

Club Bylaws

Bylaw 1. Name

- 1.01.** The name of this Club will be _____. This Club is not an agent or representative of the Assiniboine Community College Students' Association (ACCSA), and the views and actions of this Club in no way represent the ACCSA.

Bylaw 2. Purpose

- 2.01.** The purpose of this club is to _____

Bylaw 3. Authority

- 3.01.** This Club is subject to the rules and requirements in the following documents, listed in order of priority:
- a.** Assiniboine Community College Policies
 - b.** ACCSA Bylaws
 - c.** ACCSA Policies
 - d.** Club Bylaws
 - e.** Club Agreement
 - f.** Clubs Guide
 - g.** Club Application
- 3.02.** This Club, and all Clubs Executives, shall not have the authority to sign contracts, or enter into agreements, on behalf of this Club or the ACCSA. All contracts and agreements must be signed by the ACCSA signing authorities.

Bylaw 4. Members

- 4.01.** The Membership of this Club shall be open to any Member of the Assiniboine Community College Students' Association (ACCSA), as per the Bylaws of the same.
- 4.02.** In order to officially become a member of this Club, one must contact any Club Executive and submit their membership information in the Club membership list.
-

- 4.03.** Members shall have full voting rights in this Club after seven (7) days of becoming a member.
- 4.04.** If a Member is no longer a Member in good standing of the ACCSA, they shall also no longer be a Member of this Club.

Bylaw 5. Club Executives

- 5.01.** The following three (3) positions shall constitute the Club Executives of this Club:
 - a. _____
 - b. _____
 - c. _____
- 5.02.** Club Executive positions shall be appointed by the Assiniboine Community College Students' Association Council by virtue of an approved Club Application.
- 5.03.** Only full-time students of Assiniboine Community College are eligible to hold executive role.
- 5.04.** The terms of office shall be for one academic year, from September to the following May.
- 5.05.** In the event of an interim vacancy of any Club Executive position, the remaining Club Executives shall fill the vacant position from within their current membership at their earliest convenience.
- 5.06.** The following three (3) positions shall be signing officers of this Club:
 - a. _____
 - b. _____
 - c. _____

Bylaw 6. Meetings

- 6.01.** Clubs shall host a minimum of two Club meetings every year.
 - 6.02.** Club meetings shall be open to all Members of this Club and the ACCSA.
 - a. Only Members that have full voting rights as per section 4.03 of these Club Bylaws shall be eligible to vote on Club matters
 - 6.03.** All Club meetings shall, at minimum, be communicated to every Member of the Club no later than 48 hours before the meeting date, through a method or medium deemed appropriate by the Club Executive.
 - 6.04.** Quorum for a Club meeting shall be a simple majority of all current voting Club members, of which a minimum of one must be a Club Executive
 - 6.05.** The Chair of all Club Meetings shall be the Club President, or in the absence of the Club President, another Club Executive as designated by the Club Executives.
-

Bylaw 7. Impeachment & Disciplinary Procedures

- 7.01.** A motion to impeach a Club Executive may be made by petition of at least 2 voting Club Members.
- 7.02.** When the motion is made, the Clubs Coordinator will be informed. A General Club Meeting will be called as soon as reasonably possible.
 - a.** No funds will be spent by this Club until a General Club Meeting has occurred to resolve any motions to impeach.
- 7.03.** Any impeachment or disciplinary procedures must be documented in club meeting summary.
- 7.04.** At the general meeting, the person or persons that initiated the process will state their case for impeachment, followed by a reply from the accused Club Executive.
- 7.05.** There will be a question period after which a vote will be taken, officiated by a third party (Clubs Committee member or general council member) designated by the Clubs Coordinator.
- 7.06.** The vote will be by yes/no secret ballot. Upon a successful two-thirds majority vote, the Club Executive will immediately be stripped of their position as a Club Executive.

Bylaw 8. Finances

- 8.01.** All funds and assets of this Club shall be held in trust by the ACCSA, who shall handle all the administration of funding disbursements and deposits.
- 8.02.** Under no circumstance shall this Club or any Club Executive have the authority to open a bank or chequing account on behalf of this Club.
- 8.03.** All requests for funding must be authorized by at least two Club Executives who are signing officers.

Bylaw 9. Dissolution

- 9.01.** Upon the dissolution of this Club, all funds and assets shall be distributed to the Assiniboine Community College Students' Association's to be held in trust for one 12-month period,
 - a.** If, during the 12-month period outline by Bylaw 6.01, a new Club with a comparable mandate to this Club is approved by the ACCSA, all funds and assets held in trust by the ACCSA for this Club shall be distributed to the new Club.
 - b.** If, after the 12-month period outlined in Bylaw 6.01, no new Club with a comparable mandate to this Club is approved by the ACCSA, all funds and assets held in trust by the ACCSA for this Club shall be distributed to the ACCSA Capital Reserve.
-