

## **Constitution of The Scarlet Key Society of McGill University**

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### **1. NAME**

1.1 The name of the Society shall be "The Scarlet Key Society of McGill University", hereinafter referred to as the "Society".

### **2. STATEMENT OF PURPOSE**

2.1 The purpose of the Society is to recognize students who have demonstrated indubitable qualities of leadership, unselfishness and perseverance by their outstanding contributions to the McGill community, bring them closer together, and provide them with means to continue their service to the University and the community.

2.2 To make this effective, the Society shall

- (a) Present Scarlet Key Awards annually, acknowledging the recipient of the award with a pin in the shape of a key and an official personalized certificate;
- (b) Organize at least one annual general meeting per year;
- (c) Organize at least one social function for its members per year;
- (d) Encourage members to act as student marshalls at the University convocations and as ambassadors of the University at various social, cultural and educational functions; and
- (e) Make an effort to support charitable causes that are of interest to the Society.

### **3. MEMBERSHIP**

3.1 The members of the Society shall consist of the Regular members and Honorary members.

3.2 Regular members shall consist of all recipients of the Scarlet Key Award and elected members of the original Scarlet Key and Red Wing Societies.

3.3 The Scarlet Key Executive may from time to time appoint as an Honorary member any person judged to have made an outstanding contribution to the student community at the University.

### **4. ELIGIBILITY FOR REGULAR MEMBERSHIP**

4.1 The recipients of the Scarlet Key Award shall have attended the University for at least one academic year and either

(a) be a student in satisfactory academic standing at the time of nomination or application

Or

(b) have graduated from the University.

## **5. STRUCTURE OF THE SOCIETY**

5.1 The Society shall be composed of

(a) The Executive Committee;

(b) The Selection Committee; and

(c) All other members as defined in article 3.

## **6. THE EXECUTIVE COMMITTEE**

6.1 The Executive Committee of the Society shall be "-" composed of

(a) the President;

(b) the Vice-President;

(c) the Communications Coordinator;

(d) the Treasurer;

(e) the Internal Activities Coordinator;

(f) the External Activities Coordinator; and

(g) the Student Member -at -large.

6.2 The Executive Committee members shall be elected by May 31st for a one year term which shall be from June 1st to May 31st.

## **7. ELECTIONS**

7.1 The Executive Committee shall appoint the Chief Returning Officer (C.R.O.) of the Society from amongst the regular members.

7.2 Any member wishing to run for an Executive position shall notify the C.RO. at least two weeks before the election.

7.3 The Communications Coordinator will ensure that a list of candidates be sent to all members at least one week before the annual meeting.

7.4 The Executive Committee shall be elected at the annual meeting by a majority of members present.

7.5 Should the annual meeting fail to reach quorum as defined in Appendix A, the Executive Committee shall reschedule the election and will remain in position until then.

7.6 Executive Committee vacancies shall be filled by the remainder of the Executive Committee by appointment.

## **8. DUTIES OF THE EXECUTIVE**

8.1 The President shall:

- (a) Preside at all general meetings and executive meetings;
- (b) Ensure that the Society functions smoothly;
- (c) Act as an intermediary between the Scarlet Key Society and the McGill Alumni Association;
- (d) Be an ex-officio member of all Society sub- committees; and
- (e) Act as the official spokesperson of the Society.

8.2 The Vice-President shall:

- (a) Assist the President in his or her duties; and
- (b) Act as Chairperson of the Selection Committee.

8.3 The Communications Coordinator shall:

- (a) Keep minutes of general and executive meetings;
- (b) Ensure that proper notices of all meetings be sent; and
- (c) Coordinate all publications of the Society.

8.4 The Treasurer shall be responsible for the financial matters of the Society.

8.5 The Internal Activities Coordinator shall:

- (a) Coordinate and help rally members for participation in University functions;
- (b) Handle all requests for Scarlet Key participation in University events; and
- (c) Coordinate the organization of the Society's social functions.

8.6 The External Activities Coordinator shall form and coordinate sub-committees to organize community-oriented events and activities.

8.7 The Student Member -at -Large shall:

- (a) Be a student of McGill University for the duration of the elected term;
- (b) Aid the other executives in their efforts to liaise with the student community of McGill University.

## **9. STRUCTURE OF THE SELECTION COMMITTEE**

9.1 The Chairperson shall be the Vice-President or his or her delegate.

9.2 The members of the Selection Committee shall be selected by the Committee Chairperson and ratified by the Executive Committee before the first meeting of the Committee.

9.3 The Selection Committee shall be made up of nine (9) members from at least four (4) different faculties and schools of the University.

9.4 At least six (6) members of the Selection Committee shall be members of the Scarlet Key Society.

9.5 In the case of vacancies, the Chairperson, in conjunction with the members of the Selection Committee, shall appoint a replacement if deemed necessary.

## **10. SELECTION PROCEDURE**

10.1 The selection procedure shall follow the principles set forth in the "Scarlet Key Award Selection Guidelines".

10.2 All Selection Committee meetings are strictly, confidential. Any member found breaching confidentiality will be immediately dismissed from the Selection Committee.

10.3 Once the selection process is completed and the Award list is posted, no appeal or changes shall be made.

## **11. AMENDMENTS TO THE CONSTITUTION**

11.1 Proposed changes to the constitution shall be sent to all members at least two weeks prior to a general meeting.

11.2 Changes to the constitution shall be ratified by a two thirds (2/3) majority at a general meeting.

## **APPENDIX**

### **A. DEFINITIONS**

Quorum: a majority of the executive members plus five (5) other members of the Society.