

CLUB CONSTITUTION

Constitution of Caribbean Students' Society (CSS)



Ratified by Club's Membership on:

Ratified by SSMU Council on:

Article 1: Name

- 1.1. Caribbean Students' Society also referred to hereinafter as the Club.
- 1.2. "CSS" means the Caribbean Students' Society
- 1.3. "SSMU" means the Students' Society of McGill University

Article 2: Title and Extent of Jurisdiction

- 2.1 The articles embodied in this document shall form the conditions of the club, or any succeeding organization, however styled, once consisted as herein set forth.
- 2.2 This Constitution supersedes all previous constitutions, and shall come into effect from the date of approval by a general assembly of the club, whichever date is later, and shall remain in effect until amended in accordance with procedures laid down in Article nine. It shall be the source of authority for all actions and acts undertaken in the name of the club.

Article 3: Mandate

- 3.1 The Club's mandate shall be to:
 - Foster unity wherein members from various geographical areas would seek to eradicate a fragmented view of the Caribbean lifestyle.
 - Promote harmonious relationships among Caribbean peoples, immigrants from the Caribbean and their descendants, and students with no Caribbean ancestry or affiliation, but with an interest in the culture.
 - Help student members adjust to life in the university community, and promote the interests of students of this society in matters pertaining to the Caribbean.
- 3.2 Code of Conduct:
 - 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.
 - No member shall make personal profit from the club.
 - Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution.

3.3 Student Group Civility

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

3.4 Environment:

- The club shall make attempts to regularly monitor the environmental impact of all its events and operation.
- The Club 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 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.
- 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.

Article 4: Membership

4.1 Membership in the Club shall be as follows:

- Whether or not an annual nominal membership fee is put into effect for the scholarly year may be determined by the Executive committee of said year.
- If a fee is to be implemented, it must be restricted to an amount between the value of 5 and 10 dollars.
- Any McGill student may become a full member by enrolling in our online membership system before 12:00am on the date of February 20th. A student that has not enrolled in this system before said date will not be entitled to the rights of members that are listed in Article 5.

4.2 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.

4.3 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected to the executive committee and to hold voting privileges.

4.4 Associated non-voting membership is open to all others.

Article 5: Rights of Members

- 5.1 Members shall be entitled to:
- Access to the constitution
 - Voting privileges in all decisions of the club
 - Run for any executive position in the Club and participate in any program, event, or activity organized by the society.

Article 6: Executive Committee

- 6.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 6.2 The EC shall be aided in its work by a committee appointed as the Executive Committee deems necessary.
- 6.3 The executive committee shall conduct the affairs of the society in accordance with the rules laid down in this constitution and the constitution of the McGill's Students Society,
- 6.4 The EC is composed of the following six portfolios:
1. President
 2. Vice President
 3. Treasurer
 4. Secretary
 5. Public Relations Officer
 6. Social Coordinator
- 6.5. The Executive Committee shall meet as frequently as it deems fit.
- 6.5.1 It is the responsibility of the President and Vice-President to establish a meeting time and place which is accessible for all members of the EC.
- 6.7 At least three of the six EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.
- 6.8 The EC shall hold office for twelve (12) months, commencing May 1st and ending April 30th of the following year.

Article 7: Portfolios

1. President:

- The President is the chief executive officer, representative, and spokesperson of the club. The president shall be responsible for all operations and management of the CSS. The President shall:
 - Oversee all aspects of the club
 - Be the primary point of contact between the SSMU VP Student Life and the club.
 - Ensure the smooth running of the club as a whole through facilitation of, and mediation with executive portfolios.
 - Chair all executive meetings.
 - May cast the deciding vote in the event of executive committee deadlock.
 - Co-signing all financial transactions with the Treasurer and Vice-President.
 - Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University

2. Vice President:

- The Vice-President shall represent the President in their absence.
- The Vice- President shall assist the President with the execution of their duties.
- Should the President vacate office, the Vice-President shall assume their duties until a special election has been held.
- The Vice-President is responsible for directly supervising the planning and execution of all events, and ensuring that they remain in accordance with the club mandate.

3. Treasurer:

- The Treasurer shall be responsible for handling the finances of the CSS as set forth in the Financial Rules and Regulations of the SSMU, and maintaining up-to-date inventory records of the Society's physical assets.
- The Treasurer shall be the co-signing officer with the President and Vice-President.

4. Secretary:

- The Secretary in conjunction with either the President or Vice-President shall handle all correspondence of the CSS.
- The Secretary shall be the custodian of the CSS' records including the membership roll, but excluding the financial records.
- They shall take minutes at all executive committee meetings and maintain the Club portfolio.
- They shall send out club ListServes as often as the Executive Committee of the term deems fit.
- At the end of each Academic year the Secretary is responsible for the removal of any graduated members from the contact list.

5. Public Relations Officer (PRO):

- The PRO shall ensure that all events of the CSS are publicized. They shall create and publicize club events through various forms of social media.
- They shall be the CSS' liaison with clubs, interest groups, and personalities external to the CSS.
- The PRO shall maintain all forms of the Club's social media.
- The PRO shall attempt to make connections with the student population at MacDonald campus through official campus groups. Furthermore, they shall strive to inform and update interested MacDonald campus' students about events hosted by the club.
- The PRO must attend (at minimum) the General Meeting of like-minded SSMU Clubs each semester.

6. Social Coordinator (SC):

- The Social Coordinator in conjunction with the Vice-President shall be responsible for the organizing of social activities of the CSS such as picnics, parties and dinners.
- The Social Coordinator can solicit help for hosting events, through the appointment of a special event subcommittee.
 - There should be (at minimum) one social event held per year.
- The Social Coordinator is responsible for liaising with both the Treasurer and the Public Relations Officer to ensure feasible arrangements are made.
- "Club Mixers" must be held (at minimum) twice a semester to promote intra-member relationships.

Article 8: Finances

8.1. The Executive Committee 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.

8.2. The Club's bank account must be kept at Scotiabank as subsections of the SSMU account.

8.2.1 Each account must have a minimum of two and maximum of three signing officer.

8.2.2 In order to receive funding of any kind from SSMU, the club must have a Scotia bank account

8.2.3 The club may run program at which members and invitees bear the cost and the surplus proceeds thereof shall form part of the general funds of the club.

Article 9: General Meetings

9.1 The club shall have a General Meeting at the beginning of both the Fall and Winter Semester.

9.2 The Executive Committee shall call as many general meetings as deemed necessary, and as are required by the election regulations but no less than one a semester.

9.3 A minimum of three days notice must be given for each general meeting.

9.3.1. Meetings shall proceed with present members.

9.3.2. A motion is only passed when (2/3) of those present, vote in favour of the motion.

9.3.3 Voting is limited to **official** members only.

Article 10: Electoral Procedures

10.1 The EC shall be elected annually in elections conducted by secret ballot or online voting.

10.2 Only members, defined by enrollment in our online membership system before the proposed deadline date of February 20th [of this calendar year and of future calendar years], may vote, and/or be elected to the EC.

10.3 In the event of a vacancy outside of the electoral period, the EC reserves the right to appoint a suitable member after that.

10.3.1 Within the month of appointment, a meeting must be held where (2/3) of members are in favour of the new executive.

Article 11: Constitutional Amendment Procedure

11.1 The Constitution may be amended, as deemed necessary by the Executive Committee or any group of members. Any member of the club may propose an amendment to the Constitution.

11.2 Amendments shall be by way of a formal motion at a general assembly, notice of such meeting having been given for seven days, the days of the meeting counting as the last.

11.3 To be valid an amendment must be passed by a two-thirds majority of the members present. All amendments shall come into effect from the date of approval by SSMU.

11.4 All amendments shall be submitted to the Club Commissioner to be reviewed by the Club Committee, and ratified by the SSMU council before they take effect.

11.5 A copy of the amended articles shall be made available upon request to each member of the club as soon as possible after it comes into effect.

Article 12: 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 bylaws must be available to any member of the SSMU when and if requested.

Date Adopted by members: February 4th, 1994

Ratified by Members:

September 29th, 2014.

Ratified by the SSMU Executive Committee Date:

March 21st, 1994.

September 24th, 2014.

February 9th, 2017