



CONSTITUTION

Constitution of the Energy Association

Ratified by Club's Membership on (DD/MM/YYYY): 18/03/2015

Ratified by SSMU Council on: 09/02/2017

1 Article I: Name

1.1 Energy Association also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to

- Hold events to raise awareness on the future of the energy resources and its impact on the environment and economy i.e. discussion forums, guest lecturers;
- Educate students on the oil & gas industry and renewable technologies by inviting speakers from the industry;
- Provide students with networking opportunities with academia and professionals in the industry;
- Promote careers in the energy sector by coordinating events with the career center and energy corporations.

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 Committee

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2 The EC is composed of the following six portfolios:
1. President (2)
 2. Vice President Communications (2)
 3. Vice President Events (2)
 4. Director Of Corporate Relations (2)
 5. Vice President Finance (1)
 6. Vice President Sponsorship (2)
 7. Vice President Marketing and Outreach (1)
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least two third of the 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 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
- 5.2 The Vice President Communications shall:



- 5.2.1 Be responsible for communication within the executive and club
 - 5.2.2 Be responsible for maintaining members database and listserv
 - 5.2.3 Ensure timely (at least 2 weeks prior) announcement of club events through SSMU and faculty listservs
 - 5.2.4 Be responsible for sending out newsletter to the members
 - 5.2.5 Be responsible for event advertisement on social media and via posters
 - 5.2.6 Be responsible for booking and arranging meeting rooms
 - 5.2.7 Be responsible for maintaining club's website
- 5.3 Vice President Events shall:
- 5.3.1 Plan, coordinate, and organize the independent programming activities and events of the club
 - 5.3.2 Plan, coordinate and organize events and activities with various McGill Student Services & student run clubs
 - 5.3.3 Work with the Vice President Communications to promote event advertisement
 - 5.3.4 Work with the Vice President Finance to keep record of all financial transactions and receipts in order to prepare the biyearly audits for SSMU.
 - 5.3.5 Organize fund raising events for the club.
- 5.4 The Director of Corporate Relations shall:
- 5.4.1 Act as representative of the club to the energy industry, to other student run energy associations, to energy related professional associations, to the university administration and to Student Society of McGill University
 - 5.4.2 Be responsible for developing healthy relations with companies in the energy sector.
 - 5.4.3 Be responsible for promoting the image of the club among organizations outside the university
- 5.5 The Vice President Finance shall:
- 5.5.1 Oversee and coordinate funding for the programming activities and events of the club
 - 5.5.2 Co-sign all financial transactions with the President.
 - 5.5.3 Ensure the funding and financial stability of the club.
 - 5.5.4 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
 - 5.5.5 Submit the biyearly Club Audit.
 - 5.5.6 Submit funding applications to the Students Society of McGill University.
- 5.6 The Vice President Sponsorship shall:
- 5.6.1 Be responsible for raising funds from the industry and community outside the university.
 - 5.6.2 Be responsible for developing a sponsorship package for various events of the club.
 - 5.6.3 Attend external networking events and seek out potential sponsors
 - 5.6.4 Develop a comprehensive log of the club's professional network.
- 5.7 Vice President Marketing and Outreach



- 5.7.1 Be responsible for community engagement and outreach within the McGill Community and Montreal
- 5.7.2 Collaborate with clubs and represent EA at meetings with other clubs
- 5.7.3 Be responsible for designation of marketing roles to the other EC members
- 5.7.4 Work closely with the VP Events and VP Communications to advertise events via social media, listservs, posters, etc.

6. Article VI: Fees

- 6.1 The Club's membership fee shall be \$ 0 dollars

7. Article VII: Finances

- 7.1 The Executive Committee or Collective shall examine the financial records, and only then approve the club 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

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 Club's EC will be composed annually in March by appointment procedure.
- 9.2 The general membership must be notified of the due date for Executive Applications 2 weeks in advance of the deadline and must be provided with detailed description of the responsibility of each EC position.
- 9.3 The new EC must be appointed before March 31 to ensure smooth executive turnover.
- 9.4 After the application deadline and the interviewing of candidates if deemed necessary, the EC will assess all candidates and select an applicant for each available position by consensus.
- 9.5 If a consensus cannot be reached for any given position, the new EC member for that portfolio can be decided by a simple majority vote.
- 9.6 A record of the meeting's discussion and decisions for each available position must be kept in a secure place for 5 weeks after the date of voting for use if the EC's decisions are disputed.
- 9.7 The Vice-President (Student Life) of SSMU or their representative shall be the Chief Electoral Officer with final authority over the validity of the results. The Vice-President (Student Life) will be notified immediately in the event of contested electoral results.
- 9.8 If at any point during the year an EC member resigns, applications shall be opened for a replacement within two weeks of the resignation.



- 9.10 If at any point during the year an EC member raises concern that a fellow EC member is not fulfilling the duties of their portfolio, the President shall make the subject of the complaint aware of the concerns and notify the EC member in question of their responsibility to fulfill their duties as outlined in the constitution. If after one month the EC still has concerns about the EC member in question not fulfilling their duties, that member's expulsion from the EC shall be discussed at an EC meeting. In order to expel an EC member, the vote on their expulsion must pass with a 2/3 majority. In the case that the non-compliant EC member in question is the President or one of the Co-Presidents, the Vice President Communications shall be responsible for handling the expulsion procedure.

10 ARTICLE X: Affiliations

- 10.1 The Club does not have any affiliations whatsoever

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 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.

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.