



XYZ Club

Bylaws

Name

The name of this organization shall be the Concordia University of Edmonton **XYZ Club** (henceforth referred to as the “CUE **XYZ Club**”).

Definition of the Club

- What does the club do?
 - Ex. “Raise awareness of cause A through outreach and marketing events, play ping-pong”.

Purpose of the Club

- Why does the club do what it does or wants to accomplish
 - Ex. “To help those suffering from cause A while helping the club executives application boost, to have fun playing ping-pong while building campus community”.

Club Policies

- All club members must adhere to the Concordia University of Edmonton and Concordia Student Association policies and bylaws including appropriate professionalism and conduct in all student club and event related activities. This includes appropriate attire, conduct, and representation. Failure to abide by CUE and or CSA bylaws or policies may result in disciplinary action as outlined in the applicable documents.
 - In particular, the Clubs & Unions policy.
 - Discrepancies between the Club Bylaws, Clubs & Unions policy, and CSA Bylaws will be decided in favour of the CSA Bylaws, then Clubs & Unions Policy in order of precedence.
- The **XYZ Club** will operate under the oversight of a faculty representative from Concordia University of Edmonton which will require written approval of the CSA

VP Finance. The Faculty Representative is responsible for advising the Club Executive.

- Club Specific Policies

- Ex. "The Ping-Pong Club uses the Canadian Ping Pong Federation rules".

Changing Club Policies or Bylaws

- The XYZ club may opt to change its bylaws or policies through the following process.
 - 1. The proposed changes are outlined in a separate document and approved by the club executive by a majority vote and submitted to the CSA VP Finance for approval.
 - 2. The proposed changes must be approved by the CSA VP Finance and brought to the club membership for approval.
 - If the decision is contested, an appeal may be made to the Executive Council which can vote by majority to allow the general council to vote for approval of the changes.
 - 3. The majority of club members must approve the changes in a democratic vote.
- A failure to obtain approval in any step will result in the failure of the proposed changes. A cool-off period of thirty (30) days will then commence before any changes can be proposed again.
- The CSA General Council reserves the right to unilaterally change the club Bylaws or Policies. Club executives will be informed of any changes that affect them directly and are expected to communicate these changes to the club members in a fair, balanced, fashion.

Club Membership

- Every active CSA member in good standing is welcome to participate in the Club as a Club Member. Any pending CUE or CSA discipline will be taken by the club executive as indication that the club is no longer in good standing until the matter is resolved.
 - No active CSA member in good standing may be excluded from club activities.
 - Notwithstanding the previous clause, clubs may limit attendance to paid ticket events to only those who have paid for a ticket. However, tickets must be available for sale to all active CSA members in good standing.
 - The club shall not charge a membership fee of any kind.
- Active CSA members may join the club by written or electronic means by clearly indicating their intent to join the club, their name, and providing electronic contact information.
 - A club member may indicate their intention to leave the club at any time by submitting a written notice, to a club executive, or electronic notice to

the club email providing their full name and indicating they wish to be removed from the membership.

- Membership may be revoked at any time by the CSA VP Finance or where conflicts may exist, by CSA Executive Council majority vote for any reason defined as disruptive, hazardous or detrimental to the club, the CSA or CUE in physical or representative form including but not limited to those breaches identified in the applicable bylaws and policies.
- The club membership list will be kept in the club's CSA provided email account digital storage space and shall not be disclosed or used by anyone beyond the club's current executive council and the CSA VP Finance or their designate.
 - The club executives must share a copy of the membership list with the CSA VP Finance when requested within seven (7) days.
 - The CSA VP Finance may share the club membership list for legal, governance, or election purposes.
 - The club membership list shall include only the following information:
 - The names of all members
 - Electronic contact information for all members
 - The join date of all members.
 - Clubs shall conduct an annual clean of their membership list by electronically contacting all members from past years to see if any have left CUE or no longer wish to be club members.
 - The Club membership list may be used for undertaking the activities of the club so long as the club members receive no more than one (1) electronic communication per calendar week per club.
 - Notwithstanding the previous clause, elections or byelections may require additional electronic correspondence past the limit of one (1) message per calendar week.
 - The CSA VP Finance may waive this requirement and allow more frequent communications to issue corrections or urgent updates.

Finances and Properties

- The Club will provide, under the guidance of the CSA VP Finance, a yearly budget request for each operational year including all expenditures and sources of revenue.
 - The club will comply with all required CSA finance and club and union policies.
 - Club Executives should be particularly mindful of acceptable and unacceptable expense categories.
 - The club and all club executives will be responsible to fund a minimum percentage of costs as defined by the CSA Club and Union Policy.
 - Ignorance or lack of familiarity with the CSA Clubs and Union Policy is not an acceptable defense for an inappropriate expense claim or activity.

- The Club Executive must receive acceptance of the budget as set forth by the CSA Club and Union Policies and approval of any changes to the bylaws and policies from the CSA VP Finance, CSA Executive Council and the CSA General Council where applicable prior to any representation or operation of any kind.
- The budget will be provided for the CSA General Council on or before **DATE**.
 - In the event that a club is founded or revived from dormancy the club executives shall present the club budget prior to beginning operations of any club activities.
- The club shall not charge a membership fee of any kind.
- The only executives empowered with signing authority for club expenses shall be the club:
 - President
 - VP Finance

XYZ Council

Club executive duties

- With the exception of the founding president and founding VP finance all club executives must be elected following the procedures in the Club and Unions Policy.
 - The Club founder is, by default, the President of the Club for the first term. In the case of disputes surrounding the founding of a club the CSA VP Finance retains authority to resolve them.
 - In the event that the club has multiple founders, the founders will determine by majority vote who will be the Club President.
 - The first club President may appoint a VP Finance for their first term to design and implement the first club budget.
- The **XYZ** Club will be operated by a council with the following required positions and general outlines of responsibilities:
 - **President** - oversees general operations in finances and organizing club activities, organizes events for the club. The president will organize club meetings and prepare an agenda which will be provided at minimum 1 week prior to the meeting.
 - **Vice President of Finance** - Manages and records the club expenditures and revenues. Is responsible for reconciling the Club budget with the CSA VP Finance at least once per semester. Is responsible for ensuring Club and Union Policy adherence for any financial matters. Prepares and submits the Club's budget in conjunction with other club executives and potentially club members. Serves as Club secretary if no other executive is assigned this role.
- The Club President and Vice President of Finance, and any other current executives, may choose to have additional Executives fulfilling additional roles, subject to CSA VP Finance approval of the position.
 - An additional executive position from the list below shall be created by a majority vote reflected in meeting minutes and can only be removed via unanimous

approval of the entire club executive, including the individual currently holding the position.

- There is a minimum of two (2) executive positions, with a maximum executive to member ratio of one (1) executive to three (3) members.
 - Any current (2019-2020) club executive ratios or numbers shall not be required to follow this ratio until the following fiscal year.
 - Club executives shall be included in the total membership count for the purposes of this ratio.
- A maximum of five (5) executive positions may exist in any single club at any time, including the required president and VP finance roles.
 - A union may petition the CSA VP Finance to have additional executives with a compelling reason for requiring additional positions. The CSA VP Finance reserves discretionary power to grant or refuse this request.
- The XYZ Club has the following additional executives (REMOVE UNUSED POSITIONS IN FINAL VERSION):
 - **Vice President (Unspecified)**- To assist the President in running the club and to act as the President if they are unable to fulfill the role.
 - **Secretary** - Records and manages meeting minutes. Ensures that Club records are kept and reported, where applicable.
 - **Vice President of Marketing/Communications** - Design and distribute media for events, with full control of all social media accounts, maintains open lines of communication with the CSA Marketing Team and utilizes any services they provide, ensures that all printed media is removed and recycled, where applicable, two (2) days post-event.
 - **Vice President External/Operations** - Help organize and administer events, provides a calendar outlining planned events to club members and the CSA VP Finance, collaborates with other executives to promote events and organize event ticket sales (where applicable). Maintaining and developing external relationships.
 - **Vice President of Events** -
 - **Vice President of Professional Development** -
- A CSA member may only serve a single club executive role per club per term.
 - The member may seek election into a different role inside the same club in the upcoming term while holding a different role in the club in the same term.
 - A CSA member may hold a club executive role in multiple clubs.

XYZ Club Continuity and Succession

Club Executive Resignations

- In the event that the club President resigns or is unable to fulfil their duties the club VP Finance will perform the president's duties in addition to their own until a byelection is held.
- In the event that the club VP Finance resigns or is unable to fulfil their duties the club President will perform the VP Finance's duties in addition to their own until a byelection is held.

- If both required club executives resign concurrently, or in a close time span as determined by the CSA VP Finance, then club members or the remaining club executives will decide through a democratic vote, the club executive structure, with approval from the CSA Executive Council.
 - The Club members and club executives may also opt to disband the club through a unanimous vote from both groups. If this occurs all club activities are to immediately cease, in particular, financial activities, and the club finances are to be reconciled with the CSA VP Finance.
- If one (1) or more non-required club executives resign or is unable to fulfil their duties the remaining club executives will spread the duties of the resigned executives amongst themselves in a mutually agreeable fashion until a byelection is held.
- In the event that all club executives resign or are unable to fulfil their duties the club membership will organize a byelection with the CSA VP Finance.
- If a club executive is temporarily unable to fulfill their duties (no more than one CUE semester) or takes a legally protected leave of absence the position will be held open for the individual originally holding that position's return and their duties covered by another club executive chosen by the club membership and/or club executive in a majority vote.

Club Disbandment and Continuity

- Outgoing club executives should provide instruction to incoming executives on club operations and policies prior to the next elected term commencing.
- A Club may only be disbanded with the unanimous approval of all members and executives present at a special meeting, announced to all members of the club at least one (1) week in advance. If members and/or executives dissent with a disbanding vote then they vote is held to have failed and members and executives who voted for disbandment may resign their positions or ask to no longer be considered a member.
 - The meeting time and date for disbanding a club must be approved by the CSA VP Finance to ensure equitable meeting time access.
- A club that does not have any executives elected for the following term shall be considered to be dormant and will not have its budget approved. Active CSA members may revive the dormant club by petitioning the CSA VP Finance to become the club President and appointing a VP Finance, continuing the clubs activities and legacy.

XYZ Club Governance

- The XYZ Council will meet a minimum of 2 times a semester to discuss potential improvements for the club and membership. Meetings should follow the general principles of Robert's Rules, with an agenda distributed at least one (1) day prior to the meeting by the President, and written minutes should be kept by the applicable club executive.
 - Matters of finance and budget will be discussed during these meetings and approved at the yearly AGM presentation to all club membership prior to the budget being submitted.

- A club shall hold a yearly AGM concurrently or separately from their elections to present the club's budget to date for the current fiscal year and present a proposed budget for the next fiscal year.
 - Club executives should seek club member feedback and input for the budget prior to, and during the AGM.
 - The AGM must be announced at least seven (7) days prior to the AGM date.
 - This announcement must be posted on any club bulletin boards, social media accounts, and to individual members using the contact information members provided.
 - The AGM date must be at least seven (7) days prior to any final course exams and must be between September 30th and December 1st, or between January 31st and April 1st. It shall also not occur during a time school is not in session.
 - The AGM agenda must be approved by the club executive and circulated prior to the AGM to all members in attendance.
 - A digital agenda may be used provided all members in attendance are able to clearly understand the entire agenda.
 - All AGM date requests must be approved by the CSA VP Finance prior to sending an AGM announcement.

Club Executive Disciplinary Processes

- Club disciplinary processes shall follow the procedures dictated in the Clubs and Unions Policy.
- If a Club executive is not fulfilling their duty as outlined in this document or other club policies they will be subject to escalating disciplinary action as follows:
 - Verbal warning from club President;
 - Written warning from club President;
 - Issue taken to CSA VP Finance;
 - Issue taken to the CSA EC
 - Issue taken to the CSA Judicial Board