

Please submit as a Word document

CONSTITUTION OF (Club Name) OF MCSS

1. NAME

1.1 This club/association/student society shall be called (**Insert full name**) of the Macdonald Campus Students' Society or (**insert optional name: short name/abbreviation**).

2. PURPOSE

2.1 *Briefly describe the goal(s) of the club in 1-5 sentences (e.g. the Napping Club's mandate is to support students' wellbeing by providing a space for them to sleep and by advocating for student sleep deprivation on campus.*

2.2 *Briefly describe repeated activity (ies) of the club (e.g. the Napping Club's activity will include meeting to take naps and having a yearly pillow fight. These do not exclude the additional year-by-year activities to be held at the discretion of the selected/elected leadership body.)*

3. MEMBERSHIP

3.1 *Define how membership is gained whether that be through an application process or by signing up. That is up to the club leadership to determine.*

4. LEADERSHIP

4.1 The leadership body of this club shall be made up of members of the Macdonald Campus Students' Society (students either completing a diploma or undergraduate degree from Macdonald Campus)

4.2 The leadership body of this club shall constitute a:

(1) *Leadership Role #1*

(2) *Leadership Role #2*

(3) ...

5. ELECTORAL PROCEDURES

5.1 *Explain how you wish to run elections within the club. This will depend on the size of the club. Examples include running normal elections via Facebook/ online vote or in*

person voting at a meeting. You will also need to determine the number required for quorum (number needed to vote). Quorum could be a percentage of the total club population (ex. Simple majority aka 51%)

5.2 Termination of office: the term of the leadership body will be *one year/semester*.

6. FINANCES *(only if the club asks for a fee/files a budget request)*

6.1 The leadership role assigned with the task of dealing with club finances shall be responsible for submitting budget requests to the Macdonald Campus Students' Society's Vice-President Finance.

6.2 Monies allocated to the club will be kept by MCSS and used to reimburse purchases with the presentation of the corresponding receipt(s)