

Guide to OUSA Constitution Template

Congrats on getting very close to creating your own club and becoming OUSA-affiliated!

The OUSA Constitution Template is designed to ensure that your club has good democratic and governance practices and that OUSA retains an appropriate level of oversight over clubs. However, the Template also needs to be customized to suit your club's needs.

Your constitution is a living document and will likely change over time as your club develops. If at some point in the future your club would like to become an incorporated society, a constitution based off this template would also need significant changes.

Yellow highlight:

- This is where you will need to customise the template!
- There are three key sections to customise:
 - o Club name and date in heading, and club name in Clause 1
 - o Clause 2: Purpose section
 - o Clause 16: Committee Member positions and duties
- If you need assistance with this, feel free to get in touch with the CDO or your Clubs Rep.

It is strongly recommended that you keep all other text unchanged. If you wish to change anything else in the template, please consult with the CDO or Clubs Rep first. Generally, substantial changes in relation to OUSA or democratic processes will bar you from affiliation with OUSA.

Submitting for affiliation

- Once you have finished customising the template, remove the yellow highlight.
- For affiliation, you will need to submit:
 - o A copy of your IGM minutes
 - o A paragraph describing your club and its purpose
 - o A copy of your final constitution