



CONSTITUTION OF [CLUB NAME]

Ratified by Club's Membership on: YYYY-MM-DD

Ratified by SSMU Council on: YYYY-MM-DD

Colour coding should be maintained on the ratified constitution.

- Articles in red are mandatory and the wording should not be changed.
- Articles in blue are required, but it is up to your club to decide how you want to do things.
- By-laws for your Club are optional but they can be helpful for formalizing the way that your Club is run.

LAND ACKNOWLEDGEMENT

*The **SSMU** acknowledges that McGill University is situated on the traditional territory of the Haudenosaunee and Anishinaabe nations, a place which has long served as a site of meeting and exchange amongst Indigenous peoples. The SSMU recognizes and respects these nations as the traditional custodians of the lands and waters on which it is located.*

Definitions

- a) “SSMU” shall refer to the Student Society of McGill University/L'Association Etudiante de l'Université McGill, the corporation duly incorporated pursuant to the laws of the Province of Quebec pursuant to the Act Respecting the Accreditation and Financing of Students' Associations, CQLR c A-3.01;
- b) “Conflict of Interest” shall refer to any situation that is sufficient to affect, or provide incentive to affect, the Concerned Individual's impartiality in their conduct of Club activities;
- c) “Unpaid Internships” shall refer to situations outlined in the SSMU Policy on Unpaid Internships;
- d) “PGSS” shall refer to the Post Graduate Student Society of McGill University;
- e) “Memorandum of Agreement” shall refer to the contract signed by the PGSS and SSMU;



- f) “*General Meeting*” shall refer to the body of the Club established in accordance with section 7 of the Club Constitution;
- g) “*Collective Committee*” shall refer to the body of the Club established in accordance with section 4 of the Club Constitution;
- h) “*Chief Electoral Officer*” or “(CEO)” shall mean the person appointed in accordance with Article 8 of the Club Constitution;
- i) “*Simple Majority*” shall mean over fifty percent (50%) of the votes cast of the Executive Committee or General Meeting.

1. Article I: Name

- 1.1. _____ also referred to hereinafter as the Club.

2. Article II: Mandate

2.1. The Club’s mandate shall be to:

- 2.1.1. Mandate Clause 1
- 2.1.2. Mandate Clause 2
- 2.1.3. Mandate Clause 3
- 2.1.4. Mandate Clause 4

2.2. Code of Conduct

- 2.2.1. The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender orientation, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
 - 2.2.1.1. No member shall make personal profit from the Club.
- 2.2.2. Any member of the collective who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution.
 - 2.2.2.1. The Club is a legal entity of the SSMU and shall not enter into contracts or agreements.

2.3. Language

- 2.3.1. Both English and French shall be the official languages of the Club.



2.4. Conflict of Interest

- 2.4.1. Club signing officers should not have a conflict of interest, meaning any situation that is sufficient to affect, or provide incentive to affect the individual's impartiality in their conduct of Club activities and finances.

2.5. Student Group Civility

- 2.5.1. The Club will maintain cordial and respectful relations with all other clubs, services, independent student groups, and SSMU staff.
- 2.5.2. The Club will not use SSMU resources and/or their club status to prevent other Clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition
- 2.5.3. If problems arise between groups, a member of the executive committee of the Club shall be responsible for contacting the SSMU Vice President of Student Life, in their absence, the SSMU President and attempting to remedy and solve the problem in a collegial fashion.

2.6. Environment

- 2.6.1. The Club shall make attempts to regularly monitor the environmental impact of all its events and operations.
 - 2.6.1.1. Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited to the use of the environment-focused SSMU services, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators.
 - 2.6.1.2. The Club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, fair trade coffee and tea, and local and/or organic foods.

2.7. Accessibility

- 2.7.1. All Club events must make every effort to be accessible to all Members, and must be held in venues that are physically accessible to individuals with limited mobility.
- 2.7.2. All Club events must publicize in their promotions a list of accessibility services available upon request, including but not limited to whisper or sign language translation, childcare, and adapted physical access.



2.8. Against Unpaid Internships

- 2.8.1. The Club shall not offer, promote, circulate, or otherwise communicate unpaid internships as one of their primary activities.
- 2.8.2. The Club shall not host, co-host, or support, in any manner, events that offer, promote, circulate or otherwise communicate unpaid internship opportunities.

3. Article III: Membership

- 3.1. Membership for a Club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 3.2. Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.3. Associated non-voting membership is open to all others.

4. Article IV: Collective Committee

- 4.1. The Collective shall administer the Club and oversee its operations, events etc.
- 4.2. The Collective shall be composed of 5 to 10 members.
- 4.3. The Collective shall be nonhierarchical and operate by consensus.
- 4.4. Quorum for Collective meetings shall be two thirds of the Collective membership.
- 4.5. Collective meetings shall be open to anyone, regardless of Club membership, but non-Collective members shall not take part in the decision-making process.
- 4.6. All decisions made by the Collective shall be subject to review by the Club membership at General Assemblies.

5. Article V: Collective Responsibilities

- 5.1. The collective shall:
 - 5.1.1. Represent and speak for the Club.
 - 5.1.2. Be the main point of contact between the SSMU VP Student Life and the Club
 - 5.1.3. Ensure the smooth running of the Club as a whole through facilitation of, and mediation with the various Club responsibilities with a vision that is consistent with the Club mandate.
 - 5.1.4. Be responsible for the collection of membership fees.



- 5.1.5. Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
- 5.1.6. Ensure that an up-to-date copy of the Club Constitution is on file with the SSMU VP Student Life.
- 5.1.7. Maintain an updated contact list of all members of the Club with first and last names, email address, student ID, position, date of joining and date of leaving .
- 5.1.8. Designate two members of the collective as signing officers
 - 5.1.8.1. Signing officers shall co-sign all transactions
- 5.1.9. Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University.
 - 5.1.9.1. Be responsible for ensuring Club representatives attend all mandatory SSMU workshops and trainings as required.
- 5.1.10. Ensure that the Club is abiding by the Constitution, By-laws and Policies of McGill University.

6. Article VI: Fees

- 6.1. The Club's membership fee shall be \$___ dollars per year.

7. Article VII: Finances

- 7.1. Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
- 7.2. The Executive Committee or Collective shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester.

8. Article VIII: Meetings

- 8.1. There shall be at least one General Meeting, open to all Club members, per semester.
 - 8.1.1. Quorum for a general meeting shall be no less than a simple majority of the Club membership.
 - 8.1.2. General Meetings may be held in-person or online.
 - 8.1.3. Special General Meetings shall be called at any time by the collective.
- 8.2. Regular Collective Committee Meetings shall be held throughout the fall and winter terms.



9. Article IX: Electoral Procedures

- 9.1. The Collective Committee shall appoint a Chief Electoral Officers (CEO) to oversee the running of elections.
 - 9.1.1. There shall be a General Meeting, open to all Club members, held in the fall semester before the fall final exam period for the purpose of ratifying the appointment of the Chief Electoral Officer by the Club membership.
- 9.2. There shall be one General Meeting, open to all Club members, held in the winter semester before the beginning of the winter final exam period for the purpose of electing new members to the Collective Committee.
 - 9.2.1. The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.
 - 9.2.2. Candidates shall inform the CEO three days prior to the election.
 - 9.2.3. Candidates may make a speech if the election is at a general meeting or write a blurb if the election is conducted online.
- 9.3. Collective Committee members shall be appointed by a $\frac{2}{3}$ majority of the members in attendance at the general meeting or participating in an online vote.
 - 9.3.1. Elections are to be conducted by secret ballot.
 - 9.3.2. Elections may be held in-person or online.
- 9.4. The SSMU Vice-President (Student Life) should be notified immediately by the CEO in the event of contested electoral results or violations of any governance procedure that would affect the electoral results.
 - 9.4.1. The Vice-President (Student Life) of SSMU or their representative shall have final authority over electoral procedures and validity of results.

10. Article X: Removal from Office

- 10.1. Any Collective Committee Member or the CEO may be removed from office for impropriety violations of the provisions of the SSMU or Club Constitution or the SSMU's Internal Regulations, delinquency of duties or misappropriation of the Club's funds by way of a resolution adopted at a Special General Meeting called exclusively for this purpose, by a two-thirds ($\frac{2}{3}$) vote of the Club's Members present.
- 10.2. The Collective Committee member against whom a request for removal from office is directed shall be notified of the place, the date, and the time of the General Meeting



called to remove them within the same time frame as that provided by the Club Constitution for the calling of such a General Meeting. Any Collective Committee Member shall have the right to attend and address the meeting or, in a written statement and read to at the General Meeting, to put forth the reasons why the member opposes the proposed removal from said position.

- 10.3. The SSMU Vice President Student Life may remove or suspend a committee member or CEO at any point for violation(s) or for the purpose of investigating suspected violation(s) of the McGill, SSMU or Club rules, regulations or policies.

11. Article XI: Affiliations

- 11.1. The Club shall be affiliated with _____.

- 11.1.1. The Club shall remain under SSMU legal supervision and no affiliate relation shall conflict with this legal obligation.

12. Article XII: Constitutional Amendment Procedure

- 12.1. Any member of the Club may propose an amendment to the Constitution.
- 12.2. In order to amend the constitution, a two-thirds majority vote at a General Meeting must be in favour of the proposed amendment.
- 12.3. All amendments shall be submitted to the Clubs Administrative Coordinator, will be reviewed by the Clubs Committee and ratified by the SSMU Legislative Council and Board of Directors before they take effect.

13. Article XIII: By-Laws and Policies

- 13.1. The Club may create and maintain by-laws that cover the operations of the Club which are not specified in the Constitution.
- 13.2. The Club's by-laws shall not contravene the Club Constitution, in the event of conflict or ambiguity the Club constitution shall prevail.
- 13.3. The Club by-laws must be available to any member of the SSMU when and if requested.
- 13.4. The by-laws should be submitted for approval through the same process as the constitution, and should be attached once ratified.



14. Article XIV: SSMU Constitution, By-Laws and Policies

- 14.1. In case of any inconsistencies between the Club Constitution and the SSMU Constitution and Internal Regulations, the SSMU Constitution, Internal Regulations, and Policies shall take effect.
- 14.2. If there are any areas not covered in this Constitution, the SSMU Constitution, Internal Regulations and Policies shall take effect.

By-laws for your club are optional but they can be helpful for formalizing the way that your club is run.

BY-LAWS OF [CLUB NAME]

- 1. Article I: Title of By-Law 1
 - 1.1. By-law 1.1 goes here
 - 1.2. By-law 1.2 goes here
- 2. Article II: Title of By-Law 2
 - 2.1. By-law 2.1 goes here
 - 2.2. By-law 2.2 goes here