CONSTITUTION OF
MCGILL FLINT KNAPPERS CLUB

Ratified by SSMU Council on: September 9, 2002

1 Article I: Name
1.1 McGill Flint Knappers, also referred to hereinafter as the Club.

2 Article II: Mandate
2.1 The Flint Knappers Club is a group of Anthropology students dedicated to the study and learning of flint knapping history and replication.

2.4.1 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 in a Students’ Society Club is open to everyone.
3.2 Only McGill University Students and Post-Graduate Students’ Society members are eligible to vote 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 five portfolios:
   1. President
   2. Vice President External
   3. Vice President Internal
   4. Treasurer
   5. Secretary
4.3 Meetings: The EC shall meet as frequently as it deems fit.
4.4 Quorum: At least three of the five EC members must be present at an EC meeting in order for quorum to be met.

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 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 May cast the deciding vote in the event of a EC deadlock
5.1.6 Co-sign all financial transactions with the Treasurer.
5.1.7 Co-sign all minutes with the Secretary.

5.2. The Vice President External shall:
5.2.1 Act as representative of the Club to the community 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.

5.3 The Vice President Internal shall:
5.3.1 Be responsible for communication within the University community.
5.3.2 Be responsible for communication within the EC, with other McGill University student organizations, and with the Students' Society of McGill University.
5.3.3 Maintain the membership list of the club.
5.3.4 Oversee and coordinate the programming activities and events of the club.

5.4 The Treasurer shall:
5.4.1 Oversee and coordinate 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.

5.5 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.

6 Article VI: Fees
6.1 The Club’s membership fee shall be $20-30 dollars.

7 Article VII: Finances
7.1 The Executive Committee or Collective shall examine the financial records at the end of each semester.
7.2 A Finance Affairs Committee shall be established to oversee the finances of the club.

8 Article VIII: Meetings
8.1 There shall be a General Meeting held in March for the purpose of electing the Co-Presidents.
8.2 Weekly 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.
9 Article IX: Electoral Procedures
9.1 The Vice President Clubs & Services of SSMU or his/her representative shall be the Chief Returning Officer (CRO) with final authority over electoral procedures and validity of results.
9.2 The Vice President Clubs & Services 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 Electoral Procedures.
   9.4.1 The Executive Committee may designate Deputy Returning Officers (DROs) to assist the running of elections in consultation with the CRO.
   9.4.2 Elections are to be conducted by secret ballot.
   9.4.3 Ballots must be kept in a secure place for 5 weeks after the date of voting.

10 Article X: Affiliations
10.1 The Club shall be affiliated with: McGill Professors and the Pointe-a-Calliere Museum of Archaeology and History.

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 consensus on the proposed amendment must be reached at a General Meeting.
11.3 All amendments shall be 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.

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 and By-Laws shall take effect.