



(CLUB NAME) CONSTITUTION

Ratified by Membership on: \_\_\_\_\_.

Ratified by SSMU Council on: \_\_\_\_\_.

**ARTICLE I: Name**

1.1 Salseros McGill also referred to hereinafter as the Club.

*Note that you can't use "McGill" in the club's name without written permission from the VP Clubs & Services and the Dean of Students.*

**ARTICLE II: Mandate**

2.1 The Club's mandate shall be to:

1. Create a strong Salsa-loving community in McGill;
2. Act as the bridge between the McGill community and the Montreal Salsa Scene;
3. Network with local dance schools, clubs and companies that provide salsa events;
4. Hold lessons and events relating to salsa dancing

**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.

**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 six portfolios:*
  1. *President*
  2. *Vice President External*
  3. *Vice President Internal*
  4. *Vice President Communications*
  5. *Vice President Marketing*
  6. *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.*

**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 VP Finance.*
  - 5.1.7 *Co-sign all minutes with the VP Internal.*
- 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 outside McGill, and particularly those in the Montreal area.*
- 5.2.3 *Be responsible for promoting the image of the Club to the community outside McGill University.*
- 5.2.4 *Oversee and coordinate off-campus activities and events of the club (such as off campus workshops and Salsa Congresses)*
- 5.3 *The Vice President Internal shall:*
- 5.3.3 *Act as the representative of the Club within the University community.*
- 5.3.4 *Be responsible for communication within the EC, with other McGill University student organizations, and with the Students' Society of McGill University.*
- 5.3.5 *Maintain the membership list of the club.*
- 5.3.6 *Take minutes at EC and general meetings, and ensure proper distribution of all minutes.*
- 5.3.7 *Co-sign all minutes with the President.*
- 5.3.8 *Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.*
- 5.4 *The VP Communications shall:*
- 5.3.9 *Inform club members of activities and events through email announcements and website*
- 5.3.10 *Answer and forward emails*
- 5.5 *The VP Marketing shall:*
- 5.3.11 *Promote the image of the Club within the McGill Community*
- 5.3.12 *Create and maintain a website for the club*
- 5.6 *The VP Finance shall:*
- 5.3.13 *Oversee and coordinate the programming activities and events of the club*
- 5.3.14 *Be responsible for the collection of membership fees.*
- 5.3.15 *Co-sign all financial transactions with the President.*
- 5.3.16 *Ensure the funding and financial stability of the club.*

#### **ARTICLE VI: Fees**

- 6.1 The Club's membership fee shall be \$ 2 dollars.

#### **ARTICLE VII: Finances**

- 7.1 The EC shall examine the financial records at the end of each semester.

#### **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.*

#### **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 The Executive Committee may designate Deputy Returning Officers (DROs) to assist the running of elections in consultation with the CRO.
- 9.5 Elections are to be conducted by secret ballot.
- 9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.

#### **ARTICLE X: Affiliations**

- 10.1 The Club shall be affiliated with:

*San Tropes Dance School*

#### **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 a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment OR 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.

**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.

**ARTICLE XIII: SSMU Constitution**

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 and By-Laws shall take effect.