



CONSTITUTION

Constitution of McGill Students' Actuarial Association

Ratified by Club's Membership on (DD/MM/YYYY): 23/09/2016

Ratified by SSMU Council on: 01/12/2016

1 Article I: Name

1.1 McGill Students' Actuarial Association also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to

- provide aspiring actuaries at McGill with information about the Actuarial profession
- provide students with resources and events in order to connect with actuarial jobs
- plan social events where potential actuaries at McGill may network with one another.

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, 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 executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution

2.3 Student Group Civility

2.3.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups

2.3.2 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 of resources and pursuit of activities.

2.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Student Life and attempt to remedy the problem in a collegial fashion.

2.4 Environment

2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations

2.4.1.1 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 plate club, green events guide, applications for the SSMU Green fund,



assistance of the SSMU environment commissioners, environment committee and green events coordinators

- 2.4.2 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, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.**

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: Executive Committee

The Executive Committee (EC) shall administer the Club and oversee its events.

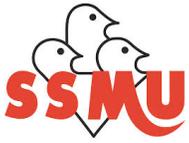
- 4.2 The EC is composed of the following nine portfolios:**
1. President or Co-Presidents
 2. Vice President External
 3. Vice President Internal
 4. Vice President Finance
 5. Vice President Communications
 6. Vice President Academic
 7. Vice President Information Technology
 8. First Year Representative
- 4.3 The EC shall meet as frequently as it deems fit.**
- 4.4 The existing EC may choose to operate with unfilled portfolios in which case the president shall reallocate duties as he/she sees fit.**
- 4.5 The EC may choose to have more than one person per portfolio as it deems fit**
- 4.6 At least five out of nine portfolios must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.**

5 Article V: Portfolios

- 5.1 The President or Co-President shall:**
- 5.1.1 Be the chief executive officer, chief representative, and chief spokesperson of the Club.**
 - 5.1.2 Oversee all aspects of the club.**
 - 5.1.3 Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the Club mandate.**
 - 5.1.4 Chair all EC meetings.**
 - 5.1.5 May cast the deciding vote in the event of a EC deadlock.**
 - 5.1.6 Co-sign all financial transactions with the Vice President Finance.**



- 5.1.7 Co-sign all minutes with the Vice President Communications.
 - 5.1.8 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University.
 - 5.1.9 Oversee the transition of the club from one executive team to another.
- 5.2. The Vice President External shall:
- 5.2.1 Act as representative of the Club to the community within and outside of the University, in addition to the corporations that employs actuaries.
 - 5.2.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area in addition to the aforementioned corporations.
 - 5.2.3 Be responsible for promoting the image of the Club to the community within and outside McGill University in addition to the aforementioned corporations.
 - 5.2.4 Keep track of recruitment events that are taking place at other universities, and inform the members about them.
 - 5.2.5 Invite these corporations to our networking events.
- 5.3 The Vice President Internal shall:
- 5.3.1 Be responsible for communication within the EC and with the Students' Society of McGill University.
 - 5.3.2 Oversee and coordinate the programming activities and events of the club.
 - 5.3.3 Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
 - 5.3.4 Be the main point of contact between the SSMU VP Student Life and the club.
- 5.4 The Vice President Finance shall:
- 5.4.1 Be responsible for the collection of membership fees.
 - 5.4.2 Co-sign all financial transactions with the President.
 - 5.4.3 Ensure the funding and financial stability of the club.
 - 5.4.4 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
 - 5.4.5 Oversee and coordinate funding for the programming activities and events of the club.
 - 5.4.6 Write applications to appropriate funds for the Club's events.
 - 5.4.7 Secure sponsorship for the Club and its events.
 - 5.4.8 Fundraise through various means.
- 5.5 The Vice President Communications shall:
- 5.5.1 Take minutes at EC and general meetings, and ensure proper distribution of all minutes.
 - 5.5.2 Co-sign all minutes with the President.
 - 5.5.3 Maintain the membership list of the club.
 - 5.5.4 Be responsible for the generation of all promotional material for the club, including but not limited to posters, banners and social media.
 - 5.5.5 Send out regular listservs to inform our club members of events and other happenings.



- 5.6 The Vice President Academic shall:
- 5.6.1 Assist students with their academic questions regarding actuarial science.
 - 5.6.2 Update the VEE's list with the Society of Actuaries.
 - 5.6.3 Keep a schedule of all actuarial examinations and deadlines for registration.
 - 5.6.4 Establish dialogue with the university administration about the creation of an actuarial science program.
- 5.7 The Vice President Information Technology shall:
- 5.7.1 Create and maintain email aliases for the EC
 - 5.7.2 Host tutorials on the use of programs such as VBA, SQL, Excel, Access and SAS.
 - 5.7.3 Create and maintain a website for the association.
 - 5.7.4 Provide solutions to miscellaneous technology conundrums.
- 5.8 The First Year Representative shall:
- 5.8.1 Be the main person responsible for the introduction, representation, and promotion of the club to all U0 and U1 students.
 - 5.8.2 Keep the executive team informed about all first year events that MSAA could participate in (ex. Rez nights, orientation events, etc.)

6 Article VI: Fees

- 6.1 Club membership fee shall be set on a semesterly basis as deemed fit by the executives.

7 Article VII: Finances

- 7.1 **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 before May 31st of each year.**
- 7.2 **All club bank accounts must be kept at Scotiabank as subsections of the SSMU account**
- 7.2.1 **Each account must have a minimum of two and maximum of three signing officers**
- 7.2.2 **In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account**

Article VIII: Meetings and Impeachment

- 8.1 Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 8.2 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.
- 8.3 Any member on the executive council that misses 3 meetings per semester or 2 consecutive meetings shall be impeached.
- 8.4 Any member on the executive council that is deemed by the President or Co-Presidents to be inadequately performing their duties shall be impeached.
- 8.5 The rest of the council may vote to remove the impeached party from their position. Should such a vote pass unanimously (excluding the impeached party)



the impeached party shall be removed from their position and have their duties split between the remainder of the council until their role is filled again.

9 Article IX: Electoral and Transitional Procedures

- 9.1 The present or outgoing president shall oversee transitional procedures.
- 9.2 Executives shall hold their position until resignation or removal from position as described in Article VIII: Meetings and Impeachment.
- 9.3 New EC positions must be filled by an interview application process run by the outgoing president.

10 Article X: Affiliations

There are no affiliations.

11 Article XI: Constitutional Amendment Procedure

- 11.1 Any member of the club may propose an amendment to the Constitution.**
- 11.2 In order to amend the constitution a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment**
- 11.3 All amendments shall be submitted to the Club Commissioner, will be reviewed by the Club Committee and ratified by the SSMU council before they take effect.**

12 Article XII: Bylaws and Policies

- 12.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.**
- 12.2 The club's bylaws shall not contravene the Constitution.**
- 12.3 The club by laws must be available to any member of the SSMU when and if requested.**

13 Article XIII: SSMU Constitution, By-Laws and Policies

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.**
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.**



History of Changes Made

- Sept 25th, 2014
 - Article 4 - made explicit there can be more than one President
 - Article 4 - Added 2 new positions - VP Academic and VP Information Technology
 - Article 4 – changed quorum requirements from “three out of five” to “four out of seven”
 - Article 5 - made explicit there can be more than one President
 - note that Article 4.5 states that the "EC may choose to have more than one position per portfolio as it deems fit". This was already on the previous version of our constitution
 - Article 5 - moved "be the main point of contact between the SSMU VP Student Life and the club" from President to VP Internal
 - Article 5 - Added descriptions for VP Academic and VP Information Technology
- Feb 3rd, 2015
 - Article 4 – Added 1 new position – First Year Representative
 - Article 4 – changed quorum requirements from “four out of seven” to “five out of eight”
 - Article 5 – Added description for First Year Representative
- March 31st, 2016
 - Article 4 – Added 1 new position – Vice President Social
 - Article 4 – changed quorum requirements from “five out of eight” to “five out of nine”
 - Article 5 – Removed website design from the description of the responsibilities for Vice President Communications
 - Article 5 – Added description of Vice President Social
 - Article 8 – Added point that the President/Co-Presidents can impeach a member who is inadequately performing their executive duties (voting structure for impeached members remains the same in reference to Article 8.5)
- September 23rd, 2016
 - Article 4 – Removed 1 position – Vice President Social
 - Article 5 – Removed description of Vice President Social