**Redpath Museum Club Constitution**

**Ratified by Club’s Membership on (DD/MM/YYYY):**

**Ratified by SSMU Council on:**

**1 Article I:** **Name**

**1.1** Redpath Museum Club, also referred to hereinafter as the Club.

**2 Article II:** **Mandate**

**2.1** The Club’s mandate is to promote, participate, and enjoy the activities, people, and academic mission of the Redpath Museum, and associated pursuits. The club will promote three general areas of interest within the Redpath Museum (the Museum) and the Montreal museum community: 1) General Student Interest; 2) Science Outreach; and 3) Scientific Research.

The club will promote General Student Interest by:

* Providing tours of the Museum to interested students
* Creating Museum-related events for students interested in the Museum to meet each other
* Exploring the other museums of Montreal
* Advertising volunteering opportunities within the Museum

The club will promote Science Outreach by:

* Training interested student volunteers in the art of Tour Guiding
* Giving tours in the Museum to interested students, university classes that visit the Museum, and the general public
* Assisting the Science Outreach coordinator, Ingrid Birker, with Outreach activities

The club will promote Scientific Research by:

* Connecting students with professors conducting research at the museum
* Publishing accepted student papers in the journal *Behind the Roddick Gates*

**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** 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 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

**2.4.2** 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 but are not limited 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

**2.4.3** 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 Student’s Society Club is open to everyone, 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) members, and Post Graduate Students’ Society (PGSS) members are eligible to be elected as officers.

**3.3** Only Students’ Society of McGill University (SSMU) members, Post Graduate Students’ Society (PGSS) members, and McGill University Faculty and Staff are eligible to vote for Officers.

**3.4** 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 (VP)
3. Vice President External
4. Vice President Internal
5. Vice President Finance
6. Vice President Communications
7. Journal Editors (2)

**4.3** Appointments to executive positions that are not filled by annual elections may be made on a year-to-year basis, provided that a majority of the elected EC members agree on the proposed appointments

**4.4** Meetings: The EC shall meet as frequently as it deems fit

**4.5** Quorum: At least four of the seven 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** Actively maintain amicable relations with the Faculty and Staff of the Redpath Museum

**5.1.5** May cast the deciding vote in the event of an EC deadlock

**5.1.6** Act as a signing officer for the Club’s bank account with the Vice President and Vice President Finance

**5.2** The Vice President shall:

**5.2.1** Oversee and coordinate the programming activities and events of the club

**5.2.2** Assist all other members as the EC deems fit

**5.2.3** Chair meetings in the event that the President cannot

**5.2.4** Act as a signing officer for the Club’s bank account with the President and Vice President Finance

**5.3** The Vice President External shall:

**5.3.1** Act as representative of the Club to the community outside of the Redpath Museum, including the University greater Montreal museum community.

**5.3.2** Be responsible for developing healthy relations with student and community organizations outside McGill, and particularly those in the Montreal area.

**5.3.3** Be responsible for promoting the image of the Club to the community outside McGill University.

**5.5.4** Be responsible for communication with other McGill University student organizations, and with the Students’ Society of McGill University (SSMU)

**5.4**  The Vice President Internal shall:

**5.4.1** Be responsible for internal activities and events within the Museum and the Club

**5.4.2** Promote participation of members in Redpath Museum Club activities, and complete any organizational tasks pertaining to this project

**5.4.3** Coordinate the yearly Museum room bookings with the Museum’s Administrative Assistant for Redpath Museum Club activities, and complete any organizational tasks pertaining to this project

**5.4.4** Maintain relations and communications with Museum faculty and staff, so that they may be aware of all Redpath Museum Club activities within the Museum

**5.5** The Vice President Finance shall:

**5.5.1** Act as a signing officer for the Club’s bank account with the President and Vice President

**5.5.2** Ensure the funding and financial stability of the Club

**5.5.3** Keep a strict financial record of all revenues and expenses

**5.5.4** Ensure all receipts of Club spending are kept

**5.5.5** Ensure the audit forms are adequately done at the end of each semester

**5.6** The Vice President Communications shall:

**5.6.1** Ensure all Club activities are transparent and made known to Club members via social media, our website, email and any other relevant information mediums

**5.7** The two Journal Editors shall:

**5.7.1** Head all activities related to the club journal including submissions, editing and publication

**5.7.2** Ensure proper resources and funding availability for publication

**6 Article VI:** **Fees**

**6.1** The Club will not charge membership fees

**7 Article VII:** **Finances**

* 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 before May 31st of each year.
  2. All Club bank accounts must be kept at Scotiabank as subsections of the SSMU account
  3. Each account must have a minimum of two and maximum of three signing officers
  4. 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 April for the purpose of electing new members to the EC.

**8.2** Regular Executive and General meetings shall be head 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 general membership must be notified of the date of the General Meeting called for elections purposes two weeks in advance

**9.3** Elections are to be held before May 1 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

**9.5** Appointments to executive positions that are not filled by annual elections may be made on a year-to-year basis, provided that a majority of the elected EC members agree on the proposed appointments

**9.6** An executive member deemed to have failed all responsibilities outlined in their portfolio, or who fails to confirm to the Club Code of Conduct (Article II), must be informed that they are failing in fulfilling their responsibilities or violating the Code of Conduct

**9.6.1** An executive member deemed to have failed all responsibilities outlined in their portfolio, or who fails to confirm to the Club Code of Conduct (Article II), may be expelled, provided that **all** other elected EC member agree on the proposed expulsion

**9.6.2** A General Meeting must be called in order to elect a replacement executive member, following the elections procedures outlined above

**10 Article X:** **Constitutional Amendment Procedure**

**10.1** Any member of the club may propose an amendment to the Constitution

**10.2** In order to amend the constitution, consensus on the proposed amendment must be reached at a General Meeting

**10.3** 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

**11 Article XI:** **By-Laws and Policies**

**11.1** The Club shall create and maintain by-laws that cover the operations of the Club which are not specified in the Constitution

**11.2** The Club’s by-laws shall not contravene the Constitution

**11.3** The Club by-laws must be available to any member of the SSMU when and if requested

**12 Article XII:** **SSMU Constitution, By-Laws and Policies**

**12.1** In the 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

**12.2** If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect