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**The CONSTITUTION**

**Constitution of McGill Students’ Chapter of Universities Allied for Essential Medicines**

**Last Adopted by Membership: November 2013**

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**Article I: Interpretation and Definitions**

* 1. **NAME.** McGill Students’ Chapter of Universities Allied for Essential Medicines (UAEM McGill) **also referred to hereinafter as the Club.**
  2. **PRECEDENCE.** The Club’s By-laws shall not contravene the Constitution. In the event of a contradiction between the Club Constitution or By-laws and the SSMU Constitution, By-laws, and Policies, the SSMU Constitution, By-laws, and Policies shall take effect.
  3. **DEFINITIONS.** In this constitution and all other By-laws and Policies of the Club, unless the context otherwise requires:
     1. **“By-laws”** shall mean the by-laws of the Club adopted from time to time in accordance with the Constitution.
     2. **“Constitution”** shall mean the present Constitution, unless otherwise indicated as the Constitution of the Students’ Society of McGill University.
     3. **“Club”** or **“UAEM McGill”** shall mean the McGill Students’ Chapter of Universities Allied for Essential Medicines, a club belonging to the Students’ Society of McGill University.
     4. **“Executive Committee” and “EC”** shall refer to the body of the Club, established in accordance with Article IV of the Constitution.
     5. **“General Meeting” and “GM”** shall refer to the body of the Club, established in accordance with Article VII of the Constitution.
     6. **“Member”** shall mean any person satisfying the requirements for membership to the society in accordance with Article III of the Constitution.
     7. **“Officer”** shall include any person elected to a position created under Article V of the Constitution unless otherwise indicated.
     8. **“PGSS”** shall mean the Post-Graduates’ Student Society/Association Étudiante des cycles supérieur de L’Université McGill, the corporation duly incorporated pursuant to the laws of the Province of Quebec pursuant to the *Act Respecting the Accreditation and Financing of Students’ Associations,* and accredited as a student association pursuant to the to this act.
     9. **“Policy”** shall mean such policies as may be adopted, from time to time, by the Club in accordance with the Constitution and By-Law.
     10. **“Simple Majority”** shall mean over fifty percent (50%) of the votes cast on any motion at a General Meeting, Executive Committee meeting, or any committee meeting.
     11. **“SSMU” and “Society”** shall mean the Students’ Society of McGill University/L’Association Étudiante de l’Université de McGill, the corporation duly incorporated pursuant to the laws of the Province of Quebec pursuant to the *Act Respecting the Accreditation and Financing of Students’ Associations*, and accredited as a student association pursuant to this act.
     12. **“Two-Thirds Majority”** shall mean over sixty-six point six percent (66.6%) of votes cast on any motion at a General Meeting, Executive Committee meeting, or any committee meeting.
     13. **“Vice President Clubs and Services” and “VP C&S”** shall mean the executive holding the title (or equivalent) of Vice-President Clubs and Service with the Students’ Society of McGill University.

**Article II: Policies and Code of Conduct**

2.1 **MANDATE.** The Club’s mandate shall be to:

• Promote global health issues around the world, easy and affordable access to medicines and medical products.

• Ensure that university medical research meets the needs of people worldwide.

• Engage and encourage students to participate in the global discussion on access to medicines, as well as, to respond to the access and innovation crisis.

• Empower students to play an active role in policy-making relating to access to medicines and neglected disease research at the University level, the National level and International level.

• Collaborate with similar organizations and institutions at McGill and in the Montreal community, to exchange information and resources in order to have a greater impact.

2.2 **CODE OF CONDUCT.** 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.

2.2.1 **PERSONAL PROFIT.** No member shall make personal profit from the Club

2.3 **STUDENT GROUP CIVILITY.** The Club will maintain cordial and respectful relations with all other Clubs, services and independent student groups

2.3.1 **DISRUPTION OF ACTIVITY.** 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..

2.3.2 **RESOLUTION OF CONFLICT.** If problems arise between groups, a member of the Executive Committee 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.

2.4 **ENVIRONMENTAL SUSTAINBILITY.** The Club shall make attempts to regularly monitor the environmental impact of all its events and operations

2.4.1 **SERVICES AND RESOURCES.** The Club will attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship including by not limited to;

1. The Plate Club
2. The Green Events Guide
3. The SSMU Green fund
4. Assistance of the SSMU Environment Commissioners, Environment Committee and Green Events coordinators

2.4.2 **SUSTAINABLE CONSUMPTION.** 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 **GENERAL.** Membership for a club, and this 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 **VOTING MEMBERSHIP.** Voting membership of the Club shall be defined as a SSMU member who regularly attends meetings or by decision of the Executive Committee.

3.2.1 **APPEALS.** Any disputes arising from the interpretation of voting membership will be resolved by the SSMU VP Clubs and Services.

3.3 **NON-VOTING MEMBERSHIP.** Associated non-voting membership is open to all others.

**Article IV: Executive Committee**

4.1 **FUNCTION.** The Executive Committee (EC) shall administer the Club and oversee its events.

4.2 **COMPOSITION.** The EC will be composed of six Executive Officers and one non-voting Executive Officer:

1. President

The President position can alternatively be held by two Co-Presidents.

1. Vice President External
2. Vice President Logistics
3. Vice President Finance
4. Two Co-VP Events
5. Graduate Students Liaison (non-voting)

4.3 **ELIGIBILITY.** Only members of SSMU in satisfactory standing, as determined by McGill University, shall be eligible to stand for election as Officers with the exception of the Graduate Students Liaison.

4.3.1 **PROVISIONS.** The Graduate Students Liaison may be any individual belonging to a student association at McGill University.

4.3.2 **STUDENT MEMBERSHIP.** Officers must remain members of SSMU throughout their term of office with the exception of the Graduate Students Liaison, who must remain members of a student association throughout their term of office.

4.3.3 **SINGLE TITLE.** Members can only hold one executive position at a time, unless otherwise specified by a resolution of the EC.

4.4 **SELECTION.** The President or Co-President(s) and VP External will be elected by and from amongst the members of the Club by way of an Election in accordance with the Electoral Bylaws. The remaining positions shall be selected by interview by the incoming executive and the relevant outgoing executive.

4.5 **TERM OF OFFICE.** The term of office for each Officer commences on the first (1st) of May of the year they are elected at the Election and terminates on the thirty first (30th) of April of the following year.

4.6 **RESIGNATION.** An Officer may resign from office at any time by forwarding a letter of resignation to the Executive Committee, effective upon receipt of the letter or on such other date as may be specified in the letter.

4.7 **REMOVAL FROM OFFICE.** An Officer may be removed from office for impropriety, violation of the provisions of this Constitution or its By-laws, delinquency of duties or misappropriation of the Club’s funds by way of a referendum adopted at a General Meeting called for this purpose, by two-thirds (2/3) vote of the voting members present. The EC may, upon resolution passed by two-thirds (2/3) vote of the Officers, may present an Officer for removal before the voting members in accordance with the previous sentence

4.8 **VACANCIES AND REPLACEMENT.** At the discretion of the EC, An Officer whose term of office has ended may be replaced pursuant to an Election for a term extending to the expiry of the original term of the Officer so replaced.

4.9 **MEETINGS.** A meeting of the Executive Committee can be called by any member of the EC

4.9.1 **MEETING ABSENCES.** Executives who will be absent from meetings of the EC must give prior notice to a Co-President. An executive who has missed two consecutive meetings without notice will be designed on probation and suspend all executive privileges until such time the EC can convene and take action. The EC may suspend the probation with a resolution passed by Simple Majority.

4.10 **QUORUM.** Quorum for meetings of the EC shall be a Simple Majority of all voting Officers.

4.11 **RESOLUTIONS.** Decisions and resolutions of the EC shall be decided by a Simply Majority.

4.12 **EXPANSION.** Council may vote to create and add additional positions to the EC when necessary through a resolution passed by two-thirds (2/3) majority.

4.13 **ADVISORS.** Co-Presidents whose term of office has expired may choose to stay associated with the Club as a senior advisor. They shall serve as non-voting members of the EC so as to bridge the transition between executives annually.

**Article V: Executive Portfolios**

5.1 **CO-PRESIDENT(S).** The Co-President(s) shall:

1. Be the chief executive officers, chief representatives, and chief spokespersons of the Club.
2. Oversee all aspects of the Club, with priority given to the administrative portfolios.
3. Be the main point of contact between the SSMU VP Clubs and Services and the Club.
4. Ensure the smooth running and sustainability 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. Chair all EC meetings.
6. May cast the deciding vote in the event of a EC deadlock
7. Co-sign all financial transactions with the Vice President Finance.
8. Co-sign all minutes with the Secretary.
9. Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students’ Society of McGill University

5.2. **VP EXTERNAL.** The Vice President External shall:

1. Act as representative of the Club to the community within and outside of the University.
2. Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
3. Be responsible for promoting the image of the Club to the community within and outside McGill University.
4. Coordinate and communicate with members of the administration on the Club’s related campaigns
5. Represent the Club on affiliated committees, networks, or councils.
6. Work with Vice President Finance to write and submit grant applications.
   1. **VP LOGISTICS.** The Vice President Logistics shall:
7. Be responsible for communication within the EC and with the Students’ Society of McGill University.
8. Be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
9. Maintain the membership list of the Club.
10. Initiate, oversee, and coordinate awareness and action activities and events of the Club.
11. Take minutes at EC and general meetings, and ensure proper distribution of all minutes.
12. Be responsible for updating and maintaining the Club’s social media presence including twitter, Facebook and our website.
13. Organizes, writes and publishes articles about the Club’s campaigns and its causes in the Bull & Bear, McGill Tribune, McGill Daily etc.
14. Co-sign all minutes with the President.

5.4 **VP FINANCE.** The Vice President Finance shall:

1. Oversee and coordinate funding for the programming activities and events of the Club by working with the other executives.
2. Be responsible for the collection of membership fees.
3. Co-sign all financial transactions with the Co-Presidents.
4. Ensure the funding and financial stability of the Club.
5. Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
6. Seek sponsorship and funding from SSMU, McGill, and other sources.
7. Seek and coordinate a Finance committee if necessary.

5.5 **CO-VP EVENTS.** The Vice President Events shall:

1. Coordinate and plan all of the campaigns and events of the club which promote the branches of the Club: Access, Innovation, and Empowerment.
2. Coordinate fundraising events including, but not limited to, samosa sales and bake sales.
3. Be in charge of marketing and advertising all of the Club’s events and activities.
4. Seek and coordinate an events committee to aid in events planning if necessary.

5.6 **GRADUATE STUDENTS LIAISON.** The Graduate Students Liaison shall:

1. Be responsible for the communication and be the main point of contact between the EC and the graduate students.

**Article VI: Finances**

6.1 **AUDITS.** The Executive Committee or Collective 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 before May 31st of each year.

6.2 **ACCOUNTS.** All bank accounts of the Club must be kept at Scotiabank as subsections of the SSMU account.

6.2.1 **SIGNING OFFICERS.** Each account must have a minimum of two and maximum of three signing officers.

6.2.2 **FUNDING.** In order to receive funding of any kind from the SSMU, the Club must have a Scotiabank account.

**Article VII: General Meetings**

7.1 **GENERAL.** A General Meeting (GM) may establish, amend, or rescind any Policy of the Club.

7.2 **RESOLUTIONS.** Resolutions by the GM shall be made by a Simple Majority of voting members unless the resolution is an amendment or rescindment of a resolution of the EC in which case resolutions of the GM shall be made by two-thirds (2/3) majority.

7.3 **CALLING OF MEETINGS.** A GM may be called by the EC or by written request of twenty-five percent (25%) of voting members submitted to the EC.

7.4 **QUORUM.** Quorum for a GM shall be 25% of voting members of the Club.

7.5 **PROCEDURES.** GM’s shall be conducted in a manner seen fit by the members of the Club. When there is dispute as to the manner to which GM’s should be conducted, it shall be conducted according to *Robert’s Rules of Order*, subject to any special rules adopted by a GM.

7.6 **ELECTIONS GM.** There shall be a special General Meeting held in March or April for the purpose of electing new members to the EC.

**Article VIII: Electoral Procedures**

8.1 **CHIEF ELECTORAL OFFICER.** The Vice-President (Clubs & Services) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.

8.2 **DEPUTY ELECTORAL OFFICER(S).** The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.

8.3 **DATES.** Elections are to be held before April 10th of each year

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8.4 **NOTIFICATION OF THE ELECTION.** The general membership must be notified of the date of the GM 2 weeks in advance to the date of the special GM called for elections purposes.

8.5 **PROCEDURE.** Elections are to be conducted by secret paper ballot in person by voting members and will be decided by plurality of votes cast.

8.6 **TRANSMISSION OF RESULTS.** The Vice-President (Clubs and Services) should be notified immediately in the event of contested electoral results

**Article IX: Affiliations**

9.1 **UAEM.** The Club shall be affiliated with: Universities Allied for Essential Medicines

**Article X: Amendments to the Constitution**

10.1 **PROPOSAL OF AMENDMENTS.** Any member of the Club may propose an amendment to the Constitution.

10.2 **AMENDMENTMENTS TO THE CONSTITUTION.** Amendments to the constitution may be passed by two-thirds (2/3) majority vote by the EC or at a GM.

10.3 **RATIFICATION OF AMENDMENTS.** All amendments shall be submitted to the Interest Group Coordinator, will be reviewed by the Interest Group Committee and ratified by the SSMU Council before they take effect.

**Article XI: By-laws and Policies**

11.1 **CREATION OF BYLAWS.** The Club shall create and maintain Bylaws that cover the operations of the Club which are not specified in the Constitution.

11.2 **ACCESSIBILITY.** The Club By-laws must be available to any member of the SSMU when and if requested.

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