For ALSS Finance & Social Council Use Only:

Presented \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Constituted \_\_\_\_\_\_\_\_\_\_\_\_\_\_ De-constituted \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revenue Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Defeated \_\_\_\_\_\_\_\_\_\_\_\_\_\_



**CLUB CONSTITUTION**

The Recognized Constitution of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

READ THROUGH ALL PARTS **CAREFULLY.** THIS IS **THE CONSTITUTION OF YOUR ORGANISATION.**

IT MATTERS.

General questions and inquiries are to be directed to:

**Director of Wellness**

Elise Kohno

clubs@ubclss.com

**Original Copy filed with the Social Council.**

**ARTICLES**

**ARTICLE 1: NAME**

1.1 The name of the Club shall denote affiliation with the practice of law.

1.2 The name of the Club shall imply the purposes of the Club.

1.3 In case of using a name or logo which is being used by another organization, association, or society, written permission in the form of a contract is to be sought for the use of the same name or logo.

THE NAME OF THIS ORGANIZATION SHALL BE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARTICLE 2: PURPOSE**

The Purpose of the Club shall denote affiliation with the Allard Law Students’ Society. The Purpose is stated to ensure continuity from year to year. It also distinguishes you from other clubs on campus and at the Faculty of Law.

THE PURPOSES OF THIS ORGANIZATION ARE:

2.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARTICLE 3: MEMBERSHIP**

THE MEMBERSHIP OF THIS ORGANIZATION SHALL COMPRISE OF:

3.1 Active Members shall be those members who are registered in a credit course at the UBC Faculty of Law, and as such are active members of the ALSS.

3.2 Associate Members shall be those club members who are not Active Members but who have joined the club. They can be UBC alumni, research fellows, faculty members, staff, non-UBC students, or others affiliated with the UBC Faculty of Law who wish to be involved with club activities. They shall not be permitted to vote, hold office, or sign Club Petitions.

3.3 A minimum of two-thirds (2/3) of the club’s membership shall be active members of the ALSS

3.4 The number of Associate Members shall not be more than one-third of the club’s membership.

3.5 The ALSS will not fund clubs or sports teams that limit their membership unless there is a valid external limitation. All clubs and teams must be open to all members of the law school unless an external limitation to membership exists (i.e. sports teams which are limited by gender or capacity). In these circumstances, selection criteria must be equitable and reasonable.

3.6 The membership period shall endure so long as the member is registered in a credit course at the UBC Faculty of Law, or until the time when that member revokes their membership.

3.7 A member of the club’s executive shall be responsible for maintaining an accurate record of club membership.

**ARTICLE 4: EXECUTIVE COMMITTEE**

The Club shall have an Executive Committee comprising of the following Executive Officers elected annually by the Active Members. Additional Executive members may be designated by the club.

President

Vice President

Treasurer

**ARTICLE 5: CLUB CONTACT INFORMATION**

5.1 All constituted ALSS Clubs must have Club email account. This will ensure continuity an institutional memory from year to year.

 Club email:

**ARTICLE 6: FUNDS**

All constituted ALSS clubs will be granted an account and revenue code under the ALSS.

6.1 All financial transactions shall be made explicit to the ALSS via the Director of Finance. All financial dealings shall be done through the ALSS Annual Budget Process outlined in the annual ALSS Club Orientation Package.

6.2 If any unauthorized accounts are discovered (i.e. outside bank accounts), the Club will be subject to de-constitution under the discretion of the ALSS. These controls are necessary for the protection of the Club against a dishonest signing officer, for protection against the loss of the Club’s monetary transaction records and to ensure compliance with AMS by-laws.

THE SOLE SIGNING OFFICER OF THIS ORGANIZATION SHALL BE THE:

**Position Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.3 The signing officer cannot also be the President.

**ARTICLE 7: CONSTITUTIONAL AMENDMENTS**

7.1 An amendment may be proposed at a General Meeting if it is passed by the Executive Committee and presented with signed minutes.

7. 2 All amendments to the Constitution shall be proposed at a General Meeting of the Club. All amendments must be passed by two-thirds (2/3) majority at the General Meeting where the quorum is fulfilled.

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**ARTICLE 8: QUORUM**

8.1 Unless otherwise stated, the quorum for all meetings shall be ten percent (10%) of the Active membership of the Club excluding the Executive Members.

**BYLAWS**

**BYLAW 1: GENERAL MEETINGS**

1.1 Each Club shall have at least one General Meeting during each school year.

1.2 A General Meeting shall be called by the President at the request of the Executive Committee.

1.3 Notice of the General Meeting shall be communicated to members at least seven (7) days before the meeting is to take place.

1.4 Minutes of the meetings must be kept if Club decisions are to be upheld by the ALSS in case of dispute, and shall be the accepted record of proceedings.

**BYLAW 2: ELECTIONS**

2.1 The election of Executive Officers shall take place annually.

2.2 Nominations may be submitted to the President prior to the General Meeting or may be accepted from the floor. If the President is running for a second term, the VP shall accept nominations.

2.3 The new Executive Committee shall assume office following the submission of General Meeting minutes and election results to the ALSS Director of Wellness.

2.4 By-elections shall be called by the President to fill vacant Executive positions. In the event of the Presidency being vacated, the Vice-President shall call a by-election.

2.5 The elected President of the club cannot also be the signing officer of the club.

**BYLAW 3: ELIGIBILITY OF EXECUTIVE OFFICERS**

3.1 Only Active Members of the Allard Law Students’ Society shall be eligible to hold executive offices.

3.2 All Executive Officers must be registered in at least one class (3 credits) during both Winter Sessions (at least a 6 credit total).

**BYLAW 4: MEMBERSHIP PRIVILEGES**

4.1 Only Active ALSS members shall vote, sign petitions or be elected to the club executive.

**BYLAW 5: EXECUTIVE DUTIES**

**Title Duties**

President \_\_\_\_\_\_\_\_\_\_\_\_\_ 5.1.1 Act as liaison to the ALSS Director of Wellness

* + 5.1.2  Call General Meetings
	+ 5.1.3

Treasurer 5.2.1 Act as liaison to the ALSS Director of Finance

* + 5.2.3 Act as sole signing officer of the Club
	+ 5.2.3

 5.3.1

* + 5.2.3
	+ 5.2.3

 5.3.1

* + 5.2.3
	+ 5.2.3

 5.3.1

* + 5.2.3
	+ 5.2.3

**BYLAW 6: BUDGET**

6.1 An annual budget request including a statement of Club proposed expenditures and expected revenues shall be submitted to the ALSS Director of Finance.

6.2 All deposits and reimbursement requests must be processed by the ALSS Director of Finance.

6.3 The AMS Finance Commission has a fiscal year end date of April 30th. Clubs must make every effort to submit deposit and reimbursement requests by this date.

**BYLAW 7: INTERPRETATION**

7.1 Nothing in these bylaws shall be interpreted in a manner contradictory to the ALSS Constitution or Statement of Values.

**DOCUMENTATION**

Please also attach a copy of the following:

1. Completed Budget Request for one (1) year.

This Constitution is submitted by:

Position:

Date:

Signature: