

# UNICEF

## CONSTITUTION

Full Status

Ratified by Membership: unanimous vote. Date: March 26, 2001

Ratified by SSMU <sup>Executive Committee</sup> Council: Approved Date: July 16, 2001

### ARTICLE I: Name

1.1 UNICEF to be referred to hereafter as the Club.

### ARTICLE II: Mandate/Objectives

2.1 The Club's mandate is:

- a. Raise funds for UNICEF
- b. Raise awareness in the McGill Community and the greater Montreal community regarding UNICEF's mission and activities.
- c. Participate in the activities of UNICEF – Quebec.
- d. Provide an opportunity for McGill students interested in volunteering.
- e. Establishing McGill University, as an active participant, in the wider sphere of UNICEF - International.

### ARTICLE III: Membership

3.1 Membership in UNICEF is open to everyone.

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 seven portfolios:

- a. President (1 position (or 2 positions - conditional))
- b. Special Events Coordinator (1 position)
- c. Treasurer/Administrator (1 position)
- d. Halloween Campaign Coordinators (2 position)
- e. Christmas Campaign Coordinators (2 position)
- f. Education Coordinator (1 position)
- g. Publicity Director (1 position (or no positions – conditional))

4.3 Meetings: The EC shall meet as frequently as it deems fit.

4.4 Quorum: At least five of the seven portfolios must be present at an EC meeting in order for quorum to be met.

## ARTICLE V: Portfolios

- 5.1 The President(s) shall:
- a. Be the chief executive officer, chief representative, and chief spokesperson of the Club.
  - b. Oversee all aspects of the club.
  - c. 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.
  - d. Chair all EC meetings and maintain proper communication.
  - e. Shall be responsible for scheduling and announcing all general and executive meetings and ensure that the agenda is followed.
  - f. May cast the deciding vote in the event of an EC deadlock.
  - g. Co-sign all financial transactions with the Treasurer.
  - h. Co-sign all minutes with the Vice President.
  - i. Special case: In the special case that there are two individuals who would like to be President, then the Publicity Director position will be void for that academic year. This implies that the responsibilities of being President would be shared and both individuals would be accountable.
- 5.2 The Special Events Coordinator shall:
- a. Be responsible for all fundraising events, excluding the Halloween and Christmas Campaigns.
  - b. Be responsible for communication within the EC, within UNICEF, with other McGill University student organizations, and with the Students' Society of McGill University.
  - c. Oversee and help coordinate the Halloween and Christmas Campaigns.
  - d. Be responsible for initiating, motivating and directing the EC and club members to fundraise in other capacities; such as for example bake sales, somosa sales, Gert's coat check etc.
  - e. Be available help to in coordinating all other UNICEF initiatives.
- 5.2 The Treasurer/Administrator shall:
- a. Be responsible for the collection of membership fees.
  - b. Co-sign all financial transactions with the President.
  - c. Co-sign all minutes with the President.
  - d. Responsible for preparing and submitting the budget, whilst ensuring funding and financial stability of the club.
  - e. Shall make a full report of all receipts and payments made during his/her tenure.
  - f. Maintain the membership list of the club.
  - g. Take minutes at EC and general meetings and ensure proper distribution of all minutes.
  - h. Shall be responsible for booking and arranging meeting rooms and drafting agendas for general meetings.
- 5.3 Halloween Campaign Coordinators shall:

- a. Be responsible for fundraising activities surrounding Halloween.
  - b. Must recruit volunteers run to raise funds and organize shifts on Halloween day.
- 5.4 Christmas Campaign Coordinators shall:
- a. Must ensure that proper means are taken to obtain and sell products safely.
  - b. Be responsible for fundraising activities surrounding the sale of Christmas cards and other UNICEF paraphernalia.
  - c. Must recruit volunteers run to sales and organize shifts over the campaign week.
  - d. Must ensure that proper means are taken to ensure safe return of unsold products and funds raised directly to UNICEF – Quebec.
  - e. Are responsible for all items for sale for the Christmas Campaign.
- 5.5 Education Coordinator shall:
- a. Responsible for organization and coordination of events to raise awareness within:
    - i. The McGill Community
    - ii. The Montreal Schools
    - iii. CEGEPs
    - iv. Greater Montreal community (general public)
  - b. Responsible for volunteer recruitment.
- 5.6 Publicity Director shall:
- a. Act representative of the Club to the community outside of the University.
  - b. Be responsible for developing healthy relations with student and community organizations outside McGill, and particularly those in the Montreal area.
  - c. Be responsible for promoting the image of the Club to the community outside McGill University.
  - d. Special Case: see article 5.1.b

ARTICLE VI: Membership Fees

- 6.1 The Clubs membership fee shall be \$ 2.00 dollars (to ensure funding from the SSMU)
- 6.2 May be paid at any of the general meetings (preferably the first general meeting).
- 6.3 Payable once by each member during the fall and winter semesters.
- 6.4 Membership may be only charged by approval of 50 + 1 percent of the members present.
- 6.5 Charges of any sort may only be charged by approval of 50 + 1 percent of the members present and announced according to need.
- 6.6 Each member obtains voting privileges through fee payment.

ARTICLE VII: Meetings

- 7.1 There shall be a general meeting held in March for the purpose of electing new members to the EC.
- 7.2 Regular Executive and General meetings shall be held throughout the fall and winter terms during the first week of every month.
- 7.3 Special Meetings shall be called at any time when deemed necessary by the EC and/or Committee Chair.

## ARTICLES VII: Electoral Procedures

- 8.1 A Chief Returning Officer (CRO) shall be appointed by the EC to oversee elections:
- e. The CRO must be a member of the club.
  - f. The CRO must not be running for an office.
  - g. The CRO is responsible for overseeing and implementing the election of the club.
- 8.2 Nominations are to be held in the month of March during the above-mentioned general meeting and then consequently one week after the general meeting for elections.
- 8.3 Electoral Procedures.
- a. The CRO is responsible for the overseeing and implementation of the following electoral procedures in an appropriate manner.
  - b. The CRO shall be responsible for the general conduct and execution of the elections and shall fulfill this duty with diligence and impartiality.
  - c. Elections are conducted by secret ballot.
  - d. On the EC, there can only be one President, one Vice President and one Treasurer/Administrator, two Halloween Campaign Coordinators, two Christmas Campaign Coordinators, one Education Coordinator and one Publicity Director.
  - e. Ballots must be kept in a secure place for 2 weeks after the date of voting – in the case that a recount is necessary.

## ARTICLE IX: Affiliations

- 9.1 The Club shall be affiliated with UNICEF – Quebec.

## ARTICLE X: Constitutional Amendment Procedure

- 10.1 Any member of the club may propose an amendment to the Constitution.
- 10.2 In order to amend the constitution a two-thirds majority vote at a general meeting must be in favor of the proposed amendment.
- 10.3 The executive shall ratify all amendments before they take effect.
- 10.4 The SSMU council shall ratify all amendments before they take effect.

## ARTICLE XI: Bylaws and Policies

- 11.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution
- 11.2 The club's bylaws shall not contravene the Constitution.

## ARTICLE XII: Residual Clause

- 12.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution, the SSMU Constitution shall take effect.
- 12.2 If there are any areas not covered in this Constitution, the SSMU Constitution shall take effect.