



CONSTITUTION OF MCGILL WOMEN IN LEADERSHIP STUDENTS ASSOCIATION

Ratified by SSMU Council on: December 1, 2016

1 Article I: Name

- 1.1 McGill Women in Leadership Students' Association, also referred to hereinafter as the Club.

2 Article II: Mandate

- 2.1 The Club's mandate shall be to:
- Promote women in leadership roles across professional industries
 - Hold events related to the above aim
 - Engage in leadership research
 - Send delegates to leadership conferences
 - Network with local organizations and institutions that also promote women's rights and female empowerment
 - Perform community outreach activities in coordination with local organizations
 - Engage in fundraising activities both for the Club and local organizations with similar aims

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

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2 The EC is composed of the following portfolios:
 - 4.2.1 Co-Presidents (2)
 - 4.2.2 Vice President Communications
 - 4.2.3 Vice President Events
 - 4.2.4 Vice President Finance
 - 4.2.5 Vice President Fundraising
 - 4.2.6 Vice President Internal
 - 4.2.7 Vice President Media
 - 4.2.8 Vice President Outreach
 - 4.2.9 Vice President Sponsorship
 - 4.2.10 Vice President Mentorship
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least five of the 9-10 EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.
- 4.5 Any member of the EC may vote in absentia.
- 4.6 The EC may maintain a close working relationship with an Advisory Committee (AC). At the Co-Presidents' discretion, the EC may liaise with the AC who will help



with suggestions of decisions impacting the long-term growth and direction of the Club.

5 Article V: Portfolios

5.1 The President (or two Co-Presidents) 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 Be the main point of contact between the SSMU VP Student Life and the club.
- 5.1.4 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.
- 5.1.5 Chair all EC meetings.
- 5.1.6 May cast the deciding vote in the event of an EC deadlock.
- 5.1.7 Co-sign all financial transactions with the Vice President Finance.

5.2 The Vice President Communications shall:

- 5.2.1 Be responsible for communication within the Club and between the EC and the Club's members.
- 5.2.2 Maintain the Club's website and social media.

5.3 The Vice President Events shall:

- 5.3.1 Oversee and coordinate the programming activities and events of the Club.

5.4 The Vice President Finance shall:

- 5.4.1 Oversee and coordinate funding for the programming activities and events of the club.
- 5.4.2 Be responsible for the collection of membership fees.
- 5.4.3 Co-sign all financial transactions with the President or one of the Co-Presidents.
- 5.4.4 Ensure the funding and financial stability of the club.
- 5.4.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.

5.5 The Vice President Fundraising shall:

- 5.5.1 Oversee and coordinate the on-campus fundraising events and activities of the Club.

5.6 The Vice President Internal shall:

- 5.6.1 Be responsible for communication with the Students' Society of McGill University.
- 5.6.2 Maintain the membership list of the club.
- 5.6.3 Assist in the logistics of event planning.



- 5.6.4 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 5.7 The Vice President Media shall:
 - 5.7.1 Design promotional material for the Club's events and fundraisers.
 - 5.7.2 Maintain the website's design and structure.
 - 5.7.3 Maintain the Club's professional branding.
- 5.8 The Vice President Outreach shall:
 - 5.8.1 Act as representative of the Club to the community within and outside of the University.
 - 5.8.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
 - 5.8.3 Be responsible for promoting the image of the Club to the community within and outside McGill University.
- 5.9 The Vice President Sponsorship shall:
 - 5.9.1 Maintain the Club's sponsorship package.
 - 5.9.2 Contact firms and organizations for sponsorship.
 - 5.9.3 Negotiate sponsorship agreements with firms and organizations.
- 5.10 The Vice President Mentorship shall:
 - 5.10.1 Manage the Club's newly developed mentorship program
 - 5.10.2 Contact female professionals in a variety of fields to be matched with female McGill students seeking to gain more insight into industry of interest
 - 5.10.3 Promote the visibility and culture of diverse female leadership to our constituents
- 6 Article VI: Fees**
 - 6.1 The Club's membership fee shall be \$ 10 dollars.
 - 6.2 Changes to the membership fees require approval by two-thirds majority of a quorum of the EC.
- 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.
 - 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.



8 Article VIII: Meetings

- 8.1 Regular Executive 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.

9 Article IX: Electoral Procedures

- 9.1 The Vice-President (Student Life) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.
- 9.2 The general membership must be given a minimum of 2 weeks to submit applications to join the EC.
- 9.3 The current EC will meet before March 31 to review applications and agree, by two-thirds majority of quorum, to the composition of the next EC.
- 9.4 The AC shall be composed of nominated former executives or professionals, and will be led by Co-Chairs (2).

10 Article X: Affiliations

- 10.1 The Club shall be affiliated with Women in Leadership Foundation.

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 consensus on the proposed amendment must be reached at a General Meeting
- 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's 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.