**Club Charter Template**

**INTRODUCTION**

We, [Insert Club Name Here], to fully realize our purpose, do hereby adopt and establish this club charter as the guiding document of our club.

**ARTICLE 1**

**Name**

The name of this club shall be; [Insert Club Name Here]

**ARTICLE 2**

**Purpose**

  The purpose of [Insert Club Name Here] shall be to…

*This section should include a general outline of why this club exists, its overall goals and what your club would like to accomplish for students of the Algonquin College community.*

**ARTICLE 3**

**Membership**

1. Membership in [Insert Club Name Here] shall be open to all Algonquin College students free of charge. Charging a membership fee is prohibited.
2. Membership in [Insert Club Name Here] shall not be limited to persons based on their race, color, religion, gender, national origin, age, ability, gender expression, gender identity or sexual orientation.
3. All membership in [Insert Club Name Here] shall conduct themselves in accordance to the Club Policies, Algonquin Students’ Association policies, Algonquin College policies and Student Code of Conduct.

**ARTICLE 4**

**Leadership Positions and Duties**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position   | First and Last Name  | Student Email  | Term  | Student Number |
| Club Leader  | Fill Here  | Fill Here @algonquinlive.com  | F’24 | Fill Here |
| Co-Leader  | Fill Here  | Fill Here @algonquinlive.com  | F’24 | Fill Here  |

*Additional responsibilities and membership roles may be added here.*

1. Club Leader duties are as follows:
2. Ensure all forms, documents, and communications are submitted by the given deadlines for club re-ratification.
3. Ensure all forms, documents and waivers are filled and signed by the given deadline for necessary club activities.
4. Submit funding requests if needed for club activities and maintaining receipts and spending records.

1. Co-Leader duties are as follows:
2. Maintaining an up-to-date list of all members of their club, including those holding leadership positions.
3. All club meetings, activities and updates are communicated to the membership promptly and effectively.
4. All club inquiries are responded to in a timely manner.

**ARTICLE 5**

**Club Activity**

*This section should include your anticipated club activity for the academic year, September through August. How many general membership meetings you will host (example 1 per semester), how many club meetings you will host (example club meetings will occur biweekly), how many events you may host (example 1 event per year), etc. This may change of course, use your best judgment on how you foresee the activity for this club (specifics to events etc are not needed)*

1. [Insert Club Name Here] plans to host..

**ARTICLE 6**

**Leadership Changeover**

1. Any changes to the club leadership team shall be communicated to the Clubs and Communities Coordinator within ten (10) calendar days of the change.
2. Efforts shall be made to fill any vacant leadership team position with a person from [Insert Club Name Here] existing membership prior to considering non membership students.
3. New leadership positions shall be filled by the following process...

*This section should include how your club will select new students to fill the leadership roles (example self-volunteer, anonymous vote, application etc.).*

1. The outgoing leadership team shall ensure to pass along any vital information’s regarding the club to the new incoming student. This information are items such as but not limited to;
2. Club member list
3. Club documents
4. Club social media account and email credentials
5. Club logos
6. Club financial information

**ARTICLE 7**

**Club Charter Amendments**

1. All amendments to [Insert Club Name Here] will be submitted to and approved by the Clubs and Communities Coordinator before being implemented.
2. Amendments to [Insert Club Name Here] club charter may occur only once per term, aside from the Club Renewal submission.
3. Any amendments to [Insert Club Name Here] club charter must be motioned by ten (10) student members.

**ARTICLE 8**

**Any additional sections your club sees necessary *(if any)***