

# Constitution of The McGill Students Chapter of The Scientista Foundation

Last Updated: November 5, 2015

Ratified by Club's Membership on: \_\_\_\_\_

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

## I. Article 1: Name

1. The name of this organization shall be "The McGill Student Chapter of The Scientista Foundation," to be hereafter referred to as "Scientista," or "the Club."

## II. Article 2: Mandate, Purpose, and Affiliation

1. The club's mandate shall be to empower women majoring in science, technology, engineering, mathematics, and medicine (STEMM) by providing a strong campus community, online resources, and visible role models. In order to achieve these goals, Scientista will provide programs and create online content on our blog, including student spotlights, networking opportunities with successful women STEMM, and socials and study groups.
  - a. This organization is a chapter of the national Scientista Foundation.
2. Code of Conduct
  - a. 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.
    1. No member shall make personal profit from the club
  - b. Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution
3. Student Group Civility
  - a. The club will maintain cordial and respectful relations with all other clubs, services and independent student groups
  - b. 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.
  - c. 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.
4. Environment
  - a. The club shall make attempts to regularly monitor the environmental impact of all its events and operations
    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 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

- b. 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.

### III. Article 3: Membership

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.
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. Associated non-voting membership is open to all others.
4. Official membership will be recognized after a student joins the mailing list and attends one Scientista board meeting or event.
5. Members are permitted to join committees, vote for officers, and attend events.
6. Officers are selected through the voting process outlined in Article 9.
7. Scientista does not discriminate against any student based on race, ethnicity, gender, sexual orientation, religion, disability status, or any other category.

### IV. Article 4: Officers

1. The officer positions of this organization shall be as follows. (Note: the duties of any position can be split between two people; in this case, the position would be referred to as co-director, co-chair, or co-publisher.)
  - a. Director
  - b. Treasurer
  - c. Public Relations Chair
  - d. Events Chair
  - e. Departmental Affairs Chair
  - f. Branch Publisher

### V. Article 5: Portfolios

1. Duties of the officers shall be as follows. (Note: the duties of any position can be split between two people; in this case, the position would be referred to as co-director, co-chair, or co-publisher.)
  - a. Director: The director is responsible for overseeing all activity in the organization. The director works directly with the leaders at the national level to manage the chapter, oversee recruitment, plan events, publish online content, and other chapter activity. The director will also keep track of the organization's budget.
  - b. Treasurer: The treasurer is responsible for keeping a thorough record of the organization's revenue and expenses. The treasurer is also responsible for fundraising and applying for grants.
  - c. Public Relations Chair: The public relations chair serves as the head of the Public Relations committee, defined in Article 14.
  - d. Events Chair: The events chair serves as the head of the Events committee, defined in Article 14.
  - e. Departmental Affairs Chair: The departmental affairs chair serves as the head of the Departmental Affairs committee, defined in Article 14.

- f. Branch Publisher: The branch publisher is responsible for acquiring articles for the Students of McGill University page of the Scientista Foundation website. The branch publisher can write the articles herself or ask other members of the organization to contribute content. Once written, the branch publisher will read over the articles, suggest edits and revisions (if necessary), and post the content online. Note: the tasks of this position can be split among the other officers until the next election cycle if the position is vacated in the middle of a term.
2. Officers must attend bi-weekly board meetings, which will be predetermined at the beginning of each semester.
3. Qualified individuals will demonstrate a commitment to advancing the presence of women in the fields of science, technology, engineering, and math. Strong candidates will possess organizational skills, work effectively in groups, speak well in public settings, and have creative ideas for bringing the members of the organization together. Candidates must be full-time undergraduates and have the time (between one and three hours a week) to commit to being an officer of this organization.
4. Officers will vote using verbal “ayes” or “nays” at officer meetings. Officers may abstain. In the event that an officer cannot be present at a meeting where a vote is taking place, the officer may cast their vote via email in advance of the meeting.

#### **VI. Article 6: Membership Fees**

1. At this time, no membership fees are required
2. If a membership fee is implemented, it must be in accordance with the practices of the Scientista Foundation at the national level, to be decided by the executive board of the national Scientista Foundation
3. All members will be notified of any change in annual membership fee, at which time the annual membership fee will be due to the treasurer and members who are current on their dues payments shall be classified as “active” members

#### **VII. Article 7: 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.
2. All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
  - a. Each account must have a minimum of two and maximum of three signing officers
  - b. In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

#### **VIII. Article 8: Meetings**

1. Officer meetings will be held bi-weekly. Additional officer meetings can be scheduled at the discretion of the director. Meetings of all members will be held monthly, with additional events scheduled at the discretion of the officers.
2. In the event that an emergency meeting must be called, all members will be informed via email by the director (or another officer if the director is unavailable).
3. Officers are expected to attend all officer meetings and all general member meetings. Exceptions can be made if the officer notifies the director prior to the meeting. Voting members must attend at least one meeting or event and must be on the Scientista mailing list.
4. At least one-third of members must be present to meet quorum.
5. Votes will be determined by a majority vote unless noted otherwise in this constitution.

6. When a parliamentary procedure is needed, Roberts' Rules of Order will be used.

#### **IX. Article 9: Election and Impeachment**

1. Officer elections will be held in the last week of April.
2. To run for office, a candidate must be a member of Scientista, effective April 2016. All candidates must submit statements prior to election. Elections will be conducted in a drop-down manner, where the co-directors and treasurer will be elected, followed by the committee chair positions. Candidates must indicate in their statement whether they wish to be considered for a drop-down position if not elected as an executive officer. Committee chairs will be appointed by the board in the spring semester following elections.
3. Officers with more than two unexcused absences may be automatically removed from their position without notice. Officers with more than two absences, excused or unexcused, may be removed from office with a majority vote. Any officer may be impeached for not complying with the mission of Scientista or fulfilling their responsibilities with a two-thirds vote of the board.

#### **X. Article 10: Affiliations**

1. The Club shall be affiliated with The Scientista Foundation, Inc., a national non-profit established to advance the interests of women studying in STEMM fields, through the Scientista Website and the creation and support of university chapters and conferences.
2. The Scientista Foundation grants its license, and the benefits of membership within the Scientista Foundation network, in consideration for The Students of McGill University Chapter of The Scientista Foundation agreement to the terms laid out in The Scientista Foundation Chapter Agreement.

#### **XI. Article 11: Constitutional Amendments**

1. Any active member of Scientista, as well as national leaders of the Scientista Foundation, may suggest a constitutional amendment to the board.
2. Anyone wishing to suggest an amendment must submit a proposal in writing to the board. He or she may be asked to attend a board meeting to further describe the amendment and how it would improve the chapter. Amendments will then be presented to the members.
3. For an amendment suggested by a member to take effect, a three-fourths affirmative vote of active members and the board is necessary, as well as approval from the national leaders. For an amendment suggested by the national leaders, there must be a majority vote **against** the amendment for it to not take effect. All constitutional amendments must be approved by the Judiciary before taking effect.
4. 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.

#### **XII. Article 12: Bylaws and Policies**

1. Scientista will adhere to all bylaws set forth by The Scientista Foundation, Inc.
2. The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.
3. The club's bylaws shall not contravene the Constitution.
4. The club by laws must be available to any member of the SSMU when and if requested.

#### **XIII. Article 13: SSMU Constitution, Bylaws and Policies**

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.

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

**XIV. Article 14: Committees**

1. The committees for this organization shall be defined as follows:
  - a. Public Relations Committee: This committee is responsible for promoting the organization around campus. They advertise events and coordinate with other campus organizations when necessary. They will coordinate closely with the Events committee to ensure that members of the organization as well as members of the undergraduate student body are aware of chapter events.
  - b. Events Committee: This committee is responsible for planning social and academic events. These can include socials, study sessions, invited speakers, and job opportunity panels, among others. They will coordinate closely with the Public Relations committee to ensure that events are properly advertised.
  - c. Departmental Affairs Committee: This committee is responsible for forming and maintaining relationships with academic departments on campus. They will post research opportunities, teaching assistant positions, and other opportunities within departments on the Students of McGill University Scientista website.
2. Committee chairs and committee members can be removed following the impeachment and removal guidelines in Article 9.

**XV. Article 15: Adherence to College Policies**

1. Events and activities undertaken by Scientista will adhere to all college rules, regulations, and policies at all times.
2. Events and activities undertaken by Scientista will adhere to all local, state, and federal laws at all times.

**XVI. Article 16: Advisor**

1. The Scientista faculty advisor will be selected by the national leaders of Scientista in conjunction with the chapter board members.
2. The Scientista faculty advisor will meet with Scientista officers at least once per semester. The faculty advisor will serve as a liaison between the officers and the administration.