



# CONSTITUTION OF STUDENT RESEARCH INITIATIVE

**Ratified by Club's Membership on: December 30, 2014**

**Ratified by SSMU Council on: January 29, 2014**

## **1 Article I: Name**

**1.1** Student Research Initiative also referred to hereinafter as the Club.

## **2 Article II: Mandate**

**2.1** The Club's mandate shall be to

- Fundraise money that goes towards supporting undergraduate research opportunities through our SRI Award
- Support funding for undergraduate research positions primarily in science, arts and engineering
- Provide information to our members on how to get involve in research
- Give members information on the various research opportunities currently available on campus and how to apply to these opportunities
- Provide members with the opportunity to interact with professors and graduate students at our events to learn more about research
- Provide mentoring options to our members who want to network or learn more about research

## **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



- 2.4.1.1 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
- 2.4.2 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 ten portfolios:
  - 1. Co-Presidents (2)
  - 2. Vice President External
  - 3. Vice President Finance
  - 4. Vice President Internal
  - 5. Vice President Events (2)
  - 6. Vice President Research
  - 7. Vice President Logistics
  - 8. Science Coordinator
  - 9. Arts Coordinator
  - 10. Engineering Coordinator
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least six of the ten 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 Co-Presidents (2) 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
- 5.2. The Vice President External shall:
- 5.2.1 Act as representative of the Club to the community within and 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.
  - 5.2.4 Be responsible for all aspects of sponsorship for the Club
- 5.3 The Vice President Finance shall:
- 5.3.1 Oversee and coordinate funding for the programming activities and events of the club
  - 5.3.2 Be responsible for the collection of membership fees.
  - 5.3.3 Co-sign all financial transactions with the President.
  - 5.3.4 Ensure the funding and financial stability of the club.
  - 5.3.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
- 5.4 The Vice President Internal shall:
- 5.4.1 Take minutes at EC and general meetings, and ensure proper distribution of all minutes
  - 5.4.2 Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
  - 5.4.3 Be responsible for communication within the EC and with the Students' Society of McGill University.
  - 5.4.4 Maintain the membership list of the club.
- 5.5 The Vice President Events (2) shall:
- 5.9.1 Oversee and coordinate the programming activities and events of the club
  - 5.9.2 Oversee and coordinate all fundraising events of the Club
  - 5.9.3 Be responsible for booking and arranging venues, organizing and obtaining refreshments
- 5.6 The Vice President Logistics shall:
- 5.6.1 Oversee and coordinate the logistics of all events
  - 5.6.2 Be responsible for obtaining refreshments, materials and equipment needed for the events of the Club



- 5.6.3 Oversee the advertisement and promotion of our events, as well as materials needed for the promotion of our events
- 5.7 The Vice President Research shall:
  - 5.7.1 Oversee and coordinate the our Volunteer Database
  - 5.7.2 Oversee and coordinate all aspects of our SRI Award
  - 5.7.3 Oversee and coordinate our mentorship system
  - 5.7.4 Work closely with the Science, Arts and Engineering Coordinator to achieve the goals above
- 5.8 The Science Coordinator shall:
  - 5.8.1 Be responsible for finding research opportunities in the science field
  - 5.8.2 Help in the planning and organization of science-gearred events
- 5.9 The Arts Coordinator shall:
  - 5.9.1 Be responsible for finding research opportunities in the arts field
  - 5.9.2 Help in the planning and organization of arts-gearred events
- 5.10 The Engineering Coordinator shall:
  - 5.10.1 Be responsible for finding research opportunities in the engineering field
  - 5.10.2 Help in the planning and organization of engineering-gearred events
- 6 Article VI: Fees**
  - 6.1 The Club's membership fee shall be \$5 dollars.
- 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.
  - 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
    - 7.2.1 Each account must have a minimum of two and maximum of three signing officers.
    - 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account.
- 8 Article VIII: Meetings**
  - 8.1 Regular Executive and General meetings shall be held throughout the fall and winter terms.
  - 8.2 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 Co-Presidents will be in charge of recruiting and interviewing candidates for executive member positions for the following year
  - 9.2 The position of Co-President shall be open if one of the current Co-Presidents decides to leave or graduate, and then one will be nominated from within the Executive Committee.



**10 Article X: Affiliations**

10.1 The Club shall have no affiliations.

**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, the two Co-Presidents must unanimously agree on the proposed amendment

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. The club's bylaws shall not contravene the Constitution.

12.2 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.