



■ Constitution Requirement Checklist

How to use this checklist:

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.

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 Constitution Template in the **Constitution Handbook** or the [Default GSA 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?

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.
 - This is also known as your “Registration Level” or “Type of Registration”
- **Membership eligibility** is non-discriminatory 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,
 - 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.



STUDENT GROUP SERVICES

- **Elections** are very clearly outlined. This could include the following items:
 - The month in which the general meeting will occur annually (this will determine your group's registration timeline)
 - 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;
We recommend using Parliamentary Procedure for big decisions like these. Examples are: a **simple majority** (more than 50%, or 50% plus one vote), a **substantive majority** (2/3 or 66.67%), or **supermajority** (3/4 or 75%).
 - Appeal, impeachment, and/or recounting processes;
 - By-election and vacancy processes.

- At least one **Annual General Meeting** is codified.
 - All other types of meetings are defined, along with the procedures for calling meetings.
 - The AGM does not have to be the same meeting as the general election, though we recommend they occur at the same meeting so that you can gather all of your members (or as many of them as possible) once instead of multiple times.
- **Quorum** for all meetings and elections is defined and consistent.
 - Acceptable quorums include at least 1/3 of the body invited to that meeting. In other words, for an Annual General Meeting for a club with 100 members, at least 33 members.
 - Student Group Services may request a larger quorum policy depending on the type of student group. If you have additional questions, please contact us.
- **Financial Practices** are addressed in sufficient detail, either under an executive's portfolio or in a separate section. This includes:
 - Fiscal year (*the time frame for the current budget, which will include the year in which money from sources like membership dues, grants, etc. should be spent*)
 - Budgetary approvals/executives responsible for spending (*who has to approve spending on behalf of the group? How can a member be reimbursed for spending on behalf of the group?*)
 - Regular deposits (*if the group keeps a cash box/float, how much is it? When does the Treasurer make deposits to the bank account? Most groups have a dollar amount or time frequency, "whichever is sooner" in their constitution. Eg. "When \$500 or more is in the cash box, or every two weeks, whichever is sooner."*)
 - Keeping of records (*SGS recommends that all financial records be kept for up to 6 years before being shredded, in the event of an audit by the CRA or other organization.*)
- 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.