

# ARTICLES IN YOUR CONSTITUTION

All student groups must file a constitution prior to being recognized by the Students' Union in which the following articles must be included.

You must type your constitution. You must not include the personal names of your executive officers. The phrasing of articles should be done carefully to avoid ambiguity. Please contact the Student Life Vice-President if your society needs assistance drafting a constitution.

## Article 1: Name

Write out the full name of your society.

## Article 2: Objectives

This will be a summary of the objectives and intentions of the society. Here's an example from the **HOST Society**:

*"The mandate of HOSTSoc is to provide both ideological and physical spaces for the discussion of the History of Science and Technology (HOST) beyond the doors of the classroom. The society aims to actualize this goal by holding events and producing work that encourages participation in HOST-related thinking and activity."*

## Article 3: Membership

Here you're going to explain the different classes of membership and their functions.<sup>1</sup> You'll also explain how to become a member of the society and whether or not your society will charge membership dues.

## Article 4: Executive Officers

What are the titles of each executive position in your society and what is each executive responsible for within your society? Typically societies have at least a President, Vice-President, and Treasurer, but you can have more. Here's an excerpt from the **Quintillian Society's** constitution's rather extensive fourth article:

*"a) President*

---

<sup>1</sup> If your society is specifically opposed to social dominance via institutionalized structures like class, and as a result you would like to organize your membership in a way that isn't addressed here, please contact the Student Life Vice-President.

*“The President is responsible for developing and executing a broad vision for the society. The President is responsible for offering support and direction to all executive members. The President is responsible for calling meetings (via e-mail, Facebook, etc.). The President is responsible for chairing meetings and announcing the topic of all in all intra-societal debates. The President must make FYP announcements in the event that the First Year Rep is unavailable to do so. [...]*

*[...]*

*“f) Member at Large:*

*The Member at Large is responsible for standing up for the liberal arts in a non-King’s environment. The Member at Large is responsible for knowledge and resource sharing from outside the King’s community. The Member at Large is responsible for wearing Quintillian paraphernalia and/or putting up Quintillian promotional material. When asked, what they did before attending Ivey they must respond as follows: “I went to King’s, and I believe the liberal arts.” (with hand over heart).*

## **Article 5: Meetings**

This part will explain when regular meetings are, as well as when executive meetings and any special meetings are called.

It also explains when an *Annual General Meeting* of the society will be called, because you have to have one of those every year. You’ll also explain *how* to call a meeting, and how many people need to be there for the meeting to start. You’ll also explain the rules for the meetings when they happen, which will include the rules for how votes are passed.<sup>2</sup> Here’s an extensive example from the **Unconscious Collective Vocal Ensemble**:

*“In order for the Unconscious Collective to fulfil its artistic objectives (as outlined in Article I) it is imperative that all members make a commitment to the collective. A rehearsal and performance schedule will be made at the beginning of each academic term, and all members must make due effort to attend all rehearsals and performances unless there is a personal emergency or an academic conflict. Repeated non-attendance or tardiness will result in dismissal from the collective.*

*“The Unconscious Collective has four seasons: from Frosh Week to the fall concert, from the fall concert to the end of first semester exams, from the beginning of the second term to reading*

---

<sup>2</sup> Many societies (including the Students’ Union) use Robert’s Rules of Order to conduct meetings. If you’re having trouble Googling what RRO are, just ask the Student Life Vice-President.

*week, and from after reading week to the end of second semester exams. The types of meetings are: Auditions, Rehearsals, Sectional Rehearsals, Bonus Rehearsals, Workshops, Performances, Executive Meetings, and General Meetings.*

- a. "Auditions take place within the first two weeks of each academic term, and must be well-advertised within King's and Dalhousie campuses, as well as online. Auditions are run by the Artistic Director and Section Leaders, each executive officer shall attend one of the auditions.*
- b. "Rehearsals take place weekly, at a day and time determined to work for all members. Rehearsals are run by the Artistic Director and Section Leaders. All choristers must attend rehearsals.*
- c. "Sectional Rehearsals take place once a week. Each section (Upper Voices and Lower Voices) rehearses once a week apart from the full rehearsal to learn and practice their parts, and to learn pieces programmed for their section alone. Sectional Rehearsals are run by the Section Leaders.*
- e. "Workshops will be endeavoured to be held once per semester and will to be open to members and non-members of the Unconscious Collective.*

*"UCVE strives to make all decisions unanimously, except in decisions of artistic character, which are decided by the Artistic Director. When an agreement cannot be met, any member may call a vote. All members have full voting and speaking rights. A majority of greater than 50% of votes cast is required for a vote to pass.*

- a. "In addition to performances, sectional rehearsals, and full rehearsals, the collective shall also meet yearly for the AGM (Annual General Meeting), at which the previous and coming year shall be discussed, and elections and executive turnover shall take place. The AGM shall be called, planned, and run by the Internal Coordinator(s) at the end of the school year and must take place well before exams begin.*
- b. "All non-routine meetings, whether they be performances, additional rehearsals, workshops, special meetings, or any other, must be well advertised at least 48 hours in advance to all members. The quorum for all such meetings shall be 5 members.*
- c. "The executive board meets 30-60 minutes before full rehearsals to discuss and plan events, performances, rehearsals, and other meetings, and to resolve any problems as they occur at their own discretion. The quorum for such meetings shall be 50%, rounded up, of the executive officers. No executive decisions shall be considered final until the matter is brought before the entire collective, and discussed and/or voted on if there is any disagreement. All members of the collective are welcome to attend executive meetings, and they shall have full speaking rights but shall not count for quorum or have voting rights at executive meetings.*

d. *"If a chorister or section leader wishes to call an executive meeting, they may do so through an executive officer."*

#### **Article 6: Nomination and election of officers**

This article will explain what qualifications someone might have in order to be considered for nomination in an election, and how to actually nominate that person. You will also explain when nominations should open, how long they will last, when voting will happen, and what kind of voting you'll do when elections happen. You also need to include an explanation of what a majority vote would be (is it 50% plus one person? More than that?). You might also come up with other things in to make your elections extra easy.

**SQUASHED!** (The King's Squash Society) has the following:

- *"Any members wishing to run for an empty position may do so, and must receive 51% of the vote. Where only one candidate is running, that candidate will win by default."*
- *"The qualifications include commitment to the society and love of squash."*
- *"Voting will take place at the year-end meeting, one week after all nominations must have been submitted. Voting will be done by ballot."*
- *"Elections must be held before the last day of class at Dal/King's."*

#### **Article 7: Impeachment of Officer(s)**

This article will explain how and why to impeach someone on the executive. Here's how the **Syd and Catherine Cook on Saturdays Society (SCCOSS)** does impeachment:

*"Impeachment:*

*"Any six members of SCCOSS may call a meeting for an impeachment vote. The quorum for an impeachment meeting shall be six members. In the event of a potential presidential impeachment, the vice-president shall facilitate the impeachment meeting as an independent chair."*

*"Five days written notice must be given for an impeachment meeting to all members of the executive. Any executive member must advertise the meeting for at least three days."*

*"The impeachment vote for any member of the executive must at least 2/3 of all votes present at the meeting."*

*"An election to replace the impeached official will take place immediately following the impeachment vote and shall proceed according to Article VI."*

Some societies explore other rules regarding impeachment, like the **Dornish Red Society**:

*"A vote of 2/3 or 66.7% is required for the impeachment of an executive or member."*

*"The founding president of the Dornish Red Society is immune to impeachment, removal from office and/or position, fines, belligerent sass, and any form of disciplinary action, as per the will of the Seven. Praise be their divine will."*

## Article 8: Finance and Audit

This section should explain the source of your society's funding, who in the society will have the authority to sign cheques and spend on behalf of the society, what your *fiscal period* is, and who decides the society's budget. Your society may also include provisions for an audit of your finances in this section, but you should consult with the KSU Financial Vice-President and Student Life Vice-President before doing such a thing.

The King's chapter of **Best Buddies** has a very short explanation of financial procedures in their constitution:

8.1 *"Source of funds: Best Buddies Canada, KSU, and fundraising events.*

8.2 *"Signing officers: Financial Officer, co-ordinators.*

8.3 *"Fiscal Period: the academic year.*

8.4 *"Passing the Budget: Done by the executive members."*

## Article 9: Constitutional Amendment

This article will explain how the society can amend the constitution afterwards.

The **King's Theatrical Society** is a large, ancient society, but has a fairly straightforward plan when it comes to amending their constitution:

- *"Public notice must be given for a vote on any constitutional amendments one week prior to meeting.*
- *"Constitutional amendments must be approved by the membership at a general meeting.*
- *"A one week review period for constitutional amendments must be provided to the membership by the executive. The Secretary will make copies of any proposed amendments available to the membership at least one week prior to the general meeting at which it is to be discussed.*
- *"Members may propose amendments to amendments at the general meeting during discussion of the suggested text. This does not require the usual one week period of review, but can be voted on during the same meeting.*
- *"Constitutional amendments are passed by majority vote at a general meeting as defined by ARTICLE V."*

## Article 10: Miscellaneous (if applicable)

You can add other articles as you need them. For example, if you are a society that prints a journal, you may have a full article dedicated to the procedures and requirements for your publication.