

GSA Clubs Constitution

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be _____

Section B: Purpose – The purpose of this club shall be (please list in detail the purposes and objectives of the club):

1.

2.

3.

4.

5.

Section C: Affiliations – Please indicate here any local, provincial, national or international groups or society with which the club is affiliated.

Clubs affiliation _____

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to all graduate students. Membership in this club is open in accordance with all the criteria discussed in the “GSA Clubs Operating Policies” document, irrespective of race, creed, color, gender, class, age, nation of origin, nationality, disability, marital status, religion, veteran status, or sexual orientation.

Section B: Membership – A minimum of 1/3rd of the clubs’ membership must be constituted of GSA members (full-time or part-time graduate students). **Section C: Dues** – Dues shall be \$_____ per year.

ARTICLE III: EXECUTIVES

Section A: Officers – The officers shall consist of the following:

- a. President
- b. Vice-President
- c. Treasurer
- d. One additional Executive member.

At least two of whom shall be signing authorities for the club.

Section B: Eligibility – Officers must be club's Executives and GSA members at large.

Section C: Election – President and all VP's must be elected and reelected each year by Clubs members.

Section D: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term. Vacancies in any other office shall be filled by a special election.

ARTICLE IV: RESPONSIBILITIES OF THE EXECUTIVES

Section A: President – it shall be the duty of the President to:

- Represent the club;
- Preside at meetings;
- Oversee the other members of the executive in fulfilling their responsibilities;
- Vote only in case of a tie;
- Have signing authority for the club;
- Ensure the club's adherence to GSA Clubs Operating Policies
- Perform such other duties as ordinarily pertain to this office.

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Perform the duties of the President in the latter's absence and shall assist the President where required;
- Assist the President in their duties;
- Preside in the absence of the President;

Section C: Treasurer – It shall be the duty of the Treasurer to:

- Be responsible for overseeing all financial dealing of the club;
- Keep complete records of all financial dealings of the club;
- Have signing authority for the club;
- Perform such other duties that are from time to time assigned by the President, executive or general membership.

Section D: The other executive member shall assist the other executives in their duties at the request of the President.

ARTICLE V: MEETINGS

Section A: Meetings

1. At least three general meetings shall be held during the school year, including the annual General Meeting.
2. Members will be informed of each meeting at least two weeks in advance

Section B: General Meetings

1. General meetings shall be open to all club members
2. At least one general meeting shall be called by the President per academic year.
3. Upon the receipt of five signatures by the President from club members requesting a general meeting, a meeting shall be called by the President at the earliest possible date.
4. Voting procedure for regular business at a general meeting shall be by simple majority.
5. Notice of a general meeting must be sent to the Clubs Administrator no less than one (1) week prior.

Section C: Special Meetings – Special meetings may be called by the President with the approval of the Executive Committee.

Section D: Executive Meetings

1. At least one executive meeting shall be called by the President per academic term.
2. Voting procedure for regular business at an executive meeting shall be by simple majority.

Section E: Quorum

1. A quorum of 1/3 of the total membership is required for a general meeting.
2. A quorum of 2/3 of the executive is required for an executive meeting.

ARTICLE VII – ELECTIONS

1. Elections for the Executive will take place in April of each year
2. All Executives shall be GSA members at large and shall be elected by the general club membership
3. The length of the mandate of executive members is from May 1st to April 30th of the following year.
4. The executive positions will be open to members of the club who are graduate students at McMaster University.
5. Elections will take place during a meeting on a date determined by the executive. This date must be set and conveyed to club members no less than two weeks in advance along with a call for members to submit their candidacy for the available executive positions
6. Candidates for executive positions must convey their interest in a particular position to the current executive no less than one week before the voting date. Candidates also have the opportunity to submit a platform for the position, which will be circulated to club members prior to the vote. In the event that there is nobody contesting the any one of the executive positions in advance of the vote, interested persons may indicate their interest in the position at the elections meeting.
7. During the election, each club member will have one (1) vote for each executive position. This vote will be secret.
8. The President of the club may only vote in the event of a tie.
9. The winner for each position will be the candidate with the greatest number of votes. In the case of a tie, the President shall cast the deciding vote.

ARTICLE VIII – FINANCES

1. The club may be eligible to solicit financing from the GSA.
2. The annual membership fee is expected to be \$_____
3. Monies received shall not involve any obligation of the GSA.

4. The club's books may be subject to an annual audit by the GSA and shall be filed with the GSA auditor or Clubs Administrator within two weeks of the request for audit.
5. All cheques shall be signed by the Treasurer and either the President or the Vice President.

ARTICLE IX - REFUND POLICY

Club members can apply for a refund which shall include the following format and minimum standard:

1. A member may apply to their club for a refund within one (1) month of becoming a member of the club, or within one (1) week of the club's first official event if:
 - a. There has been a misinterpretation of the club's mandate and proposed activities as specified of the member when signing onto the club.
2. A member may only apply to their club for a refund after one (1) month of signing up for membership for the club, or after one (1) week of the club's first official event for extenuating circumstances.
 - a. Extenuating circumstances include, but are not limited to:
 - i. Serious organizational issues with the club executive that led to a complete lack of communication to its members, or lack of programming as promoted to its members;
 - ii. Any circumstances that seriously hampers the ability for the club member to enjoy its membership to the club.
 - b. Where a club and its members cannot resolve the refund issue, a club or the member may request assistance from the Clubs Administrator who will act as a mediator between the Club and the member to reach a resolution.

ARTICLE X - Amendments

1. Passage of amendments to the constitution shall be $\frac{2}{3}$ affirmative vote at a quorum meeting.

ARTICLE XI

1. Passage of bylaws shall be by at least 60% affirmative vote at a quorum general meeting.

ARTICLE XII

1. The views and actions of this club in no way reflect the views of all the members of the McMaster University Graduate Students Association or McMaster University.