

## McGill Students' Astronomy Club Constitution

### Article I: Name

- 1.1 McGill Students' Astronomy Club, also referred to hereinafter as the club.

### Article II: Mandate

- 2.1 The club's mandate shall be to:
- Hold frequent telescope observation nights on campus and in the Montreal region
  - Foster discussion related to astronomy and space science
  - Disseminate information among the club members regarding current research being conducted at McGill in relation to space science (e.g. astronomy, astrophysics, earth and atmospheric sciences, engineering)
  - Instruct on the proper care and use of a telescope
  - Network with local organizations and institutions that deal with space science and make their resources available to its members (e.g. RASC, CSA, SEDS)
  - Support the development of astronomy or space science projects among interested members of the club
  - Raise funds to host guest lecturers, run field trips to observation sites (e.g. Mont Megantic Observatory), support projects among club members, and to acquire astronomy equipment.

### 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 of the club shall be responsible for contacting the SSMU Vice President of Student Life 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 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.

### **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.

### **Article IV: The Executive Committee**

- 4.1 The Executive Committee shall administer the Club and oversee its operations, events etc.
- 4.2 The Executive Committee shall be composed of 5 to 10 members.
- 4.3 The Executive Committee will be hierarchal in nature, such that the President oversees the Executive Committee and operations.
- 4.4 Quorum for Executive Committee meetings shall be two thirds of the Executive Committee membership.
- 4.5 Executive Committee meetings shall be open to all executives and any member who has been given the specific permission of each member of the Executive Committee, but all decision making is the responsibility of solely the Executive Committee.
- 4.6 All decisions made by the Executive Committee shall be subject to review by the Club membership at General Assemblies.

### **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, including but not limited to the execution of observation nights, astrotalks, stargazing trips, executive meetings, etc.
  - 5.1.3 Be a point of contact between the SSMU VP Student Life and the club.
  - 5.1.4 Ensure the smooth running of the club as a whole through facilitation and mediation of all Executive Committee meetings, to the extent that all aspects of the club mandate are met.
  - 5.1.5 Chair all Executive Committee meetings.
  - 5.1.6 Cast the final deciding vote in the event of deadlock in an Executive Committee vote,
  - 5.1.7 Ensure that the club abides by the constitution and the By-laws and Policies of the Students' Society of McGill University.
  - 5.1.8 Co-sign all financial transactions with VP Finance.
  - 5.1.9 Share the responsibility of ensuring the club's documentation is current and accurate.
- 5.2 VP Finance shall:



- 5.2.1 Coordinate funding required for all activities and events that the Executive Committee plans.
  - 5.2.2 Be responsible for any financial transaction between the Executive Committee and the members, with regard to collections for special trips, the purchase of club merchandise and otherwise.
  - 5.2.3 Ensure the financial stability of the club.
  - 5.2.4 Track all financial transactions and receipts for preparation of the SSMU biyearly audit.
  - 5.2.5 Co-sign all financial transactions with the President.
  - 5.2.6 Provide general assistance to the President and the Executive Committee.
- 5.3 VP Communications shall:
- 5.3.1 Take minutes at every meeting of the Executive Committee and distribute them effectively to all executives.
  - 5.3.2 Provide general assistance to the President and the Executive Committee.
  - 5.3.3 Maintain all of the club's social media and EC networks, including but not limited to the McGill Students' Astronomy Club Facebook page, the club's official email, and the EC dropbox.
  - 5.3.4 Draft all components of the listserv and ensure its delivery in a timely fashion.
  - 5.3.5 Be a representative for the club in the McGill and Montreal community.
- 5.4 VP Events shall:
- 5.4.1 Coordinate the booking of rooms and venues for activities such as astrotalks, observation nights, stargazing trips, etc.
  - 5.4.2 Coordinate fundraising efforts for the club, in conjunction with VP Finance.
  - 5.4.3 Provide general assistance to the President and the Executive Committee.
  - 5.4.4 Develop a collection of plans and ideas of events from which the Executive Committee can choose to pursue.
  - 5.4.5 Be responsible for the organization of observation evenings and telescope training.
- 5.5 VP Facilities shall:
- 5.5.1 Oversee the safe operation and storage of the club's equipment.
  - 5.5.2 Provide information with regard to the interests of the club, that being upcoming astronomy events, both natural and general interest events in the broader Montreal community.
  - 5.5.3 Provide VP Events with important supplemental information necessary to correctly plan and develop future events.
  - 5.5.4 Provide general assistance to the president and the Executive Committee.
- 5.6 VP SEDS Representative shall:
- 5.6.1 Oversee the club's representation in the Students for Exploration and Development of Space (SEDS) Canada, the federally incorporated not-for-profit organization aiming to promote space-related activities.
  - 5.6.2 Inform the Executive Committee and the club membership of upcoming SEDS events pertinent to the club's mandate.
  - 5.6.3 Represent the club's mandate and contribution to space advocacy at SEDS meetings.

#### **Article VI: Fees**

- 6.1 There will be no Club membership fee.

- 6.2 Fees may be applied to attendees of optional club-organized trips to cover expenses.

#### **Article VII: Finances**

- 7.1 The Executive Committee 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
- 7.2.1 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

#### **Article VIII: Meetings**

- 8.1 There shall be a General Meeting held in March for the purpose of creating a new EC.
- 8.2 Regular EC meetings shall be held throughout the fall and winter terms.
- 8.3 General Assemblies of the Club must take place at least twice per semester.

#### **Article IX: Electoral Procedures**

- 9.1 The Vice-President (Student Life) 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 (Student Life) should be notified immediately in the event of contested electoral results

#### **Article X: Affiliations**

- 10.1 The Club shall be affiliated with:  
The Club has no affiliations at this time.

#### **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 a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment
- 11.3 All amendments shall be submitted to the Club Commissioner, will be reviewed by the Club Committee and ratified by the SSMU council before they take effect.

#### **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.

**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.