

CONSTITUTION

[**Important note:** All text in **bold** must be left in the constitution and is binding. All *italicized* text is open to edits and amendments or are instructions that should be deleted. Please delete this and all of the instructions before you submit your final copy of the constitution and ensure that everything is clear and concise, and works for the specific mandate of your group.]

Constitution of Unite For Sight @ McGill

Ratified by Club's Membership on (DD/MM/YYYY): 31/10/2013

Ratified by SSMU Council on: _____

1 Article I: Name

1.1 Unite For Sight @ McGill **also referred to hereinafter as the Club.**

2 Article II: Mandate

2.1 The Club's mandate shall be to

The Club's mandate shall be to:

- Assist the American-based non-profit organization, which strives to eliminate preventable blindness in developing countries.
- Give students with an interest in eye health the opportunity to learn more about the global impacts and factors that can lead to eye disease.
- Host fundraisers with the intention of donating profits to the head organization.
- Provide students with more information about eye health and global health through campaigns and information sessions.
- Establish partnerships with fellow global health initiatives in an effort to pool resources and reach larger audiences.
- Provide resources to students about how they can get involved with the club-level and national-level Unite For Sight.

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.

2.2.1.1 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

2.4.1.1 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

2.4.2 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: 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 six portfolios:

- 1. President**
- 2. Chair**
- 3. Vice President of Campus Fundraising**
- 4. Vice President of Fundraising Outreach**
- 5. Vice President of Finance**
- 6. Vice President of Communications**

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

4.4 At least three of the six EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

5 Article V: Portfolios

5.1 The President shall:

- 5.1.1 Be the chief executive officer, chief representative and chief spokesperson of the Club.
- 5.1.2 Oversee all aspects of the club.
- 5.1.3 Be the main point of contact between the SSMU VP Clubs and Services and the Club.
- 5.1.4 Ensure that the chapter meets the monthly fundraising requirements and adheres to Unite For Sight's policies and procedures.
- 5.1.5 Verify that all volunteers promptly complete registration and training.
- 5.1.6 Maintain communication with Unite For Sight, including biweekly phone calls with the Chapter Coordinator during regular business hours (9am – 5pm ET) unless otherwise discussed.
- 5.1.7 Submit monthly updates through the chapter login system. These updates include a description of all activities, each officer's contributions and meeting minutes.
- 5.1.8 Delegate and closely monitor the involvement of other officers. The President must maintain close communication with all other officers, including update reports from each officer on a regular basis (to be decided by the end of the first month of the semester by the EC).
- 5.1.9 Chair all meetings of the EC.
- 5.1.10 May cast the deciding vote in the event of an EC deadlock.
- 5.1.11 Co-sign all financial transactions with the Vice President of Finance.
- 5.1.12 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University.

5.2. The Chair shall:

- 5.2.1 Maintain communication with other officers in order to ensure that tasks are completed on time.
- 5.2.2 Coordinate volunteer sign-ups for chapter events.
- 5.2.3 Plan educational and awareness events.
- 5.2.4 Work with other officers to coordinate fundraisers.
- 5.2.5 Coordinate the task of taking meeting minutes with the VP Communications

5.3 The Vice President of Campus Fundraising shall:

- 5.3.1 Coordinate at least one on-campus fundraising event each month, including, but not limited to, bake sales, on-campus benefit concerts, on-campus dancers, tutoring for donations, etc.
- 5.3.2 Submit a detailed proposal about that month's fundraising event no later than five days before the proposed event date.
- 5.3.3 Submit a detailed exit report about that month's fundraising event no later than one week after the event.
- 5.3.4 Coordinate marketing and communications with the Vice President of Communications.

5.4 The Vice President of Fundraising Outreach shall:

- 5.4.1 Coordinate at least one off-campus fundraising event each month, including, but not limited to, donations of a certain percentage of profits from restaurants on a specified night, car washes, etc.
- 5.4.2 Organize campaigns to fundraise among the family and friends of chapter volunteers using the online fundraising page.
- 5.4.3 Submit a detailed proposal about that month's fundraising event no later than five days before the proposed event date.
- 5.4.4 Submit a detailed exit report about that month's fundraising event no later than one week after the event.
- 5.4.5 Coordinate marketing and communications with the Vice President of Communications.
- 5.5 The Vice President of Finance shall:
 - 5.5.1 Identify university funding sources for university-based expenses and apply for funding.
 - 5.5.2 Maintain financial records.
 - 5.5.3 Work with other officers to coordinate fundraisers.
 - 5.5.4 Co-sign all financial transactions with the President.
- 5.6 The Vice President of Communications shall:
 - 5.6.1 Recruit chapter members.
 - 5.6.2 Publicize fundraising, education and awareness events.
 - 5.6.3 Coordinate the task of taking meeting minutes with the Chair.

6 Article VI: Fees

- 6.1 The chapter will not be collecting membership fees from interested students. However, the national organization will collect a mandatory \$24 USD donation from any interested students wishing to join a university chapter. It is important to note that this membership fee will NOT be given to the chapter.

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**

8 Article VIII: Meetings

- 8.1 Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 8.2 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.

9 Article IX: Electoral Procedures

9.1 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.

9.2 The general membership must be notified of the deadline for Executive Committee applications 2 weeks in advance of the proposed deadline.

9.3 Interested applicants must contact the head office at Unite For Sight in order to obtain an application.

9.4 Executive Committee applicants shall be appointed by the Chapter Coordinator at the national organization for Unite For Sight via a written application.

9.5 The Vice-President (Clubs and Services) should be notified immediately in the event of contested electoral results

10 Article X: Affiliations

10.1 The Club shall be affiliated with: Unite For Sight.

11 Article XI: Constitutional Amendment Procedure

11.1 Any member of the club may propose an amendment to the Constitution. In order to amend the constitution, consensus on the proposed amendment must be reached at a General Meeting.

11.2 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.

12.3 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.