**Education Beyond Borders On Campus:**

**McGill University Chapter**

**Constitution**

Amended by Membership on: July 15, 2014.

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

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

1.1 Education Beyond Borders: McGill University Chapteralso referred to hereinafter as the Club.

1.2 The organization may be referred to by the acronyms “EBB-McGill” or, as a diminutive, “EBB”

**Article II: Mandate**

2.1 The Club’s mandate shall be to

*-*  Promote global education both within the McGill community and the surrounding community of Montreal

- Raise awareness about global education

- Organize and hold events related to raising awareness and the promotion of global education.

- Promote education as a means for the exchanging of information by fostering links between students of all disciplines in order to illustrate the comprehensive and multi-disciplinary nature of teaching.

- Promote the building of future leaders as model citizens that wish to empower the members of their community through global awareness and education.

- Form partnerships with other organizations, societies and stakeholders that find similar value in the Club’s mandate in order to pursue those ends.

* 1. Code of Conduct
  2. The Club shall carry forth its mandate from an anti-oppressive standpoint.
  3. Equal respect shall be given to all members, regardless of position
  4. The Club prohibits the discrimination of its members upon the basis of race, colour, gender, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic.
  5. The Club is firmly committed to a policy of equal opportunity in all respects.
  6. No member shall make personal profit from the club
  7. As a non-profit organization, members will not be permitted to hold lobbying functions for political parties regarding political affiliations at home or abroad.
  8. The Club may promote the Universal Declaration of Human Rights, as determined by the United Nations Charter, in accordance with The Club activities on global education awareness.
  9. All members must contribute in a positive way to fulfill the club’s mandate or risk having their membership privileges suspended.
  10. All members must fulfill the obligations of their portfolios as stipulated within the Club’s constitution.

**Article III: Membership**

3.1 Membership in a Student’s Society Club 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 which can be filled by up to two members per position:

1. President
2. Vice President External
3. Vice President Internal
4. Vice President Communications
5. Treasurer
6. Secretary

7.Marketing Manager

4.3 The EC shall meet at least twice per month.

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

4.5 EC members must give 24-hour notice to the President if they will be absent from any meeting or event.

4.6 If an EC member is absent from two consecutive meetings and/or events without notice or valid reason, they risk having membership privileges suspended and/or ended.

4.7 If EC is composed solely of non-returning members, at least one position must be created as a by-law in order to appoint a returning member to the EC, allowing a smooth transition for the following semester.

4.8 All EC members must submit an exit report within 15 days of the end of their term, specifying responsibilities, finished projects, on-going projects, tasks which must be followed-up, and any other relevant instructions.

4.9 The President must compile all exit reports and provide a copy to the succeeding President within 20 days of the end of their term.

**Article V: Portfolios**

5.1 The President shall:

* + 1. Be the chief executive officer, chief representative, and chief spokesperson of the Club.
    2. Oversee all aspects of the Club.
    3. 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’s mandate.
    4. Chair all EC meetings.
    5. Cast the deciding vote in the event of a EC deadlock
    6. Co-sign all financial transactions with the Treasurer.
    7. Co-sign all minutes with the Secretary.
    8. Maintain the electronic mailing list.
    9. Take on the responsibilities of those members of the executive whose positions are left unfilled.
    10. Guide the creation a cohesive “activities and events” plan at the beginning of each Club year with the Vice President Internal

5.2.     The Vice President External shall:

* + 1. Act as representative of the Club to the community within and outside of the University.
    2. Be responsible for developing healthy relations with students and community organizations within and outside McGill, and particularly those in the Montreal area.
    3. Be responsible for promoting the image of the Club to the community within and outside McGill University.
    4. Be responsible for coordinating any events and projects to be taken place outside the McGill community, including any and all promotional and advertising materials
    5. Be responsible for coordinating the documenting of all events and projects taken place outside of the McGill community (including but not limited to minutes, pictures and videos)
    6. Be responsible for recruiting members and volunteers to execute planned events and projects of the Club outside the McGill community
  1. The Vice President Internal shall:

1. Maintain the membership list of the club.

2. Oversee and coordinate the programming activities and events of the club

3. Create a cohesive “activities and events” plan at the beginning of each Club year with the guidance of the President

4. Be responsible for the coordinating of any events and projects to be taken place inside the McGill community including any and all promotional and advertising materials.

5. Be responsible for coordinating the documenting of all events and projects taken place outside of the McGill community (including but not limited to minutes, pictures and videos)

6. Be responsible for recruiting members and or volunteers to execute the planned events and projects of the Club inside the McGill community

5.4 The Vice President Communications

1. Be responsible for communicating and informing any events and or projects created by the Club to the community within and outside McGill.

2. Be responsible for communication within the EC and with the Students’ Society of McGill University.

3. Be responsible for the coordination of the Club’s website and other social networking sites.

5.5 The Treasurer shall:

* + 1. Oversee and coordinate funding for the programming activities and events of the club
    2. Co-sign all financial transactions with the President.
    3. Ensure the funding and financial stability of the club.
    4. Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU

5.6 The Secretary shall:

* + 1. Take minutes at EC and general meetings, and ensure
       1. proper distribution of all minutes
    2. Co-sign all minutes with the President.
    3. Be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.

5.7 The Marketing Manager shall:

1. Be responsible for creating and photocopying any and all promotional and advertising material.

2. Be responsible for receiving approval from Vice President External and Vice President Internal, as well as permission from any and all required associations, including but not limited to: SSMU, EdUS, AUS, SUS, and EUS for posting any and all promotional or advertisement materials.

3. Attain and keep any and all waivers regarding and or regarding use of pictures and videos, including explanation of the Club’s intentions for use of any and all promotional documentation.

4. Be responsible for the coordination of the Club’s website and other social networking sites, as deemed fit by President and Vice President Communications.

**Article VI: Fees**

6.1 The Club’s membership fee shall be $0 dollars.

**Article VII: Finances**

7. 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

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

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

7.4 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

**Article VIII: Meetings**

8.1 Executive Meetings

8.1.1 Executive meetings will be confined to members of the executive, unless communicated otherwise.

8.1.2 Quorum will be reached with the presence of at least 3 executive members.

8.1.3 The President will chair all Executive Meetings

8.2 General Meetings

8.2.1 Dates for each General Meeting will be determined prior to the adjournment of the preceding General Meeting.

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

8.2.3 Quorum will be reached with the presence of at least 1/2 +1 majority of members.

8.2.4 Decisions will be reached with the presence of at least 3 executive members, or a majority of council, whichever is greater.

8.3 Sub Committee Meetings

8.3.1 Sub-committee meetings will be held and chaired by the Club member coordinating that subcommittee.

8.3.2 Sub-committee meetings minutes will be reported to the President during regular General meetings.

8.4 Regular Executive and General Meetings shall be held throughout the fall and winter terms.

8.5 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.

**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 To be eligible to run for an EC position, candidate must have been an active member of the Club by attending at least three General Meetings, two minor events (i.e: samosa/bake sale), and one substantial event within the current school year.

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.

9.5.1 The DEOs will be chosen principally from graduating members of the club or those members that will not be running in the Election to avoid conflicts of interest.

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

**Article X: Affiliations**

10.1 The Club shall be affiliated with:

10.1.1 Teachers Without Borders Canada

10.1.2 Teachers Without Borders Canada: On Campus

10.1.3 Other Teachers Without Borders Canada On Campus

chapters

**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 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 which are not specified in the Constitution

12.2   The club’s bylaws shall not contravene the Constitution.

**Article XIII: SSMU Constitution**

13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution and By-Laws shall take effect.

13.2 If there are any areas not covered in this Constitution, the SSMU Constitution and By-Laws shall take effect.