



CONSTITUTION OF ETIQUETTE IMPROVEMENT CLUB

Ratified by SSMU Council on: November 20, 2014

1 Article I: Name

1.1 Etiquette Improvement Club- EIC, also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to:

- Promote the importance of etiquette in social success, especially in a business setting,
- Provide opportunities for members to enhance on etiquette skills through designed activities.
- Network with local organizations and institutions on that provide or require etiquette services/skills and make their resources available to members of the club.
- Host specialized events related to etiquette improvement.

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.

2.2.2 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

2.2.1.2 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 Clubs and Services 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 eight portfolios:
 - 1. President
 - 2. Vice President External
 - 3. Vice President Internal
 - 4. Vice President Finance
 - 5. Vice President Communications
 - 6. Vice President Event
 - 7. Vice President Style
 - 8. First Year Representative
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least five of the eight 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 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 Be the main point of contact between the SSMU VP Clubs and Services 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 a EC deadlock
 - 5.1.7 Co-sign all financial transactions with the Treasurer.
 - 5.1.8 Co-sign all minutes with the Secretary.
 - 5.1.9 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 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.
 - 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.
- 5.3 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 Maintain the membership list 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.
- 5.4 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.
 - 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 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 Shall be responsible for creating an event page on Facebook and reply email to members.
- 5.6 The Vice President Events shall:
- 5.6.1 Oversee and coordinate the programming activities and events of the club
- 5.7 The Vice President Style shall:
- 5.7.1 Create new event
 - 5.7.2 Find materials that relevant to upcoming event and post on Facebook



5.7.3 Help out with the logistics and marketing of events

5.8 The First Year Representative shall:

5.8.1 Help out with the logistics and marketing of events

5.8.2 Sell event ticket

5.8.3 Post poster on campus

5.8.4 Book table for samosa sale

6 Article VI: Fees

6.1 The Club's membership fee shall be five dollars.

6.2 The collected fees will go towards room booking, event supply purchases, membership card printing and all other fund requiring functionalities of the club.

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 and Services) should be notified immediately in the event of contested electoral results.

10 Article X: Affiliations

10.1 The Club shall have 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 consensus on the proposed amendment must be reached at a General Meeting
- 11.3 All amendments shall be submitted to the Interest Group Coordinator, will be reviewed by the Interest Group 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.