**CONSTITUTION OF (Club Name)**

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. FEES (optional)

6.1 *Explain how much you wish to charge the members within the club. This fee can be a semester, annual, or per-event charge depending on how the club decides to administer its fees. (It is recommended to explain the reason for the fee and potentially reference 2.2 of the Purpose section to better provide for transparency).*

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

*7.1 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.*

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