



# WESTERN *EXAMPLE* CLUB

## OFFICIAL CLUB CONSTITUTION

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### ARTICLE I – CLUB NAME

This document serves as the official Club Constitution for the *Example Club*. The official Club name is the "*Western Example Club*".

### ARTICLE II – PURPOSE

The main purpose for the *Example Club* is to provide students at Western University high quality and enjoyable opportunities for recreational participation in *different examples* to anyone (as defined in Article III – Memberships) who wishes to participate without prejudice to nationality, race, religion, gender, or disability. Participation is to take place in a respectful environment where all members can progress at their own pace. Benefits of participation in our club include: *different examples*.

### ARTICLE III – MEMBERSHIP

Club membership is open to all Western University students with no limitations other than restrictions placed on individuals by Sports and Recreation.

To be recognized as a full member, individuals must have a valid registration for The Club through Campus Recreation and must be on the official member list as populated by Campus Recreation. In the event an individual is not on the official member list, individuals must provide proof of registration to a Club Executive. Acceptable forms of proof are limited to Campus Recreation emails or receipts of registration.

All members have the right to attend Club sessions, socials, tournaments, and other Club events. All members have the right to participate in these events notwithstanding skill based qualification tournaments in which participants must try-out for participating teams. Attendance and participation may also be limited for those who have been deemed by the Executive Committee as damaging to the Club environment (See ARTICLE XII).

### ARTICLE IV – MEETINGS

There are two formal Club meetings to be held throughout the year. The first meeting is the Annual General Meeting which will be held in September. The Year-End meeting will be held in March on the last day of the Club. Both meetings will be facilitated by the executive team to introduce/wrap up the year, explain the Club rules/Constitution, and address member concerns or get feedback.

Informal meetings will almost always be held by the Executive Team for event planning or to address any Club issues/member concerns. These meetings can be impromptu and must be called by the President. Five members of the Executive Team must be present to organize a meeting.

## **ARTICLE V – EXECUTIVE BOARD**

1. President:
  - i. Responsible for day-to-day operations of the Club, managing executive team, organizing major events, point of contact for Executive Team and Campus Recreation.
2. Vice President:
  - i. Responsible for assisting President in their duties and handling lower-level issues that do not need to be escalated to other Executives. Main duty also includes taking care of Club equipment, storing it, and replacing unusable equipment.
3. Vice President Finance:
  - i. Responsible for all Club funding activities. This includes preparing claim forms, preparing and balancing budgets, working with executives for cost planning of events, socials, or fundraisers.
4. Vice President Social Events:
  - i. Responsible for planning and logistics for socials and Club events. Must consider member demand and Club capabilities. All events must be approved by the Executive Team and Campus Recreation. Event planning is not limited to this position, all Executives must help.
5. Vice President Communications:
  - i. Responsible for all communication between Club executives and Club members. This Executive has control over the official social media accounts for the Club and serves as point of contact for members to address the Executive Team individually and as a whole.

## **ARTICLE VI – ELECTIONS**

All positions, except President, are eligible to any member of the Club. A member can only run for President if they have served on the Executive Committee for at least one (1) year. Members must indicate their interest to apply for a position by the end of February. Voting for new Executive Members will be held in March prior to the end of the Sport Clubs Season.

Any member who wishes to run for any Executive position must submit an application which will be reviewed by the current Executive Committee. There is no limit to Executive Team terms if positions are determined to be nominated fairly and according to procedure. A vote will be held to determine the positions. In case of a tie, a re-vote will be held with only the parties who tied being options to vote for. To win a vote, nominees must have a majority vote among the members.

If a nominee runs unopposed for an Executive position, they will need to be passed with majority vote of confidence in order to assume the role for which they applied. In the case of losing the vote, the Executive position will remain vacant and applications will re-open at the beginning of the following Sport Clubs Season (with the exception of President, Vice President and Vice president of Finance).

In order to remove an existing Executive Member, the Executive Team will hold a no-confidence vote. A unanimous no-confidence vote will result in the Executive in question being relieved from their duties.

If the President is removed, the Vice President will take over the full role. If the Vice President is removed, the Vice President of Finance will take over the full role.

If both President and Vice President are removed, an existing Executive Member will take over full role based on majority vote within the Executive Team. This new leader's prior Executive Role will be open for general members to apply.

#### **ARTICLE VII – FUNDS**

Club funds are to be allocated based on Club needs and member demand. Proposals must be made for spending as determined by VP Finance and VP Social Events to the Executive Team and must be approved by the President. Allocation of funds is also governed by acceptable uses of Club money as determined by Campus Recreation. President, VP Finance and VP Social Events are to adhere to all procedures/rules set by Campus Recreation regarding Club funds.

#### **ARTICLE VIII – AFFILIATIONS**

Not applicable at this point in time.

#### **ARTICLE IX – INSTRUCTORS/COACHES**

Not applicable at this point in time.

#### **ARTICLE X – RATIFICATION OF CONSTITUTION**

The Official Club Constitution will be made public to all general members. The Constitution will be assumed as approved by membership unless a member can bring forth a motion for a revision at the Annual General Meeting in September of each Sport Clubs Season.

#### **ARTICLE XI – AMENDMENTS**

Amendments will be made by the President through consultation with the Executive Team and the Recreation Clubs Coordinator. Amendments must obtain approval by five Executive Members to be released to the general members. A period of one week will be given to members to raise any concerns regarding the amended Constitution. If no petition is made by the end of the week, the Constitution amendment will be considered ratified.

## ARTICLE XII – UNIVERSITY COMPLIANCE AND DISCIPLINE

Discipline will be taken very seriously by Club Executives. Any member found to be disturbing the operations of the Club or damaging other members' experiences at the Club will be given a warning for their behaviour and an Incident Report will be submitted to Campus Recreation. If the individual continues to cause problems, they will be recommended for suspension from the Club and related events to the Recreation Clubs Coordinator, and an official complaint will be filed with Campus Recreation. Offences include but are not limited to the following:

- Abusive behaviour toward other members or executives
- Harassment of other players/members
- Damage to Club equipment
- Instigating/participating in fights/conflicts during Club sessions
- Showing up to Club sessions late or unprepared (athletic clothing)
- Showing up to Club sessions without registering to be an official member
- Using equipment or behaving in a way that could physically endanger themselves or any other members.

General members are encouraged to step up and raise concerns they have with a particular member. The *Example* Club wishes to facilitate events that are safe spaces for its members and will not tolerate poor behaviour. Many offences will be judged on a case-by-case basis and a decision must be made regarding actions against an offender by at least three members of the Executive Team and the decision will be shared with Campus Recreation before being enforced.