



PART 2 OF 3

SAMPLE CONSTITUTION

Interim Status Club

[Important note: Everything written in italics you may edit or take out as it best applies to your group. Everything in red MUST be kept in, though you may add to those sections.]

THE BRITISH APPRECIATION SOCIETY(CLUB NAME) CONSTITUTION

Ratified by Membership on: _____.

Ratified by SSMU Council on: _____.

ARTICLE I: Name

1.1 The British Society also referred to hereinafter as the British Appreciation Club.

ARTICLE II: Mandate

2.1 The Club's mandate shall be to

The Clubs Mandate shall be to:

- Provide and promote the culture of Britain and all that is associated with it.
- An organization in which British people and those with a love for Britain can share their appreciation for Great Britain
- Offer a place and society for students who are from England to have the chance to meet and get to know each other.
- Organize events and fundraisers to promote the British society and also to help out the community in a way that would be deemed charitable by the country of Great Britain.
- Provide support and a place to socialize for all who want to learn and experience the British practices and culture.

2.2 Code of Conduct

2.2.1 *The Club shall carry forth its mandate from an anti-oppressive standpoint.*

2.2.2 *Equal respect shall be given to all members, regardless of position*

2.2.3 No member shall make personal profit from the club

ARTICLE III: Membership

3.1 Membership in a Student's Society Club is open to everyone.

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 Dignitaries

You can structure this in many ways. A more traditional approach would be as follows:

4.1 The Dignitaries (Parliament) shall administer the Club and oversee its events.

4.2 The Parliament is composed of the following five portfolios:

1. Presidents (King and Queen)
2. Vice President External (Prime Minister)



3. Vice President Internal (Duke)

- 4. Treasurer (Treasurer)
- 5. Secretary (MP)
- 4.3 The Parliament shall meet as frequently as it deems fit.
- 4.4 At least three of the five Parliament members must be present at a Parliamentary meeting in order for quorum to be met.

ARTICLE V: Portfolios

For the traditional approach mentioned above, the following might be a core structure. Make sure to adapt these to the activities of your club.

- 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 *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.*
 - 5.1.4 *Chair all EC meetings.*
 - 5.1.5 *Co-sign all financial transactions with the Treasurer.*
 - 5.1.6 *Co-sign all minutes with the Secretary.*
 - 5.1.7 ~~*Must sing British National Anthem at all start of assemblies and proceed by eating a crumpet.*~~ *Why?*
 - 5.1.8 *Co-ordinate and oversee all programming of activities and events of the club.*
- 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, 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.*
- 5.3 *The Vice President Internal shall:*
 - 5.3.1 *Be responsible for communication within the EC and with the Students' Society of McGill University.*
 - 5.3.2 *Help Presidents with the coordination of all programming of activities and events of the club*
- 5.4 *The Treasurer shall:*
 - 5.4.1 *Oversee and coordinate funding for the programming activities and events of the club*
 - 5.4.2 *Be responsible for the collection of membership fees.*
 - 5.4.3 *Co-sign all financial transactions with the President.*
 - 5.4.4 *Ensure the funding and financial stability of the club.*
 - 5.4.5 *Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU*
- 5.5 *The Secretary shall:*
 - 5.5.1 *Take minutes at EC and general meetings, and ensure proper distribution of all minutes*
 - 5.5.2 *Co-sign all minutes with the President.*
 - 5.5.3 *Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.*
- 5.6 *The Earl of the British Society*
 - 5.6.1 *May cast the deciding vote in the event of a EC deadlock*
 - 5.6.2 ~~*Must wear monocle to any event or meeting in which he/she is present.*~~ *//*
 - 5.6.3 *Maintain the membership list of the club*

ARTICLE VI: Fees

For more information, please contact Anushay Khan, Interest Group Coordinator, at igc@ssmu.mcgill.ca



6.1 The Club's membership fee shall be \$ 5 dollars.

ARTICLE VII: Finances

- 7.1 The EC 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

ARTICLE VIII: Meetings

- 8.1 *There shall be a General Meeting held in March for the purpose of electing new members to the Parliament.*
- 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 Parliament.*

ARTICLE IX: Electoral Procedures

- 9.1 The Vice-President (Clubs & Services) 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.~~ *mlf*
- 9.6 ~~Ballots must be kept in a secure place for 5 weeks after the date of voting.~~ *mlf*
- 9.7 The Vice-President (Clubs and Services) should be notified immediately in the event of contested electoral results

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 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.

ARTICLE XIII: SSMU Constitution

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution and By-Laws shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution and By-Laws shall take effect.



PART 3 OF 3

COVER LETTER

Interim Status Club

Please describe the goals of your club and how you plan to achieve these goals. Describe any activities you will host in order to achieve your goals. Please include information on how becoming a SSMU club will allow your group to achieve its goals.

The original aim for the British Appreciation Society at McGill University is to allow those who are from England and those who wish to learn more about the British culture to be able to meet and get to know each other. It will offer the opportunity for those who share a love of Great Britain and its culture to meet and socialize with each other in a fun and familiar environment.

Some of the activities that we plan on doing to achieve these goals is to offer Pub Nights out regularly to immerse our members amongst some of the more English and Irish Pubs and Bars available in Montréal. It will also offer a relaxed atmosphere for members to get to know each other at the beginning. Typical English Pub Quiz's will be given at least twice a month. English Breakfasts will happen at least twice a month on Sundays, as well as the occasional Tea Time, which will include a selection of Tea, Crumpets and Scones in the late afternoon for our members. Another idea is that upon membership, we intend to create and hand out a North American – English Dictionary to inform new members on the British slang. We would also like to introduce British film viewing events and sport-watching events, i.e. the champs league and English national football team, which can be viewed at Gerts on several occasions.

By becoming a recognized SSMU club, it will legitimize our club and give those who are from or with a love of Britain the opportunity to take part within their school's student society, as well as getting more involved with their community. As a recognized SSMU club, it will also give the group a voice to be heard for other students who may be interested in joining, especially if they are so far from home.