

Guided Template for Campus Groups

This template helps campus groups create a clear, simple constitution that meets URSA's ratification requirements.

You do not need legal language or a long document. Short, clear answers are encouraged.

How to Use This Template

- Text marked in grey must not be edited
- Text marked in blue explains what to do
- Text marked in green is an example and must be deleted
- Black text is where you write your information

Before submitting, make sure:

- All sections are completed
- All examples are removed
- All required policy text is included

ARTICLE I – NAME AND AFFILIATION

1.1 Name

What is the official name of your group? This should be the full name used in URSA records and communications.

Group Name:

1.2 Affiliation

This section confirms that your group is recognized through URSA and agrees to follow its policies.

The Group may seek and maintain recognition with the University of Regina Students' Association (URSA) in accordance with applicable policies.

While ratified by URSA, the Group agrees to operate in a manner consistent with applicable URSA policies and University of Regina policies.

ARTICLE II – PURPOSE

2.1 Purpose

In 1–3 sentences, describe what your group exists to do.

The purpose of this group is to provide students with opportunities to connect, learn, and participate in activities related to [topic or interest].

Your Purpose Statement:

2.2 Limitations

This section confirms that your group follows URSA rules, university policies, and the law.

The Group shall not engage in activities that violate applicable laws, University of Regina policies, or, while recognized by URSA, applicable URSA policies.

Failure to comply may result in consequences determined through URSA processes, including loss of access to funding, services, or recognition.

ARTICLE III – MEMBERSHIP

3.1 Eligibility

Who is allowed to join your group? Most groups keep this open to all URSA members.

Membership is open to all URSA members.

Your Eligibility Rules:

3.2 Non-Discrimination

This section confirms that your group does not discriminate and aligns with university standards.

The Group shall not discriminate on the basis of any protected characteristic as defined by University or URSA policy.

3.3 Member Responsibilities

Describe what is expected of members.

Members are expected to act respectfully and in accordance with this Constitution and, while ratified, URSA policies.

Your Member Expectations:

ARTICLE IV – EXECUTIVE STRUCTURE

4.1 Executive Roles

Every group must have at least two executive roles:

- One responsible for leadership and representation
- One responsible for financial oversight

Groups may create additional roles as needed.

Required Roles

Role / Position	Primary Responsibilities
President / Chair	Leads the group, represents the group to URSA and external partners
Treasurer / Finance Lead	Manages finances, budgeting, and financial reporting

Additional Roles (Optional)

List any additional executive roles in your group

Role / Position	Primary Responsibilities

(Add more rows if needed)

Role Descriptions (Optional)

If your group has unique structures, describe them here.

4.2 Eligibility

This section confirms who is eligible to be an executive.

All executives with signing authority must be members in good standing of URSA.

4.3 Selection of Executives

Explain how executive roles are filled in your group. This may include elections, appointments, or consensus.

Select one primary method and describe it below.

- Election by members
- Appointment by existing executives
- Selection by committee
- Consensus decision-making
- Other: _____

Selection Process

Describe your process in 2-4 sentences:

Timing

Indicate when executive selection usually occurs (for example, annually, at the AGM, or at the end of each term).

4.4 Term Length

Indicate how long executives serve.

Executives serve one-year terms.

Your Term Length:

ARTICLE V – MEETINGS AND DECISION-MAKING

5.1 Meetings

Describe how often meetings are held.

Meetings are held as needed throughout the academic year.

Your Meeting Schedule:

5.2 Annual General Meeting (AGM)

An AGM is required for ratification.

The Group shall hold at least one Annual General Meeting per year in accordance with URSA policy.

5.3 Decision-Making

Explain how decisions are made.

Decisions are made by simple majority of members present.

Your Decision-Making Process:

ARTICLE VI – FINANCES

6.1 Financial Responsibility

This section confirms responsible financial management.

The Group shall manage its funds responsibly and in accordance with URSA financial policies.

6.2 Banking

All ratified groups are required to maintain a bank account in the group's name for financial transparency and accountability.

All ratified Groups must maintain a bank account in the Group's name.

Group funds may not be held in personal accounts.

Banking Information

Bank Name: _____

Account Name (as registered): _____

6.3 Dissolution of Funds

Explain what happens to funds if the group dissolves.

In the event the Group disbands or loses recognition, remaining funds shall be transferred in accordance with URSA policy and may be directed to URSA, a related academic unit, a parent organization (if applicable), or another URSA-recognized student group. Funds may not be distributed to individuals.

ARTICLE VII – CONDUCT AND ACCOUNTABILITY

7.1 Code of Conduct

This section connects your group to URSA's conduct standards.

The Group and its members are bound by the URSA Code of Conduct and applicable University of Regina policies.

7.2 Authority

This section explains who handles conduct concerns.

URSA retains authority to address conduct concerns in accordance with its policies and established procedures.

ARTICLE VIII – AMENDMENTS

8.1 Amendments

Explain how your constitution can be changed.

Amendments require member approval and must be submitted to URSA for review.

URSA's review is limited to ensuring compliance with applicable policies and does not extend to directing the Group's internal governance.

Groups must notify URSA of all approved amendments.

8.2 Consistency Requirement

No amendment may conflict with URSA governing documents or policies.

FINAL NOTE FOR CLUBS

If you are unsure how to complete any section, URSA is happy to help. Groups without a constitution may still register and will be supported in completing this document.

For support email info@ursa-students.ca