

FOR ~~EXEC~~ COUNCIL APPROVAL

Approved
04.08.08

Big Buddies Tutoring Club: Constitution

Revised March, 2008

ARTICLE I - NAME

Big Buddies Tutoring Club

ARTICLE II - OBJECTIVE

The central objective of the Big Buddies Tutoring Club is to provide a positive academic experience for elementary, high school, college, and McGill students in the Montreal area. We accomplish this goal by providing McGill students with the opportunity to volunteer as a tutor for elementary and high school students who need extra academic attention in order to meet their personal scholastic goals. Many elementary and high school students in Montreal are unable to meet the demands of the school system without a little help from a Big Buddy. Whether it be providing guidance in a specific subject area, giving tips on study skills or time management, or just showing that you care, a Big Buddy's assistance is often invaluable in bridging the gap between a student's personal academic goals and means. By lending a hand, a Big Buddy is sure to receive valuable volunteer teaching experience, a sense of satisfaction from helping a fellow student, and a chance to work with kids in the Montreal community.

The Big Buddies Tutoring Club additionally supports and encourages other initiatives that provide positive experiences for McGill students and children in the Montreal community.

ARTICLE III - MEMBERSHIP

All students and staff of McGill University may become members by completing a registration/application form and attaining placement at an active Big Buddies school.

Members who have completed a full semester with the program, or who have worked at least two weeks at their placement and could not continue due to reasons other than improper conduct or failure to fulfill the required commitment are deemed to have participated in the program for the semester in question.

Members who demonstrate improper conduct during their placement or fail to fulfill the required commitment will be removed from their placement. Examples of this conduct may include, but are not limited to, inappropriate behaviour during a tutoring session, chronic absenteeism, misrepresenting one's abilities or past experiences to obtain a placement, or any other action that is detrimental to the goals of the Club and its objective.

Members may be removed by majority vote of the Executive at any meeting of the Executive.

ARTICLE IV - EXECUTIVE

The governing authority shall be vested in the Big Buddies Tutoring Club Executive.

- to work in collaboration with the Vice President of Social Events and Fundraising to organize fundraising events

3) It is the responsibility of the Vice President of Social Events & Fundraising:

- to plan, organize, and facilitate social events and activities for the Executive and general Club members
- to plan, organize, and facilitate, in collaboration with the Vice President of Finance, a fundraising program that satisfies the financial requirements of the Club's balanced budget

Article VI - EXECUTIVE TURNOVER

Executive terms shall run from June 1st until May 31st of the following year. Members of the outgoing executive shall ensure the continuity of club directives, goals, and activities by providing the incoming executive with adequate resources for the assumption of their duties. All outgoing executive members are responsible for the following:

- Writing a detailed, comprehensive exit report containing any and all information, procedures, contact information, or advice needed to perform the duties and responsibilities of their position as described by but not limited to the outlines provided in ARTICLE VI.i;
- Meeting directly with the incoming executive to explain the details of the tasks required of their position;
- Remaining accessible via e-mail to the incoming executive until September 30th of the incoming Executive's term to respond to questions specific to the responsibilities and duties of their position.

VI.i

Exit reports shall be provided to the incoming executive by June 30th of their year of tenure. Exit reports written by the Vice President of Finance and Vice President of Social Events & Fundraising shall be reviewed by the Co-Presidents before their submission to the incoming executives, and passed on to the appropriate incoming executive along with a copy of the Big Buddies Constitution and, if possible, copies of exit reports on file from previous years.

Co-Presidents

The outgoing Co-President shall provide an exit report to the incoming Co-President that contains:

- A thorough review of the articles of the Club's Constitution
- Contact details of every school and tutor involved with the program during their year of tenure
- An explanation of the recruitment and placement procedures
- Information require to access the Club e-mail and online filing accounts
- An overview of the Club's evolving as well as any unfinished projects

It must be the goal of the Vice President of Finance and the Club Executive to maintain a balanced annual budget, and to donate any surplus exceeding \$50 to a youth-oriented charity of the Executive's choosing, as decided by a majority vote at the end of the academic year.

ARTICLE IX - GENERAL MEETINGS

A general meeting may be held for the Club members at any time during the academic year as deemed necessary by the Club's Executive. Notice of any general meeting will be given to club members at least one week in advance of the meeting.

All actively placed tutors and members of the Executive are allowed to vote in club elections, including the election of club members to Executive positions. Debate on matters put before a vote may only be done at the meeting, and voting will be done anonymously and in person at the meeting. Details of all elections shall be sent to current club members at least three days in advance of any vote. Any member voting anonymously in person shall be removed from a master list of voters after voting to ensure that each member is only able to cast a single ballot.

ARTICLE X: Constitutional Amendment Procedure

Any member of the club may propose an amendment to the Constitution.

In order to amend the constitution a two-thirds majority vote at a General Meeting must be in favor of the proposed

All amendments shall be ratified by the SSMU council before they take effect.

ARTICLE XI: Bylaws and Policies

The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution

The club's bylaws shall not contravene the Constitution.

ARTICLE XII: SSMU Constitution

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.

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