



# CONSTITUTION OF BALTIC STUDENTS SOCIETY

## **1 Article I: Name**

1.1 Baltic Students' Society, also referred to hereinafter as the Club.

## **2 Article II: Mandate**

2.1 The Club's mandate shall be to

- To maintain and celebrate the cultural heritage of the Baltic countries
- To create a positive space in which to address and discuss issues of Baltic culture, identity and contemporary Baltic life,
- To reach out to Baltic communities in Montreal and elsewhere
- To create and spread awareness of Baltic cultures and societies within the McGill community.

## **2.2 Code of Conduct**

2.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint.

2.2.2 Equal respect shall be given to all members, regardless of position.

2.2.3 No member shall make personal profit from the club

## **3 Article III: Membership**

3.1 Membership for a club under the Students' Society of McGill University is open everyone.

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 five portfolios:

1. Chairperson
2. Chair of External Affairs
3. Chair of Internal Affairs
4. Chair of Finance
5. Estonian Community Representative
6. Latvian Community Representative
7. Lithuanian Community Representative

4.3 The EC shall meet as frequently as it deems fit.

4.4 At least four of the seven EC members 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 Chairperson 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 Daft agendas for general meetings.
- 5.1.7 Be responsible for communication with and be the Society's liaison to the Students' Society of McGill University.
- 5.1.8 Co-sign all financial transactions with the Finance Chair.
- 5.1.9 Co-sign all minutes with the Internal Chair.

### **5.2. The Chair of External Affairs shall:**

- 5.2.1 Act as representative of the Club to the community within and outside of the University.
- 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.
- 5.2.3 Be responsible for promoting the image of the Club to the community within and outside McGill University.
- 5.2.4 Oversee and coordinate external programming activities and events intended for the general public. Shall be responsible for booking and arranging meeting rooms for these events, organizing and obtaining refreshments.

### **5.3 The Chair of Internal Affairs shall:**

- 5.3.1 Be responsible for communication within the EC.
- 5.3.2 Oversee and coordinate the programming activities and events for internal club events. Shall be responsible for booking and arranging meeting rooms for these events, organizing and obtaining refreshments.
- 5.3.3 Maintain the membership list of the club.
- 5.3.4 Take minutes at EC and general meetings, and ensure proper distribution of all minutes.
- 5.3.5 Co-sign all minutes with the Chairman.

### **5.4 The Chair of 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.
- 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 Estonian Community Representative shall:
- 5.5.1 Serve as a liaison to the Estonian members of the club.
  - 5.5.2 Ensure that the interests of the Estonian members of the club are voiced.
  - 5.5.3 Recruit Estonian students to participate in the club.
- 5.6 The Latvian Community Representative shall:
- 5.5.1 Serve as a liaison to the Latvian members of the club.
  - 5.5.2 Ensure that the interests of the Latvian members of the club are voiced.
  - 5.5.3 Recruit Latvian students to participate in the club.
- 5.7 The Lithuanian Community Representative shall:
- 5.5.1 Serve as a liaison to the Lithuanian members of the club.
  - 5.5.2 Ensure that the interests of the Lithuanian members of the club are voiced.
  - 5.5.3 Recruit Lithuanian students to participate in the club.
- 6 Article VI: Fees**
- 6.1 The Club's membership fee shall be \$0 dollars.
- 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 There shall be a General Meeting held in March for the purpose of electing new members to the EC.
- 8.2 Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 8.3 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 (Clubs & Services) 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 notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.
- 9.3 Elections are to be held before March 31 during the previously mentioned General Meeting.
- 9.4 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.
- 9.5 Elections are to be conducted by secret ballot in person.
- 9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.



9.7 The Vice President (Clubs & Services) should be notified immediately in the event of contested electoral results.

**10 Article X: 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 a General Meeting must be in favour of the proposed amendment.

11.3 All amendments shall ratified by the SSMU council before they take effect.

**11 Article XI: 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 Article XII: 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 and By-Laws 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.