

[Club/society name] Constitution
[Club/society name], McMaster University
1280 Main St. W
Hamilton, Ontario, L8S 4L8



1. Name and Definition*

- Use the full name of the club/society and indicate an acronym if it will be used throughout the document

1.1. The club/society shall be known as: [club/society name], a McMaster Humanities Society (here out referred to as the MHS) ratified club.

2. Purpose and Objectives*

- Describe what your society aims to accomplish and a general outline of how this is achieved including events or initiatives. This should encompass your society's mission and culture and be general enough that it does not need to be revised every year.

3. Membership*

- Describe the membership process, levels (if any), privileges, and responsibilities

3.1. Membership to the club is limited to the following:

3.1.1. All full-time undergraduate students who support the Purpose of the club/society and are enrolled in the Faculty of Humanities

3.1.2. Part-time undergraduate students who support the Purpose of the club/society and have paid the MHS fee

3.2. Honorary Membership for interested parties who are not represented by the MHS shall be approved and bestowed by the executive or membership committee of the [club] upon majority ruling.

3.2.1. Honorary Members shall not hold executive positions, allocate funds, have voting status, or participate in any [club name] events which are restricted to non-honorary members.

4. Executive*

- Outline the duties, Exec positions, and responsibilities pertaining to the club/society. Below is an example of executive roles, however, you may adjust this section to the titles and specific duties of your club/society

4.1. The [club] executive will consist of: President, Vice-President, Treasurer, Secretary, First Year Representative

4.2. Membership to the [club] executive is restricted to full-time undergraduate students.

4.3. The **President** shall:

4.3.1. Oversee all executive meetings

4.4. The **Vice-President** shall:

- 4.4.1. Act in the President's place if they are unavailable
- 4.5. The **Treasurer** shall:
 - 4.5.1. Manage and maintain the finances for the [club]
- 4.6. The **Secretary** shall:
 - 4.6.1. Keep the minutes of executive meetings
- 4.7. The **First Year Representative(s)** shall:
 - 4.7.1. Attend all Executive meetings
 - 4.7.2. Act as liaison(s) between the Club Executive and the Level I Humanities class.

5. Finances*

- Describe financial procedures for the club
- 5.1. The [Club] is eligible for allocated funding from the MHS.
- 5.2. The [Club] may use the allocated funding for means pertaining to the Purpose and Objectives outlined in the constitution.
 - 5.2.1. The [club] shall be prepared to present proof of purchase to the MHS and proof of funding allocation as granted by the **MHS Vice President of Internal Affairs**.
- 5.3. The club may use any reasonable means consonant with the constitutional purpose to raise funds for its program.

6. Hiring and Elections*

- Describe the hiring process for the Club Executive members, including whether the procedure is through election or application. Below is an example which includes First Year Representatives; however, you may adjust this section to the positions and processes specific to your club/society.
- 6.1. Save for First Year Representative(s), all Executive members must be elected by [March 1] and take office by [April 1]
- 6.2. First Year Representative(s) must take office by [October 1]

7. Meetings*

- Describe the parameters for a general (if applicable) and an executive meeting
- 7.1. General
 - 7.1.1. Only the **President** may call general meetings
- 7.2. Executive
 - 7.2.1. All Executive members shall attend Executive meetings.
- 7.3. Quorum
 - 7.3.1. A quorum (minimum) attendance of 2/3 of the executive members is required for an executive meeting.

8. Equity, Diversity, and Inclusion*

- Describe the club's policy regarding, equity, diversity, and inclusion
- 8.1. The [club name] acknowledges that as a McMaster affiliated society/club, the club/society benefits from the University's location on the traditional territories of the

Mississauga and Haudenosaunee nations, and within the lands protected by the “Dish with One Spoon” wampum agreement.

- 8.2. The [club name] recognizes and works to reflect McMaster University’s commitments to equity, diversity, inclusion, and accessibility, to cultivate a community that respects the human rights, integrity, and dignity of all members.
- 8.3. The [club name] does not condone any harassment, violence, and discrimination.
- 8.4. The [club name] shall not attempt to exclude, discriminate, or repudiate in any manner that suggests prejudice against an individual.
- 8.5. Any failure to adhere to these conditions will result in immediate review and possible recall from the MHS.

9. Bylaws and Amendments*

- Describe the process for adding or eliminating bylaws and amendments

- 9.1. Bylaws may be adopted or amended following a majority vote of all members of the Executive Board.
- 9.2. Passage of amendments to the Constitution shall be majority affirmative vote at quorum (minimum attendance) meeting.
- 9.3. All bylaws and amendments shall be referred to the **MHS Vice President of Internal Affairs** and the **MHS President** for approval.

10. Recall*

- You may include additional requirements subject to your club/society’s policies regarding recall of membership.

- 10.1. The [club name] shall make every reasonable attempt to fulfill the duties and responsibilities, and to reflect the policies and beliefs of the club as outlined in this constitution.
- 10.2. The [club name] shall make every reasonable attempt to reflect and obey the policies as outlined in the MHS Constitution.
- 10.3. The members of the [club name] shall not use their position in contravention of the legitimate rights and interests of the members’ constituents.
- 10.4. The members of the [club name] shall recognize that any failure to respect the conditions stated in this section will result in immediate review and possible recall from the MHS.

11. Enabling Clause*

- 11.1. This Constitution shall take effect October 30, 2020.