**Rotaract Student Club**

**CONSTITUTION**

Adopted by Members on: July 22, 2014

Ratified by the SSMU Executive Committee on behalf of SSMU Council: August 7, 2014

**ARTICLE I**: Name

* 1. The name of this organization shall be the Rotaract Student Club, also referred to

herein after as the Club.

**ARTICLE II:** Purpose and Goals

2. 1 The Club’s mandate shall be to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.. The goals of Rotaract are: to develop professional and leadership skills; to emphasize respect for the rights of others, based on recognition of the worth of each individual; to recognize the dignity and value of all useful occupations as opportunities to serve; to recognize, practice and promote ethical standards as leadership qualities and vocational responsibilities; to develop knowledge and understanding of the needs, problems and opportunities in the community and promote international understanding and goodwill toward all people.

2.2 Code of Conduct

* + 1. The Club shall carry forth its mandate from an anti-oppressive standpoint.
		2. Equal respect shall be given to all members, regardless of position
		3. No member shall make personal profit from the club

**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 officers of this club shall be president (or co-presidents if agreed upon by a

referendum), vice-president internal, vice-president external, treasurer and membership director, fundraising director as well as community service director.

4.2 The decisions, policies and actions of the executives shall be subject to the

approval of this constitution and members of the club.

4.3 Elections of officers shall be held annually prior to the end of March by closed

ballot. Members may be nominated or nominate themselves to stand as a

candidate for the election. In the event that there is only one candidate nominated

for a position, the election shall be decided by a vote of confidence.

4.4 The term of office of all officers and directors shall be for the period of one year (April-May 31)

**ARTICLE V**: Portfolios

5.1 The President(s) shall:

5.1.1 represent the club at official functions

5.1.2 ensure the smooth operation of the club

5.1.3 chair meetings held

5.1.4 co-sign all financial documents with the treasurer

5.1.5 promote the club on campus

5.2 The Vice-President internal shall:

5.2.1 fill in for the president when they are unavailable

5.2.2 manage the email account and mail out club minutes

5.2.3 make advertising materials

5.2.4 maintain the club website as well as social media outlets

5.3 The Vice-President external shall:

5.3.1 act as a liaison between other Rotaract clubs and the sponsor Rotary club

5.3.2 appoint guest speakers for club meetings

5.3.3 plan the trip to New York for Rotary Day at the UN

5.3.4 coordinate the district newsletter

5.4 The treasurer and membership director shall:

5.4.1 maintain the club financial files and documents

5.4.2 co-sign all financial documents with the president and ensure that the financial rules and regulations of SSMU are respected

5.4.3 collect fees and keep track of members; plan membership events

5.5 The fundraising director shall:

 5.5.1 plan all fundraising events, including the annual cocktail party

5.5.2 organize all club sales

5.5.3 come up with unique ways to fundraise

5.6 The community service director shall:

5.6.1 continue activities already established and seek new ones

5.6.2 incorporate educational role

5.6.3 initiate community projects for the club

5.6.4 manage volunteers

**ARTICLE VI**: Fees

6.1 The Club’s membership fee shall be $10 dollars

**ARTICLE VI:** Finances

* 1. The EC 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
	2. All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
		1. Each account must have a minimum of two and maximum of three signing officers
		2. In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

**ARTICLE VIII**: Meetings

8.1 The club shall meet not less than twice per month, as provided in the by-laws, at a

time and place suited to the convenience of the members.

8.2 The affiliate (The Rotary Club of Old Montreal) may attend any meetings held.

8.3 Meetings of the club and of the executive may be cancelled during holiday or

vacation periods as approved by the members.

8.4 In order to maintain communication, minutes of the meetings of the club shall be

forwarded whenever possible to the affiliate Rotary club and to all members of

the club.

8.5 Notice shall be given to all members of any meeting by means email and when

possible the McGill Tribune and the SSMU Notice Boards.

**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

**ARTICLE X**: Affiliations

10.1 The affiliate of the Rotaract Student Club is the Rotary Club of Old Montreal, which, through an advisor, shall provide guidance and have supportive responsibility of this Rotaract club.

4.2 This club is a non-political, non-sectarian organization

4.3 In the event that the affiliate (Rotary Club of OId1Vieux-Montreal) is terminated, the governor of the Rotary district will seek to install another affiliate Rotary club.

**Article XI: Constitutional Amendment Procedure**

* 1. Any member of the club may propose an amendment to the Constitution.
	2. In order to amend the constitution consensus on the proposed amendment must be reached at a General Meeting
	3. All amendments shall be ratified by the SSMU council before they take effect.

**Article XII: Bylaws and Policies**

* 1. The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution
	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.