



Part 2 of 3

CONSTITUTION

Constitution of McGill Student's Chapter of Canadian Liver Foundation

Ratified by Club's Membership on (DD/MM/YYYY): _____

Ratified by SSMU Council on: _____

1.1 Article I: Name

McGill Student's Chapter of Canadian Liver Foundation, also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to:

- Establish a connection between the McGill student body and the Canadian Liver Foundation
- Encourage the involvement of the student body in current issues regarding liver disease
- Provide support to patients who are affected by liver disease
- Plan and creates events and activities aimed towards fundraising for liver research
- Serve as a platform for interactive opportunities between students affected by liver disease and students who are concerned
- Provide an environment for such interactions stated above to be possible
- Raise public awareness towards liver health and liver disease prevention both on and off campus

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.

2.2.1 No member shall make personal profit from the club

2.2.2 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 Clubs and Services 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.

3 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.

4 Article IV: Collective

- 4.1 The Collective shall administer the Club and oversee its operations, events etc.
- 4.2 The Collective shall be composed of 5 to 10 members.
- 4.3 The Collective shall be nonhierarchical and operate by consensus.
- 4.4 Quorum for Collective meetings shall be two thirds of the Collective membership.
- 4.5 Collective meetings shall be open to anyone, regardless of Club membership, but non-Collective members shall not take part in the decision-making process.
- 4.6 All decisions made by the Collective shall be subject to review by the Club membership at General Assemblies.

5 Article V: Portfolios

- 5.1 The Collective shall assign the following tasks to members of the Collective on a year-to-year basis:
 - Coordination of the Club's funding and finances, including the preparation of biyearly audits for the SSMU.
 - Coordination of advertising the Club's events.
 - Coordination of weekly meetings and reserving meeting locations
 - Coordination of the Club's list serve.
 - Design of promotional material
 - Organization of the Club's physical resources and equipment.
 - Act as a liaison between the SSMU VP Clubs and Services and the club



- 5.2 Facilitation and minute-taking at Collective meetings shall rotate between members of the Collective.
- 5.3 The duty of organizing club events shall be assigned to a Collective member on a case-by-case basis.
- More than one Collective member may be involved in the organization of one event.
 - The member (s) will be responsible for reporting their progress to the other collective members.

6 Article VI: Fees

- 6.1 The Club will not impose a membership fee.

7 Article VII: Finances

- 7.1 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.
- 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 April for the purpose of creating a new Collective.
- 8.2 Members may volunteer to be Collective members at this General Meeting. All potential Collective members are subject to approval of the membership by modified consensus.
- 8.3 Regular Collective meetings shall be held weekly throughout the fall and winter terms.
- 8.4 General Assemblies of the Club must take place at least twice per semester.

9 Article IX: Electoral Procedures

- 9.1 General members may apply to become members of the Collective
- 9.2 The general membership must be notified 2 weeks in advance to the date of the General Meeting called for the evaluation of member applications
- 9.2 All potential Collective members are subject to approval of the membership by consensus of majority from the Collective
- 9.3 Decisions are to be made before April 31 during the previously mentioned General Meeting.
- 9.4 A member of the collective may be designated to assist with the selection process and application.

10 Article X: Affiliations

- 10.1 The Club shall be affiliated with: The Canadian Liver Foundation (Quebec Division)

11 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 Interest Group Coordinator, will be reviewed by the Interest Group Committee and ratified by the SSMU council before they take effect.

12 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.
- 12.1 The club by laws must be available to any member of the SSMU when and if requested.

13 Article XIII: SSMU Constitution, By-Laws and Policies

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.