

**SAMPLE
STUDENT ORGANIZATION CONSTITUTION**

This document has been provided to assist student organizations in better ascertaining expectations for required elements of their registration and recognition applications as outlined in the Trent Central Student Association's Guide to Student Organization Registration & University Recognition and the Trent University Policy on the Recognition of Campus Groups/Clubs.

This document should NOT be submitted as part of an organization's application.

TRENT BRIDGE CLUB CONSTITUTION

ARTICLE I - NAME

The official name of the organization shall be the Trent Bridge Club.

ARTICLE II - OBJECT

The Trent Bridge Club is an association of Trent University students interested in furthering their understanding of the game of bridge and making other members of the Trent University community aware of the game.

ARTICLE III - MEMBERSHIP

Any Trent University student may become a member by signing the membership list and paying the annual fee.

ARTICLE IV - OFFICERS

The officers of the Trent Bridge Club shall be a President, Vice-President, Secretary and Treasurer.

The duties of the officers are as follows:

- The President, as chief executive officer, shall be chairman of the Trent Bridge Club and shall represent the members at all official occasions;
- The Vice-President shall perform the duties of the President in the absence of the latter and shall be responsible for the annual membership recruiting campaign;
- The Secretary shall be custodian of all official Trent Bridge Club documents and shall be responsible for informing parties concerned of decisions of the Trent Bridge Club executive, of which the Secretary shall record the minutes of meetings;
- The Treasurer shall be in charge of the collection of all membership fees and shall be responsible for keeping records of all monies spent as authorized by the Trent Bridge Club.

ARTICLE V - FEES

Members shall pay an annual fee of three (3) dollars.

ARTICLE VI - GOVERNING AUTHORITY

The governing authority of the Trent Bridge Club shall be vested in the Trent Bridge Club

executive.

The executive shall be composed of the four officers of the Trent Bridge Club and one additional member elected at large by the membership.

The President shall call meetings not less than once per month during the regular academic year and notice of such must be posted on the web page at least one week in advance. Quorum for meetings shall be two thirds (2/3) of the total members of the executive. The President and the Secretary must sign official copies of the minutes of meetings as prepared by the Secretary.

The authority on procedure at meetings of the executive shall be Robert's Rules of Order.

ARTICLE VII - FINANCES

Trent Bridge Club funds may be spent only after specific approval for such spending has been given by the Trent Bridge Club or the Trent Bridge Club executive.

The President and Treasurer shall act as the Trent Bridge Club signing officers.

ARTICLE VIII - GENERAL MEETINGS

The Trent Bridge Club shall hold an annual general meeting each year in the second semester of the regular academic year. At this meeting the election of officers and the executive member at large shall be held by secret ballot.

The Trent Bridge Club may also hold general meetings at any other time that it deems necessary.

All motions passed at general meetings shall become official Trent Bridge Club policy and take precedence over motions passed by the Trent Bridge Club executive.

Quorum at general meetings shall be fifty percent (50%) of all members. The President shall act as chair-person and the Secretary shall record proceedings. Authority on procedure shall be Robert's Rules of Order.

ARTICLE IX - AFFILIATION

The Trent Bridge Club shall be affiliated with the Canadian Bridge Association.

ARTICLE X - MANDATES

This constitution may be amended only through the following procedure:

- Adoption by a two-thirds (2/3) vote of the Trent Bridge Club executive, followed by;
- Adoption by a two-thirds (2/3) vote of the members at a general meeting called for that purpose, followed by;
- Ratification by the Trent University Clubs & Groups Committee.

Date originally adopted by the membership: July 4, 2006

Date last amended: September 21, 2010

President's Signature: _____ Date: _____

Secretary's Signature: _____ Date: _____

Ratified by the Trent University Clubs & Groups Committee:

Date: _____ Chair's Signature: _____