**McGill Students for Partners in Health Constitution**

Ratified by Membership on: September 4, 2013

Ratified by Executive Committee on behalf of SSMU Council: August 7, 2014

**Article I: Name**

1.1 McGill Students for Partners in Health also referred to hereinafter as the Club.

**Article II: Mandate**

2.1 The Club’s mandate shall be to

* Advocate for Partners in Health;
  + Promote the work of Partners in Health through distribution to club’s membership Partners in Health’s monthly newsletter;
  + Encourage, and create a forum for, discussion between students about the work and goals of Partners in Health and the global health equity movement;
  + Network with students in other universities and organizations that also support Partners in Health and global health equity;
* Fundraise for Partners in Health;
  + Hold a minimum of two (2) small fundraising events per term (e.g. food sales);
  + Use Partners in Health main fundraising campaigns as a platform for fundraising at McGill University;
  + Send money back to Partners in Health before the end of the school year (April 30th);
* Educate about Partners in Health;
  + Hold events that promote the work, successes, and goals of Partners in Health;
  + Hold specific events that educate students about particular global-health related current issues that Partners in Health is involved in (for instance, fighting multi-drug resistant TB);
  + Work closely with the fundraising members of the club to promote awareness for where the money is going and why we are supporting Partners in Health;
  + Keep all members monthly up-to-date with the global work of Partners in Health;

**2.2 Code of Conduct**

2.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint.

2.2.2 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.

2.2.3 No member shall make personal profit from the club.

2.2.4 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 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.

2.4.3 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.

**Article III: Membership**

3.1 Membership 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 directors on the Executive Committee.

3.3 Associated 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 eight portfolios:

1. Director or Co-Directors
2. Director of Education
3. Director of Advocacy
4. Director of Resources
5. Director of Finances
6. Director of Communication
7. Director of Technology
8. Director of Social Media

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

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

**Article V: Portfolios**

5.1 The Director or Co-Directors shall:

* 5.1.1 Oversee and coordinate all activities and events of the club.
* 5.1.2 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.
* 5.1.3 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students’ Society of McGill University.
* 5.1.4 Chair and draft agendas for all EC and general meetings.
* 5.1.5 Co-sign all financial transactions with the Director of Finances.

5.2 The Director of Education shall:

* 5.2.1 Oversee and coordinate the education activities and events of the club.
* 5.2.2 Ensure accurate and relevant information about the club and Partners in Health is conveyed to club members and McGill University.
* 5.2.3 Promote education about PIH and its mission at all events.
* 5.2.4 Provide information and content for the distribution of educational materials to members and the public.

5.3 The Director of Advocacy shall:

* 5.3.1 Oversee and coordinate the advocacy activities and events of the club.
* 5.3.2 Be the main point of contact between the SSMU VP Clubs and Services and the club.
* 5.3.3 Act as representative of the Club to the community within and outside of the University.
* 5.3.4 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
* 5.3.5 Be responsible for communication within the EC and with the Students’ Society of McGill University.
* 5.3.6 Be responsible for promoting the image of the Club to the community within and outside McGill University.
* 5.3.7 Submit informational blurbs to campus listservs (AUS, SSMU, SUS, etc.) before a McGill SFPIH event or campaign.
* 5.3.8 Advocate for PIH by collaborating with other groups and attending their events.

5.4 The Director of Resources shall:

* 5.4.1 Oversee and coordinate the fundraising activities and events of the club.
* 5.4.2 Co-sign all financial transactions with the Director of Finances.
* 5.4.3 Oversee and coordinate funding for the programming activities and events of the club.
* 5.4.4 Seek out resources in the form of monetary or resource sponsorship.
* 5.4.5 Book tables for fundraising sales and coordinate members to table at these events/sales.

5.5 The Director of Finances shall:

* 5.5.1 Co-sign all financial transactions with the Director/Co-Directors.
* 5.5.2 Ensure the funding and financial stability of the club.
* 5.5.3 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
* 5.5.4 Be responsible for the transfer of funds back to Partners in Health headquarters.

5.6 The Director of Communications shall:

* 5.6.1 Take minutes at EC and general meetings, record number of attendees at meetings, and ensure proper distribution of all minutes.
* 5.6.2 Be responsible for booking and arranging meeting rooms and organizing and obtaining refreshments for general meetings.
* 5.6.3 Send out reminders to the McGill SFPIH mailing list about upcoming events and campaigns.

5.7 The Director of Technology shall:

* 5.7.1 Create posters and flyers for events and campaigns and creating cover photos for Facebook events.
* 5.7.2 Print materials, such as posters, for members.
* 5.7.3 Help create content for the [studentsforpih.ca](http://studentsforpih.ca/" \t "_blank) website.

5.8 The Director of Social Media shall:

* 5.8.1 Be responsible for updating and maintaining all social media outlets representing the club, including but not limited to Facebook and Twitter.
* 5.8.2 Create Facebook events whenever needed.
* 5.8.3 Outreach through all social media outlets to promote events for McGill SFPIH.

**Article VI: Fees**

6.1 The Club’s membership fee shall be free of charge.

**Article VII: Finances**

7.1.1 The EC 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.

7.1.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account.

7.1.3 Each account must have a minimum of two and maximum of three signing officers.

7.1.4 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 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 the EC.

**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 date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.

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

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

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

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

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

**Article X: Affiliations**

10.1 The Club shall be affiliated with: Partners in Health.

**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.

**Article XII: Bylaws and Policies**

12.1 The club shall create and maintain bylaws that cover the operations of the club that 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.

**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.