



CONSTITUTION OF MCGILL FLINT KNAPPERS CLUB

Ratified by SSMU Council on: September 9, 2002

1 Article I: Name

1.1 McGill Flint Knappers, also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Flint Knappers Club is a group of Anthropology students dedicated to the study and learning of flint knapping history and replication.

2.4.1 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 in a Students' Society Club is open to everyone.

3.2 Only McGill University Students and Post-Graduate Students' Society members are eligible to vote 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 External
3. Vice President Internal
4. Treasurer
5. Secretary

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

4.4 Quorum: 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.
- 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 Co-sign all financial transactions with the Treasurer.
- 5.1.7 Co-sign all minutes with the Secretary.
- 5.2. 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.
- 5.3. The Vice President Internal shall:
 - 5.3.1 Be responsible for communication within the University community.
 - 5.3.2 Be responsible for communication within the EC , with other McGill University student organizations, and with the Students' Society of McGill University.
 - 5.3.3 Maintain the membership list of the club.
 - 5.3.4 Oversee and coordinate the programming activities and events of the club
- 5.4. The Treasurer shall:
 - 5.4.1 Oversee and coordinate 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.
- 5.5. The Secretary 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 booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
- 6 Article VI: Fees**
 - 6.1 The Club's membership fee shall be \$20-30 dollars.
- 7 Article VII: Finances**
 - 7.1 The Executive Committee or Collective shall examine the financial records at the end of each semester.
 - 7.2 A Finance Affairs Committee shall be established to oversee the finances of the club.
- 8 Article VIII: Meetings**
 - 8.1 There shall be a General Meeting held in March for the purpose of electing the Co-Presidents.
 - 8.2 Weekly 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 Returning Officer (CRO) with final authority over electoral procedures and validity of results.
- 9.2 The Vice President Clubs & Services 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 Electoral Procedures.
 - 9.4.1 The Executive Committee may designate Deputy Returning Officers (DROs) to assist the running of elections in consultation with the CRO.
 - 9.4.2 Elections are to be conducted by secret ballot.
 - 9.4.3 Ballots must be kept in a secure place for 5 weeks after the date of voting.

10 Article X: Affiliations

- 10.1 The Club shall be affiliated with: McGill Professors and the Pointe-a-Calliere Museum of Archaeology and History.

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 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.

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 and By-Laws shall take effect.