

A club's constitution sets the groundwork for a club to operate smoothly and coherently. It gives guidance to club executives for the daily and long-term management of the club and informs club members of their rights and obligations. A constitution that is cumbersome, obscure, scanty, or ambiguous can hamper a club from the beginning of its operation and can provide various difficulties in the future. Please give careful thought to how the rules and directives of the constitution are formulated.

You may follow the general constitution or compose your own, using the general constitution as an example of how to proceed. If you choose to compose your own constitution, it is recommended to only add to or slightly modify what is already provided. This will ensure all clubs share a basic structure of rights and responsibilities. It is also recommended that you speak to the General Office Coordinators about your club's need for a different constitution.

A handwritten copy is not acceptable. Customized constitutions must be fully typed and submitted in paper hard copy with your registration package.

The following are necessary components of an SFSS Club Constitution:

- the aims, purposes and objectives of the clubs;
- a clause stating that membership must be open to every SFU student who is in good standing with the SFSS;
- how the club executives are elected, how long each officer serves, their duties and powers, provisions for recall, guidelines for impeachment, and how vacant terms are filled;
- how the constitution can be amended, including what kind of notice is required for a meeting, procedures for voting, and procedures for passing an amendment;
- how the club can be dissolved, including a clause stating that all club assets revert to the SFSS upon dissolution.

The following points should also be kept in mind when writing your constitution:

- each club should hold at least one meeting per term and meeting minutes must be kept to record decisions of the group.
- officers must be elected, not appointed, and can take office for up to a year;
- where needed, provisions could be made for a discipline committee to investigate willful breaches of club policy and decisions, and to recommend a mediation procedure.
- clubs should rely on "Robert's Rules of Order" for the conduct of business or other recognized meeting procedure, such as consensus decision-making.
- a club's constitution is not a legally binding document, but rather a general agreement amongst club members as to how the club will be run. The SFSS General Office Coordinators have administrative authority over clubs, and can require clubs to modify or cease operations if there are issues that need to be resolved.