

Constitution of McGill Students for OXFAM Quebec

ARTICLE I: Name

1.1 McGill Students for Oxfam Quebec also referred to hereinafter as the Club.

ARTICLE II: Mandate

2.1 The Club abides by Oxfam Quebec's Mission Statement:

Oxfam Quebec builds lasting solutions to global poverty and injustice We work with allies in Canada and around the world to change the policies and practices that perpetuate human suffering. We mobilize the population of Quebec in order to promote solidarity.

2.2 The Club abide by Oxfam Quebec's Vision:

Oxfam-Quebec believes that people together can create a fair world, free of poverty and injustice.

A fair world respects the basic rights of all human beings to:

- *End all causes of poverty*
- *Place social and economic justice as a priority in the world's agenda*
- *Be a dynamic actor in the global citizen movement for a fair and just world*

2.3 The Club shall:

- 2.3.1 Be inclusive.
- 2.3.2 Promote tolerance and understanding.
- 2.3.3 Promote policies in support of eradicating poverty and supporting global justice on the McGill campus and within the greater Montreal community within the policy framework approved by the Board of Oxfam Quebec.
- 2.3.4 Represent itself to other local groups.
- 2.3.5 Consult Oxfam staff before taking a public position on behalf of Oxfam Quebec. Oxfam groups speak publicly as a representative of Oxfam International.
- 2.3.6 Ensure that speaking publicly on complex international issues does not endanger the staff, program, or partners of any Oxfam.
- 2.3.7 Maintain religious or political neutrality.
- 2.3.8 Maintain an active membership of at least five members and meet regularly.
- 2.3.9 Conduct financial transactions, if any, through policies approved by the Board.
- 2.3.10 Recruit Oxfam volunteers, members and donors.
- 2.3.11 Not engage in or endorse illegal activity, including violence.

2.4 Code of Conduct:

- 2.4.1 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.
- 2.4.2 Executive members shall attend a workshop offered by the Social Equity and Diversity Education Office on the topic of equity for student clubs and services.
 - 2.3.2.1 The workshop shall be attended by all new and returning executive members at

- the beginning of each academic year.
- 2.3.2.2 Executive members who join the club after the primary workshop will be asked to attend shortly after joining the EC.
- 2.4.3 No member shall make personal profit from the club.
- 2.4.4 Any executive member who fails to fulfil their responsibilities shall be subject to the expulsion procedure outlined in this constitution
- 2.5 Student Group Civility:
- 2.5.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups
- 2.5.2 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.
- 2.5.3 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.
- 2.6 Environment:
- 2.6.1 The Club shall make attempts to regularly monitor the environmental impact of all its events and operations.
- 2.6.2 The Club must attempt to utilize the services and resources available at the university in order to maximize capacities for equitable decision-making and environmental Stewardship.
- 2.6.3 The Club must attempt to find sustainable alternatives to the non-recyclable 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.
- 2.7 The Club may:
- 2.7.1 Raise funds for Oxfam.
- 2.7.2 Plan and carry out research and educational activities about Oxfam's work and international cooperation issues;
- 2.7.3 In accordance to its aim of promoting inclusion, the Club shall be consensus-based. In the event that a decision cannot be reached by consensus, the executives can choose to call a vote on the matter at hand, after discussion has proved inconclusive. If the vote ends in a tie, the executives shall have the power to break that tie.
- 2.7.4 The Club shall run at least one campaign on campus per academic year.

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 club's organizational structure will follow an inclusive organizational structure. The EC is composed of the following portfolios:
 1. President(s) (1 or 2)
 2. VP Finance (1)
 3. VP Internal (1)
 4. VP External (1)
 5. VP Communication (1)
 6. VP Events (1)
 7. VP Sponsorship (2)
 8. First Year Representative(s) (1 or 2)
- 4.3 Meetings: The EC shall meet as frequently as it deems fit.
- 4.4 Quorum: At least one executive and two other EC members must be present at an EC meeting in order for quorum to be met.

ARTICLE V: Portfolios

- 5.1 The President(s) shall:
 - 5.1.1 Be the chief executive officers, chief's representatives, and chief Spokespersons 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 a deciding vote in the event of an EC deadlock.
 - 5.1.6 Co-sign all financial transactions with the VP Finance.
 - 5.1.7 Co-sign all minutes with the VP Internal.
- 5.2 The VP Finance shall
 - 5.2.1 Oversee and coordinate the programming activities and events of the club.
 - 5.2.2 Co-sign all financial transactions with the Coordinators.
 - 5.2.3 Ensure the funding and financial stability of the club.
 - 5.2.4 Develop and monitor the annual budget and event budgets.
 - 5.2.5 Be responsible for the collection of membership fees.
 - 5.2.6 Acquire campus funding.
- 5.3 The VP Internal shall
 - 5.3.1 Take minutes at EC and general meetings, and ensure proper distribution of all minutes.
 - 5.3.2 Co-sign all minutes with the Coordinators.
 - 5.3.3 Shall be responsible for booking and arranging meeting rooms, organizing

- and obtaining refreshments, and drafting agendas for general meetings.
- 5.3.4 Be responsible for communication within the Executive Team and with SSMU
- 5.3.5 Maintain membership list of the club
- 5.3.6 Ensure administrative aspects of society are up to date alongside President.
- 5.3.7 Facilitating meetings.
- 5.4 The VP External shall
 - 5.4.1 Act as representative of the Club to the community within and outside of the University.
 - 5.4.2 Be responsible for developing healthy relations with student and community organizations, including OXFAM Quebec, within and outside McGill University, and particularly those in the Montreal area.
 - 5.4.3 Be responsible for promoting the image of the Club to the community within and outside McGill University.
 - 5.4.4 Actively look for opportunities to partner with other clubs and organizations to collaborate on events and promotion.
- 5.5 The VP Communication shall
 - 5.5.1 Act as a representative of the Club within the University community.
 - 5.5.2 Be responsible for communication within the EC, with other McGill University student organizations, and with the Students' Society of McGill University.
 - 5.5.3 Be responsible for communication through website and social media
- 5.6 The VP Events shall
 - 5.6.1 Be responsible for logistics, planning, organizing, monitoring, and managing campaigns and fundraising events.
 - 5.6.2 Facilitate and organize events along with the rest of the EC.
 - 5.6.3 Ensure the events adhere to Oxfam guidelines set forth in the mandate
 - 5.6.4 Partner with other clubs and associations along with the VP External.
- 5.7 The VP Sponsorship(s) shall
 - 5.7.1 Contact corporations and institutions for potential partnership, sponsorship and support with the approval of the Club.
 - 5.7.2 Maintain good relationships with clubs, organizations and businesses in Montreal who are willing to become sponsors.
- 5.8 The First Year Representative(s) shall
 - 5.8.1 Be responsible for promoting the club and its various events through in-class announcements and social media, especially among first-year students
 - 5.8.2 Distribute and place posters across campus and residence buildings with the proper permissions.
 - 5.8.3 Assist in the creation of media for advertising club events.

ARTICLE VI: Fees

- 6.1 Oxfam is a non-profit international development organization. It is a member based organization. Its revenues come from donations, grants and contributions. In accordance to Oxfam's values, the Club's membership fee shall be the minimum \$2.00 required by the SSMU to cover the Club's administrative costs.

ARTICLE VII: Finances

- 7.1 The EC shall examine the financial records at the end of each semester
- 7.2 The VP Finance shall ensure that all members owed money by the club shall be reimbursed on a timely basis.
- 7.3 All club bank accounts must be kept with Canadian financial institution as subsections of the Official School Club/Association 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 throughout the fall and winter terms, on a weekly basis.
- 8.3 Special Meetings shall be called at any time deemed necessary by the EC.

ARTICLE IX: Electoral Procedures

- 9.1 The EC shall designate a Chief Returning Officer (CRO), who must be a member and must not be running for an office. They are responsible for overseeing & implementing the election of the club.
- 9.2 The Vice President Student Life of SSMU or his/her representative shall retain the right to act as the CRO with final authority over electoral procedures and validity of results.
- 9.3 The Vice President Student Life and 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 election purposes.
- 9.4 Elections are to be held before March 31 during the previously mentioned General Meeting. Elections are to be held as deemed necessary to elect new members of the executive committees.
- 9.5 Electoral Procedures.
 - 9.5.1 The Executive Committee may designate Deputy Returning Officers (DROs) to assist the running of elections in consultation with the CRO.
 - 9.5.2 Elections are to be conducted by secret ballot.
 - 9.5.3 Ballots must be kept in a secure place for 5 weeks after the date of voting

ARTICLE X: Affiliations

- 10.1 As stated in Article II, the Club receives its direction from Oxfam. The club is affiliated to both Oxfam Canada and Oxfam Quebec.
- 10.2 The club shall aim, whenever possible, to integrate aspects of the campaigns which are specific to either Oxfam Canada or Oxfam Quebec.

ARTICLE XI: Constitutional Amendment Procedure

- 11.1 The Constitution shall be subject to a yearly review in March, at which point the members shall decide which of Oxfam's campaigns shall be the object of the club's efforts for the following year.

- 11.2 Any member of the club may propose an amendment to the Constitution.
- 11.3 In order to amend the constitution a two-thirds majority vote at the General Assembly must be in favor of the proposed amendment.
- 11.4 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 by 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.