CONSTITUTION REQUIREMENT CHECKLIST INFORMATION

Use this checklist when you write or review your constitution to make sure that these required items are covered in your constitution. This is also the checklist that SGS will be using to review your constitution, so you’ll be one step closer to approval if you take a look at it and our Default Constitution first!

Your constitution can absolutely address more than these specific areas, but this checklist is a good guide to what might most frequently come up in your group. Since every group is different, your constitution may not be organized in the same way as this checklist. For sample text and more details on each item, check out the Default Constitution.

☐ The checkboxes indicate the bare minimum of information that SGS would require
• The bullet points indicate extra information that could be asked for, suggested, or would be beneficial

Overall, there should be no contradictions or questions immediately rising out of a constitution. If you were a brand-new group member, would you understand how your group functioned by looking at your constitution?
CONSTITUTION REQUIREMENT CHECKLIST

☐ Name of group is present, and matches registered name.
☐ Mission/Vision/Values are stated clearly.
  • There is a reference to the higher legal frameworks a group exists in – the University of Alberta, the SU, the GSA, Recreation Services, etc.
☐ Membership eligibility is nondiscriminatory and clear.
  • Classes of membership are defined, and reference is made to the University of Alberta’s policies around student membership ratios. Consult the SGS web page on Registration for information on these ratios.
☐ Membership standing is clarified.
  • Process of becoming a member. Rules for membership expulsion or suspension are in place, along with definitions of when these measures would be appropriate.
☐ Executive positions are listed and their responsibilities are accurately described.
  • Annual mandatory training, risk management approval and registration responsibilities are addressed
    ☐ 100% Student Executive composition is specified, as per the UAPPOL student group procedure
☐ At least two executive positions have signing authority for the group’s bank account.
☐ Elections are very clearly outlined. This could include the following items:
    ☐ Timeline (for nominations, voting, campaigning, and appeals);
    ☐ Who supervises the elections and what their role is;
    ☐ Candidates’ roles and responsibilities;
    ☐ Voting eligibility and registration, where applicable;
    ☐ Democratic procedure and method for voting;
    ☐ Appeal, impeachment, and/or recounting processes;
    ☐ By-election and vacancy processes.
☐ At least one Annual General Meeting is codified, at which elections will take place.
  • All other types of meetings are defined, along with the procedures for calling meetings.
☐ Quorum for all meetings and elections is defined and consistent.
☐ Financial Practices are addressed in sufficient detail, either under an executive’s portfolio or in a separate section.
  • This includes financial year, budgetary approvals, executives responsible for spending, regular deposits, reimbursement of members and keeping of records.
☐ A process for amending the constitution is in place and requires the entire organization’s participation (not just the executive council).
☐ Dissolution procedures are included, with specific reference to what happens to a group’s finances and resources once a group shuts down.

Require extra help with your Constitution? Contact us! clubs@su.ualberta or 780.492.9789!
Last updated March 2015