка”. Cette organisation tombera sous le nom «La Société d'Étudiants Ukrainienne»;

Abbreviations for the name of this organization are to be as follows;

2. (“USS”) in English;
3. („УСС”) по-Українськи;
4. (« SEU ») en Français.

**II. STATUS**

The Ukrainian Students’ [Organisation / Society / Association] is;

1. An organization established at the [Name of the University] in [City, Province,] Canada;
2. A constituent member of the Ukrainian Canadian Students’ Union (“SUSK”);
3. An organization recognized by the [Name of University] Students’ Union.

**III. FINANCIAL STATUS**

The Ukrainian Students’ [Organisation / Society / Association] is a non-profit organization;

1. Excess net income available at the end of the year shall be carried into the next year;
2. Neither issue of shares nor payment of dividends or premiums shall be made.

**IV. MANDATE & OBJECTIVES**

The mandates and objectives of the Ukrainian Students’ [Organisation / Society / Association] are as follow;

1. To uphold and promote the Ukrainian language.
2. To organize, and represent the members of the Ukrainian Students’ [Organisation / Society / Association] at [Name of University], along with other Associate Member Organizations as an organized body;
3. To promote Ukrainian and Ukrainian Canadian studies;

4. To promote awareness of Ukrainian and Ukrainian-Canadian cultural on and off campus;
5. To provide a structure for intra/inter group relations;
6. To participate in and encourage the development of the Ukrainian-Canadian community which abides by the rule of law and democratic and humanitarian principles;
7. To educate and inform members and non-members about issues relevant to the Ukrainian-Canadian community;
8. To coordinate and initiate activities for persons in order to promote Ukrainian culture;
9. To organize conferences, tours, ethnic events, study groups and exhibits which further the objectives of the Ukrainian Students' [Organisation / Society / Association].

## **V. MEMBERSHIP**

A member is a person who agrees to abide by the constitution of the Ukrainian Students' [Organisation / Society / Association] of the [Name of University], and whose fees are paid in full. The terms of membership are as follows;

1. Membership to the Ukrainian Students' [Organisation / Society / Association] of the [Name of University] is open to all;
2. Membership will be granted upon receiving formal written request for membership, or signing during a membership drive;
3. All members of the Ukrainian Students' [Organisation / Society / Association] of the [Name of University] have voting privileges at all general meetings;
4. The Executive will establish the membership fee annually;
  - a. The fee for one year may not be less than 5 \$ CAD.
5. Members may withdraw their membership at any time from the Ukrainian Students' [Organisation / Society / Association];
  - a. By giving proper prior notification to the Executive;
  - b. Membership fees are non-refundable;
6. Memberships expire on September 30<sup>th</sup> of the subsequent year;
7. Ukrainian Students' [Organisation / Society / Association] members who are not students at the [Name of University] may run for any Executive position with exception of President and Vice-President Finance;

## **VI. ELECTIONS**

All Ukrainian Students' [Organisation / Society / Association] members may run for any Executive position when elections are held under the following terms;

1. Any member may run for the election to the Ukrainian Students' [Organisation / Society / Association] Executive, if that member is a full member in good standing of the Ukrainian Students' [Organisation / Society / Association];
  - a. Has not received a degree or diploma from a post-secondary institution, unless that person is enrolled in a further degree or diploma program.
2. A member is only allowed to run for one executive position in the election;
3. No member may hold more than one executive position at the same time;

4. The candidates for the executive positions of President and Vice-President Finance must;
  - a. Have one full year of previous experience on the Executive;
  - b. Have registered in a degree or diploma program at the [Name of University] for the subsequent academic year, as defined in [§11.1] of the [Name of University] Calendar;
  - c. Be [Name of University] Students' Union members; and
  - d. Must be fully aware of issues relevant to the Ukrainian-Canadian community in Ontario and beyond.

## VII. ELECTION PROCEDURES

All Ukrainian Students' [Organisation / Society / Association] members are entitled to a vote;

1. All Ukrainian Students' [Organisation / Society / Association] members and its Executive are entitled to one vote per person during a general meeting or an election;
  - a. With the exception of the President, who will have one additional deciding vote in a case of a tie;
  - b. During an election each member may only vote once per position;
2. An election is won by the person receiving the most votes;
  - a. Majority consists of 50% plus one or more vote of those present;
3. All candidates must be first nominated either by a member in attendance at the meeting, or by self-nomination;
  - a. The nomination must then receive a seconded nomination;
  - b. The nominee must accept the nomination before proceeding to the election;
4. All elections shall be done through closed ballot;
  - a. With the exception when there is unanimous consent by all Ukrainian Students' [Organisation / Society / Association] members present to have an open vote;
5. All Ukrainian Students' [Organisation / Society / Association] members are eligible to run for any executive position with the exception of the position of President and Vice-President Finance as per VI.4.

## VIII. EXECUTIVE

The Ukrainian Students' [Organisation / Society / Association] Executive is composed of;

1. A President, a Vice-President, a Vice-President Finance, a Vice-President Internal, a Vice-President External, a Secretary, a Media Technician, a Sports Representative, a Social Representative, Representative Without Portfolio; and a Immediate Past-President
2. Should there be any vacant positions on the Executive, with the exception of that of the President, an election will be held at the next executive meeting;
  - a. If that vacancy occurs eight (8) weeks prior to the established election date, then the President shall appoint a temporary Executive to serve the rest of the term;

- b. If a vacancy of the executive position of President occurs, then the position shall be filled by the existing Vice-President;
3. If an executive member has not fulfilled their duties, or has not been active in the Ukrainian Students' [Organisation / Society / Association] for a period of time exceeding two (2) months without a valid reason, or prior formal notification to the Executive;
  - a. The executive position maybe terminated by putting the matter to a vote.

## IX. COMPETENCE OF THE EXECUTIVE

The **President's** responsibilities are designated as follows;

1. Oversees all activities of the Ukrainian Students' [Organisation / Society / Association];
2. Is responsible for the management of the Ukrainian Students' [Organisation / Society / Association], and shall
  - a. Coordinate all executive members;
3. Is responsible for all Ukrainian Students' [Organisation / Society / Association] affairs;
4. Calls and Chairs all executive and general meetings;
5. Represents the Ukrainian Students' [Organisation / Society / Association] to the public as an official spokesperson;
6. Serves as an official representative to any formal organization;
  - a. This includes serving as an official representative to SUSK;
7. May delegate any one of the Executive position's responsibilities or tasks to any other executive member;
8. Gives a clear direction as to the activities and direction of the Ukrainian Students' [Organisation / Society / Association];
9. Is responsible for briefing all executive members with respect to their duties, and;
10. The President must and shall have financial signing privileges.

**Whereas the Vice-President's responsibilities are designated as follows;**

11. Is responsible for assisting the President in fulfilling duties of the President when the President is unable to do so, and;
12. Is responsible to coordinate, organize, and maintain contact with all Ukrainian Students' [Organisation / Society / Association] members.

The **Vice-President Finance**'s responsibilities are designated as follows;

13. Is responsible for all Ukrainian Students' [Organisation / Society / Association] funds; and;
  - a. Keep an accurate financial record using generally accepted accounting principles;
14. Is responsible for coordinating fundraising activities;
15. Is responsible to propose a budget for various events;
16. Is responsible for setting a budget with, and for all executive members;
17. Is responsible for all Ukrainian Students' [Organisation / Society / Association] subsidy plans, and grant applications;
18. Is responsible to keep all funds at a legal, financial institution;

19. Is responsible for collecting membership fees, and;
20. The Vice-President Finance must and shall have financial signing privileges.

The **Vice-President Internal**'s responsibilities are designated as follows;

21. Is responsible for the management of communication within the Ukrainian Students' [Organisation / Society / Association];
22. Is responsible for all Internal affairs within the Ukrainian Students' [Organisation / Society / Association];
23. Is responsible for understanding the Ukrainian Students' [Organisation / Society / Association] constitution;
24. Is responsible to investigate any internal formal grievances within the Ukrainian Students' [Organisation / Society / Association];
25. Is responsible for initiating, encouraging, and coordinating social and cultural activities geared towards Ukrainian Students' [Organisation / Society / Association] members.

The **Vice-President External**'s responsibilities are designated as follows;

26. Is responsible for the management of communication with all non-Ukrainian Students' [Organisation / Society / Association] members;
27. Is responsible for maintaining liaison with the community and its activities;
28. Is responsible for coordinating all actions and activities with the local Ukrainian community; and
  - a. Other organizations;
29. Is responsible to investigate any external formal grievance relevant to the Ukrainian Students' [Organisation / Society / Association];
30. Is responsible for initiating, encouraging, and coordinating social and cultural activities geared to all non-Ukrainian Students' [Organisation / Society / Association] members.
31. Is responsible for compiling an access list of resource people in the press, media and/or community, and;
32. Is responsible for the acquisition and distribution of all promotional materials;

The **Secretary**'s responsibilities are designated as follows;

33. Is responsible for the Ukrainian Students' [Organisation / Society / Association] Executive, and general meeting minutes; and
  - a. Make the minutes available to all Ukrainian Students' [Organisation / Society / Association] members;
  - b. Must appoint a person from the Executive or membership to take minutes in their absence;
34. Is responsible to record ingoing and outgoing correspondence;
35. Is responsible to keep and maintain the archive of all past, and present Ukrainian Students' [Organisation / Society / Association] members;
36. Is responsible to keep and maintain an accurate, and up-to-date membership list;
37. Is responsible for understanding the Ukrainian Students' [Organisation / Society / Association] constitution; and
  - a. Making the Constitution available to all Ukrainian Students' [Organisation / Society / Association] members;

38. Is responsible for submitting all necessary documents to the Students' Union of the [Name of University];
39. Is responsible for informing executive members of all meetings and important decisions in their absence, and;
40. Is responsible for maintaining adequate office supplies.

The **Media Technician**'s responsibilities are designated as follows;

41. Is responsible for a functioning Ukrainian Students Website, and;
42. Is responsible to update the web site at least once (1) every two (2) months;
  - a. Construct and maintain a web page that informs members of the Ukrainian Students' [Organisation / Society / Association] about the constitution, objectives, executive members, and upcoming events.

The **Sports Representative**'s responsibilities are designated as follows;

43. Is responsible for organizing athletic events for the members of the Ukrainian Students' [Organisation / Society / Association], and;
44. Is responsible to coordinate all sports activities for the members of the Ukrainian Students' [Organisation / Society / Association].

The **Social Representative**'s responsibilities are designated as follows;

45. Is responsible to help orientate and integrate members of the Ukrainian Students' [Organisation / Society / Association] who are 1<sup>st</sup> year students to University life;
46. Is responsible to provide information about the [Name of University] Ukrainian Students' [Organisation / Society / Association] and its activities to students attending High School and University, and;
47. Is responsible for initiating, encouraging and coordinating social activities on and off the [Name of University] campus.

The **Representative without Portfolio**'s responsibilities are designated as follows;

48. Is responsible to any other executive member to assist in their tasks;

The **Immediate Past-President**'s responsibilities are designated as follows;

1. Is the outgoing President of the Ukrainian Students' [Organisation / Society / Association] of the immediately preceding term of office;
2. Is responsible to provide advice to the Ukrainian Students' [Organisation / Society / Association] Executive on all USS matters, and;
  - a. Acts as a liaison and provides an organizational continuity with the previous year's Executive;
3. Has no voting privileges at Executive meetings;

## X. TERMS

The Ukrainian Students' [Organisation / Society / Association] Executive shall fulfill the mandates and objectives outlined in **Article IV** of the Ukrainian Students' [Organisation / Society / Association] Constitution to the best of its ability;

1. Annual elections will be held during the first week of April;



- a. Unless the President of the Ukrainian Students' [Organisation / Society / Association] at the time defers the time of the elections with two (2) week's prior written notice, due to extraordinary circumstances, which must be approved by the Executive in advance of the first week of April;
2. All elected positions are active from inception to the following April elections;
3. The Vice-President Finance and any other executive member having signing privileges, must notify the financial institution with whom they do business in the Students' Union of the [Name of University], formally in writing, of their absolution and loss of privileges, within one week of the election of the new executive, or upon resignation from their position;
  - a. They must transfer signing privileges to the newly elected Executive;
4. The newly elected Ukrainian Students' [Organisation / Society / Association] Executives shall assume their responsibilities immediately at the conclusion of the annual elections;
5. The elected Executive will hold their positions until the conclusion of the election the subsequent year, or until they resign, or are removed from office, and;
6. Immediately following elections, the entire outgoing Executive shall remain as ex-officio members, active advisors, with no voting privileges during executive meetings.

## **XI. PROVISIONS FOR QUORUM**

Quorum for executive meetings shall be at least 80% of the Executive present to make a decision, and;

Quorum for general meetings shall be at least 51% of all members to make any decision;

1. When less than 51% of members are present, the meeting shall commence one half hour after the previously established starting time, with those present constituting a quorum.

## **XII. REMUNERATION**

Only when authorized by the Vice-President Finance and only after a motion has been passed by the Executive shall any member of the Ukrainian Students' [Organisation / Society / Association] receive remuneration for their services or expenses.

## **XIII. DISSOLUTION**

In the event of the dissolution of the Ukrainian Students' [Organisation / Society / Association];

1. Its assets shall be distributed to another fellow Student Association affiliated with the Ukrainian Canadian Students' Union (SUSK).

## **XIV. IMPEACHMENT**

Grounds for impeachment shall consist of any action of any member that contravenes this constitution, the Code of Conduct of the [Name of University], or any municipal, provincial, or federal laws.

Any member of the Executive may be impeached from office when;

1. Ten members in good standing of the Ukrainian Students' [Organisation / Society / Association] call for a special meeting when there is a written request submitted to the Executive;
2. Two-thirds (2/3) majority vote of all members of the Ukrainian Students' [Organisation / Society / Association] is required for an Executive member to be impeached from office;
3. Prior to a vote of impeachment from the Ukrainian Students' [Organisation / Society / Association], the concerned executive member may speak on their behalf.

Any member may be expelled from the Ukrainian Students' [Organisation / Society / Association] for the current session for any action of any member that contravenes this constitution, the Code of Conduct of the [Name of University], or any municipal, provincial, or federal laws;

1. Ten members of the Ukrainian Students' [Organisation / Society / Association] may call for a special meeting when there is a written formal request submitted to the Executive;
2. Two-thirds (2/3) majority vote of all members of the Ukrainian Students' [Organisation / Society / Association] is required;
3. Prior to a vote of expulsion from the Ukrainians Students' [Organisation / Society / Association], the concerned member may speak on their behalf.

## **XV. MEETINGS**

Executive meetings will;

1. Be called with five (5) days' notice to the date of the meeting via e-mail;
2. Have an agenda made available to all executive members at the beginning of each executive meeting;
3. Be chaired by the President, or the Vice-President, or designate when the President is not available, and;
4. Have a minimum of one (1) executive meeting per academic month.

General meetings will;

5. Be called with five (5) days' notice to the date of the meeting via e-mail;
6. Have an agenda made available to all members at the beginning of each general meeting;
7. Be chaired by the President, or the Vice-President, or designate when the President is not available, and;
8. Have a minimum of four (4) general meetings per academic year.

## **XVI. CONSTITUTIONAL AMENDMENTS**

Amendment to the Constitution must be made as follows;

1. A written copy of all proposed amendment(s) shall be submitted to all members no later than one week prior to the convening of a Ukrainian Students' [Organisation / Society / Association] general meeting;
2. Constitutional amendments may be proposed at any time but must be;
  - a. Vote on only in the months of September, October, and November so that the academic year is not disrupted;
3. All members of the Ukrainian Students' [Organisation / Society / Association] have the right to review proposed amendments, and;
4. The Executive will review any proposed amendments and will vote to recommend or not recommend the amendment to the membership;
  - a. A two-thirds (2/3) majority vote of the Ukrainian Students' [Organisation / Society / Association] members present at the General meeting is required to pass an amendment to the constitution.

*Versions:*

*Constitution and amendments prepared by Marco Jacuta on the 10<sup>th</sup> day of September, 2014, in Toronto, Ontario, Canada.*

*Amendments prepared by [Name of person or committee] on the [•]<sup>th</sup> day of [Month], [Year], in [City, Province], Canada.*