



MARIANOPOLIS STUDENT UNION

MARIANOPOLIS STUDENT UNION CLUB BYLAWS

Last review: October 22, 2019

*Recognizing the traditional unceded Indigenous lands of the Kanien'kehá:ka/Mohawk
Nation on which the Marianopolis Student Union presides;*

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For all definitions, consult the MSU Congress Constitution

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Article 1: General Rights and Responsibilities

- 1.1. All clubs must adhere to the MSU's Constitution, Congress Bylaws, and Club Bylaws.
- 1.2. The process of becoming a club recognized by Congress entails the following:
 - 1.2.1. Being approved and recognized as a club by the College's Student Services.
 - 1.2.2. Submitting a list of all executive members, with a minimum of two (2);
 - 1.2.3. Submitting a financial budget for the upcoming year, if applicable;
 - 1.2.4. Sending one (1) executive member to the Bi-Annual Club Planning Sessions.
 - 1.2.5. Club executives must submit a copy of their constitution to Congress for review to ensure consistency with the MSU's Constitution, Congress Bylaws, Club Bylaws.
- 1.3. Each Club must send at least one executive member to the Bi-Annual General Assemblies. If an executive member is not present, then the club will be considered in poor standing.
- 1.4. The Vice-President is the primary liaison between Congress and MSU Clubs, as outlined in the Congress Bylaws.
 - 1.4.1. All Clubs receive a Club Cheatsheet at the beginning of the Fall semester that is made available by the Vice-President, as outlined in the Congress Bylaws.
 - 1.4.2. The Vice-President organizes the Club Planning session at the beginning of each semester, as outlined in the Congress Bylaws.

- 1.4.3. All Clubs are required to submit a year-end report to the Vice-President, containing the following:
 - 1.4.3.1. A summary of expenditures.
 - 1.4.3.2. All organized activities of the year
 - 1.4.3.3. All possessions
- 1.4.4. Upon recognition by Congress, any Club shall have the right to use the following facilities, if available, under the supervision of Congress and Student Services:
 - 1.4.4.1. Club's storage room (D-418)
 - 1.4.4.2. Club's meeting room (A-156)
- 1.4.5. Club Executives will be held responsible for all lost, damaged or stolen items. Club Executives must report compromised items to the Vice-President of Administrative Affairs as soon as possible.
- 1.4.6. Any official Club whose conduct is deemed inappropriate by Congress is subject to congressional review. If necessary, Congress may call upon a Review Board to make a recommendation, as outlined in the Congress Bylaws. Any Club found by Congress to have failed in its responsibilities and duties will be subject to disbandment. Following impartial and thorough review with approval by a two-thirds ($\frac{2}{3}$) majority vote of Congress, Congress reserves the right to:
 - 1.4.6.1. Withdraw funding from said Club;
 - 1.4.6.2. Disband said Club:
 - 1.4.6.3. Forfeit approval of any future reinstatements of said Club.

Article 2: Club Membership and Operations

- 2.1. Club membership is open to all Members of the MSU, unless a fair and detailed procedure for the granting of membership is defined in the Club's constitution.
- 2.2. Clubs benefit from operational independence, except as required to ensure the application of the MSU's Constitution, Congress Bylaws, Club Bylaws, and of procedural fairness.
- 2.3. The executive council of each Club manages all operations of the Club, and organizes all Club events and activities. Each club's executive council is composed of two (2) to seven (7) executive members. Executives are appointed by the sitting executives among the Club members, or elected by and among Club members. If a Club has a constitution, it must put the executive appointment procedure into writing.
- 2.4. Only Members of the MSU may be members or executive members of a Club, and no Club may delegate or subjugate its administrative or decision-making powers to a person or body who is not a Member of the MSU.
- 2.5. Faculty advisors:
 - 2.5.1. Faculty advisors have the sole power to enforce College bylaws, rules and regulations wherever they may apply. They are not considered interested parties and may not engage in public debate pertaining to constitutional amendments or matters pertaining to the structure or administrative functions of a Club or its executive council.
 - 2.5.2. Faculty advisors may not hold veto or voting power in regards to matters pertaining to a Club's decisions or administrative functions.
 - 2.5.3. Notwithstanding, a Club may delegate to a faculty advisor the determination of a member's participation in an external event or activity,

only if it is required to ensure confidentiality, such as a student's academic standing. In any other case, the decision must solely be taken by the Club's members or executive council, who may opt to consult the faculty advisors.

- 2.5.4. The executive council of a Club may appoint, replace or dismiss a faculty advisor. This decision will take effect immediately if the vote of the executive council was unanimous. Otherwise, it will take effect upon ratification by a simple majority of the Club members at a club assembly.
- 2.6. The members of each Club have the exclusive power to adopt, amend or repeal its club constitution at a club assembly by a two-thirds ($\frac{2}{3}$) majority.
- 2.7. The executive council of each Club, or one-quarter ($\frac{1}{4}$) of its members, may call a club assembly. Notice of such an assembly must be distributed to Club members at least 7 days prior to the meeting time.

Article 3: Finances

- 3.1. No Club shall receive financial funding from Congress until it is officially recognized by Congress.
- 3.2. The Club Budget as well as any funds acquired from outside sources must be held in the MSU bank account, through the Vice-President of Finance and Financial Assistant, for financial tracking purposes, Clubs have the right to full access of funds upon request. Exceptions can be arranged, on a case by case basis, at the discretion of the Vice-President of Finance.
- 3.3. All Club funding and expenses are subject to review and approval by the congressional Financial Policy Committee as outlined in the MSU Constitution and Congress Bylaws.

- 3.4. Clubs have the right to a fair and unbiased budgetary allocation, as outlined in the MSU Congress Bylaws.
- 3.5. The Club Budget must be used to benefit all club members and must be in line with the club's mission and purpose. Clubs that use the Club Budget for inappropriate reasons, as determined by the Financial Policy Committee, are subject to penalties, as outlined in the MSU Congress Bylaws.
- 3.6. Club Budget appeals:
 - 3.6.1. A club must contact the Vice-President of Finance within 10 academic days of receiving its funding in order to launch an appeal if at least one of the following conditions are met:
 - 3.6.1.1. The club believes that an error in its original submission led to insufficient funding;
 - 3.6.1.2. The club believes that it has sufficient basis to argue that the decision made by the Financial Policy Committee is unfair.
 - 3.6.2. The appeal is first sent to the Vice-President of Finance and discussed by the Financial Policy Committee. If an agreement is not struck, both the Vice-President of Finance and the head of the appealing club will receive equal time in front of Congress to explain their reasoning.
 - 3.6.3. Members of Congress who are not part of the Financial Policy Committee will hold a majority vote on whether the club will receive the additional funding demanded.
- 3.7. Within thirty days of the end of each academic semester, all clubs must submit a complete financial report on their budget to the Vice-President of Finance.
- 3.8. If a Club is inactive for 2 years, their funding activity will be re-absorbed by Congress.

- 3.9. If, at the end of the semester, a Club has not used all of the allocated grant, Congress will reabsorb the unused funds. Exceptions to this practice can be made, at the discretion of the Vice President of Finance.

- 3.10. For clubs that receive funding from the College and are recognized by the MSU, Faculty Advisors may participate in and contribute to club activities, with the exception of voting on club decisions (including but not limited to constitutional amendments), which is a unique right reserved to members of the MSU.