



MCGILL STUDENTS' CHAPTER OF JACK.ORG

Ratified by SSMU Council:

ARTICLE I: Name

1.1 McGill Students' Chapter of Jack.Org also referred to hereinafter as the Club.

ARTICLE II: Mandate

2.1 The Club's mandate shall be to:

- Promote mental health and well-being on campus;
- Provide support and enrichment to those who face hardships, be it mental health issues, life crises, or relationship problems;
- Network with mental health student clubs and services, organizations and institutions;
- Provide academic workshops on skills pertinent to McGill students;
- Hold Speaker Series events highlighting the direct and indirect experiences of students, staff and faculty with mental illness;

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.

2.2.2 No member shall make personal profit from the Club.

2.2.3 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

2.4.2 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

- 2.4.3 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.

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.

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 eleven portfolios:
1. President
 2. VP Internal
 3. VP Communications
 4. VP Sponsorships
 5. VP Graphics
 6. VP Workshops
 7. VP Speaker Series
 8. Photographer
 9. Summit Coordinator
 10. First Year Representative
 11. Outreach Representative(s)
- 4.3 The EC shall meet as frequently as it deems fit.

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 Liaise between the Club and Jack.Org headquarters and ensure effective communication between the two teams.
 - 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 an EC deadlock.



- 5.1.7 Act as representative of the Club to the community within and outside of the University.
 - 5.1.8 Be responsible for developing healthy relations with student and community organizations within and outside McGill, and particularly those in the Montreal area.
 - 5.1.9 Be responsible for promoting the image of the Club to the community within and outside McGill University.
 - 5.1.10 Oversee and coordinate all Club events and initiatives.
- 5.2 The Vice President Internal shall:
- 5.2.1 Oversee and coordinate funding for the programming activities and events of the Club.
 - 5.2.2 Co-sign all financial transactions with the President.
 - 5.2.3 Coordinate with the President to ensure the funding and financial stability of the Club.
 - 5.2.4 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
 - 5.2.5 Take minutes at EC and general meetings, and ensure proper distribution of all minutes.
 - 5.2.6 Coordinate with the President to book meeting rooms and draft agendas for all meetings.
- 5.3 The VP Communications shall:
- 5.3.1 Manage all Club social media platforms, including posts for upcoming events/initiatives and callouts for speakers, artists, etc, as well as monitor the email account and Facebook messages.
 - 5.3.2 Work with the VP Graphics and the Photographer to create social media posts.
- 5.4 The VP Sponsorships shall:
- 5.4.1 Coordinate all internal and external company sponsorships to obtain food and drinks (and any other necessary items) for Club events and initiatives that need it.
 - 5.4.2 Coordinate with the President and the Summit Coordinator to obtain sponsorships for the Regional Summit.
- 5.5 The VP Workshops shall:
- 5.5.1 Manage the Workshop sub-committee and maintain effective communication between both teams.
 - 5.5.2 Oversee all aspects of the Workshops sub-committee.
- 5.6 The VP Speaker Series shall:
- 5.6.1 Manage the Speaker Series sub-committee and maintain effective communication between both teams.
 - 5.6.2 Oversee all aspects of the Speaker Series initiatives, including communicating with speakers, booking event rooms, and announcing speakers before the event).
- 5.7 The Summit Coordinator shall:
- 5.7.1 Manage the Regional Summit sub-committee and maintain effective communication between both teams.



- 5.7.2 Work with the President to apply for and plan the Regional Summit and delegate Summit-related tasks to other members of the EC.
- 5.7.3 Manage the Summit schedule and facilitate the advancement from one event to the next on the day of the Summit (announcing group switches, new speakers, etc.).
- 5.8 The VP Graphics shall:
 - 5.8.1 Design all visual graphics for all Club outreach initiatives and events (posters, advertisements, social media posts, etc.)
 - 5.8.2 Work with the VP Communications and the Photographer to create all visual graphics to be displayed on social media on behalf of the Club.
- 5.9 The Photographer shall:
 - 5.9.1 Be responsible for attending and photographing all Club events and initiatives.
 - 5.9.2 Be responsible for posting relevant Club photos on social media.
 - 5.9.3 Photograph all headshots of the EC members.
- 5.10 The First Year Representative shall:
 - 5.10.1 Liaise between the Club and McGill Undergraduates in their first year of study, and maintain effective communication between both groups.
 - 5.10.2 Facilitate the advertisement of Club events and initiatives in campus Residences.
- 5.11 The Outreach Representative(s) shall:
 - 5.11.1 Help in facilitating the organization and implementation of events and initiatives (brainstorming event ideas, gathering the necessary materials for initiatives, running tabling initiatives, handing out flyers, etc.)
 - 5.11.2 Liaise between the EC and the Club and maintain effective communication between both teams.
 - 5.11.3 Mobilize volunteers on a needs-based basis for Club events and initiatives.

ARTICLE VI: Fees

- 6.1 The Club's membership fee shall be \$0 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 EC.
- 8.2 Regular Executive and General meetings shall be held once at the start of the fall term and again, at the start of the winter term.
- 8.3 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.



ARTICLE IX: Electoral Procedures

- 9.1 The Vice-President (Student Life) 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 two 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.
- 9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 9.7 The Vice-President (Student Life) should be notified immediately in the event of contested electoral results.
- 9.8 It is recommended that the incoming President shall have a minimum one-year of experience as a member of the EC before being elected President. In the unlikely event that all incoming EC members are new to the Club, the incumbent EC will vote on the incoming EC member most qualified for holding the position of President.

ARTICLE X: Affiliations

- 10.1 The Club shall be affiliated with: Jack.Org

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.

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.

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.