

Sample Constitution – Course Union

Name

This Course Union shall be known as the Students' Union Okanagan of University of British Columbia (SUOofUBC) _____

Mission Statement

The _____ exists as a course union and interest group for students registered in an academic program offered by the Department/Faculty of _____, at the University of British Columbia Okanagan. Our goal is to cater to the wellbeing and academic development of our membership by offering events and services that are based on our three founding principles: Professional Development, Community Engagement, and Student Advocacy. By hosting interdisciplinary events, workshops, and study sessions representing the interests of students, we hope to foster a space of inclusivity, friendship, and lifelong learning.

Purpose

The purpose of this Student Association is to support the academic, professional, and social needs of students in the Department/ Faculty of _____, and maintain communication between disciplines, student groups and the community to meet these needs. The three founding pillars (see Mission Statement) are areas in which we have recognized that students require the greatest levels of support. As such, all events and services are tailored to meet at least one pillar, as well as other areas of concern that students bring to our attention.

Course Union Membership

This Course Union membership will include all students enrolled within the Department/ Faculty of _____ at UBC Okanagan. All members of the Course Union will be afforded equal rights and opportunities to participate in all activities and initiatives hosted by this Course Union. Members of this Course Union must have access to the dates and locations of Council meetings and are welcome to attend unless called "in camera" by the meeting chair.

Budgeting

This Course Union shall remain a non-profit entity under the society of the SUO with no profit being allocated towards its members, and any operating surpluses shall be used to further the purposes of the Course Union. This clause is unalterable.

If the Course Union receives more than \$2,000 in student association funding, the Course Union must display the SUO logo on all promotional material, with evidence being provided to the Vice President Internal and Membership Outreach Coordinator upon request.

Executive Members

The President, Treasurer, and _____ shall be the designated signing officers of the Course Union. The Executive Council shall meet a minimum of once per month. Meetings shall be open to all members of the Course Union, and a minimum of 2/3 Executive Members shall be present in order to establish quorum.

The requirements of an Executive Council includes, but is not limited to:

- a. be knowledgeable of the SUO Student Association Regulations including the ones specific to course unions;
- b. abide by the student conduct regulations established by the University;
- c. conducting the business of the Course Union;
- d. meet at least once per month from September through April and publish the time and location at least seven (7) days in advance; and
- e. host at least five (5) meetings and/ or events open to all members of this Course Unions.

The President shall be responsible for:

- a. Preparing, drafting, and presenting the President’s report on their operations at the Course Union’s AGM;
- b. Act as liaison between the Course Union and the Student Union and must be familiar with all SUO bylaws and policies.
- c. Act as a signing authority.
- d. _____;
- e. _____; and
- f. _____.

The Secretary/Vice President shall be responsible for:

- a. Notifying the membership of upcoming meetings;
- b. The taking of minutes at all Course Union meetings; and
- c. _____.

The Treasurer shall be responsible for:

- a. Overseeing the Course Union's finances;
- b. Submitting Expense Reimbursement Forms to the Membership Outreach Coordinator; and
- c. _____.

If a member of this Course Union raises concerns to the SUO Board regarding actions by an Executive Member, the Board can choose to commence an investigation to determine if the Executive in question is acting in the best interest of the Course Union or shall be removed from office.

Meetings

General meetings shall be held at least once every month to give the membership control of the direction and activities of the Course Union. General meetings shall be scheduled by the Executive Council.

Annual General Meetings must take place in Term 2, and notice must be given to the Vice President Internal, Membership Outreach Coordinator, and membership of the time, date, location and agenda within 10 (ten) days prior to the meeting.

Quorum for the Course Union's AGM shall be 25 members or 5% of Course Union membership whichever is less.

Only Executive and Council members are entitled to vote at General Meetings. All Course Union members shall be entitled to vote at Annual General Meetings and Special General Meetings. Special General Meetings may be called at any time by the Executive Council. The _____ shall prepare the agenda for General Meetings.

Membership Voting

Voting Membership in this Course Union shall be comprised entirely of all University of British Columbia Okanagan (UBCO) students in the Department/Faculty of

_____. Each member of this Course Union is eligible to:

- a. Exercise one (1) vote in the election of the Course Union President and for every other Executive Member :
- b. Vote for each vacant position on a Council, provided that they may only cast one (1) vote for any given Candidate.

Elections

All executive positions, including President, Secretary, and Treasurer shall serve a twelve (12) month term of office, and be elected through an annual election in Term 2 carried out in partnership with the SUO and the online Simply Voting platform. If a situation arises where there is conflict between this Course Unions' election bylaws and the SUO policies, the SUO election bylaws will take precedence.

Every current member of this Course Union is eligible to seek election to any position within the Course Union, however a candidate may only run for one position within the Course Union Executive team.

The Course Union elections cannot occur while the SUO General Election is taking place. The SUO election will take precedence.

A Chief Returning Officer (CRO) not part of the membership or Course Union President, providing their not a candidate, will carry out the election with the following process:

In the event an executive position becomes vacant after the election process has concluded, applications will reopen for the executive position and the remaining members of the Executive Council must reach a two-thirds ($\frac{2}{3}$) majority vote after conducting interviews of each applicant.

This Course Union must make a reasonable effort to ensure that every member of the Course Union is aware of the time and location where the election of Executive Members and Council Members is to take place and how a member can become a Candidate for the election or appointment to Council or an Executive Member position.

If elections are not held in Term 2, this Course Union may not renew active status in the following academic year until an election has occurred in partnership with the Students' Union.

Ratification and Dissolution

Starting August 1st, of every year, this Course Union shall cease to receive support from the Student Union until:

- a. submitting a Student Association renewal form to renew their status after July 1st; and
- b. maintaining a membership of a minimum of fifteen (15) members, excluding executives.

This Course Union may submit their renewal form starting May 1st, once the Annual Election has been carried out and ratified during Term 2. These requirements must be met and approved by the Board by the

first Friday of Term One Classes of each year, if not, the Student Association shall not receive support from the Student Union.

A minimum of one (1) executive from this Course Union must attend the Student Association Orientation and all Course Union meetings to retain active status.

This Student Association may be dissolved by a two-thirds (2/3) vote at a quorate General Meeting, or by the SUO Board of Directors after a period of inactivity as outlined in the Student Associations Policy. If this Course Union has been deemed inactive for a period of at least twelve (12) months may be dissolved by the Board of Directors.

Upon the dissolution of the Course Union, any assets and/or liabilities shall be transferred to the general fund of the SUO.

Limitations

No policy of this Course Union shall be interpreted in a manner contrary to SUO Bylaws & Regulations. If there is a conflict between the course union regulations and SUO regulations and bylaws, the SUO will take precedence.

Constitution

A copy of this constitutions must be available for members upon request, and must be able to provide such copies through all of the following means:

- a. hyperlink;
- b. email;
- c. paper copy; or
- d. pdf.

An up to date copy of any and all governing documents, such as the constitution, must be submitted to the Membership Outreach Coordinator upon ratification and approved amendments.

Amendments

The Constitution of this Course Union may only be amended by a two-thirds ($\frac{2}{3}$) majority at an Annual or Special General Meeting. Approved amendments shall be enacted immediately.