

# The Constitution for the McGill Students for Enactus

## **1 Article I: Name**

1.1 McGill Students for Enactus, also referred to hereinafter as "the Club".

## **2 Article II: Mandate**

2.1 The club's mandate shall be to:

- Promote social entrepreneurship among students, peers, and members of the Montreal community.
- Introduce and run projects and events that contribute to the welfare of Montrealers and the experience of club members.
- Serve as a liaison between the business community and McGill's pool of student talent.
- Network with local small business organizations and make their resources available to its members.

## **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 Clubs and Services 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 Association within the non-voting "general membership" is open to everyone.

#### **4 Article IV: Executive Council**

- 4.1 The "Executive Council" (EC) shall administer the Club and oversee its events.
- 4.2 The EC shall be composed of no less than the following 5 core portfolios
  - President
  - VP Finance
  - VP Project Development
  - Projects Directors
  - VP Internal
- 4.3 In addition to the core portfolios, the EC may also be composed of the following portfolios
  - Co-President
  - VP Sponsorship
  - VP Marketing: Social Media
  - VP Marketing: Networking
  - VP Marketing: Design
  - VP Human Resources
  - VP Events
  - Executive Coordinators
  - General Executive Members
- 4.4 At the discretion of the president, there can be up to 4 general executive members in the EC. Their representation can make up a maximum of 1/4 of the EC whichever is the lesser.
- 4.5 Executive positions can be assisted by a maximum of 1 executive coordinator.
- 4.6 The EC shall meet as frequently as it deems fit.
- 4.7 At least 60% of all EC members must be present for a quorum to be met.
- 4.8 No vote shall be considered legitimate unless a quorum is met.

#### **5 Article V: Non-Executive Roles and Project Requirements**

- 5.1 The following positions, Enactus Liaison, Chief Sponsorship Officer, and Chief Marketing Officer, are not Executive Council positions. They are "add-on" positions that are to be held by existing Executive Council members or project members as described below.
- 5.2 "Add-on" positions (Enactus liaison, CMO and CSO) do not entitle the bearer to an additional vote in the EC. For example if a project member acts as liaison he/she does not have voting rights; however, if a Project Director also acts as the liaison he/she has a single vote.
- 5.3 Each project must have an Enactus Liaison, which is chosen by their respective Project Director and may be the Project Director themselves or any project member.
- 5.4 A Chief Sponsorship Officer, hereinafter referred to as "CSO", shall be chosen by the President amongst the VP Sponsorship of the EC and all Project VP Sponsorships.
- 5.5 Each project must have a position of Project VP Sponsorship.
- 5.6 A Chief Marketing officer, hereinafter referred to as "CMO", shall be chosen by the President amongst the VP Marketing: Creative Content, the VP Marketing: Networking, and the VP Marketing: Design.
- 5.7 Each project must have a position of Project VP Marketing.
- 5.8 Each project must have at least two Project Directors.

#### **6 Article VI: Portfolios**

- 6.1 The President Shall

- 6.1.1 Be the chief executive officer, chief representative and chief spokesman of the club.
  - 6.1.2 Oversee all aspects of the club.
  - 6.1.3 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.
  - 6.1.4 Chair all EC meetings.
  - 6.1.5 Although the president has the right to vote in all EC elections, they are given an extra vote in the event of a deadlock.
  - 6.1.6 Cosign all financial transactions with the VP Finance.
  - 6.1.7 Be a signing officer for the club's bank account with the VP Finance.
  - 6.1.8 The President's term starts at the end of the Enactus National Competition and lasts for an entire year until the next Enactus National Competition
- 6.2 The Co-President Shall
- 6.2.1 Assist the President in the execution of his duties.
  - 6.2.2 Provide advice and mentorship to the President
  - 6.2.3 Oversee all aspects of the club.
  - 6.2.4 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.
  - 6.2.5 Chair EC meetings in the absence of the President.
- 6.3 The VP Finance Shall:
- 6.3.1 Keep track of the club budget.
  - 6.3.2 Co-sign all financial transactions with the President.
  - 6.3.3 Be a signing officer with the President for the club's bank account.
- 6.4 The VP Project Development shall:
- 6.4.1 Be responsible for ensuring projects run by the club fit under Enactus Canada guidelines.
  - 6.4.2 Guide and prepare projects for Enactus Competitions
  - 6.4.3 Continuously be in pursuit of new project ideas.
  - 6.4.4 Attend all meetings of the EC unless special circumstances arise.
  - 6.4.5 Take part in all votes and elections.
- 6.5 The Project Directors shall:
- 6.5.1 Be separately and jointly responsible for all projects that they manage.
  - 6.5.2 Attend all meetings of the EC unless they are exempted by the president.
  - 6.5.3 Take part in all votes and elections.
- 6.6 The VP Internal shall:
- 6.6.1 Be responsible for booking rooms on behalf of the club.
  - 6.6.2 Take minutes at every EC meeting.
  - 6.6.3 Attend all meetings of the EC unless special circumstances arise.
  - 6.6.4 Take part in all votes and elections.
  - 6.6.5 Chair all EC meetings where the President (and Co-President) is not present.
- 6.7 The VP Sponsorship shall:
- 6.7.1 Be responsible for acquiring funding and sponsorship for the club.
  - 6.7.2 Attend all meetings of the EC unless special circumstances arise.
  - 6.7.3 Take part in all votes and elections.
- 6.8 VP Marketing - Social Media shall:

- 6.8.1 Be responsible for managing Media/creative/content generation efforts related to the club.
- 6.8.2 Attend all meetings of the EC unless special circumstances arise.
- 6.8.3 Take part in all votes and elections.
  
- 6.9 The VP Marketing - Networking shall:
  - 6.9.1 Be responsible for creating and curating the club's network.
  - 6.9.2 Attend all meetings of the EC unless special circumstances arise.
  - 6.9.3 Take part in all votes and elections.
  
- 6.10 The VP Marketing - Design shall:
  - 6.10.1 Be responsible for leading the creation of design concepts for the club.
  - 6.10.2 Develop complete design package for the club including the website.
  - 6.10.3 Attend all meetings of the EC unless special circumstances arise
  - 6.10.4 Take part in all votes and elections
  
- 6.11 The VP Human Resources shall:
  - 6.11.1 Be responsible for recruitment.
  - 6.11.2 Be a conduit for honest feedback between members of the club and the President
  - 6.11.3 Attend all meetings of the EC unless special circumstances arise.
  - 6.11.4 Take part in all votes and elections.
  
- 6.12 The VP Events shall:
  - 6.12.1 Be responsible for organizing any and all events held by the club.
  - 6.12.2 Attend all meetings of the EC unless special circumstances arise.
  - 6.12.3 Take part in all votes and elections.
  
- 6.13 The Executive Coordinators shall:
  - 6.13.1 Assist the VP whom they are assigned to
  - 6.13.2 Take part in all votes and elections.
  
- 6.14 General Executive Members shall
  - 6.12.1 Assist the executive committee in every way necessary
  - 6.12.2 Their position shall only last 1 semester.
  - 6.12.3 If there is an availability, they can take the position of coordinator or VP at the end of the semester.
  - 6.12.3 Take part in all votes and elections
  
- 6.15 The Enactus Liaisons shall:
  - 6.15.1 Summarize EC meetings at their respective project executive meetings
  - 6.15.2 Update the EC on project activities
  
- 6.16 The Project VP Sponsorship shall:
  - 6.16.1 Coordinate sponsorship at the project level
  - 6.16.2 Acquire funding and sponsorship for their respective projects
  - 6.16.3 Meet with the CSO as deemed necessary by them in order to coordinate sponsorship activities across the entire club
  - 6.16.4 Report their activities to the CSO
  
- 6.17 The Project VP Marketing shall:
  - 6.17.1 Coordinate marketing at the project level
  - 6.17.2 Meet with the CMO as deemed necessary by them in order to coordinate marketing activities across the entire club

6.17.3 Report their activities to the CMO

6.18 Members of the EC shall, to the best of their ability, execute instructions from the President and/or the EC.

**7 Article VII: Fees**

7.1 There shall be no membership fees to join the club as a general member, nor shall there be any fees to join the ranks of the EC.

**8 Article VIII: Finances**

8.1 The VP Finance shall maintain running accounts for the club, which shall be made available to the President upon a 24 hour request.

8.2 All financial records will be audited once at the end of each semester by a non-VP Finance member who will be elected for this purpose once each semester

**9 Article IX: Meetings**

9.1 There shall be a mandatory meeting of the EC in March for the purpose of electing the following year's President.

9.2 Regular EC 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 and/or President.

9.4 All general members are allowed to attend the EC meetings however priority seating goes to EC members and general members do not have voting privileges.

**10 Article X: Electoral Procedures**

10.1 The Vice-President (Student Life) of SSMU or his/her representative shall be the Chief Returning Officer (CRO) with final authority over electoral procedures and validity of results.

10.2 The VP Student Life and all members must be notified of the date of the General Meeting 2 weeks in advance to the date of the General Meeting called for election purposes.

10.3 Elections are to be held before March 31" during the previously mentioned General Meeting.

10.4 Elections are to be conducted by Secret Ballot.

10.5 Ballots must be kept in a secure place for 5 weeks after the date of the vote.

10.6 All posts shall be voted in by a simple majority.

10.7 The President shall be voted in during the aforementioned General Meeting before March 31st.

10.8 The position of President is open to all Enactus members, as well as all members of SSMU or PGSS as defined in sections 10.8.1 and 10.8.2.

10.8.1 Any non-Enactus member who wishes to be President has to join the EC as a general executive member at the latest during the nomination period as defined in section 10.9.

10.8.2 President nominees must be enrolled as a student for the full duration of the Presidential term in order to be eligible.

10.9 A nomination period of Presidential candidates will take place a month before the actual election.

10.9.1 All Presidential nominees are required to meet with the current President prior to the elections in order to discuss the future of Enactus and insure a smooth transition.

10.9.2 All Presidential nominees are required to attend all EC meetings between the nomination period and the elections.

10.10 In the case that an incumbent President wants to continue his role the subsequent year, his position must be put up for election.

- 10.11 In the case that an incumbent President wants to continue his role despite not being available for the whole Presidential term, he/she may apply to become Co-President as defined in section 6.2 of the constitution and following the election procedure defined in section 10.18 of the constitution
- 10.12 In the case an incumbent President wishes to become co-President, the new President must first be elected. Then the new President chooses whether or not to accept the incumbent's application.
- 10.13 Only the Executive Council (EC) shall have voting rights, unless a 2/3 majority of the EC agrees to extend voting privileges to project members.
- 10.14 If voting rights is granted to project members, their votes will be weighed as detailed in section 10.17 and will represent 50% of the total vote, with the other 50% remaining with the EC.
- 10.15 In order to have voting rights, project members have to have been part of the club for a minimum of 2 months.
- 10.16 If project members have voting rights, then online ballots will be held for 48h prior to the election.
- 10.17 If project members are granted voting rights, each project is initially granted an equal weight of the vote. (i.e: if there are 5 projects, each project is granted  $50\% / 5 = 10\%$  of the total vote)
- 10.18 For the votes of a project to count, there needs to be a minimum 50% participation from that project's members. If this requirement isn't met, that project's vote will be void and the weight of their vote is evenly distributed across all other eligible projects. (i.e If only 2/5 of the projects have over 50% of their members who voted, then each of those two projects represent 25% of the total vote)
- 10.19 The Project Directors shall be voted in at any time throughout the year alongside the projects they will be managing. The triple approval of President, person, and project is mandatory to the election. A Project Director can be brought in to co-administer an already existing project.

## **11 Article XI: Affiliations**

- 11.1 The Club shall be affiliated with Enactus Canada (previously Advancing Canadian Entrepreneurship) and the global Enactus network (previously Students In Free Enterprise).

## **12 Article XII: Constitutional Amendment Procedure**

- 12.1 Any member of the Executive Council may propose an amendment to the constitution.
- 12.2 In order to amend the constitution, a two-thirds majority vote at an EC meeting must be in favor of the proposed amendment. This explicitly means two thirds of all standing EC members, not two thirds of the quorum. A quorum must be reached for the vote to take place.
- 12.3 All amendments shall be ratified by the SSMU council before they take effect.

## **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.

## **14 Article XIV: SSMU Constitution**

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