1. Name
   1. The club’s official name shall be “Club Name,” and may be referred to as “Unique Club Acronym if desired.” No other name shall be used in the advertisement, promotion, or formal discussion of the club.
2. Mandate
   1. The club’s mandate will be as follows:
      1. A detailed list of objectives and goals of the club.
      2. Strategies for attaining the objectives and goals of the club.
      3. A vision statement articulating how the club will benefit the student experience of undergraduates at King’s University College.
3. Membership
   1. The club’s membership is open to all undergraduate students at King’s University College.
   2. All members who are undergraduate students at King’s University College have voting rights.
   3. Any non-undergraduate student members, including staff members, do not have voting rights.
   4. All Executive members shall be undergraduate students at King’s University College.
   5. Each club member shall abide by the conflict of interest provisions written in the KUCSC Clubs Policy.
4. Executive and Executive Responsibilities
   1. There shall be an Executive Committee.
   2. Collectively, the Executive Committee will ensure that the club’s activities do not violate the KUCSC’s and the University’s policies and procedures, and municipal, provincial, and federal laws.
   3. There will not be less than four (4) Executive members at any one time that fulfill the following functions:
      1. The “President” will:
         1. Oversee the other members of the executive in fulfilling their responsibilities;
         2. Chair all meetings;
         3. Have signing authority for the club; and,
         4. If absent, assign an executive with all the responsibilities of the President.
      2. The “VP Communications” shall:
         1. Record votes and minutes of all meetings;
         2. Give or cause to be given notice of all meetings; and,
         3. Act as Chief Returning.
      3. The “VP Events” shall:
         1. Organize club programs, activities and events in accordance with its Constitution’s mandate; and,
         2. Be responsible for submitting event proposals through Council.
      4. The “VP Finance” shall:
         1. Oversee all financial dealings of the club;
         2. Keep complete records of all financial dealings of the club; and,
         3. Have signing authority for the club.
5. Meetings
   1. The club’s quorum for meetings shall be twenty (20) percent of the total membership.
   2. At least three (3) general meetings shall be held during each school year, including the Annual General Meeting.
6. Elections
   1. Elections shall be carried out in accordance with the executive election provisions in the KUCSC Clubs Policy.
   2. A successful candidate in a club Executive election will be decided by a plurality vote.
7. Amendments
   1. Any amendments to this constitution must be made in accordance with the constitution amendment provisions in KUCSC Clubs Policy.
8. Member Removal
   1. Club members may only be removed from the membership in accordance with the member removal provisions of the KUCSC Clubs Policy.
9. Refund Policy
   1. Membership fee refunds shall be given in accordance with the membership fee refund provisions of the KUCSC Clubs Policy.
10. Conflict Resolution
    1. A club member may only seek assistance or guidance from the Clubs Coordinator after the member has been unable to resolve an issue with the executive members.
11. Agency Clause
    1. Clubs are not authorized to enter into contracts or other dealings on behalf of the club or the KUCSC. Clubs are not permitted to represent to third parties that they have the authority to act on behalf of the KUCSC. Clubs are not permitted to lead third parties, directly or indirectly, to believe that its beliefs, views or actions represent those of the KUCSC.
       1. INSERT OFFICIAL NAME is not an agent of the KUCSC and its views and actions do not represent those of the KUCSC.
       2. INSERT OFFICIAL NAME and its members are not permitted to sign contracts on behalf of the club or the KUCSC.
12. External Affiliations
    1. The club shall disclose any relationship with external organizations, in accordance with the external affiliation provisions of the KUCSC Clubs Policy.