



**Constitution of the**  
**AMBROSE UNIVERSITY**  
**Undergraduate Students' Council**

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## Table of Contents

<b>ARTICLE I – MISSION STATEMENT</b>	<b>3</b>
<i>Section 1: Mission Statement</i>	3
<b>ARTICLE II – CLUB REQUIREMENTS</b>	<b>3</b>
<i>Section 1: Club Advisor</i>	3
<i>Section 2: Attendance</i>	3
<i>Section 3: Constitution</i>	3
<i>Section 4: Creating a Club Constitution</i>	3
<b>ARTICLE III – FINANCES</b>	<b>4</b>
<i>Section 1: Requesting Funds</i>	4
<i>Section 2: Budget Restrictions</i>	4
<b>ARTICLE IV – ADMINISTRATIVE</b>	<b>4</b>
<i>Section 1: Special Requests</i>	4
<i>Section 2: Printing</i>	4
<i>Section 3: Storage</i>	
<i>Section 4: Outside Organizations</i>	4
<i>Section 5: Room Bookings</i>	4
<i>Section 6: Photography</i>	
<i>Section 7: Social Media</i>	5
<i>Section 8: Email</i>	5
<i>Section 9: Further Inquiries</i>	5

## **ARTICLE I – MISSION STATEMENT**

### **Article 1: Ambrose Clubs Mission Statement**

Clubs at Ambrose University exist to foster a Christ-centered community while enjoying God-given talents, gifts and abilities. Clubs create a more vibrant culture at Ambrose University and function both as an outlet for hobbies and talents and/or as an avenue to aid in future professional endeavors.

## **ARTICLE II – CLUB REQUIREMENTS**

In order to obtain status as an official Ambrose Club, the following requirements must be met:

### **Section 1: Club Advisor**

Each club is required to have a Club Advisor. A Club Advisor is an Ambrose Staff member who sponsors the club. The Club Advisor is responsible for various elements, including partnering with the club leader in upholding Ambrose's academic, social, and spiritual standards and ensuring a wholesome atmosphere in supporting the club's leaders through praying for the club's activities. Club leaders will present the constitution to their respective club advisor for input, before submitting it through the online form for approval. Club advisors are asked to be involved in the larger events of clubs and be engaged with the club throughout the academic year.

### **Section 2: Attendance**

Club leader or representative must attend the Club Fair with a trifold prepared.

### **Section 3: Constitution**

Each club must prepare and have approved a club constitution. This constitution must include the details outlined in the following pages of this manual.

### **Section 4: Club Constitution**

The constitution each club leader is responsible for creating should include the following:

- **Club Name:** Name of your club.
- **Mission:** Describe the club's raison d'être or why the club exists and what it is hoped that the club will accomplish in its formation, existence, and meetings.
- **Membership:** Describe membership requirements for your club or who can be part of the club. It is what the committee will look at when it consults who can be a member. Also, describe the membership status of required positions.
- **Leadership:** Two members need to be official contacts and leaders in the club

- **Ambrose University Recognition:** Officially recognize that the club is aware of Ambrose University's policies and standards and that failure to comply with the policies and standards will result in the termination of the club.
- **Office and Duties:** This section is for the executive members of the club. It outlines the requirements for each executive member, for example, compulsory attendance at all meetings and adherence to the club's constitution in all operational decisions.
- **Meetings:** Outline pragmatics of the club meetings such as meeting times, duration, and content.
- **Amendments:** Detail the process for altering amendments. Example: An amendment alteration must be approved by a 2/3rd majority vote at a meeting to be changed. A copy of the amendment change must be submitted to the Director of Operations for review. There is a two-week period before the change will become official.

## ARTICLE III – FINANCES

### Section 1: Request for Funding

Funding Request forms must be submitted to the Director of Operations two weeks prior to when the money is needed. The Funding Request form details the nature and necessity of the request. If you do not have receipts for by the 1st of the month (inside the month you were approved), the funds will not be reimbursed.

### Section 2: Budget Requirements

Clause 1: No club can have over 20% of the club budget or over 5% of the overall ASC budget.

Clause 2: Clubs can carry over surplus budget, but only up to \$500.

Clause 3: Request the Budget and then spend the money.

Clause 4: Ambrose will cover \$0.44 per kilometer driven. Mileage requests will only be considered for reimbursement if the trip is over 50km from Ambrose one-way. A screenshot of Google/apple maps to confirm distance is required. Please talk to the Director of Operations if you plan on doing long-distance trips.

Clause 5: Please have a couple of designated people to pay for all of the Club's expenses, therefore.

Finance only has to reimburse one or two people.

## ARTICLE IV – ADMINISTRATIVE

### Article 1: Special Requests

Any requests for campus resources (rooms, tables, etc.) are approved through campus events by emailing Cherie DeBoer-Smith ([specialevents@ambrose.edu](mailto:specialevents@ambrose.edu)). Any fundraisers or requests for funding for the club must be approved by the Director of Operations for the undergraduate student council by emailing [ASCOperations@ambrose.edu](mailto:ASCOperations@ambrose.edu).

## **Section 2: Printing**

Contact [ascoperations@ambrose.edu](mailto:ascoperations@ambrose.edu) if you need posters printed.

## **Section 3: Storage**

The Director of Operations will grant access to the storage room if need be. We need an itemized inventory at the beginning of the fall semester and the end of the winter semester. All club stuff will be left in the ASC storage room throughout the summer.

## **Section 4: Outside Organizations**

Clause 1: Clubs must seek the approval of the student council when partnering with external organizations. Approval will be granted by unanimous decision by the bylaw quorum of council members.

Clause 2: Clubs must seek the approval of the student council when inviting external speakers. Approval will be granted by unanimous decision by the bylaw quorum of council members

## **Section 5: Photography**

Upon request, the Director of Marketing or Assistant Director of Marketing can attend club events and take professional-quality photos for clubs.

Clause 1: Clubs must regularly submit photos of club activity to the Director of Marketing for promotional material and for building up the ASC Photo Database.

## **Section 6: Booking Rooms**

Contact [bookings@ambrose.edu](mailto:bookings@ambrose.edu) if you need to book a room.

## **Section 7: Social Media**

We are more than happy to promote for you on our Instagram account, just send any requests to [ascoperations@ambrose.edu](mailto:ascoperations@ambrose.edu).

## **Section 8: Club Specific Social Media**

Clubs under the purview of the ASC are permitted to create and run club-specific social media accounts.

Clause 1: Club Specific social media account must remain private so that only followers can view the page.

## **Section 9: Email**

If you want an email for your club, contact the Director of Operations ([ascoperations@ambrose.edu](mailto:ascoperations@ambrose.edu)).

