



CONSTITUTION OF DRAGON BOAT Z

1 Article I: Name

1.1 Dragon Boat Z, also referred to hereinafter as the Club.

2 Article II: Objectives

2.1 The Club's mandate shall be to:

- Promote and raise awareness about Chinese culture through the traditional sport of Dragon Boat;
- Provide opportunities for students to exchange information about and promote appreciation of Dragon Boat through team activities;
- Network with local organizations and institutions that deal with Dragon Boat and make their resources available to its members;
- Provide opportunities for members to participate in Dragon Boat races in a competitive manner;
- Promote the importance of physical well-being through Dragon Boat-related activities.

2.2 Code of Conduct

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

2.2.2 No member shall make personal profit from the club

2.2.3 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in tills constitution.

3 Article III: Membership

3.1 Membership in a Student's Society Club is open to 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. President
2. Vice President Internal
3. Vice President External
4. Vice President Communications
5. Vice President Finance

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

4.4 At least three of the five EC members must be present at an EC meeting in order for quorum to be met.

5 Article V: Portfolios

5.1 The 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 and 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.
 - 5.1.3 Chair and take minutes of all meetings, and ensure proper distribution of minutes.
 - 5.1.4 Co-sign all financial transactions with the Vice President of Finance.
 - 5.1.5 Be responsible for booking and arranging meeting rooms, and drafting agendas for meetings.
- 5.2 The Vice President Internal shall:
- 5.1.6 Act as the representative of the Club within the University community.
 - 5.1.7 Be responsible for communication within the EC, with other McGill University student organizations, and with the Students' Society of McGill University.
 - 5.1.8 Oversee and coordinate the programming activities and events of the club.
- 5.3 The Vice President External shall:
- 5.2.1 Act as representative of the Club to the community 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.
- 5.5 The Vice President Communications shall:
- 5.5.1 Maintain the membership list of the club.
 - 5.5.2 Be responsible for the collection and recording of membership fees.
 - 5.5.3 Be responsible for contacting the general members of the Club and forwarding important information.
 - 5.5.4 Be responsible for recruitment procedures, advertising, and for promoting the image of the club within the University community.
- 5.5 The Vice President Finance shall:
- 5.2.1 Oversee and coordinate funding for the programming activities and events of the club
 - 5.2.2 Co-sign all financial transactions with the President.
 - 5.2.3 Ensure the funding and financial stability of the club.
- 6 Article VI: Fees**
- 6.1 The Club's membership fee shall be \$20 dollars.
- 7 Article VII: Finances**
- 7.1 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.
- 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.

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 and 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 consensus on the proposed amendment must be reached at a General Meeting.
- 11.3 All amendments shall be 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 take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution and By-Laws shall take effect.