



CONSTITUTION

Constitution of McGill Students' Chess Club

Ratified by Club's Membership on (DD/MM/YYYY): 06/10/2016

Ratified by SSMU Council on: 22/03/2017

1 Article I: Name

1.1 McGill Students' Chess Club 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 game of chess at McGill University by appropriate means including but not limited to holding regular meetings, organizing chess tournaments, and allowing members to participate in collegial chess tournaments.
- Field a competitive team to attend the annual Canadian University Chess Championship.
- Provide chess-related recreational activities for the McGill community.
- Provide a comfortable and casual medium where people can relax and socialize by playing chess.
- Plan and organize chess-related events on and off campus.

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.

2.2.1.1 No member shall make personal profit from the club

2.2.2 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 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**
- 2.4.1.1 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 Council**
- 4.1 The Executive Council (EC) shall administer the Club and oversee its events.**
- 4.2 The EC is composed of the following core Orders:**
1. Presidential
 2. Executive
 3. Non-executive
- 4.4 The specific Portfolios of each Order and their roles will be listed below.**
- 5 Article V: Orders**
- 5.1 The Presidential Order consists of the following Portfolios:**
- 5.1.1 President
 - 5.1.2 Vice President – Finance
 - 5.1.3 Vice President – External
 - 5.1.4 Vice President – Marketing
 - 5.1.5 Vice President – Internal
 - 5.1.6 Vice President – Communications
- 5.2 The Executive Order consists of the following Portfolios:**
- 5.2.1 Secretary
 - 5.2.2 SSMU Representative
- 5.3 The Non-Executive Order consists of the following Portfolios:**
- 5.3.1 Webmaster
 - 5.3.2 Photographer



5.4 *Under certain circumstances, there may be more than one member in a particular role.*

5.5. Certain portfolios may be combined into one portfolio if the Presidential Portfolio deems fit.

5.6 Certain portfolios may be vacant throughout the year if the Presidential Portfolio deems fit.

6 Article Vi: Portfolios

6.1 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.
- 5.1.3 Be the main 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 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 VP Finance.
- 5.1.8 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University

6.2. 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.

6.3 The Vice President Internal shall:

- 6.3.1 Be responsible for communication within the EC and with members of the club.
- 6.3.2 Maintain the membership list of the club.
- 6.3.3 Oversee and coordinate the organization of club meetings, including the transportation of club equipment when necessary.

6.4 The Vice President Finance shall:

- 6.4.1 Oversee and coordinate funding for the programming activities and events of the club.
- 6.4.2 Be responsible for the collection of any membership fees.
- 6.4.3 Co-sign all financial transactions with the President.
- 6.4.4 Ensure the funding and financial stability of the club.
- 6.4.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.



- 6.5 The Vice President Communications shall
 - 6.5.1 Be responsible for communication within the EC and general members of the Club.
 - 6.5.2 Be responsible for checking for and replying to important emails
 - 6.5.3 Maintain an email list for the Club
 - 6.5.4 Maintain communication between the Club and the general Public through social media

- 6.6 The Vice President Marketing shall:
 - 6.6.1 Promote the Club from a Marketing perspective
 - 6.6.2 Seek new sponsors and partnerships
 - 6.6.3 Collaborate with the Vice President External in promoting the image of the Club

- 6.7 The Secretary shall:
 - 6.7.1 Oversee the smooth running of an EC Meeting
 - 6.7.2 Record minutes for an EC meeting
 - 6.7.3 Give reminders to members of the EC for important events

- 6.8 The SSMU Representative shall:
 - 6.8.1 Be responsible for communication within the EC and with the Students' Society of McGill University
 - 6.8.2 Be responsible for bookings made with the Students' Society of McGill University
 - 6.8.3 Keep up to date with the SSMU meetings
 - 6.8.4 Report to the SSMU at least once per semester

- 6.9 The Webmaster shall:
 - 6.9.1 Manage the Club website
 - 6.9.2 Post updates regularly
 - 6.9.3 Moderates comments on the posts.

7 Article VII: Fees

There is no membership fee. Members may incur fees if they would like to participate in optional tournaments or activities.

8 Article VIII: Finances

- 8.1 The EC 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 the announced deadline of each year.**
- 8.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account**
 - 8.2.1 Each account must have a minimum of two and maximum of three signing officers**
 - 8.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account**

9 Article IX: Meetings



- 9.1 There shall be a General Meeting held in March for the purpose of appointing/electing new members to the EC.
- 9.2 Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 9.3 Special Meetings shall be called at any time deemed necessary by the EC.

10 Article X: Electoral Procedures

- 10.1 The membership must be notified of the date of elections/appointments at least one week in advance of the March General Meeting.
- 10.2 EC members shall be selected annually by club members and shall serve a term of one year.
 - 10.2.1 Semester terms may be granted in exceptional circumstances
- 10.3 Any member of the club may be elected to the EC provided he or she either
 - 10.3.1 Has been a member of the club for at least one semester
 - 10.3.2 Is known to have been previously very involved in chess
 - 10.3.3 Non-Executive Order roles are exempt from these requirements

11 Article XI: Affiliations

- 11.1 The Club shall be affiliated with:
 - Federation Quebecoise des Échecs
 - Chess Federation of CanadaThese affiliations allow the club's members to participate in provincial and national tournaments.

12 Article XII: Constitutional Amendment Procedure

- 12.1 **Any member of the club may propose an amendment to the Constitution.**
- 12.2 In order to amend the constitution consensus on the proposed amendment may be reached at a General Meeting.
- 12.3 **All amendments shall follow the procedure outlined by SSMU.**

13 Article XIII: Bylaws and Policies

- 13.1 **The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.**
- 13.2 **The club's bylaws shall not contravene the Constitution.**
- 13.3 **The club by laws must be available to any member of the SSMU when and if requested.**

14 Article XIII: SSMU Constitution, By-Laws and Policies

- 14.1 **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.**
- 14.2 **If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.**