**Constitution of McGill Chapter of Heart 4 Heart**

1. **Article I:Name**
   1. McGill Chapter of Heart 4 Heart also referred to hereinafter as the Club.

**2 Article II: Mandate**

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

* Raise awareness about congenital heart disease (CHD) and fund life-saving surgeries for children with CHD in various developing countries
* Educate McGill students regarding CHD and the burden of living with a life-threatening condition in a developing country
* Work with our partner, Gift of Life International, to fund the surgeries and develop core programs to empower medical professionals in select countries. These programs will provide reliable care while simultaneously creating sustainable pediatric cardiac surgery
* Advocate for congenital heart diseases on campus and in the Montreal community
* Network with existing global health advocacy and research communities at McGill and in the Montreal area
* Provide support for McGill Students for Save a Child’s Heart and McGill Students Supporting the Heart and Stroke Foundation and form partnerships with these clubs to provide McGill students with a broad overview of heart diseases in general.

**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.

* + - 1. No member shall make personal profit from the club
    1. 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

* + - 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
    1. 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 eleven portfolios:

1. President
2. Vice President External
3. Vice President Internal
4. Vice President Finance
5. Vice President Communications
6. Vice President Events
7. Vice President Fundraising
8. Event Logistics Coordinator
9. Volunteer Coordinator
10. Community Outreach Coordinator
11. Webmaster

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

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

4.5 The EC can add portfolios in order to expand in future years.

4.6 If a member of the EC does not fulfill their duties, as deemed by all other executive members, the member will:

4.6.1 first be addressed by the members of the EC

4.6.2 face with removal from office

**5 Article V: Portfolios**

5.1 The President shall:

* + 1. Be the chief executive officer, chief representative, and chief spokesperson of the Club
    2. Shall be the main contact with Gift of Life International
    3. Oversee all aspects of the club.
    4. Be the main point of contact between the SSMU VP Clubs and Services and the club
    5. 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.
    6. Chair all EC meetings.
    7. May cast the deciding vote in the event of a EC deadlock
    8. Co-sign all financial transactions with the CFO.
    9. Co-sign all minutes with the CCO.
    10. Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students’ Society of McGill University

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 student and community organizations within and outside McGill University, 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 the communications side of the club both to the members of the club and to McGill through social media sites, listservs, and flyers.
  1. The Vice President Internal shall:
     1. Be responsible for communication within the EC and with the Students’ Society of McGill University.
     2. Maintain the membership list of the club.
     3. Oversee and coordinate the programming activities and events of the club
     4. Take minutes at EC and general meetings, and ensure proper distribution of all minutes
     5. Co-sign all minutes with the President.
     6. Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
  2. The Vice President Finance shall:
     1. Oversee and coordinate funding for the programming activities and events of the club
     2. Keep track of the fundraising progress of the club and set fundraising goals for every event and semester
     3. Co-sign all financial transactions with the President.
     4. Ensure the funding and financial stability of the club.
     5. Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
  3. The Vice President Communications shall:
     1. Take minutes at EC and general meetings, and ensure 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.
     4. Be responsible for monitoring and updating all social media.
     5. Be responsible for writing all announcements.
     6. Assist the President in keeping the club informed on current and upcoming events.
  4. The Vice President Fundraising shall:
     1. Work with the VP Events to coordinate fundraising activities.
     2. Oversee responsibility in securing potential sponsorships.
     3. Be responsible for coming up with new fundraising initiatives.

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* 1. The Vice President Events shall:
     1. Be responsible for logistics and planning of an event.
     2. Be responsible for venue booking, catering, and applying for permits.
     3. Work with the VP Communications to ensure that events are properly advertised.
     4. Work with the Volunteer Coordinator to ensure volunteers are properly trained for an event.
     5. Work with the Event Logistics Coordinator to ensure an event runs smoothly.

* 1. The Event Logistics Coordinator shall:
     1. Work with the VP Events and Internal in ensuring that an event runs smoothly in all logistical aspects.
     2. Aid the VP Events in venue booking, catering, and applying for permits.
     3. Be responsible for being server trained.
     4. Work with VP Communications to Advertise for events.
  2. The Volunteer Coordinator shall:
     1. Work with the Event Logistics Coordinator and VP Events in organizing volunteers for events, campaigns, and community outreach opportunities.
     2. Act as a liaison between volunteers and the executive team.
     3. Be responsible for recruitment and training of volunteers.
  3. The Community Outreach Coordinator shall:
     1. Work with the VP External and volunteers to facilitate local volunteering opportunities.
     2. Serve as a liaison between H4H executives and the local community.
     3. Facilitate and coordinate local volunteering opportunities and awareness campaigns.
  4. The Webmaster shall:
     1. Ensure the official H4H website is up to date with the most current and accurate information.
     2. Be responsible for website design and maintenance.
     3. Work with the VP Communications to create new promotional material for the website.

**6 Article VI: Fees**

6.1 McGill Chapter of Heart 4 Heart will have no required membership fee.

**7 Article VII: Finances**

* 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.
  2. All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
     1. Each account must have a minimum of two and maximum of three signing officers.
     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

**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 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 Elections will be held as needed as positions become available.

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

9.6 The Executive Committee will conduct an interview process of all existing or new member who wish to be considered as executive committee candidates

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

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

9.9 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 Heart 4 Heart, a charity dedicated to raising awareness about congenital heart disease (CHD) and providing funds and services for children with this condition. Heart 4 Heart is currently partnered with Gift of Life International, a charity which organizes surgical missions in developing countries around the world and assigns profiles of the children to the various chapters of Heart 4 Heart across Canada.

**11 Article XI: Constitutional Amendment Procedure**

* 1. Any member of the club may propose an amendment to the Constitution.
  2. In order to amend the constitution consensus on the proposed amendment must be reached at a General Meeting. The EC however, has the final decision on whether the proposed change passes through an internal voting process where 50% majority vote EC vote in favor the proposed amendment.
  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**

* + 1. The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.
  1. The club’s bylaws shall not contravene the Constitution.
     1. 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.