

CLUB MASTER CONSTITUTION

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

General questions and inquiries are to be directed to:

AMS Clubs and Societies Committee

Nest 3501

(604) 822-2361

clubquestions@ams.ubc.ca

ARTICLES

ARTICLE 1: NAME

- 1.1 The name of the Club may denote affiliation with the Alma Mater Society, using **only** the following approved templates:
“AMS _____”
“_____ of the AMS”
“AMS _____ at UBC”
“AMS _____ @ UBC”
- 1.2 The name of the Club shall not contain the words “Council”, “Undergraduate Society” or “Society” in their names.
- 1.3 The name of the Club shall imply the purposes of the Club.
- 1.4 The name of each individual Club shall be written into the Club’s Bylaws.
- 1.5 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.

ARTICLE 2: PURPOSE

- 2.1 The Purpose of the Club is stated in its Bylaws to ensure continuity from year to year. It also ensures the club is fulfilling a unique mission and does not compete with other Clubs.
- 2.2
- 2.3 All changes to a Club’s purpose must be submitted to the Clubs and Societies Committee for approval.

ARTICLE 3: CATEGORY

- 3.1 The Category is used to help organize the club directory.
- 3.2 The Categories are: Academic, Community Service, Cultural or Identity, Grassroots or Political, Leisure or Hobby, Media or Performance, Recreational or Athletic, Science, Social, and Spiritual.
- 3.3 The club must designate a category for itself in its bylaws.

ARTICLE 4: MEMBERSHIP

- 4.1 Unless otherwise determined by the Clubs and Societies Committee, membership in all AMS Clubs shall be open to all Active AMS Members in good standing, as defined in AMS Bylaw 2.1; Associate Members, as defined in AMS Bylaw 4.3; and Honourary Members, as described in AMS Bylaw 4.4. Only Designated Athletic Clubs and Departmental Clubs are exempt from this.
- 4.2 Active Members shall be those members who are registered in a credit course at the University or its affiliated institutions and are not in default of payment of the AMS fee.
- 4.3 Associate members shall be those club members who are not Active Members but who pay a club membership fee. They can be UBC alumni, research fellows, faculty members, staff, non-UBC students, or others willing to be involved in Club activities. They shall not be permitted to vote, or sign Club Petitions. Associate members shall only be permitted if a club's Bylaws allow for them.
- 4.4 Honourary Members shall be Club members who are not Active Members and who do not pay club membership fee, and shall not be permitted to vote, hold office, or sign Club Petitions. Honourary members shall only be permitted if a club's Bylaws allow for them.
- 4.5 A minimum of two-thirds (2/3) of the Club's membership shall be Active Members of the AMS.
- 4.6 The number of Associate Members and Honorary Members shall not be more than one-third (1/3) of the Club's membership.
- 4.7 The membership period shall not be longer than one (1) year.
- 4.8 Each new member of a club, including Associate and Honourary Members, must sign an AMS General Member waiver form
- 4.9 The Clubs and Societies Committee may de-constitute a club that has less than ten (10) Active member at any point in time.

ARTICLE 5: MEMBERSHIP FEES

- 5.1 Fees shall not be refundable under any circumstances.

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- 5.2 Clubs may require members to pay an annual fee, the amount of which shall be determined by resolution of a General Meeting with quorum.
- 5.3 Associate membership fees shall be at least fifty percent (50%) more than the Active membership fees.
- 5.4 Honorary membership fees shall be zero (0) dollars.
- 5.5 Changes in membership fees shall not become binding on established members until the termination of the current membership period.
- 5.6 Amendments to a Club's membership fees must be approved by 2/3 majority of Active Members at a General Meeting.

ARTICLE 6: EXECUTIVE COMMITTEE

- 6.1 Each Club shall elect and Executive Committee to manage the day-to-day affairs of the Club on behalf of the general membership.
- 6.2 The Executive Committee must contain at least a President and Treasurer, but may include any number of Executives set out in each Club's Bylaws. These Executives must be elected annually by the Club's Membership. **Executives listed in the bylaws may not be hired under any circumstances.**
- 6.3 Executive positions shall be voluntary and Club Executives shall not receive honoraria or salary from the Club.
- 6.4 Clubs may not hire their own Executives or enter into any contract providing compensation for services provided by their own Executives, unless permission is granted in writing by the AMS Vice President Administration.
- 6.5 Only living, Active Members of the Alma Mater Society shall be eligible to be members of the Executive Committee.
- 6.6 All members of the Executive Committee must be registered in at least one class (3 credits) during both Winter Sessions (at least a 6 credit total).

ARTICLE 7: FINANCES AND ASSETS

- 7.1 All constituted AMS Clubs must have an AMS bank account

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- 7.2 No Club may be controlled financially or operationally by an external organization
- 7.3 All financial transactions shall be made explicit through the AMS account; all financial dealings shall be done through the AMS Administration Office.
- 7.4 If any unauthorized accounts are discovered (i.e. outside bank accounts), the Club will be subject to de-constitution at the discretion of the Clubs and Societies Committee. These controls are necessary for the protection of the Club against a dishonest signing officer, or for protection against the loss of the Club's monetary transaction records.
- 7.5 All revenues earned by a Club, including membership fees, must be deposited and kept in the AMS club bank account.
- 7.6 All AMS Clubs must be not-for-profit and self-sustaining.
- 7.7 The sole signing officer of any club shall be the Treasurer.
- 7.8 Property acquired by AMS Clubs shall be legally the property of the AMS under management of the Club.
- 7.9 Neither the AMS nor its staff shall requisition or expropriate property acquired by AMS Clubs against the wishes of the Club, except when sale of such property is necessary to remove the Club's account from a deficit.
- 7.10 Each Club or Society shall manage property in the best interest of its general membership, and shall not dispose of property without the express approval of the AMS Vice President Administration.

ARTICLE 8: BYLAW AMENDMENTS

- 8.1 An amendment to the Club's Bylaws may be proposed by the Executive Committee or by a signed petition representing fifty percent (30%) of the non-executive Club Membership.
- 8.2 All Bylaw amendments shall be proposed at a General Meeting or in an area accessible by all members of the Club at least two weeks before they are eligible to be voted upon. The Club Executive Committee must make a reasonable effort to alert all Members of the proposed changes.
- 8.3 All amendments shall require support of two-thirds (2/3) majority in a vote where quorum is fulfilled. The vote must be open to the Club's entire Active

Membership, and the voting period must be well-advertised, with reasonable effort to alert all Active Members.

ARTICLE 9: QUORUM

- 9.1 The quorum for all meetings shall be according to the tiers below:
- a. Less than 100 members: thirty percent (30%)
 - b. Between 100 and 200 members: twenty-five percent (25%)
 - c. More than 200 members: fifty (50) members
- 9.2 Members of the Executive Committee do not count towards Quorum if a Club's membership is less than 100 Active Members

ARTICLE 10: GENERAL MEETINGS

- 10.1 Each Club shall have at least one General Meeting during each term of the school year. There shall be a minimum of one (1) Annual General Meeting (AGM) during the University winter session.
- 10.2 A General Meeting shall be called by the President at the request of the Executive Committee or upon receipt of a petition representing the Club's Quorum. The meeting must be at least fourteen (14) days after the President receives the petition.
- 10.3 Notice of the General Meeting shall be posted in an obvious place at least seven (7) days before the meeting is to take place. All general meetings shall take place at a reasonable time and in a reasonable location.
- 10.4 The President shall post the Agenda for the General Meeting at least three (3) days prior to the meeting.
- 10.5 Minutes of the meetings must be kept if a Club's decisions are to be upheld by AMS staff in case of a dispute, and shall be the accepted record of proceedings.
- 10.6 Only Active Members may vote in General Meetings.
- 10.7 No binding decisions shall be made without quorum.

ARTICLE 11: ELECTIONS

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- 11.1 The election of the Executive Committee shall take place during the first two (2) weeks of March at a General Meeting of the Club.
- 11.2 Voting shall take place through secret ballot.
- 11.3 Nominations shall be submitted to the President at least one (1) week before the meeting where elections will take place. If the President is running for an Executive position, another Executive shall be designated by the Executive Committee to accept nominations.
- 11.4 The Executive facilitating elections may accept nominations from the floor.
- 11.5 The new Executive Committee shall assume office on the first day of May following the Club's general election.
- 11.6 By-elections shall be called by the President to fill vacant positions on the Executive Committee. In the event of the Presidency is vacant, the Treasurer shall call a by-election.
- 11.7 By-elections shall follow the same procedures described in this Article.
- 11.8 Only Active Members shall be eligible for any Executive position.
- 11.9 All Active Members of the Club shall be eligible to vote for any Executive position.

ARTICLE 12: PROCEDURE

- 12.1 All procedural matters shall be governed by Robert's Rules of Order, Newly Revised.
- 12.2 Any further discrepancies shall be decided by the AMS, which is the final authority.
- 12.3 Each year, AMS Clubs shall be required to complete an Affiliation Renewal Form by March 30th or a date otherwise set by the AMS Vice President Administration. This Form shall include updated Executive contact information, a complete list of Club assets valued over \$50, and other information the Clubs and Societies Committee deems relevant.

ARTICLE 13: COMMITTEES

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- 13.1 Any number of standing committees shall be established by the Club's Bylaws.
- 13.2 The procedure to select Committee members shall be decided upon by the Executive Committee unless otherwise laid out in the Club's Bylaws.
- 13.3 Ad-hoc committees may be created by the Executive Committee or at a General Meeting where Quorum is present.
- 13.4 Committee Chairs shall be elected at a General Meeting of the Club unless otherwise laid out in the Club's Bylaws.

ARTICLE 15: BUDGET

- 15.1 An annual budget of proposed expenditures and expected revenues shall be submitted to the Vice President Finance along with the budget each year by a date set by him or her.

ARTICLE 16: AUTHORITY AND GOVERNING DOCUMENTATION

- 16.1 The Clubs and Societies Committee reserves the right to overturn any decision of a Club, amend a Club's Bylaws, or direct its Executive Committee as necessary.
- 16.2 A member of the Clubs and Societies Committee may at any point request the minutes of a Club meeting to aid in the resolution of disputes within or between clubs.
- 16.3 All AMS Clubs shall be subject to AMS Policies, the AMS Code of Procedure, AMS Bylaws, and this Constitution.
- 16.4 Nothing in this Constitution shall be interpreted in a manner contradictory to the AMS Constitution, Code, rules, regulations or policies enacted from time to time by the Alma Mater Society.
- 16.5 Nothing in a Club's Bylaws, Policies, or Procedures shall be interpreted in a manner contradictory to the AMS Constitution, Code, rules, regulations or policies enacted from time to time by the Alma Mater Society.
- 16.6 Nothing in a Club's Bylaws, Policies, or Procedures shall go against the laws of British Columbia or Canada.

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- 16.7 Nothing in a Club's Bylaws, Policies, or Procedures shall permit bullying, harassment, sexual harassment, or discrimination of any kind.