



Part 2 of 3

CONSTITUTION

Constitution of McGill Students For Sports Legacy Institute

Ratified by Club's Membership on (DD/MM/YYYY): _____

Ratified by SSMU Council on: _____

1. Article I: Name

1.1. McGill Student's for Sports Legacy Institute also referred to hereinafter as the Club.

2. Article II: Mandate

2.1. The Club's mandate shall be to

The Club's mandate shall be to:

- *Promote the importance of concussion education within the McGill community and broader Montreal community, specifically with young children in schools, camps, and sports organizations;*
- *Provide support and resources to McGill students dealing with any stages of the concussion recovery process which supports the research and policy work of Sports Legacy Institute;*
- *Engage in events, campaigns, and fundraiser which can further the goals of our mandate and the mandate of the Sports Legacy Institute, specifically their mission to advance the study, treatment, and prevention of brain trauma in athletes and other at-risk groups.*
- *Establish connection with existing organizations, research labs and staff members who can further our mandate.*

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 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**
- 2.4.3. 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 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 five portfolios:*
- 4.2.1. Chapter Director*
- 4.2.2. Recruitment and Training Director*
- 4.2.3. Operations Director*
- 4.2.4. Public Outreach Director*
- 4.2.5. Fundraising Director*
- 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 and for the meeting to proceed.*
- 5. Article V: Portfolios**
- 5.1. The Chapter Director 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*
- 5.1.10. *Recruit and train a team of Officers*
- 5.1.11. *Participate in or attend local school presentations*
- 5.1.12. *Coordinate with SLI Canada to provide progress updates and seek out needed assistance*
- 5.2. *The Recruitment and Training Director shall:*
 - 5.2.1. *Coordinate recruitment, training and organizations of volunteers from the McGill University student body.*
 - 5.2.2. *Be responsible for communication within the EC and with the Students' Society of McGill University.*
 - 5.2.3. *Maintain the membership list of the club.*
 - 5.2.4. *Be aware of the training needs of the chapter*
 - 5.2.5. *Provide training materials to new volunteers*
 - 5.2.6. *Lead training sessions*
 - 5.2.7. *Work with new volunteers to get them up to speed on the science of concussions*
 - 5.2.8. *Attend and evaluate presentations*
 - 5.2.9. *Provide feedback to volunteers on their presentations*
 - 5.2.10. *Coordinate with SLI Canada to provide progress updates and seek out needed assistance*
- 5.3. *The Operations Director shall:*
 - 5.3.1. *Oversee and coordinate the programming activities and events of the club*
 - 5.3.2. *Oversee the relationship between the Club and Schools, Camps, and Sports Organizations internal and external to the McGill Campus, ensuring that concussion education in these locations is carried out according to the Sports Legacy Institute Policy.*
 - 5.3.3. *Act as representative of the Club to the community within and outside of the University.*
 - 5.3.4. *Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.*
 - 5.3.5. **Organize group meetings**
 - 5.3.6. *Transcribe minutes from meetings*
 - 5.3.7. *Take pictures/videos at presentations*
 - 5.3.8. *Create and maintain the SLICE website (including the Facebook page and Twitter account)*
 - 5.3.9. *Ensure all website content is current and relevant. This information includes:*
 - 5.3.9.1. *List of upcoming presentations*
 - 5.3.9.2. *Pictures/video from presentations*
 - 5.3.9.3. *Bios of the Officers and volunteers*
 - 5.3.9.4. *Information for schools/organizations that are interested*



- 5.3.9.5. *Contact information for SLICE presentations, fundraising opportunities, and other important contacts*
- 5.3.10. *Coordinate with SLI Canada to provide progress updates and seek out needed assistance*
- 5.4. *The Public Outreach Director shall:*
 - 5.4.1. *Be responsible for promoting the image of the Club to the community within and outside McGill University.*
 - 5.4.2. *Engage in maintenance of the Clubs website, Social Media, Posters and Monthly Email.*
 - 5.4.3. *Develop and maintain strong relationships with key stakeholders (principals, teachers, coaches, nurses)*
 - 5.4.4. *Promote SLICE to local middle schools, high schools, youth centers, sports league, etc.*
 - 5.4.5. *Alert local media outlets about upcoming SLICE presentations or other events hosted by the SLICE chapter*
 - 5.4.6. *Coordinate with SLI Canada to provide progress updates and seek out needed assistance*
- 5.5. *The Fundraising Director shall:*
 - 5.5.1. *Oversee and coordinate funding for the programming activities and events of the club*
 - 5.5.2. *Be responsible for the collection of membership fees.*
 - 5.5.3. *Co-sign all financial transactions with the President.*
 - 5.5.4. *Ensure the funding and financial stability of the club.*
 - 5.5.5. *Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU*
 - 5.5.6. *Develop and maintain strong relationships with key fundraising stakeholders (local and national businesses, organizations, local schools)*
 - 5.5.7. *Communicate with schools that are hosting a SLICE presentation to discuss voluntary donations to the chapter*
 - 5.5.8. *Coordinate with SLI Canada to provide progress updates and seek out needed assistance*
- 5.6. *The Secretary shall:*
 - 5.6.1. *Take minutes at EC and general meetings, and ensure proper distribution of all minutes*
 - 5.6.2. *Co-sign all minutes with the President.*
 - 5.6.3. *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. *There is no membership fee to be on the executive committee or to be a volunteer for 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 before May 31st of each year.*
 - 7.2. *All club bank accounts must be kept at Scotiabank as subsections of the SSMU account*
 - 7.3. *Each account must have a minimum of two and maximum of three signing officers*



- 7.4. *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 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 be affiliated with Sports Legacy Institute.*

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.**