# **[Club Name] Constitution**

## **Article I: Name**

The name of this organization shall be **[Insert Club Name]**, hereafter referred to as "the Club."

## **Article II: Purpose/Kaupapa**

The purpose of the Club is to:

* [Insert purpose or mission statement]
* [List specific goals or objectives]

## **Article III: Membership**

### **Section 1: Eligibility**

Membership is open to:

* [Specify eligibility criteria, e.g., students, staff, community members]
* Fees? If yes, how much
* Tiers of membership? If yes, what's the eligibility of each tier.

### **Section 2: Rights and Responsibilities**

Members shall have the right to:

* Vote in Club elections
* Participate in Club activities
* [Add other rights]

Members are expected to:

* Uphold the values of the Club
* Attend meetings regularly
* [Add other responsibilities]

## **Article IV: Executive Committee**

### **Section 1: Officers**

The Club shall be governed by the following officers:

* President or Co-President
* Vice President?
* Secretary
* Treasurer
* [Add other roles as needed]

### **Section 2: Duties**

Each officer shall have the following responsibilities:

* **President or Co-President**: [Insert duties]
* **Vice President**: [Insert duties]
* **Secretary**: [Insert duties]
* **Treasurer**: [Insert duties]
* [Add duties for other roles]

### **Section 3: Elections**

* Elections shall be held [insert frequency, e.g., annually].
* Candidates must be active members.
* Voting shall be conducted by [insert method, e.g., secret ballot].

## **Article V: Meetings**

* Regular meetings shall be held [insert frequency, e.g., weekly, monthly].
* Special meetings may be called by the President or by a majority of the Executive Committee.
* A quorum shall consist of [insert number or percentage] of active members.
* AGM held annually, appropriate notice given

## **Article VI: Finances**

* The Treasurer shall maintain accurate financial records.
* All expenditures must be approved by the Executive Committee.
* The Club shall seek funding from [insert sources, e.g., student association, fundraising].
* The club shall have 2 signatories for the bank accounts. There will be no conflict of interest with these 2 parties (i.e: no romantic relationship, or familial ties). The treasurer role will always be one of the signatories.

## **Article VII: Misconduct and Disciplinary Procedures**

### **Section 1: Definition of Misconduct**

Misconduct includes, but is not limited to:

* Harassment, discrimination, or bullying of any kind
* Misuse of Club resources or funds
* Disruptive behavior during Club activities
* Breach of the Club’s values or constitution

### **Section 2: Reporting and Investigation**

* In the first instance, conflicts should be resolved within the club where possible.
* Any member may report misconduct to the Executive Committee.
* Reports must be handled confidentially and respectfully.
* The Executive Committee will investigate the matter and may consult with relevant authorities or advisors.

### **Section 3: Disciplinary Actions**

Depending on the severity of the misconduct, disciplinary actions may include:

* Verbal or written warning
* Suspension from Club activities
* Removal from membership or leadership position
* Referral to external bodies (e.g., student association, university administration)

### **Section 4: Appeals**

* Members have the right to appeal disciplinary decisions.
* Appeals must be submitted in writing within [insert time frame, e.g., 14 days].
* An impartial panel or advisor may be appointed to review the appeal.

## **Article VIII: Amendments**

* Amendments to this Constitution may be proposed by any member.
* Proposed amendments must be submitted in writing.
* Amendments shall be adopted by a [insert percentage, e.g., two-thirds] vote of the members present at a meeting.

## **Article IX: Dissolution**

* In the event of dissolution, all remaining assets shall be transferred to [insert organization or purpose, e.g., student association, charity].