

Sample Basic Club Constitution

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be [name of club].

Section B: Purpose – The purpose of this club shall be:

1. [List in detail the purposes and objectives of the clubs. Rule 5.4a of Guild Affiliation states: the club, society, collective, team, or other entity defined objectives and purposes directly relate to, and benefit, enrolled students at the University.]

2.

3.

[Insert club name] commits to abiding by the Guild's Code of Conduct, and upholding the values of the people that it represents.

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, those interested in a particular topic or hobby, etc. Note that your members must be a simple majority ECU students and we encourage clubs to be as inclusive as possible.]

Section B: Grounds for Removal – Members that are observed going against the direct purpose of the club, displaying anti-social behavior, not abiding by the Guild Code of Conduct and/or making disparaging comments about the Guild, its Elected Officers, Employees, Members, and other stakeholders will be subject to removal from the club. This removal will be immediate, but appeals are available at the discretion of the club. [Add additional conditions if you feel necessary.]

ARTICLE III: MEMBER RULES

All club members agree to abide by the following club rules:

[Insert club name] is an all-inclusive organisation; and will not discriminate against age, gender, ethnicity and orientation.

[Insert club name] does not permit members to engage in any form of harassment, bullying, humiliation or other such forms of membership initiation conditions and/or practices.

[Insert club name] is an advocate for the ECU Guild and commits first and foremost, to serving the interests of ECU Students and, by association, the Guild, above any other internal or external organisations and/or interests

The Guild takes no responsibility or liability financially or in any other way.

[Insert any other member rules relevant]

ARTICLE IV: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee, democratically elected by the entire membership to uphold these rules. [Add extra responsibilities as appropriate]

Section B: Membership – This committee shall consist of a minimum of two officers who are Guild members and currently enrolled ECU students.

Section C: Meetings – This committee shall meet at least two times per semester to organise and plan future activities, as well as address any outstanding issues, and reflect on areas of improvement.

Annual General Meeting must also be held annually. Quorum at a meeting shall be a simple majority of executive members. [Amend as necessary]

Copy of meeting minutes to be forwarded to the Guild.

Article V: DISPUTE RESOLUTION

Procedures

Any member of the club who fails to observe the rules, or whose conduct does not observe the objectives of the club may be suspended or expelled from membership of the club.

If a club member believes any member is acting in contravention of these rules they will:

1. Raise the issue with the club executive committee or their ECU Guild Vice President (Academic, Social or Equity) and/or ECU Guild General Secretary.
2. The behaviour must be investigated and addressed immediately.
3. If the club cannot mediate the issue to a satisfactory resolution, the issue will be directed to the ECU Guild Senate to investigate and determine a course of action.

Article VI: Reporting

To keep in line with reporting legislation in WA which the Guild is bound by, and to improve communication between the club and the Guild, we [insert club name] are committed to:

- Provide the Guild with a quarterly report using the template provided on the ECU Student Guild website (<https://clubs.ecuguild.org.au/resources/>)
- Maintain a membership register and update quarterly. Forward a copy to the Guild.
- Declare all existing and potential affiliations, funding arrangements, sponsorships, and agreements we have with other organisations.
- Keeping the Guild updated on the composition and roles of the committee, as well as contact details
- Allowing adequate notice of events, as well as changes to the timing or location of these events.

- Article VII: Dissolution

- In the event of the [insert club name] becoming defunct or dissolved, the assets and funds that remain after such, and the satisfaction of all debts and liabilities, shall be settled and transferred to the appropriate external sponsor(s).
- Provided there are no external sponsor(s) in which case the club will settle their outstanding accounts and balances to be paid and afterwards, all the remaining funds distributed evenly amongst the committee members.
- The ECU Student Guild has no responsibility or liability in regards to this matter. It is the club's responsibility to ensure any funds and assets are distributed in line with the constitution.
- All resources including equipment owed to the ECU student Guild will be returned within 28 days of the date of dissolution in the condition it was initially retrieved.