

Club Constitution Checklist

Prepared by *UMSU Student Group Services*
at the *University of Manitoba Students' Union (UMSU)*

Last Revision: May 24th, 2022

Introduction

This checklist document is used to see if a constitution has the required elements for it to be recognized by UMSU. It will be based on the elements from the constitution template and so please be familiar with that template.

Please refer to this document only if you are NOT utilizing the provided constitution template structure and utilizing another constitution structure.

Title Page

Does my document have...?

- Title stating
 - Club Name
 - Club Acronym in brackets after club name
 - Constitution
- First Official Draft and its date
- Last Amended and its date

Table of Contents

Does my document have...?

- Table of Contents heading
- Section Headings listed AND/OR Articles listed
- Page Numbers for the sections AND/OR articles

Definitions

Does my document have...?

- The established definitions from UMSU via the template and sample (for example, the definition of conflict of interest must be in there)
- Other terms that need to be defined.

Articles

A lot of these required articles must be copied from the template. You cannot change or adjust the article unless the template prompts you to.

Please have your constitution draft reviewed with Student Group Services to check if the articles required are in the constitution. We can also assist with any questions you may have.

Does my document have...?

Article 1a – Name

Statement with Club's Full Name

Statement with Club's Acronym

Article 1b – Purpose

Statement with Club's Full Name & Purpose Statement

Statement with Club's Activities listed

Article 1c – Club Status

Statement with Club's Full name & Club's Status

Article 1d – Membership

Statement of Club's Price of Membership

Statement of length of membership (has to be full academic year from September to August)

Statement of how to sign up as a member

Article 2a – Terms of Office

The complete text from the template with the club's acronym

Article 2b – Executive Officers and duties

Description of President Position & other duties assigned

Description of Vice President & other duties assigned

Description of Treasurer & other duties assigned

Description of Other Executive positions and its associated duties.

Article 2c – Executive Officer Dismissal Protocol

The complete text from the template

Article 3a – Conflict of Interest

The complete text from the template

Article 3b – Chief Returning Officer Appointment

The complete text from the template

Article 3c – Chief Returning Officer Duties

The complete text from the template with the club's acronym

Article 3d – President Appointment Procedure

The complete text from the template with the club's acronym

Article 3e – Council Appointment Systems

The complete text from the template with the club's acronym

Article 3f – Executive Transition Procedure

The complete text from the template

Article 4a – Compliance with University of Manitoba Students' Union (UMSU) Policies

The complete text from the template with the club's acronym

Article 4b – Compliance to a Sexual Violence Prevention Workshop

The complete text from the template with the club's acronym

Article 4c – Compliance with University of Manitoba's Community Code of Conduct

The complete text from the template with the club's acronym

Article 4d – Amendments to Constitution

The complete text from the template

Article 4e – Violations to Constitution

The complete text from the template with the club's acronym