**Constitution of**

**the McGill Students Cancer Society**

Ratified by Club’s Membership on (DD/MM/YYYY): 16/09/2014

Ratified by SSMU Council on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1** **Article I:Name**

**1.1** McGill Students Cancer Society also referred to hereinafter as the Club.

**2 Article II: Mandate**

**2.1** The Club’s mandate shall be to

* Promote the services (support and educational) provided by the Canadian Cancer Society and other relevant, Montreal-based entities
* Provide a social-networking platform for McGill students impacted by cancer to meet one another by organizing and executing events for their participation
* Fundraise in support of the Canadian Cancer Society
* Offer credible information on cancer and risk reduction
* Advocate McGill University cancer initiatives including cancer presentations, discussion forums, and research
* Provide networking opportunities with professionals in the cancer research field

**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 but are not limited 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.

3.4 Voting membership is strictly given to active volunteers designated as “General Members”; Registration for the Listserv mailing list does not automatically guarantee voting membership.

**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 thirteen portfolios:

1. President (1)
2. Vice President Finance (1)
3. Vice President Communications (1)
4. Vice President Events (1)
5. Relay for Life Co-President(s) (2)
6. Director of Internal Affairs (1)
7. Director of IT (1)
8. Director(s) of University Relations (2)
9. Director(s) of Public Relations (4)
10. Director(s) of Sponsorships (4)
11. Director(s) of Fundraising Operations (2)
12. Director(s) of Event Logistics (5)
13. Accountant/Bookkeeper (1)

4.3 The number of executive members filling each portfolio can be below, but not above, the pre-determined numbers outlined above.

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

4.5 At least three quarters of the 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:

* Be the chief executive officer, chief representative, and chief spokesperson of the Club.
* Oversee all aspects of the club.
* Be the main point of contact between the SSMU VP Clubs and Services and the club.
* 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.
* Chair all EC meetings.
* May cast the deciding vote in the event of a EC deadlock.
* Co-sign all financial transactions with the VP Finance.
* Assume a delegatory role and assign members to tasks in order to facilitate effective planning and running of events and initiatives.
* Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students’ Society of McGill University.
* Manage liaison work between MSCS and the Canadian Cancer Society head office.
* Attend Relay for Life Planning Committee meetings and give recommendations to the Relay for Life Co-Presidents if necessary

5.2 The Vice President Finance shall:

* Manage the Scotiabank account.
* Advise on cost-profit-time models of events.
* Estimate budgets for events.
* Keep an account of all expenditures, profits and donations.
* Submit semesterly club audits to SSMU and yearly bank reconciliation forms to CCS.
* Send donations to the Canadian Cancer Society.
* Manage tax receipts.
* Coordinate with the Director(s) of Sponsorships and Relay for Life VP Finance to design a plausible business model that will fund and sustain club activities and events

5.3 The Vice President Communications shall:

* Manage the club email account.
* Update and amend the listserv and respond to requests for removal

from and addition to the list promptly.

* Send out monthly emails through the listserv summarizing past events, introducing upcoming events, and informing general members about how to get involved.
* Update the club website.
* Take minutes during meetings.

5.4 The Vice President Events shall:

* Brainstorm with EC to develop fundraising ideas and establish fundraising goals for the year
* Oversee and plan all Club-related fundraising events
* Coordinate and assign tasks to Director(s) of Event Logistics
* Attend and supervise all events
* Run bi-weekly meetings with Director(s) of Event Logistics
* Attend bi-weekly meetings with the EC

5.5 The Director of Internal Affairs shall:

* Update and amend listerv and responding to requests for removal from/addition to the listserv promptly
* Design and send out monthly listserv summarizing past events, introducing upcoming events, and information general members about volunteer and club-related opportunities
* Manage general membership and volunteer pool

5.6 The Director of IT shall:

* Inform the public of MSCS events and activities through social media and network platforms (i.e., maintain Facebook and Twitter accounts and update club website)
* Reply to Facebook and Twitter inquiries and website comments
* Develop computer-based promotional materials (e.g. graphics, logos, posters, PowerPoint)

5.7 The Director(s) of Public Relations shall:

* Develop contacts with external organizations that aim to provide cancer-related services in order to inform McGill students of available services as well as provide McGill students with volunteer/educational opportunities (e.g., research opportunities, tours of facilities, volunteer positions in cancer wards, etc.)
* Take necessary measures to establish these new initiatives (coordination with Internal Affairs and Event Logistics)

5.8 The Director(s) of University Relations shall:

* Develop partnerships and establish relationships with SSMU clubs and services (i.e., in order to hold joint or collaborative events)
* Contact SSMU clubs to assist with advertising for MSCS events and/or to provide services during MSCS events
* Obtain approval to post advertising materials in campus buildings
* Manage First-Year Liaison committee
* Delegate advertising tasks to UR subcommittee (e.g., to help distribute posters and powerpoint slides and make class announcements)

5.9 The Director(s) of Sponsorships shall:

* Develop sponsorship packages and develop a marketing strategy to target companies
* Coordinate with relay for life whenever necessary
* Solicit companies for event-specific donations and discount deals

5.10 The Director(s) of Fundraising Operations shall:

* Coordinate regular fundraisers (e.g. bake sale, CCS merchandise sale and other food sale) to raise funds for day-to-day Club-related expenses
* Coordinate with the Director(s) of Sponsorships to approach suppliers for such items for the purpose of fundraising

5.11 The Accountant shall:

* Assist the Vice President Finance in managing financial affairs of the organization
* Record transactions (expenditures) during planning and execution of each Club event
* Prepare floats for each event
* Count money after each event and deposit into Scotiabank account
* Reimburse members

5.12 The Director(s) of Event Logistics shall:

* Book tables/venues
* Ensure appropriate forms are filled out (e.g., outdoor events form, insurance form, etc.)
* Ensure that appropriate individuals are contacted (e.g., fire safety for Luminaries)
* Ensure that sponsors and companies are contacted for deals and donations (through communication with Director of Sponsorship)
* Ensure that external clubs are contacted if necessary (through communication with Director of University Relations)
* Ensure that advertising-related and promotional tasks are carried out (through communication with Director of IT and Director of University relations)
* Ensure that all supplies are bought and ready for the event
* Ensure that VP Internal Affairs sends out an email to the listerv regarding the events, and that Director of IT posts information on social media/website platforms
* Create decorations for events
* Collaborate with director of Media Outreach to ensure that event information is appropriately represented on social media platforms
* Delegate tasks to event logistics subcommittee as necessary
* Count money after each event and deposit into Scotiabank account
* Reimburse members

**6 Article VI: Fees**

*6.1*  There is no membership fee associated with joining the McGill Students’ Cancer Society as a General Member.

*6.2 Members may choose to submit voluntary donations of any amount if they wish to.*

**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 There shall be a General Meeting held in March for the purpose of electing new members to the EC.

8.2 Regular Executive and General meetings shall be held throughout the fall and winter terms.

8.3 Special Meetings shall be called at any time deemed necessary by any member of the EC.

**9 Article IX: Electoral Procedures**

9.1 The future President will be elected based on a confidential vote within the Executive Committee (this term will refer to both the Executive Board and Board of Directors).

* + The President must have served on the Executive Committee for at least one year
  + The Presidential term will last one year
  + The President will be elected in March

9.2 All other current committee members must reapply for a position if they desire to stay on the Executive Committee

* + Procedure will require completion of an application designed by the new President
  + The new President will hold interview for the top candidates for each position. Interviews must be conducted with at least one member who has served on the Executive Committee for one year (preferentially the member who held the position that year, unless that member is re-applying).
  + The new committee must be established by the end of the academic year

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.

9.3 The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.

9.4 Elections are to be held before March 31 during the previously mentioned General Meeting.

9.5 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.

9.6 Elections are to be conducted by secret ballot in person.

9.7 Ballots must be kept in a secure place for 5 weeks after the date of voting.

9.8 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:

The Canadian Cancer Society (CCS)

10.2 The President shall maintain regular contact with a Representative from the Canadian Cancer Society as long this affiliation holds.

**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.

12.3 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.