

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.

Colour-coding

Yellow highlight:

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

Red text:

- Must be included in your constitution to be OUSA-affiliated, either the exact wording in the template or very substantially similar.

Black text:

- Not strictly compulsory, but highly recommended. If substantial changes are made, especially in relation to OUSA or democratic processes, it is unlikely your club will be accepted for OUSA affiliation unless you have strong justification as to why this change is needed for your club.
- Where minimum numbers are required (eg: 90% student membership threshold, notice requirements, quorum) only changes that increase the minimum will be accepted.
 - o For example, increasing quorum from 8 to 10 is allowed, but not decreasing it from 8 to 6.

Submitting for affiliation

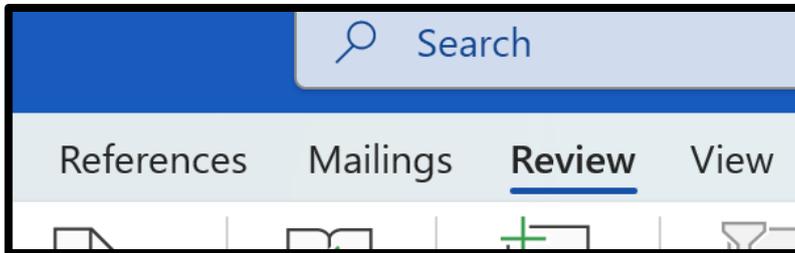
- Once you have finished customising the template, remove the **yellow highlight** and change all **red text** to black.
- For affiliation, you will need to submit:
 - o A copy of your IGM minutes
 - o A paragraph describing your club and its purpose
 - o A copy of your final constitution
 - o A **compare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

How to create a compare version

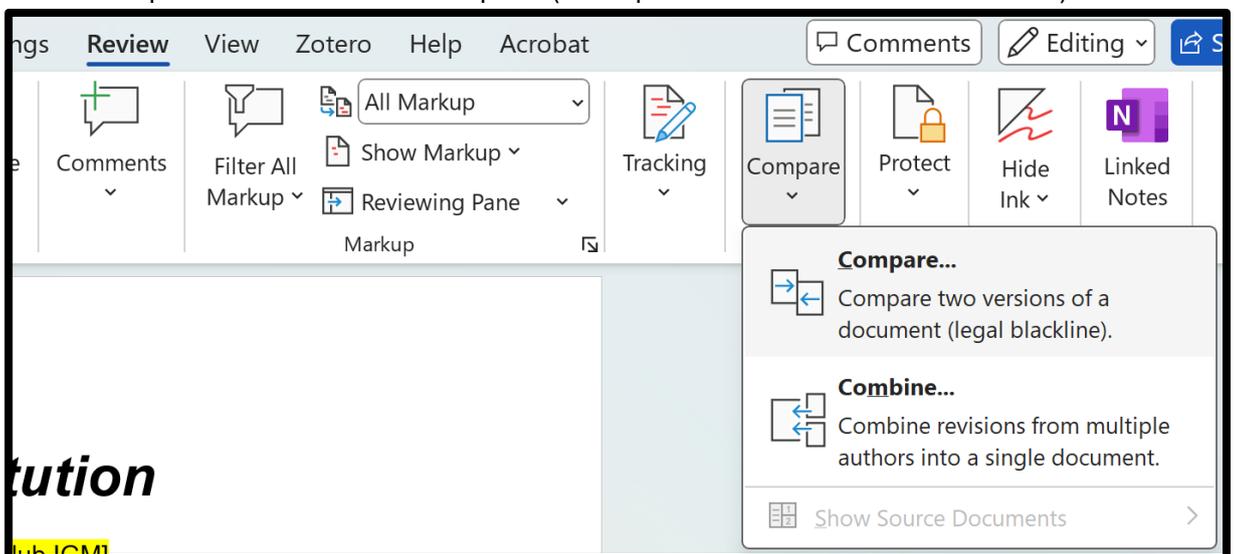
A **compare version** of your constitution shows the difference between the original constitution template and your final constitution.

1. Make sure you have both the OUSA Constitution Template and your final constitution saved as Word documents on your computer.
2. Open your final constitution in Word.

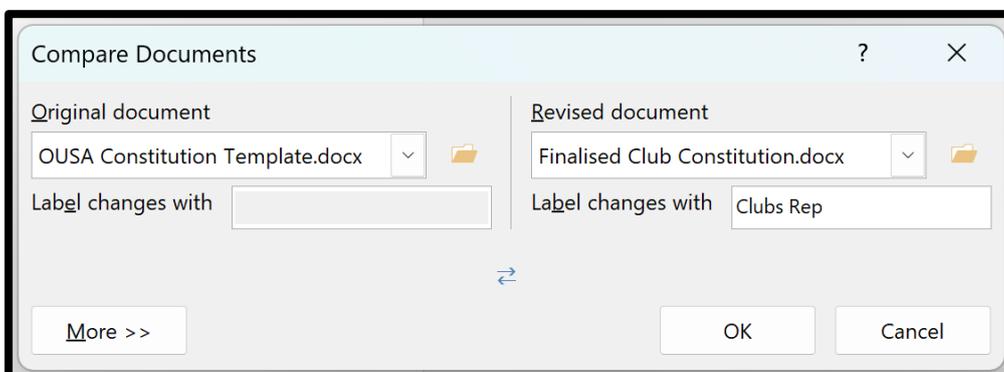
3. Go to the “Review” tab at the top.



4. Click “Compare” and select the first option (“Compare two versions of a document”).



5. Select the OUSA Constitution Template as the Original document and your final constitution as the Revised document, and click OK.



6. A new document will be generated that highlights all the changes you've made. Save this document and submit it alongside your final constitution!